Change your status or sign out

From the **My Info** screen, do one of the following:

- To change your status, tap **Status**, and then select your status.
- To sign out, tap **Sign Out**.

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**Lync 2013 on the iPhone**

*Note: Lync 2013 for iPhone is only compatible with iOS 7.0 or above*

**Install the Lync 2013 App**

1. From your phone, select the App Store icon, and search for Microsoft Lync 2013
2. Select the Free button and Select the Install App button. You may be prompted to enter your Apple ID and Password

**Sign in for the First Time**

1. On the home screen, Select the Lync 2013 icon you will see a “Before You Start” screen. Select OK
2. On the sign-in screen, enter your @princeton.edu email address and your Princeton NetID password in the appropriate fields
3. Select Show Advanced Options
4. Enter Princeton\your NetID in the User Name field
5. Be sure Auto-Detect Server is set to On, then select Hide Advanced Options
6. Select Sign In
7. You will now see a “Welcome. Let’s begin...” screen. Select Next
8. Make sure that Require Wi-Fi for VoIP calls is set to On within the Manage Data Use screen, then select Next
9. Enter your iPhone number and select Next
10. You should now see a “You’re all set!” screen. Select Done

**Sign in and get started**

1. On the Home screen, select the Lync 2013 icon to start the app
2. On the sign-in screen, enter your credentials, and then tap **Sign In**.
Search for a contact
1. Tap Contacts.
2. Start typing a person’s name in the search box. Your search results will appear below the box. You can also scroll through your Lync Contacts group to find the person you’re looking for.

Send an instant message
1. When you find the person you’re looking for, tap their name
2. Tap the IM icon.
2. Type a message, and then tap Send.

Add audio to an IM
When you’re in an IM and you want to add audio,
1. Tap the Phone icon
2. Tap the Lync Call button.

Add video to an IM
To add video to an IM or audio conversation,
1. Tap the Video icon
2. Tap Start My Video.

Join a Lync meeting
To join a Lync Meeting,
1. Tap the Meetings tab
2. Select the meeting you want to join
3. Tap Join Meeting.

See who’s in the meeting
To view the participants list when you’re in a meeting,
1. Tap the Actions icon
2. Tap See Participants