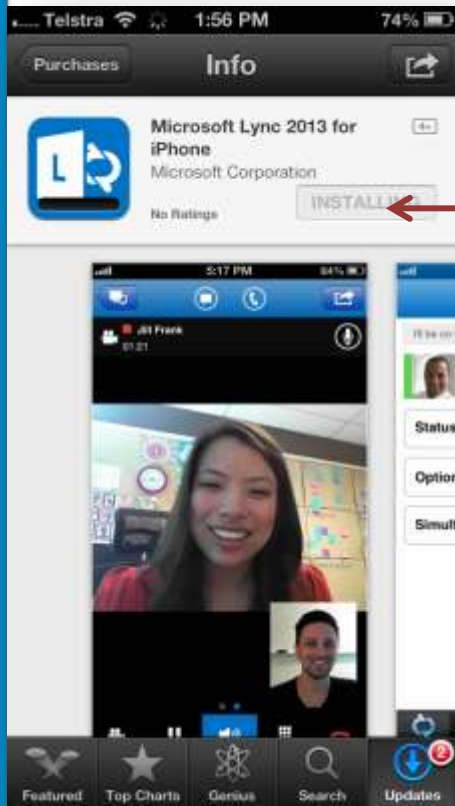


Lync 2013



Download/Install & navigate
the
iPhone App

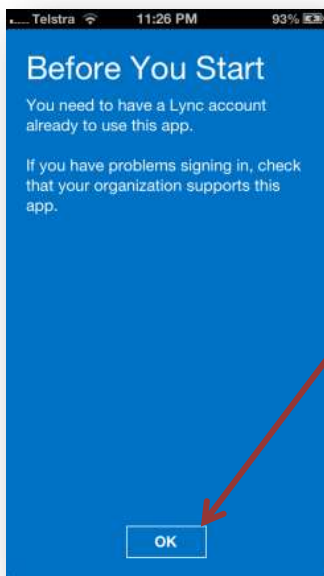


Go to the Apps store on your iPhone and search for Lync 2013.

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



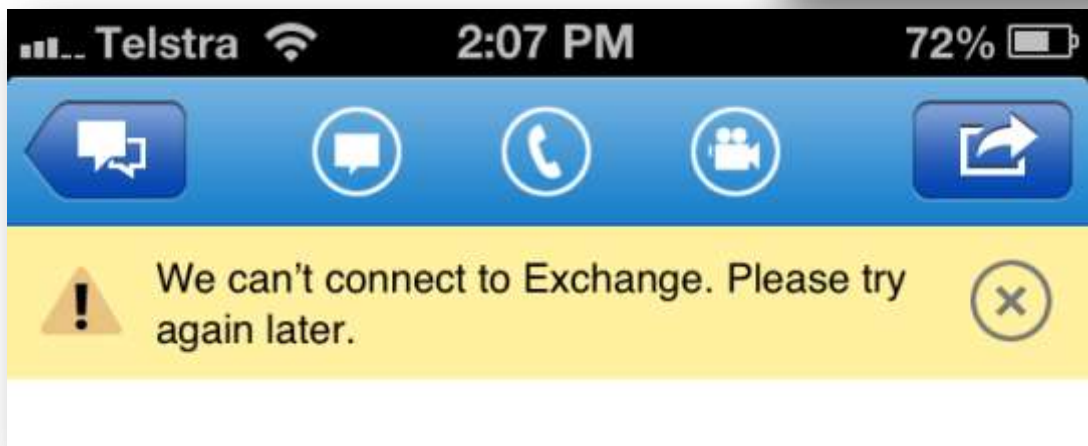
When finished installing, click on open or navigate to the app icon on your home screen and tap to open



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”**



From time to time you will get the above 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**

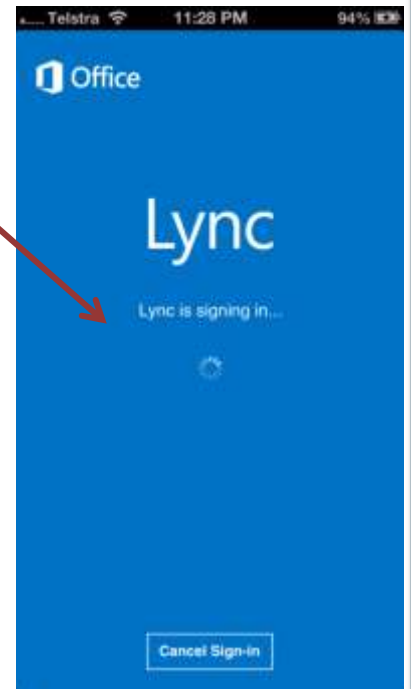
Next tap on **Sign In As** and pick what you want your status to be when you sign in – usually **Available**



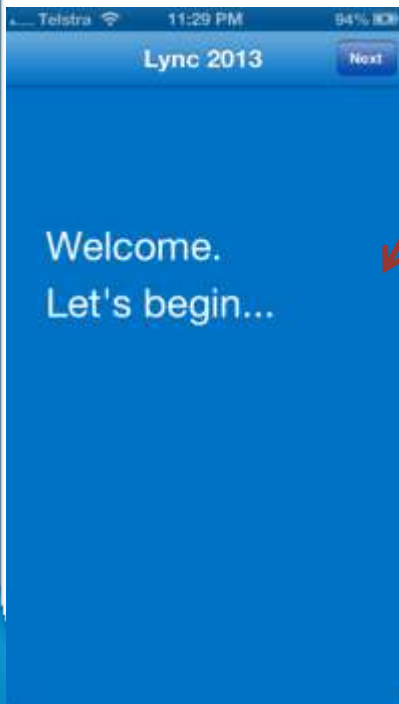
Tap on **available** and it will then revert back to the previous screen

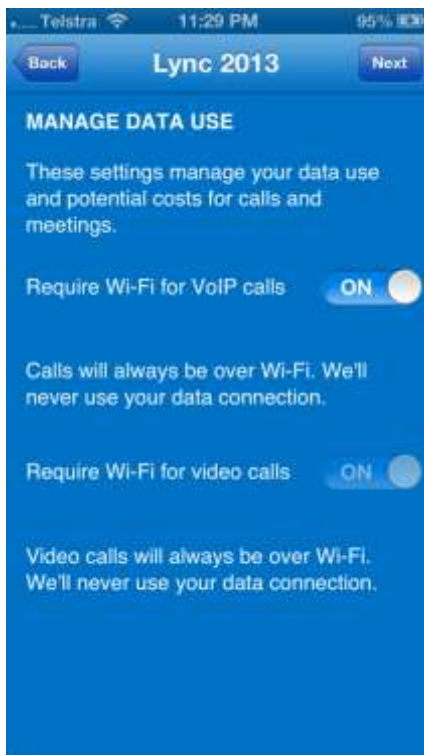


Your screen should now have your username and your status filled in
Click on **Sign In** at the bottom of the screen



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** below



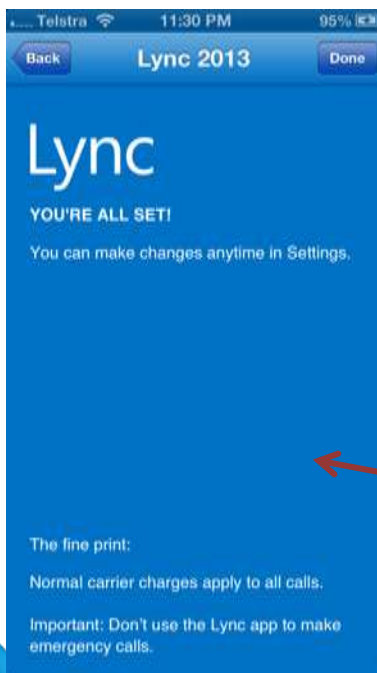
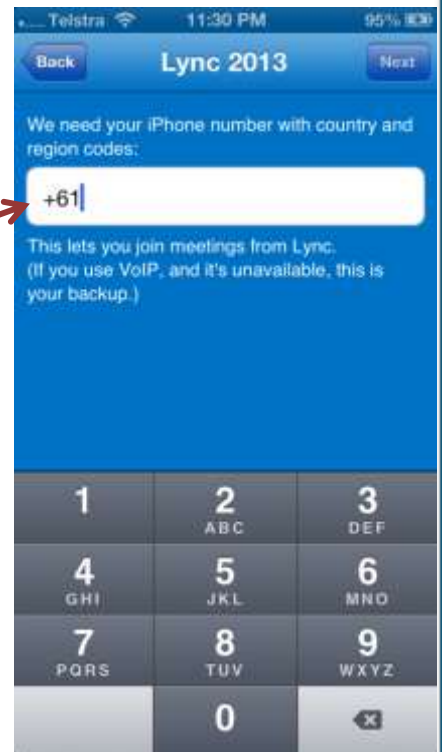


Next it will ask you to make some choices re data management.

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.

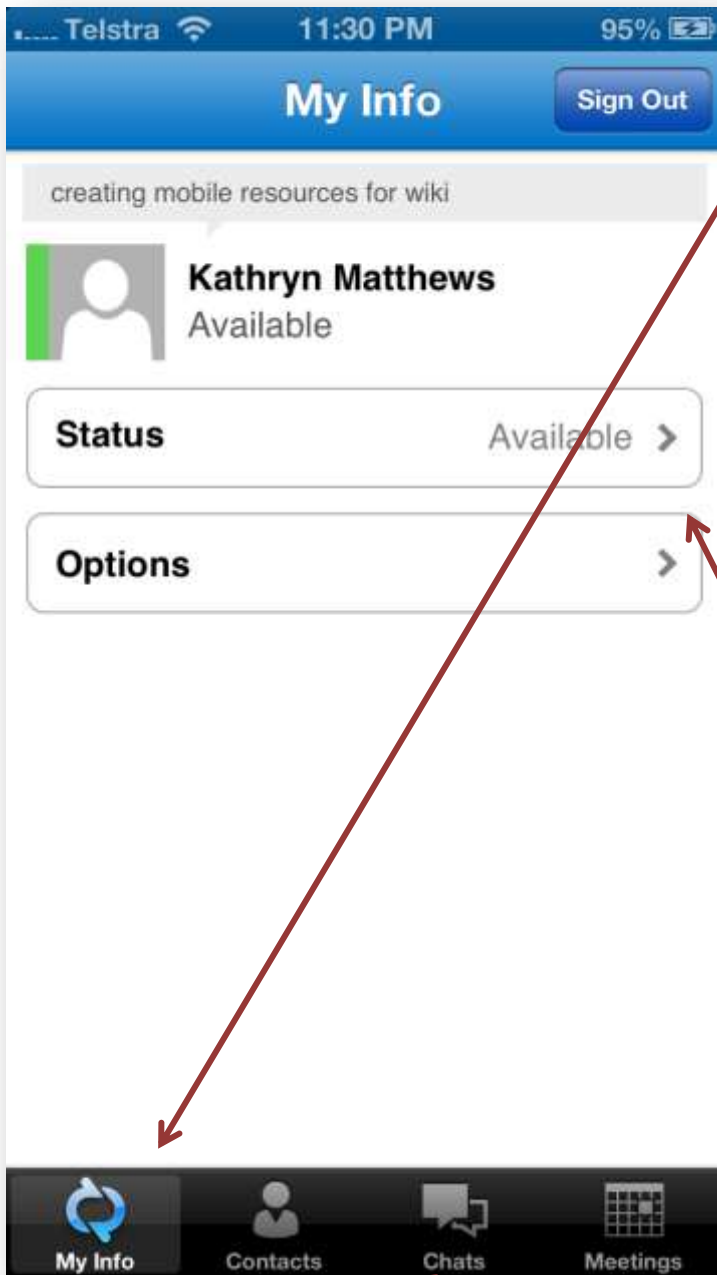
You may wish to enter your phone number to receive voip calls for meetings
Click **“NEXT”** in the top right Corner



And now your ready to use Lync on your iPhone!

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.



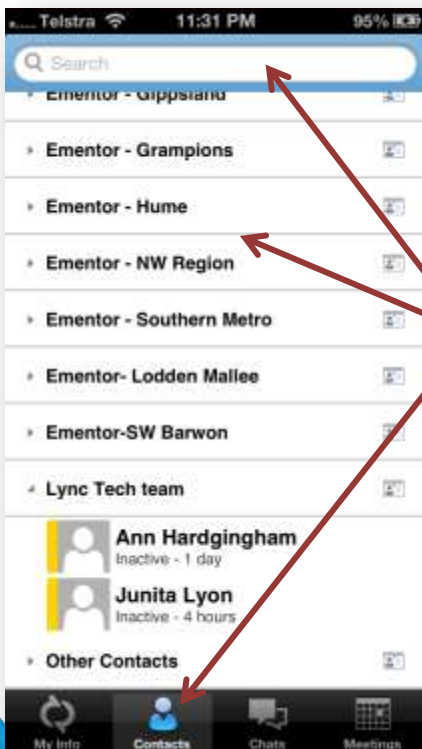
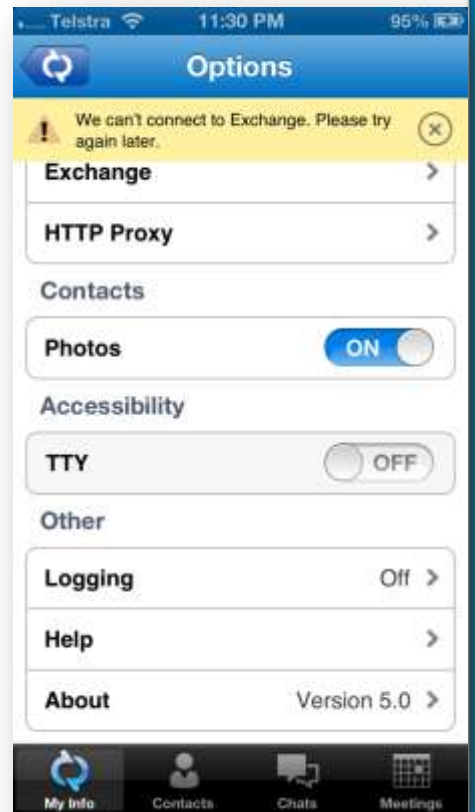
Sign out - if you want to sign out of Lync tap on "My Info" at the bottom of the screen and tap on sign out

You can change your status here and access a number of other options

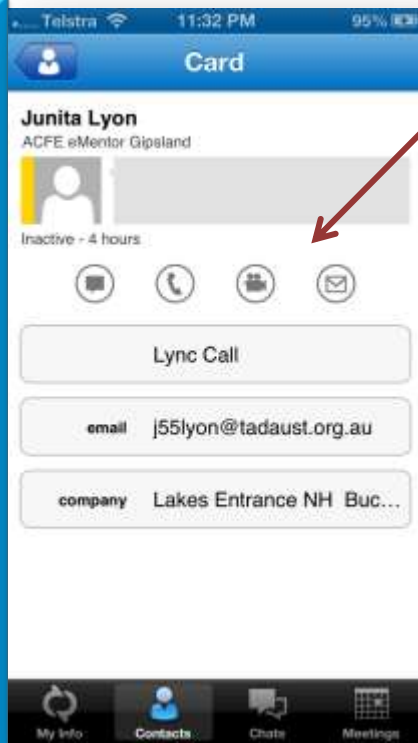
The areas you can access – at this stage the "Meetings" area is inaccessible to us on the Lync project. This is where your meetings will show if Lync is integrated with Microsoft Office Outlook.

The Options

set according to your preferences. Even though you can turn photos on you will not see photos of your Lync Project contacts as this feature is not available to us. If you have allowed your iPhone contacts then you should be able to see photos attached to contact profiles if setting turn "on" Scroll down screen to see all options



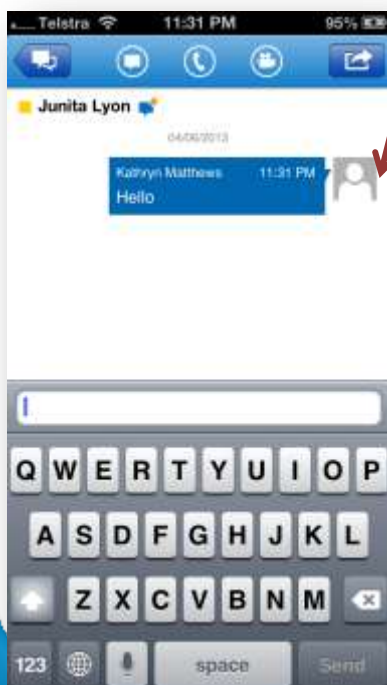
Tap on contacts at the bottom of the screen. If you have added contacts they will be in this area. You can group them and display them in different views just as with the PC version of Lync. Search for a contact in the search bar at the top of the screen

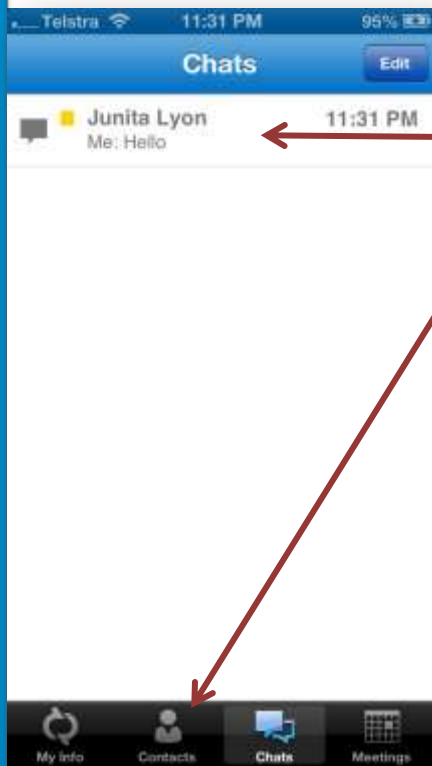


Click on a contact's name to see their card. Just as with the PC version you can message , call, video chat, or you can email them just by tapping on the icons.



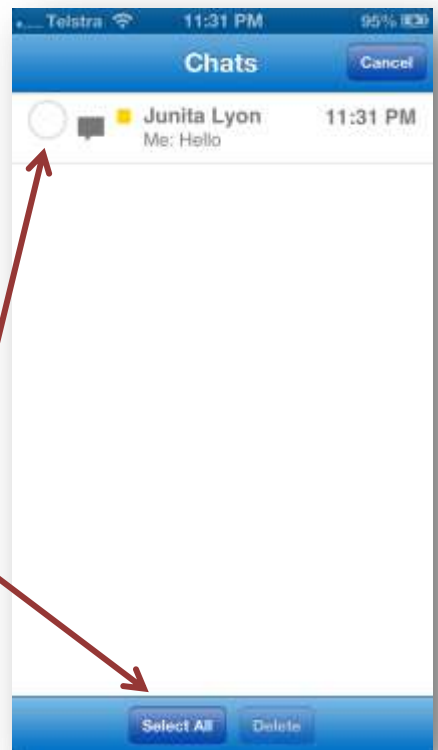
Tap on the message icon and you will be able to type a message when finished tap the send button on the keypad. The message will be displayed





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

To delete chats click on the **“Edit”** button on the top right hand side of the screen



You will notice you have a little circle next to the chats – tap the circle to select and tap on the delete button at the bottom of the screen.

You can also swipe a message to expose the delete button then tap on 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.