Change your status or sign out

1. Tap the Status icon.
2. Tap your status.
3. Select the status that you want.
   or Tap Sign Out.

Install the Lync 2013 App

1. From your phone, go to the Play Store, and search for Microsoft Lync 2013.
2. Tap the Install button. You may be prompted to verify the App Permissions. As soon as the app is installed, it will appear on your phone.

Sign in for the first time

1. On the home screen, tap the Lync 2013 icon. You will see a “Before You Start” screen. Tap OK.
2. Read the Terms of Use and select Accept.
3. On the sign-in screen, enter your @princeton.edu email address and your NetID password in the appropriate fields.
4. Tap Show Advanced Options.
5. Enter Princeton\your NetID in the User Name field.
6. Be sure Auto-Detect Server is set to On and tap Sign In.
7. Be sure Require Wi-Fi for VoIP calls is set to On within the Manage Data Use screen. Note: It will work with it Off but you will incur costs.
8. Tap Next.
9. Enter your Android device phone number and tap Next.
10. Check Sync Contacts if you want to synchronize your Lync contacts to your Android phonebook.
11. You should now see a “You’re all set!” screen. Tap Done.

Sign in and get started

1. On the home screen, tap the Lync 2013 icon
2. Tap Sign In
Search for a contact
1. Tap the Contacts icon.
2. Tap Search
3. 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, and then tap the IM icon to send an instant message.
2. Type a message, and then tap Send.

Add video to an IM or call
To add video to an IM or audio conversation, tap the Video icon.

Add audio to an IM
When you’re in an IM and you want to call the contact, Tap the Phone icon
Click one of the call buttons.

Join a Lync Meeting
1. Select the Meetings tab.
2. Select the meeting you want to join.
3. Tap Join Meeting.
4. Tap the Video icon if you want to add video to your meeting.