This topic explains how to use the Microsoft® Lync® interface. Use this topic to assist you in navigating the interface.

Interface Basics
The Lync interface contains several symbols and options to assist your use of Lync. This topic explains those symbols and fields.

Lync Symbols
The lower portion of the Lync window contains several different symbols that, when selected, will quickly open a different part of the Lync application.
The highlighted symbols correspond to the following actions/areas of Lync.

- **Select an Audio Device:** The **Select an Audio Device** symbol ( ) provides the ability to quickly select which audio device (microphone and speakers) you want to use with Lync. If you do not have multiple audio devices connected to your computer, the default audio selection will be chosen for you.

- **Send an Instant Message:** The **Send an Instant Message** symbol ( ) provides the ability to quickly send a message to one of your Lync contacts, by selecting this option. The contact that is highlighted on your Contact List is the contact to whom the message will be addressed.

- **Call Contact:** The **Call Contact** symbol ( ) provides the ability to quickly place an audio call to one of your Lync contacts, by selecting this option. The contact that is highlighted on your Contact List is the contact to whom the call will be placed.

- **Start a Video Call:** The **Start a Video Call** symbol ( ) provides the ability to quickly begin a video call to one of your Lync contacts, by selecting this option. The contact that is highlighted on your Contact List is the contact to whom the video call will be placed.

- **Send an Email Message:** The **Send an Email Message** symbol ( ) provides the ability to quickly begin a send an e-mail to one of your Lync contacts, by selecting this option. The contact that is highlighted on your Contact List is the contact to whom the e-mail will be addressed.

- **Schedule a Meeting:** The **Schedule a Meeting** symbol ( ) provides the ability to quickly schedule a meeting with one of your Lync contacts, by selecting this option. The contact that is highlighted on your Contact List is the contact with whom the meeting will be created.
Additionally, you can sort how you want your Contact List displayed within Lync. Select the Sort button, located on the right side of the Lync screen.
You can sort your Lync contacts by the preferred display method. Select one of the following options from the drop-down menu.

- **View by Name**: Select this option to display your contacts in alphabetical order.

- **View by Group**: Select this option to display your contacts by the contact group to which they have been assigned.

- **Use Compact View**: Select this option to display your contact list with the least amount of text.

- **Show Status Text**: Select this option to display the status message of your contacts on your contact list.

- **Show Friendly Name**: Select this option to display your contacts by first and last name. If this option is not selected, contacts will be displayed by their e-mail address.

- **Show Offline Contacts**: If you want to view the contacts that are currently offline or not signed into Lync, select this option.

- **Collapse All Groups**: If all of your contact list groups are expanded, you can close all of the groups by selecting this option.

Utilize the Lync symbols and options to aid you in navigating Lync more effectively.