

Accept an IM request

Click anywhere on the picture display area of the IM request pane.

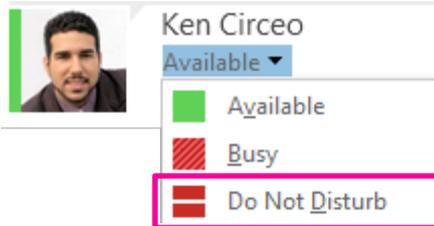


Set or change your presence

Presence lets other people see at a glance whether you and your contacts are currently available. Here are the available presence statuses and what they mean:

If Presence status is ...	Contact is ...	How this status gets set
Available	online, available to contact.	Automatic or user-selected.
Be Right Back	away from computer briefly.	User-selected.
Away	logged on but has been away from computer for specified period.	Automatic based on inactivity or user-selected. Time interval can be adjusted.
Off Work	not working, not available.	User-selected.
Busy	occupied and shouldn't be interrupted.	Automatic (if user is in an Outlook-scheduled conference) or user-selected.
In a call	in a Lync call (two-party call) and shouldn't be interrupted.	Automatic.
In a meeting	in a meeting (per Lync or per Outlook)	Automatic.
In a conference call	in a Lync conference call (Lync meeting with audio) and shouldn't be interrupted.	Automatic.
Do Not Disturb	not to be disturbed; will see IM requests only if sent by Workgroup members.	User-selected.
Presenting	giving a presentation and therefore not to be disturbed.	Automatic when user is presenting from Lync-enabled computer. IMs are blocked.
Offline	not signed in.	Automatic.
Unknown	presence can't be detected.	Status may appear to contacts not using Lync IM.

To change your presence, in the Lync main window, click the arrow next to your status, and then select a status from the list, such as **Do Not Disturb**.



Lync 2013 for Office 365 Quick Reference

IM, Presence, and Contacts

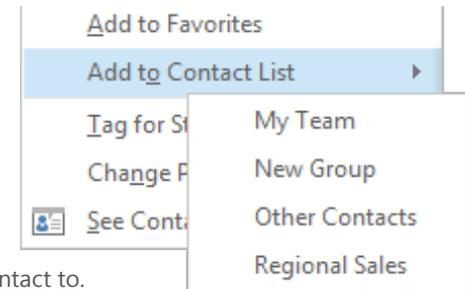
Find someone

The quickest way to find someone via Lync is to launch a search by typing the person's name or IM address in the search box on the Lync main window. The results display automatically.

Add a contact

Your Contacts list simplifies your communications and lets you see presence and contact information for the people most important to you. Add to it the people you expect to be interacting with regularly. If your company allows it, you can add Lync users outside your company as well as within. To add someone as a contact:

1. Use Lync search to find the person you want to add. (See *Find someone*.)
2. Right-click the person's listing in the search returns.
3. Click **Add to Contact List**.
4. Click a group to add your new contact to.



View a contact card

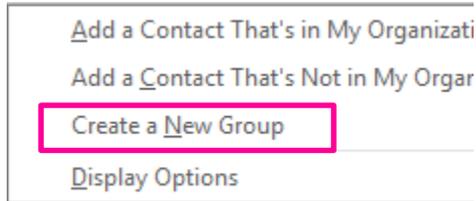
The contact card contains details from a contact's company directory, such as the person's office location, phone numbers, organization, and Outlook calendar free/busy information. To see someone's card, find the person in your Contact list or via search, point to his or her picture, and then click **See Contact Card**.



Create a group

You can set up a group for each team you work with so you can see at a glance who's available at any given time, or communicate with the entire team at once. To create a new group:

1. In the Lync main window, click the **Add a Contact** button .
2. In the drop-down menu, select **Create a New Group**.
3. In the space that opens up at bottom of the window, type over the phrase **New Group** to give your group a name.



Send an instant message

Use instant messaging (IM) to get in touch right away with your available contacts.

1. In your Contacts list, point to the picture of the contact you want to send an instant message to. To have an IM conversation with more than one contact, hold down the Ctrl key, and click each contact you want to include.)
2. In the display bar that appears, click the **IM** button.



3. Type your message in the message input area at the bottom of the IM window, and then press the Enter key on your keyboard.

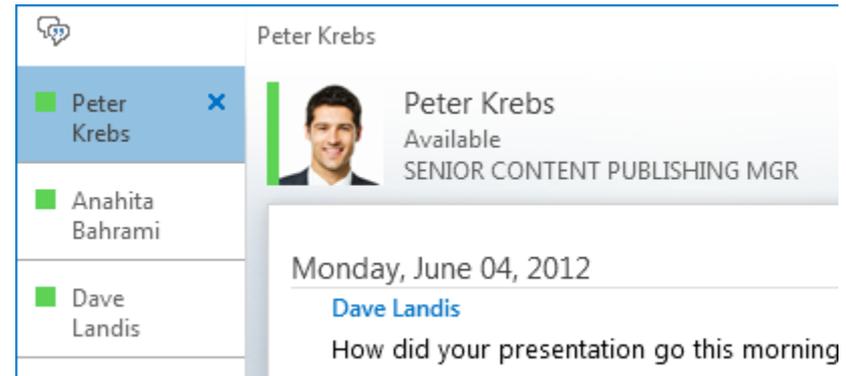
Add audio, video, sharing, to an IM conversation

You can quickly add audio, video, or a presentation to your IM conversation, and/or invite others to join the conversation by selecting the appropriate button(s) at the bottom of the conversation window:



Switch between tabbed conversations

If you have several conversations or meetings going on at the same time, Lync displays them all in one place, which lets you toggle between them. Click any tab to bring that activity to the foreground.



Find a previous IM conversation

If you use Outlook and Exchange, Lync automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

1. Near the top of the Lync main window, click the **Conversations** tab .
2. Click **All** or **Missed**, depending on what you're looking for. If you don't see the conversation you're looking for, click **View More in Outlook**, at the bottom of the list.
3. Double-click the conversation that you want to view or resume.