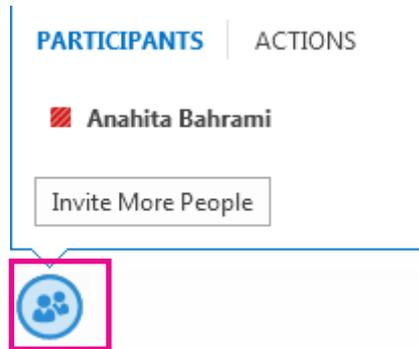


## Invite more people to a call

1. In the conversation window, point to the people button, and then click the **Invite More People** button.
2. Type the name(s) of or select the person or people you want to invite, and then click **OK**.

Your new invitees receive a request to join your call.



## Add audio to an IM conversation

In the conversation window, point to the phone icon, and then select **Lync Call**.

## Use audio call controls

During a call, point to the phone/mic button to access the controls.

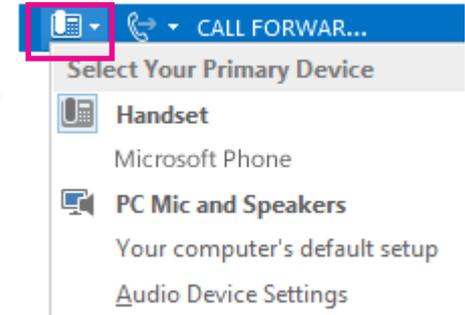
- To put the call on hold, click the **Hold Call** button.
- To mute your audio, click the **Mute** button.
- If call transferring is available for your account, click the **Transfer Call** tab, and select the number you want.
- To hang up, click the phone button in the conversation window.



## Set up your audio device

Before using Lync to make a call or join a meeting, set up your audio device and check the quality. You can use your computer's mic and speakers or plug in a headset.

1. Click **Select Primary Device** in the lower-left corner of Lync, then click **Audio Device Settings**.
2. Pick your device from the **Audio Device** menu, and adjust the speaker and microphone volume, as needed.



## Start a call

- Pause on a contact's picture anywhere it appears, and click the phone icon.

## Start a conference call

1. In your Contacts list, select multiple contacts by holding the Ctrl key, and clicking the names.
2. Right-click a selected name, then click **Start a Conference Call**.
3. Click **Lync Call**.

## Answer a call

When someone calls you, an alert pops up on your screen.

- To answer the call, click anywhere on the photo area.
- To reject the call, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**.
- To reject the call and other calls, until you change your status click **Options**, and then **Set to Do not Disturb**.