

Lync 2013



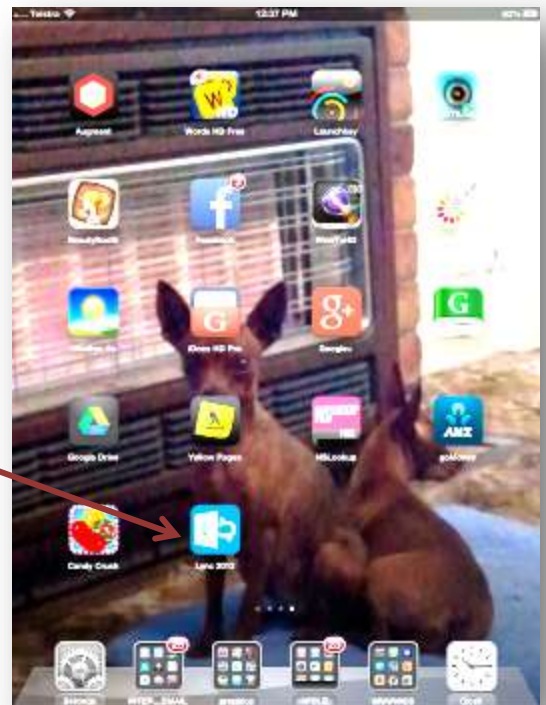
Download/Install & navigate
the
iPad App

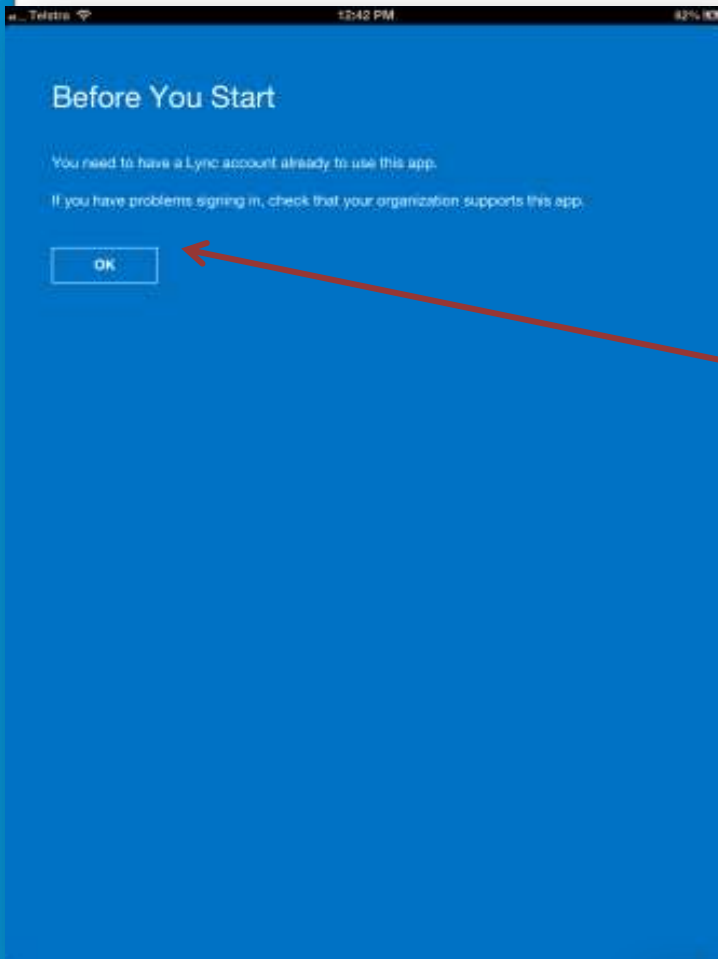


Go to the Apps store on your iPad and search for Lync 2013.

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

When finished installing, click on open or navigate to the app icon on your home screen and tap to open



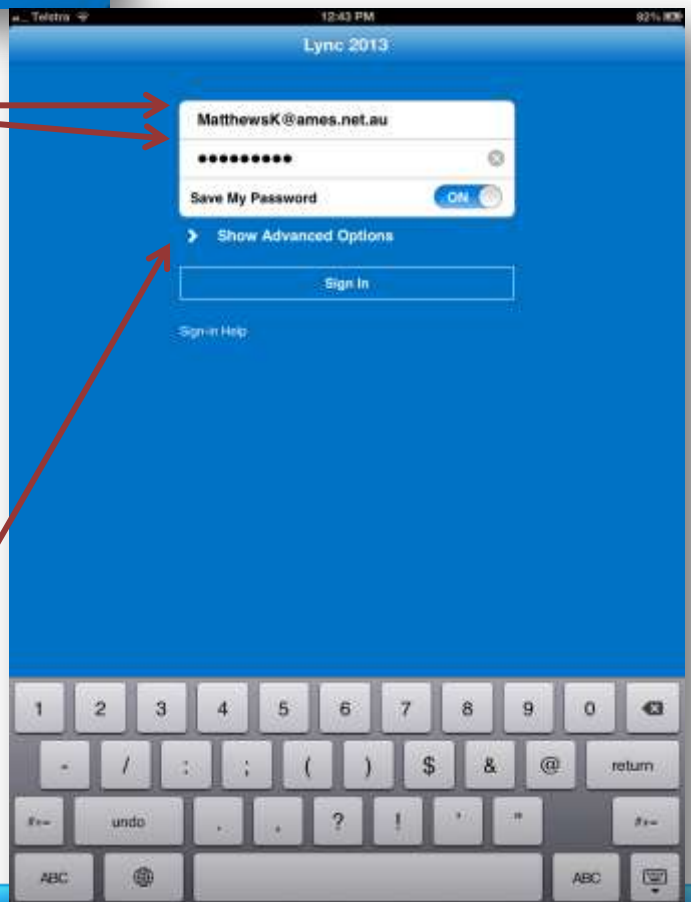


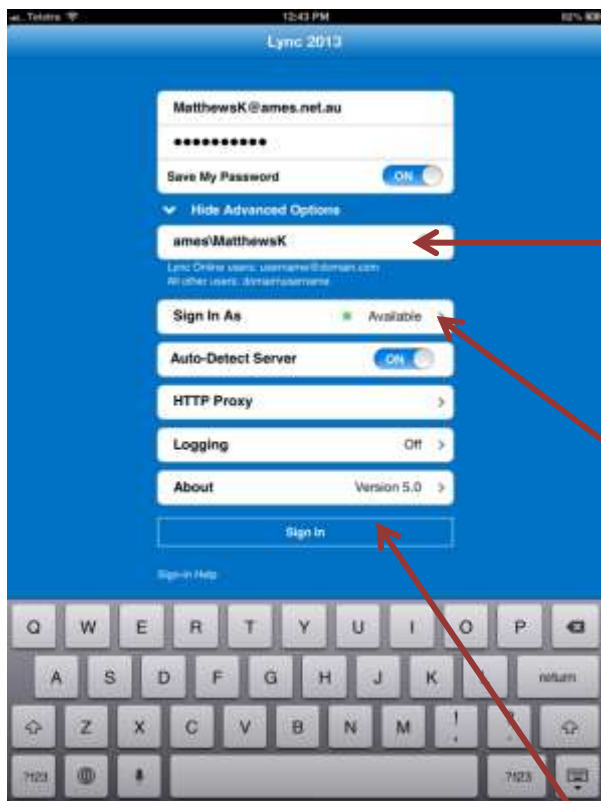
When you click on the app icon this is the first screen you will see
Have your Lync sign in details ready
Click on **OK**

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"**





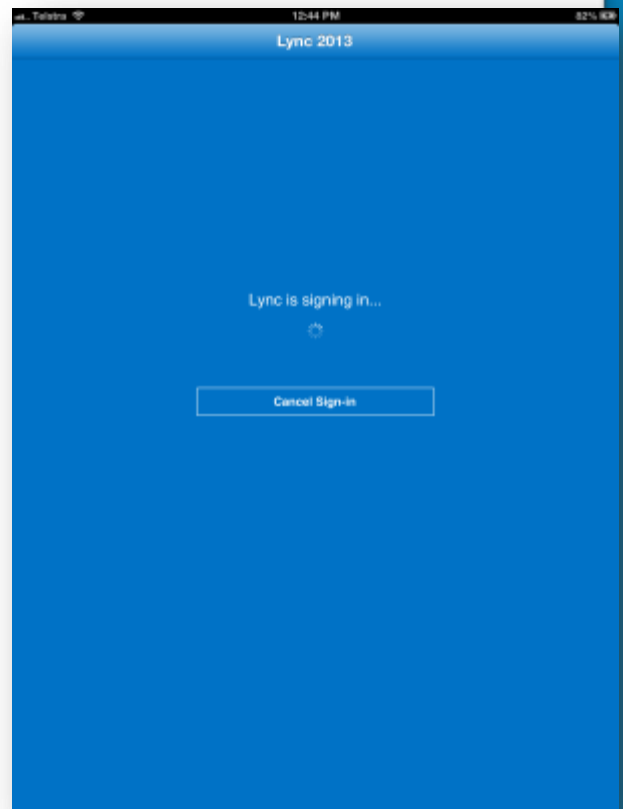
When advanced options opens up the only pieces of information to enter are your username which will be:

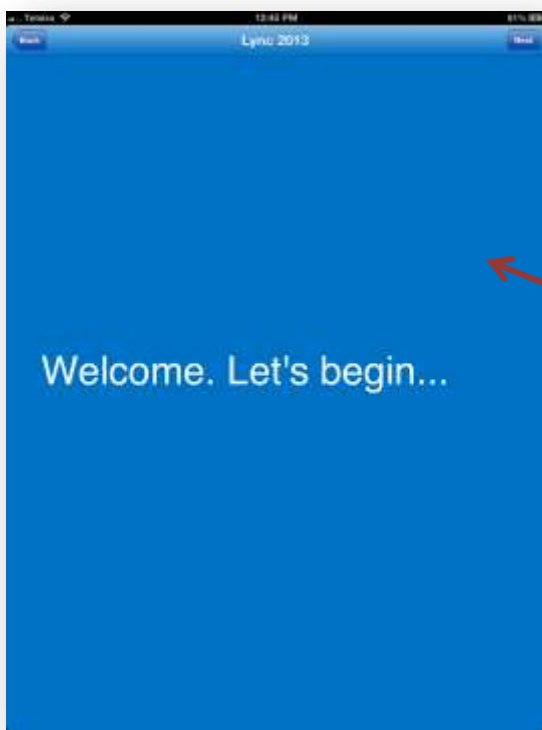
ames**"username"**
ie; ames**MatthewsK**

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

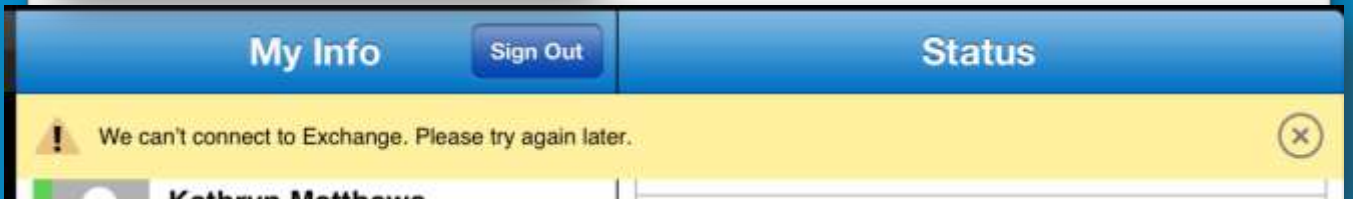
Last thing to do at this screen is Tap on **Sign In**

Lync will now sign in – sometimes the sign in process seems like it is taking some time but be patient and sometimes you have to sign in a couple of times the first time you do this but eventually you will get the **Welcome Screen on the next page**





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 !

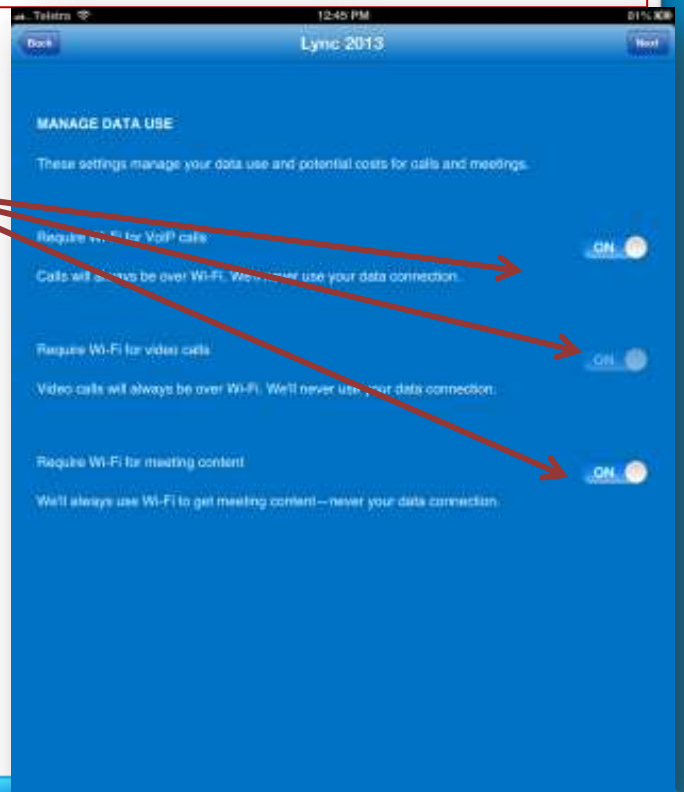


From time to time you will get the above error message – tap the cross to close this will not affect your user experience

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

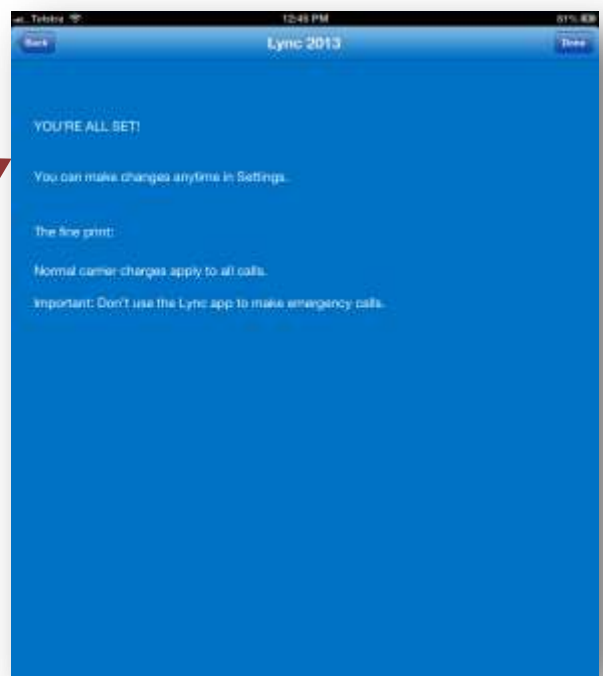
Select **“ON”** if you wish to only use your WI FI connection to receive and send data or video etc so that Lync does not use your data cap associated with your 3G.

Then click **“NEXT”** in the top right hand corner.

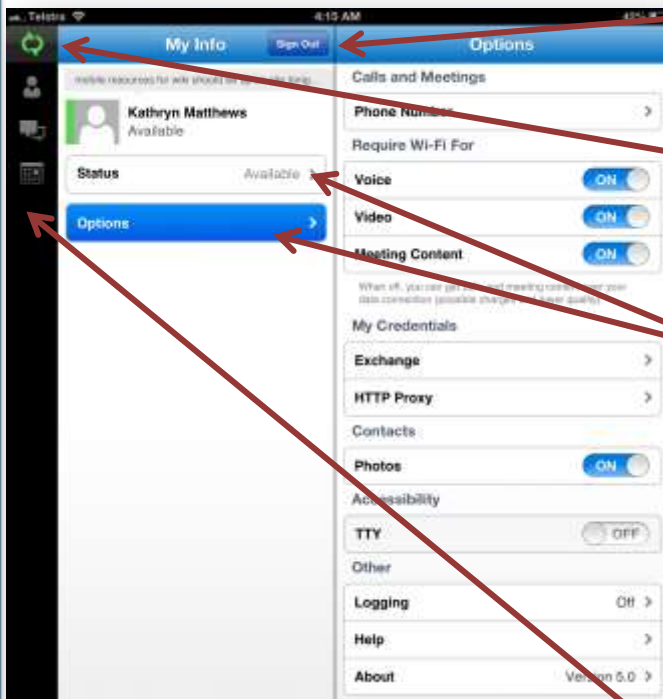


And now your ready to use Lync on your iPad!

Click **“DONE”** in the top right hand corner



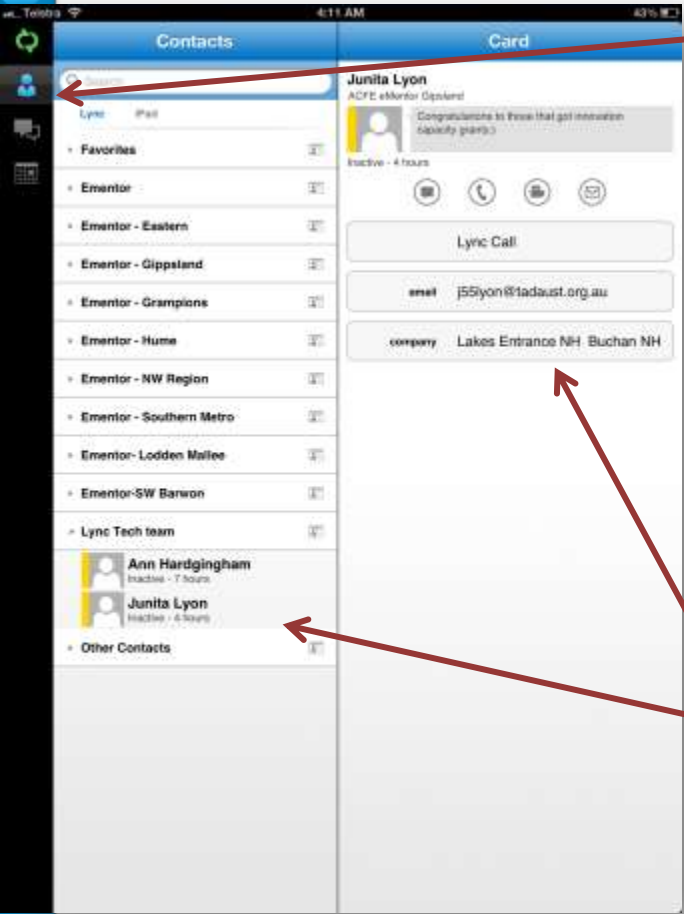
The opening Screen once you have signed in and gone through selecting the options around data management.



Sign out - if you want to sign out of Lync tap on **“My Info”** at the top left of the screen and tap on sign out. You can access Contacts and chat here too

You can change your status here and access a number of other options
You can access your options
And change them any time you want

The areas you can access – at this stage the **“Meetings”** area is inaccessible to us on the Lync project. This is where your meetings will show if Lync is integrated with Microsoft Office Outlook.



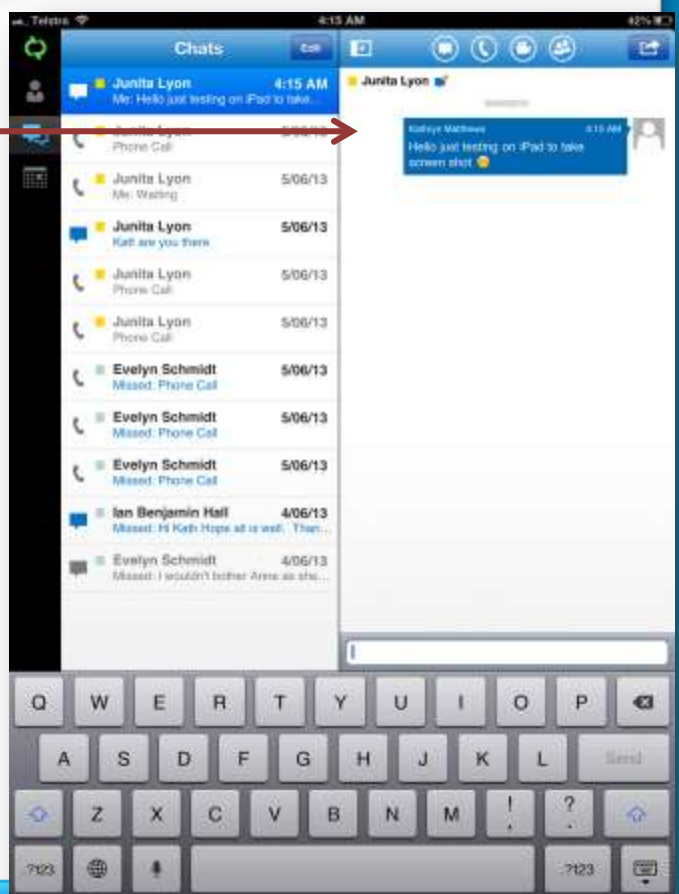
Tap on contacts at the top left of the screen. If you have added contacts they will be in this area. You can group & display them in different views just as with the PC version of Lync.

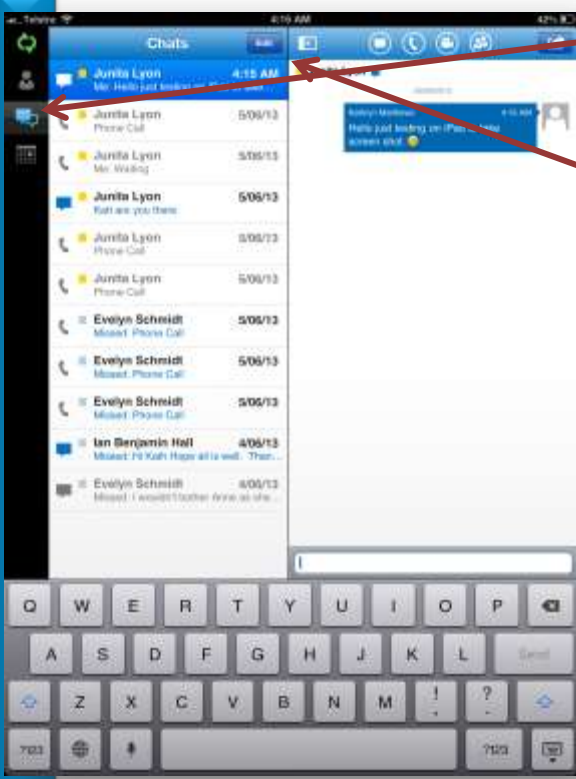
Search for a contact in the search bar at the top of the screen

Click on a name to display their card from which you can Text chat, call, video chat or email.

Tap on the message icon under the contact as above and you will be able to type a message when finished tap the send button on the keypad.

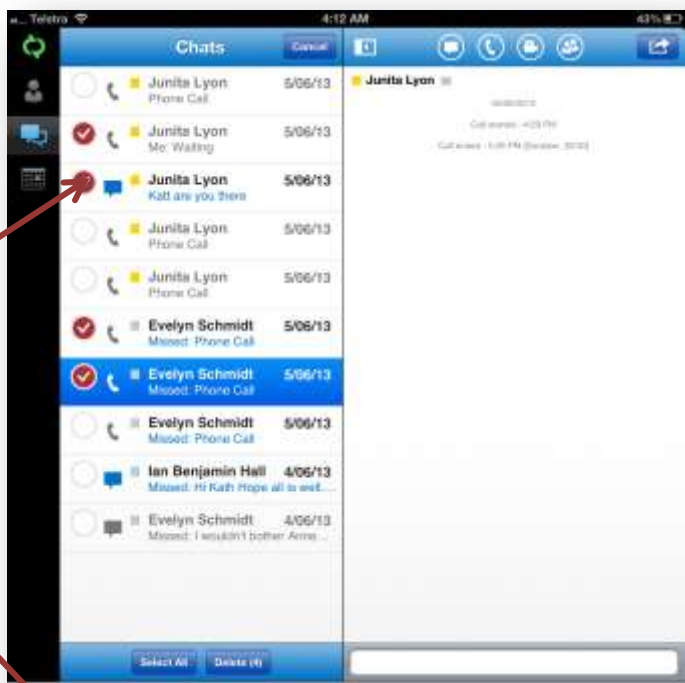
The message will be displayed





Tap on the **“Chats”** icon at the top left of the screen to display all chats.

To delete chats click on the **“Edit”** button on the top right hand side of the chat half of the window.



You can then tap in the circle beside each chat and use the delete button at the bottom to delete selected.

Or you can delete by swiping a message to expose the delete button then tap delete



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.



The screenshot shows the App Store page for the Microsoft Lync 2013 for iPad app. At the top left is the Lync logo, a blue square with a white 'L' and a white circular arrow. To its right, the app title 'Microsoft Lync 2013 for iPad' is displayed in bold black text, followed by 'Microsoft Corporation' and 'No Ratings'. A small share icon is in the top right corner. Below the logo is a grey 'INSTALLING' button. The main content area features two preview images: the left one shows a promotional slide with the text 'Great app offers, limited time' and 'Find your next PC', and the right one shows a video conference in progress with a woman in the foreground and a man in the background. Below the images is a 'Description' section with the following text: 'You need to have a Lync account already to use this app. Also, some functionality might require an update to Lync Server or might not be available to all users. If you're not sure about your account status, please contact your IT department. Lync 2013 for iPad extends the power of Lync to your mobile device – including voice & video over wireless, rich presence, instant messaging, conferencing, and calling features from a single, ... **More** ▾'.