Lync 2010
for iPhone

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 for free in the iPhone App Store. 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
- View a shared desktop or program

- Use dial-out conferencing (server calls your mobile phone)
- Join a meeting or conference call
- Lync-to-Lync audio and video
- Start an unscheduled group conversation with multiple participants

Install Lync

To install the Lync 2010 app on your phone:

1. Using your phone, access the **App Store**.
2. Search for **Microsoft Lync 2010**.
3. Tap **Free**.
4. Tap **Install**.
5. Enter your **Apple ID** and **password**.

Sign-in to Lync

While connected to a cellular or Wi-Fi network:

1. Locate the **Lync app** on your Home screen.
2. Tap the **app**.
3. In the Sign-in Address field, enter **[name]@central.uh.edu** (your full email address).
4. In the Password field, enter **[your_cougarnet_password]**.
5. Tap **Options**.
6. In the Username field that appears, enter **cougarnet \ [your_cougarnet_ID]**.
7. Tap **Sign-in**.

Allow the Lync app to activate **Simultaneous Ring** which means incoming calls will ring on all running Lync devices including your computer, desk phone and the mobile app on your smart phone.

My Mobile Number

The first time you sign-in to Lync on your iPhone, you are asked to enter your mobile phone number. Your mobile number is used by the Lync server to set-up outgoing work calls. When you make a work call, the call is routed to the Lync server, which calls you back at your mobile phone number. After you answer the call, the Lync server places the call to the call recipient. Lync also uses your mobile number as your Lync conference dialing number. When you click **Join Online Meeting** in a Meeting Invitation, the Lync server calls your mobile phone and connects you to the audio portion of a conference.

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. Tap **Status**.
3. Select the **desired status**.
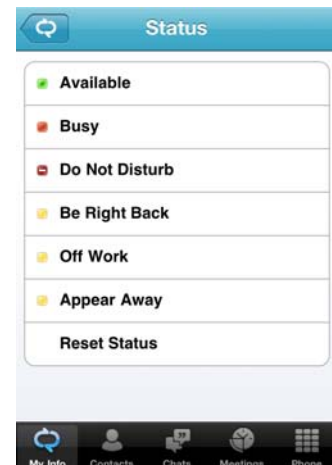
Enter Your Note

Your Note is a personal message that appears on your Contact Card. Share a project deadline, what's happening today, or anything you want to share with your colleagues.

To change your note:

1. Tap **My Info**.
2. On the My Info screen, enter a **note**.
3. Tap **Ok**.

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 iPhone.

To search for a contact:

1. Tap **Contacts**.
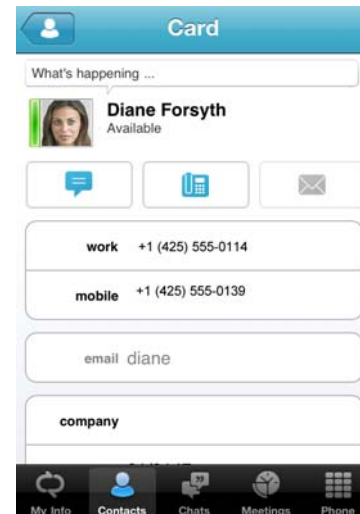2. In the Search field, enter a **name**.

The results appear below the Search field.

Note: Your Contacts list on the iPhone is read-only. Use a Lync client or desk phone to update your Contacts.

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**.

Tapping the **Phone** icon dials the work number.

Note: iPhone IM history is not connected to Exchange. Your iPhone cannot see the IM history available on other devices. Your other devices cannot see the IM history on your iPhone.
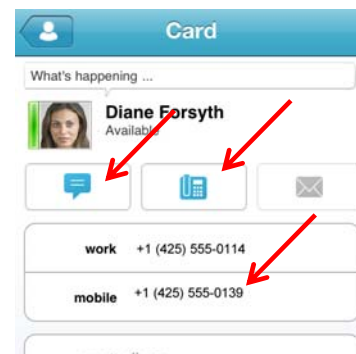
When a call is placed, accept the call from the Lync server in order to make the outgoing call.
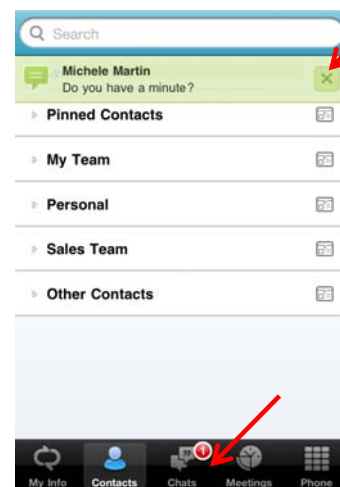
Receive an Instant Message

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 the **Chats** icon and tap the desired conversation.

Note: iPhone IM history is not connected to Exchange. Your iPhone cannot see the IM history available on other devices. You other devices cannot see the IM history on your iPhone.
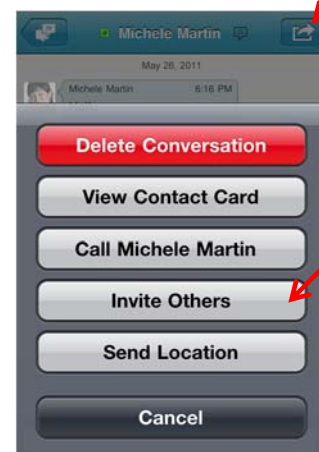
Invite Others to an Existing Instant Message Conversation

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

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

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

Forward Calls to Voice Mail or Another Number

To forward your calls:

1. Tap **My Info**.
2. Tap **Simultaneously Ring or Forward Calls**.
3. On the Call Forwarding screen, tap **Forward Calls**
4. Specify the number that you want your calls forwarded to.

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 other active Lync devices. If you have previously set-up Delegates or a Team Call Group using the Lync client on your computer, you can simultaneous ring them or another number instead of your mobile phone.

To change the Simultaneous Ring setting, follow the steps listed in the previous section to access forwarding options.

Join a Meeting

You can join the audio and video portion of a Lync meeting using your iPhone. 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. Tap **Meetings**.
2. From the **Online** tab, open the **Meeting Invitation** by selecting the meeting you want to join.
3. Tap **Join Meeting**.
4. When the Lync meeting calls you back, **answer the call** to connect to the meeting audio.
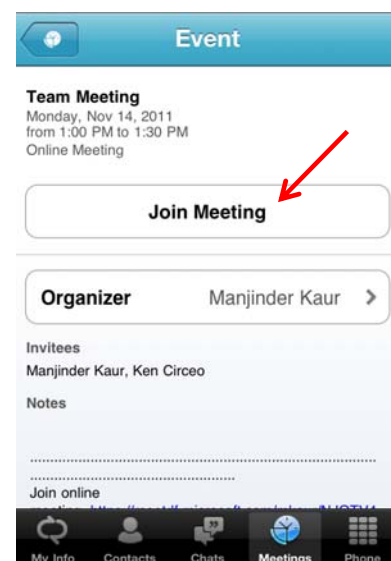
Availability of Collaboration Tools

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

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