

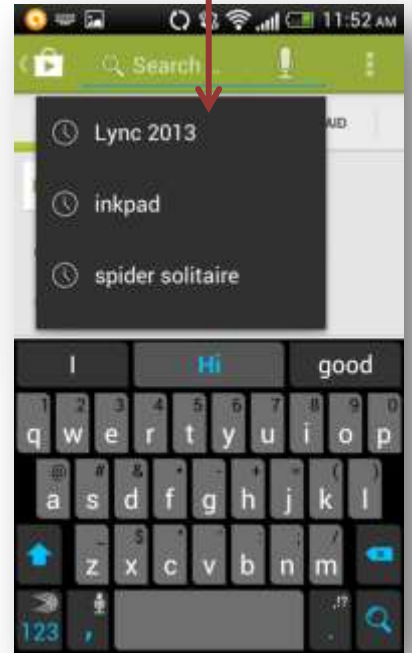
Lync 2013



Download/Install & navigate
the
Android Phone App

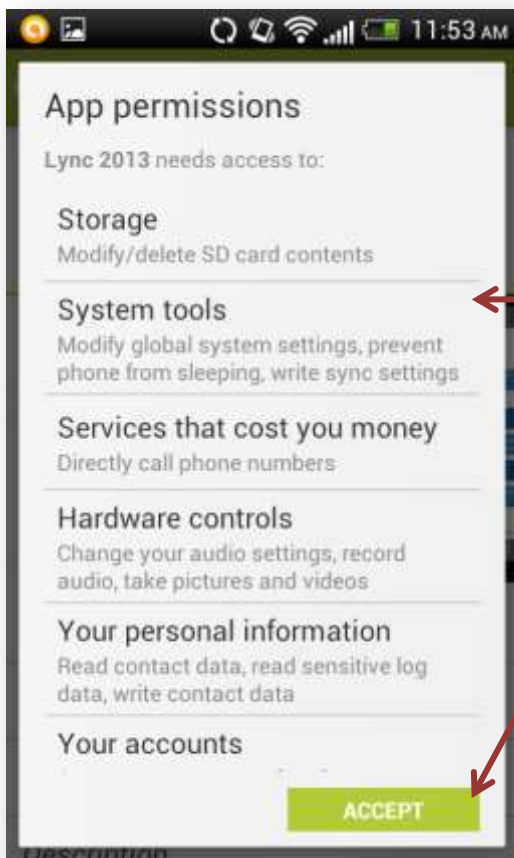
Go to Google play on your Phone and search for Lync 2013.

Click on install – you will be asked for your apple store password.



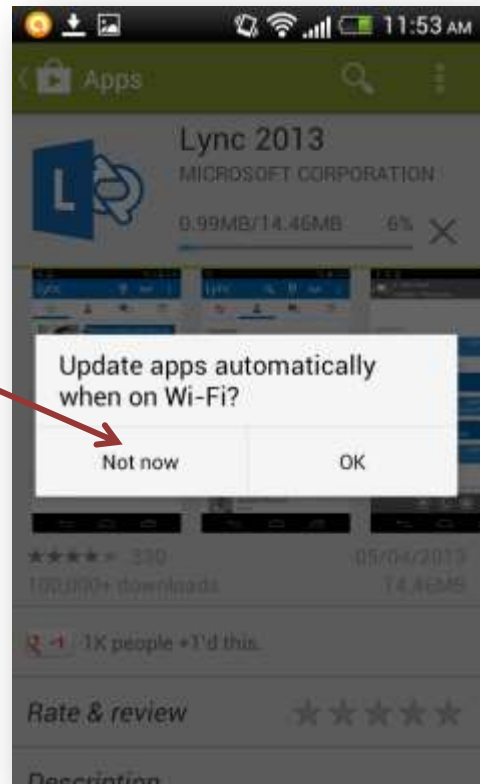
Click on Lync 2013
Then click on Install





You will see the App permissions screen – you need to accept to continue with the install
Click on **Accept**

You will see the Update apps automatically when on Wi-Fi . You can choose either which ever is your preference then
Click on **Not Now or OK**





Last thing to do at this screen is Tap on **Open**



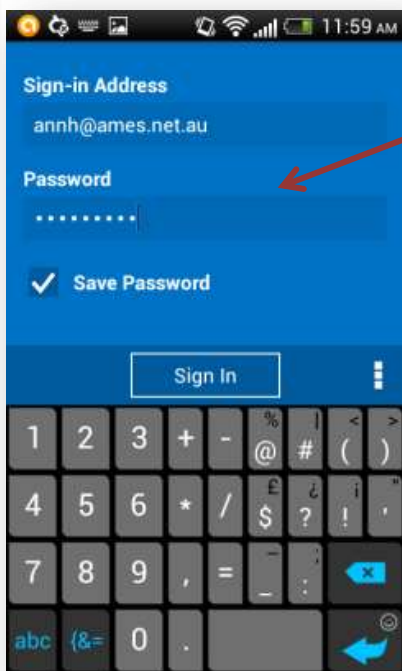
Before we go on and sign in, make sure you have your Login details ready to enter in.

Tap on **OK**



On the Terms of use screen you need to accept to continue with the sign in.

Tap on **ACCEPT**



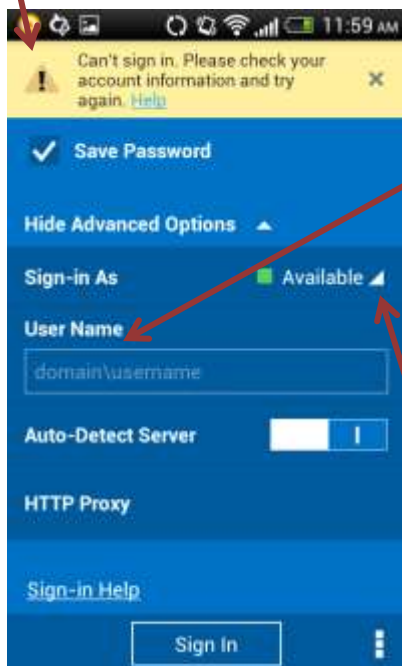
Enter your sign in name:
“**Username**”@ames.net.au

Enter your Password:
It is case sensitive so enter exactly as is
You can also choose the option of
saving your password

Do not Sign in yet, tap “**Show
Advanced Options**”



From time to time you may
get an error message – tap
the cross to close this will not
affect your user experience



When advanced options opens up the
only pieces of information to enter are
your username which will be:
ames\“**username**”
ie; **ames\MatthewsK**

Next tap on **Sign In As** and pick what
you want your status to be when
you sign in – usually **Available**

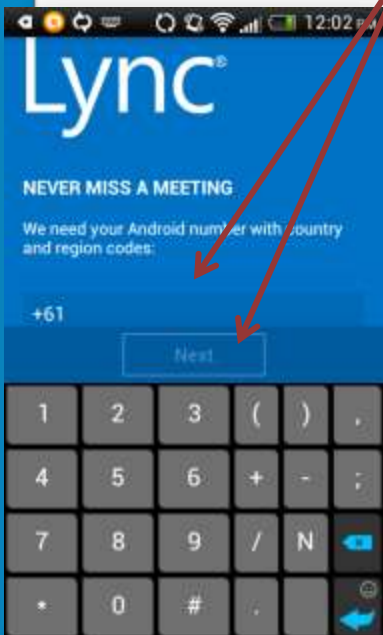


Once signed in you will see the welcome screen – just a couple of settings left to choose and you will be ready to use Lync 2013 app ! **Click Next** at the bottom

Next it will ask you to make some choices re data management.

Select **“ON”** if you wish to only use your WI FI connection to receive and send data or video etc so that Lync does not use your data cap associated with your 3G.

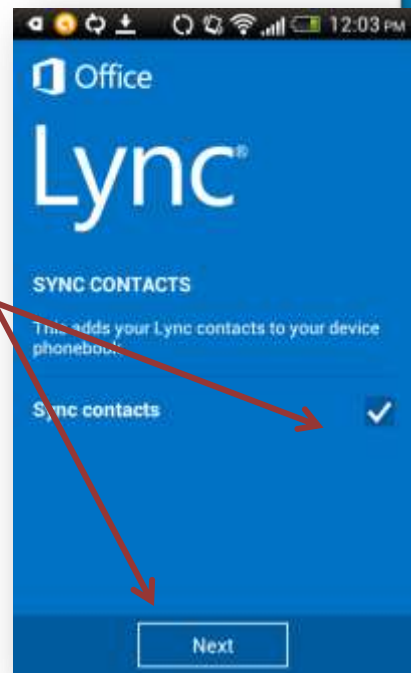
Then click **“NEXT”** at the bottom of the screen



Enter your phone number Then click **Next** at the bottom of the screen

You can also choose to sync your phone contacts with Lync tap to tick or untick which ever you choose

Click **“Next”** at the bottom of the screen



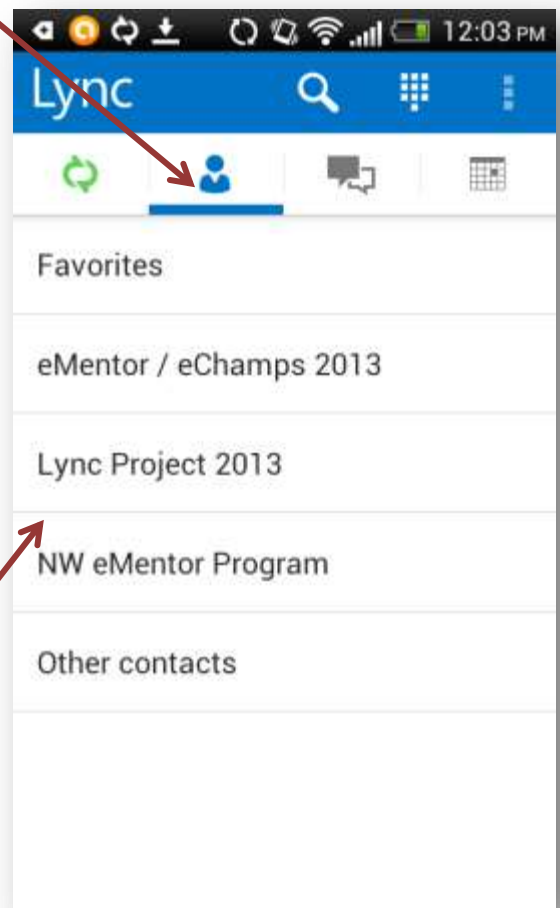


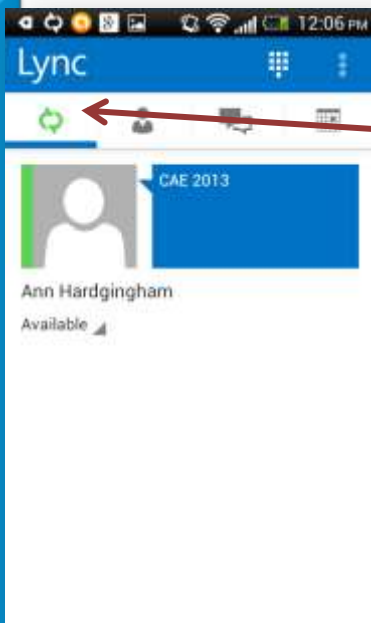
Lync is now set up !– Click on **Done** to enter the app

Tap on contacts at the top of the screen. If you have added contacts they will be in this area. You can group & display them in different views just as with the PC version of Lync.

Search for a contact using the search icon at the top of the screen

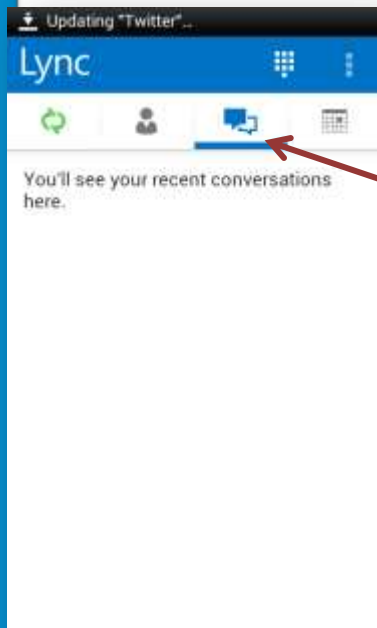
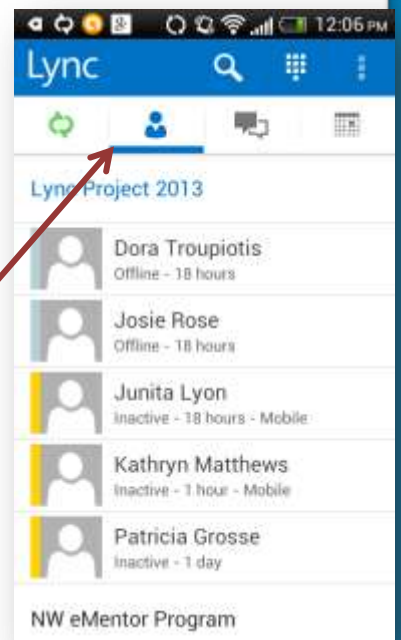
Click on a group to display contacts then a name to display their card from which you can Text chat, call, video chat.





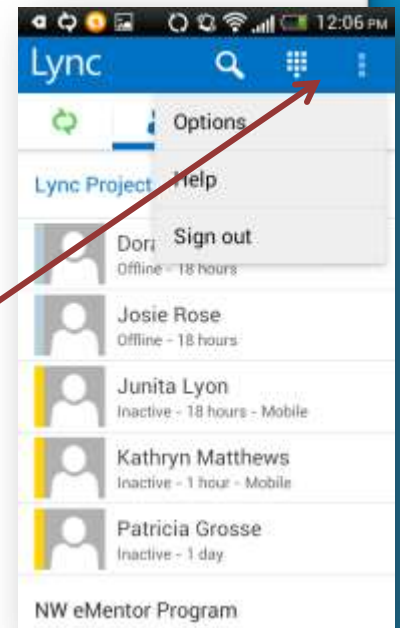
You can change your status here

Tap here for your contacts. Tap on a name to options to chat via audio, video or text chat



Tap here to see your text chat streams

Tap here to sign out, help and more options



More tutorials to be added soon – at this stage we have been able to be invited to a meeting and you can use audio , video and chat however the whiteboard feature is unavailable. You can however view a ppt presentation - we will report more of the great things you can do in Lync for your mobile devices in future tutorials.