

Lync 2010 for Android

*UIT is not responsible for charges incurred
when using the Lync mobile app on your smart phone.*



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Lync on a Mobile Device

A Lync 2010 app is available in the Android Market which is accessible using your Android phone. If you use the app to make and receive UH calls, no one will see your personal phone number. The caller ID information will display the same information that appears when you call someone from your campus phone. Features of the mobile app include:

- Publish and view status
- Screen reader/voice over
- View Contacts List
- Search Global Address Book/Personal Contacts
- Initiate instant messages (IM)
- Participate in multi-party IM
- Initiate email to a contact
- Use dial-out conferencing (server calls your mobile phone)
- Join a meeting or conference call
- Lync-to-Lync audio and video

Install Lync

To install the Lync 2010 app on your phone:

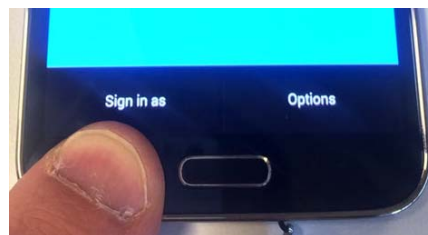
1. Using your phone, access the **Android Market**.
2. Search for **Microsoft Lync 2010**.
3. Tap **Install**.

Sign-in to Lync

While connected to a cellular or Wi-Fi network:

1. In the Sign-in Address field, enter **[name]@central.uh.edu** (your full email address).
2. In the Password field, enter **[your_cougarnet_password]**.
3. Select **Options**.

Note: To access Options on the latest Android phone, press the **button to the left of the Home button** for at least three seconds. The Options button appears in the lower-right corner. Tap **Options** to access advanced options.



4. In the Username field that appears, enter **cougarnet \ [your_cougarnet_ID]**.

Allow the Lync app to activate Simultaneous Ring which means incoming calls will ring your campus phone and the mobile app on your smart phone.

Your Lync Conference Dialing Number

The first time you sign-in to Lync on your Android phone, you are asked to enter your mobile phone number. Lync uses your mobile number as your Lync conference dialing number. When you click **Join Online Meeting** in a Meeting Invitation, Lync calls your mobile phone and connects you to the audio portion of a conference.

To verify your conference dialing number:

1. Tap **My Info**.
2. Tap **Options**.
3. Under **Meeting Access**, verify your mobile number.

To use a different number:

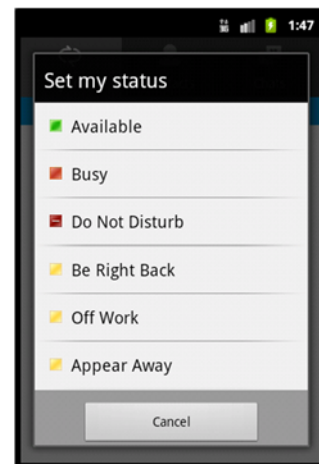
1. Tap **Meeting Access**.
2. Tap **New Number**.
3. Enter a **new number**.

Set Your Status

You can change your status from **Available** to **Busy**, **Do Not Disturb**, **Be Right Back**, or **Appear Away**. Do Not Disturb is the only status condition that prevents the app from ringing your phone.

To change your status:

1. Tap **My Info**.
2. On the My Info screen, tap the **arrow** next to your current status.
3. Under Set My Status, choose the **desired status**.

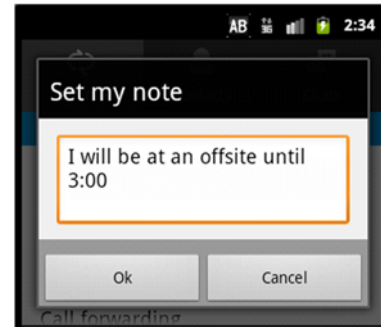


Enter Your Note

Your note appears on your My Info screen and on your Contact Card. Enter information or a message you would like others to see.

To change your note:

1. Tap **My Info**.
2. Tap **What's Happening Today?**
3. Enter a **note**.
4. Tap **Ok**.



View and Search Contacts

Your Lync contacts are the same no matter which Lync device you are using. If a Lync contact is added using a Lync client on your computer or desk phone, the contact will appear in the Contacts List on your Android phone.

To search for a contact:

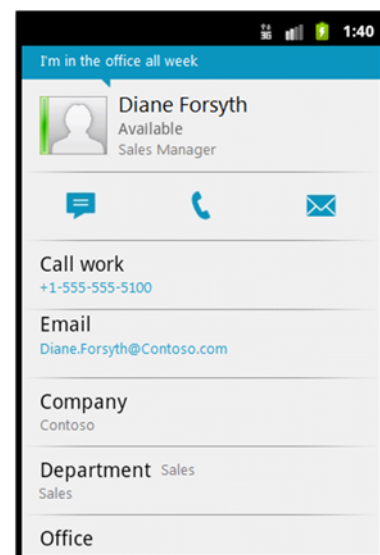
1. Tap **Contacts**.
2. Tap the **Menu** icon.
3. Tap **Search**.
4. In the Search field, enter a **name**.



View a Contact Card

To view the Contact Card of a person you have searched for:

1. Tap the **person's name**.

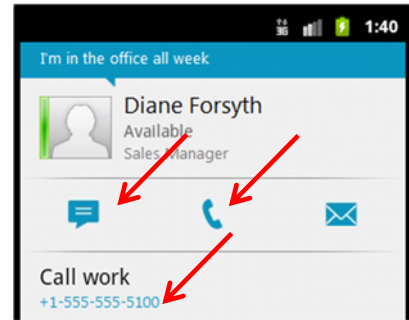


Call or Send an Instant Message (IM)

To call or send an Instant Message (IM) to a contact:

1. Tap **Contacts**.
2. Tap the **desired contact**.
3. Tap the **IM icon**, **Phone icon**, or tap the **phone number**.

Note: Android phone IM history is not connected to Exchange. Your Android phone cannot see the IM history available on other devices. Your other devices cannot see the IM history on your Android phone.



To call or send an Instant Message (IM) to a person who is not a contact:

1. Tap **Contacts**.
2. Tap the **Menu** icon.
3. Tap **Search**.
4. In the Search field that appears, enter a **person's name**.
5. In the search results, tap the **desired name**.
6. Tap the **IM icon**, **Phone icon**, or tap the **phone number**.



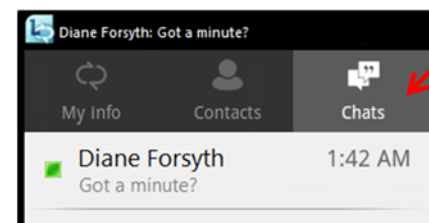
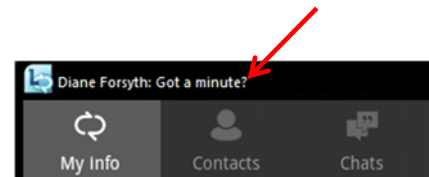
Receive an Instant Message

When someone sends you an instant message (IM), an IM alert appears at the top of the screen. The IM alert appears for a few seconds, but you can view any missed IM.

To view an IM, choose one of two options:

- Tap the **IM alert**.
- Tap **Chats** and tap the desired conversation.

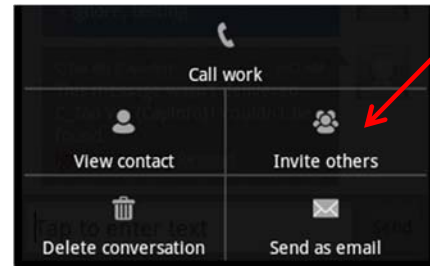
Note: Android phone IM history is not connected to Exchange. Your Android phone cannot see the IM history available on other devices. Your other devices cannot see the IM history on your Android phone.



Invite Others to an Existing Instant Message Conversation

To invite someone to an instant message (IM) conversation, during an IM conversation:

1. From the IM conversation screen, press the **Menu** button.
2. Tap **Invite Others**.
3. Tap the **contact** or **search for the contact** you want to invite.



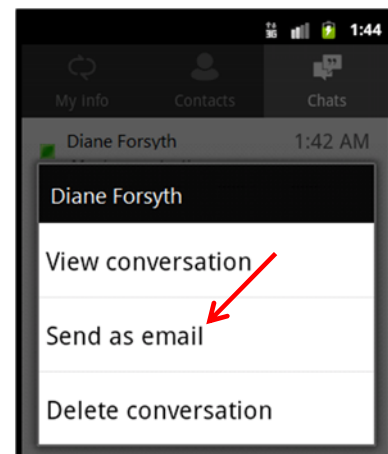
Send an Email from a Chats List Conversation

Instant Message (IM) conversations are saved to your Chats list. You can send email to a person with whom you have had an IM conversation and include the IM conversation in the email.

To send email from your Chats list:

1. Tap **Chats**.
2. Locate the **person to whom you want to send an email**.
3. Tap and hold the **conversation** until a menu appears.
4. From the menu, tap **Send as Email**.

The email message will open in your default email client.



Forward Calls to Voice Mail or Another Number

To forward your calls:

1. Tap **My Info**.
2. Tap **Call Forwarding**.
3. On the Call Forwarding Setting screen, tap **Forward Calls**.

On the Forward Calls To screen, do one of the following:

1. Tap a previously entered **phone number**.
2. Tap **Voice Mail** to forward calls directly to Voice Mail.
3. Tap **My Delegates** to forward calls directly to a previously set-up Delegate.
4. Tap **New Number** and enter a **number** on the New Number screen.
5. Tap **Select Contact** and select a **contact** on the Select Contact screen.

Simultaneously Ring Another Number

The Lync app automatically turns on Simultaneous Ring when you install the app. This is used to route calls to your mobile phone while also ringing your work phone. If you have previously set-up Delegates or a Team Call Group using the Lync client on your computer, you can simultaneously ring them or another number instead of your mobile phone.

To change your Simultaneous Ring setting:

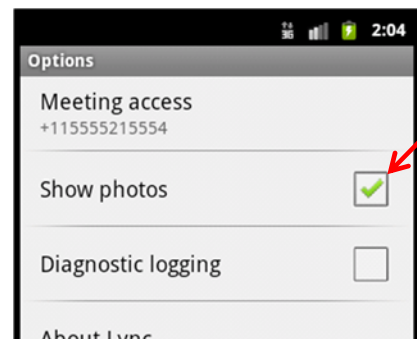
1. Tap **My Info**.
2. Tap **Call Forwarding**.
3. On the Call Forward Settings screen, tap **Simultaneous Ring**.
4. On the Simultaneous Ring screen, select the **desired option**.

Turn Photos On or Off

Use the Show Photos options to determine whether photos of contacts display on your mobile phone.

To set a photo option:

1. Tap **My Info**.
2. Tap **Options**.
3. On the Options screen, **select or deselect** Show Photos.

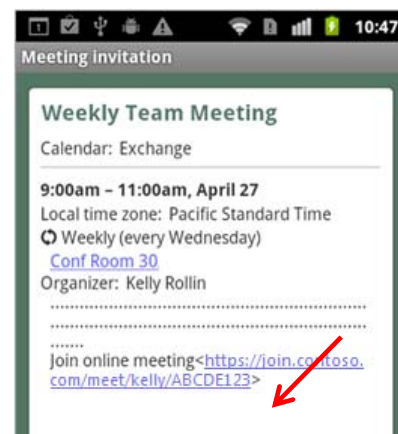


Join a Meeting

You can join the audio and video portion of a Lync meeting using your Android phone. During a meeting, you are able to view a shared desktop or program. You are not able to share or use other collaboration tools. When you click Join Online Meeting in a Meeting Invitation, the Lync meeting will call you on your mobile phone so you can join the meeting audio.

To join a meeting:

1. In your Calendar, open the desired **Meeting**.
2. Tap the **Join Online Meeting link**.
3. When the Lync meeting calls you, **answer the call** to connect to the meeting audio.



Availability of Collaboration Tools

The following collaboration tools are available when you join a meeting:

- View a meeting roster
- Participate in instant messaging
- View a shared desktop or program
- View meeting video