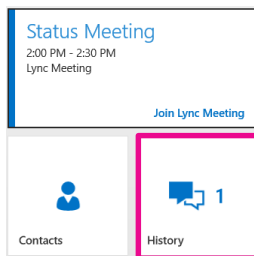


## View conversation history

If you were away from your computer when your contacts sent you instant messages, the **History** tile on the hub will display the number of messages you missed. Tap the tile to view the missed conversations.



## Dial an external phone number

Available only if enabled for you.

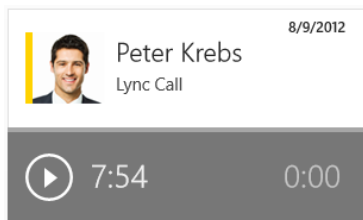
1. From the home screen, swipe in from the bottom, and tap **Dial pad**.
2. Use the keypad to tap the phone number you want, and then tap **Call**.

## Check your Lync voice mail message

Available only if enabled for you. The **Voice mail** tile displays the number of voice mail messages you haven't listened to yet.

- Tap the tile, and then tap the specific voice mail message you want to listen to.

Each message has a **Play** button, and information about the length of the message and name of the caller.



## Find Help in Lync

From any screen in Lync, swipe in from the right edge of the screen, tap **Settings** and then tap **Help**.

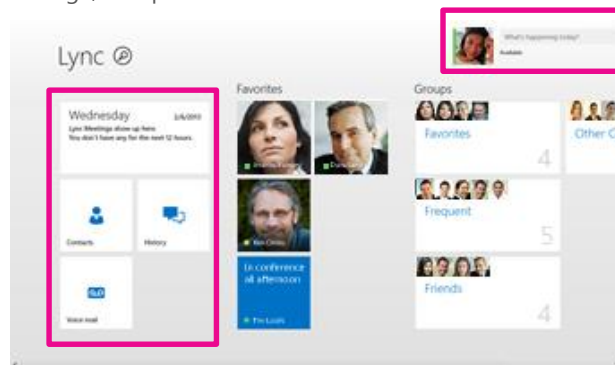


# Quick Reference for Lync Windows Store app

## The Lync home screen

The Lync home screen has four tiles in the hub on the left that help you easily access your meetings, contacts, conversations and voice mail. Select the tile for a feature to use it.

The home screen also displays your Lync contacts organized into **Favorites** and other groups, as well as your status information. Tap your picture to edit the status message, and press Enter when done.



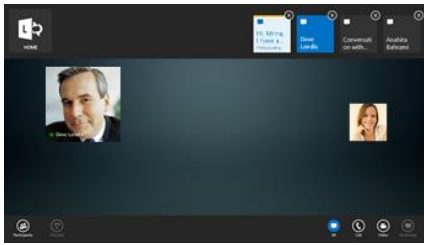
## Access app commands

- Swipe in from the top or bottom of the feature window that displays after you tap a tile.

The commands on the bottom are the options available for the feature. The top bar includes the Lync icon and tiles for recent conversations. Use the Lync icon to go directly to the home screen.

## Snap the Lync window

- Swipe in from the top of the screen and curve either to the right or the left. A smaller size of the Lync window will snap to the side you choose, leaving the rest of the screen available for another application. This feature helps keep an eye on your meetings and conversations while working on something else.



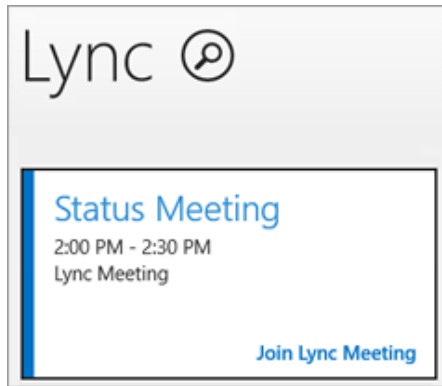
Access app commands



Snapped window

## Join Lync meetings

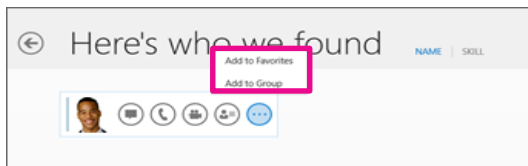
- The Meetings tile lists your upcoming Lync Meetings. Tap **Join Lync Meeting** to enter a meeting.
- Connect to the meeting audio either from Lync or your phone.
- To share your video, swipe in from the bottom, tap **Video** and **Start my video**.
- You can view content shared by others in the meeting, but cannot share content from Lync Windows Store app.



## Add a contact

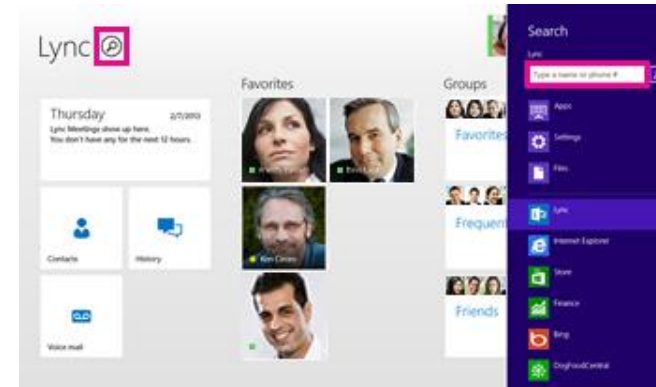
Add contacts from Lync Windows Store app, and organize them either into one of the default groups or into new groups. Your changes will be automatically synchronized with your Lync Contact list on all your devices.

1. Tap the Search button on the home screen.
2. Tap in the search text box and type the contact's name.
3. Tap the contact's picture in the search results and then tap the button with the three dots. Choose either **Add to Favorites** or **Add to Group**.



## Search for and IM a Lync contact

1. Tap the Search button on the home screen.
2. Tap in the search text box and type the contact's name.
3. Tap the contact's picture in the search results, and tap the **IM** icon.
4. Tap in the message box, type a message and press Enter.



## Call a Lync contact

Tap the picture for a contact and tap the phone icon. Tap your choice for the type of call — Lync or a phone number.

## Enhance your IM conversation

If you start an IM conversation with a single contact, you can add more contacts if needed.

1. In the conversation window, swipe in from the bottom, tap **Participants**, and then tap **Invite more people**.
2. Tap in the text box and type the name of the contact you want to invite.
3. In the search results, tap the contact's picture and then tap the plus sign to add the contact to the IM conversation.

To add audio or video to the conversation, swipe in from the bottom to access the app commands, and tap **Call** or **Video** > **Start my video**.

