**Initiate a Lync Call**

Enter a 10-digit phone number, or a name into the search field.

Hover over the contact and either click the phone icon, or click the arrow next to the phone icon and choose one of the options.

**Transfer & Other Lync Call Options**

The Lync Call window will pop up once you’ve initiated a call. The default view will show the Dial Pad.

To mute the call click the **Mute** button.

To place the call on hold, click the **Hold** button.

To transfer the call, click the **Transfer** tab and type the contact’s name or number into the pop-up window, then click **Okay**.

Add people to the conversation by clicking the **People** icon. A new window will pop up. Type the phone number or name of the contact you wish to add, then click **Okay**.

You may ignore the call by clicking the **Ignore** button. This will send the call to your voicemail.

The **Options** button also gives you the choice to send the call to your voicemail. It also gives you the option to set your status to Do Not Disturb, which will still send the call to your voicemail, plus you will no longer receive phone calls or messages while on Do Not Disturb.

Find more information about Lync 2013 at [ius.edu/it/phones-and-unicom.php](http://ius.edu/it/phones-and-unicom.php)