Make a call

Calls made using Lync are not Voice over Internet Protocol (VoIP). When you make or receive a Lync call, your carrier's minutes are being used. When you make or receive a Lync call from the iPad the call goes to the mobile phone number you specified in the **My Mobile Number** field.

- To call someone in your Contacts list, find the contact, tap the contact's name, and then select the number you want to call or tap the **Call** icon to call the work number.
- When the call is placed, you'll first need to accept the Lync call in order to make the outgoing call.

Join a Meeting

- To join an online meeting, tap the **Meetings** icon, and from the **All** or **Online** tab, open the meeting invite by selecting the meeting that you want to join, and then tap **Join Meeting**.

Set your status

- To change your status, tap the **My Info** icon, tap **Status**, and then select your status.

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**Quick Reference for Lync on the iPad**

**Sign in and get started**

Before you get started, make sure your iPad is connected to a Wi-Fi or 3G data network. For a list of supported features, see the **Mobile Client Comparison Tables** at [http://go.microsoft.com/fwlink/?LinkId=234777](http://go.microsoft.com/fwlink/?LinkId=234777).

Start the Lync application, and on the sign-in screen, enter your credentials, and then tap **Sign In**.
Find the right person

- Tap the **Contacts** icon, and start typing a person’s name in the search box. The results appear below the box.

![Contacts icon](image1.png)

Send an instant message

1. When you find the person you’re looking for, tap the person’s name, and then tap **IM** to send an instant message.

![Compose IM](image2.png)

2. Type a message, and then tap **Send**.

Receive an instant message

When someone sends you an instant message, an instant message alert appears at the top of the screen. Do one of the following:

- To accept the invitation, tap the alert.
- To ignore the invitation, tap the **Close (x)** button.

![IM alert](image3.png)

The IM alert appears for only a few seconds, but you can tap the **Chats** icon button to view any missed instant messages.

When you receive an IM when the Lync app is not open but you are still signed in, you’ll receive the alert on the main screen.

Invite others to an existing IM

1. To invite someone to an instant messaging conversation, from the Conversation screen, tap the arrow icon, and then tap **Invite Others**.

![Invite others](image4.png)

2. From the **Invite** screen, select or search for the contact you’d like to invite to the conversation.