



**Vodafone One Net app  
Quick Start Guide  
For Android™ phone**

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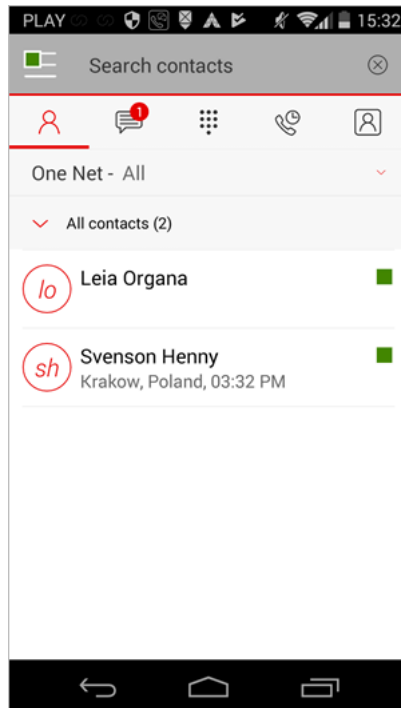
# What is the One Net app?

Whether you're working at your computer or your laptop, on your mobile or on your tablet, the One Net app makes it easy for you to communicate and collaborate with your colleagues.

Seamless integration across all your devices gives you access to your company phone book, all your contacts, favourites and conference numbers whenever you need them.

With the One Net app, you can keep in touch:

- Make and receive voice calls or video calls.
- Chat (exchange instant messages) with someone, or a group of people.



# Installing the One Net app

- Download and install the One Net app from:  
<https://onenet.vodafone.com/latest/de/en/content/topics/one-net-app/ona-installing-ona>

## What do I need to do to get started?

When you've installed the One Net app, enter your One Net Business username and password on the login screen. Now you're ready to start making calls.

## Logging in and out

### Logging in for the first time

You'll need your One Net Business credentials to log in to the One Net app.

1. Start the One Net app.
2. Select or enter your username.
3. Enter your password.
4. Select **Remember password** and **Log in automatically** if you would like to use these features next time you start the One Net app.
5. Select **Log in**.

### Logging out

1. Select **☰** to the left of your availability flag.
2. Select **Log out**.


### Changing display language

1. Select **☰** to the left of your availability flag.
2. Select **Preferences > Language**.
3. Select the language you want.

# Setting your personal details


You can change the photo or status message that is displayed at the top of the One Net app window. This is part of the availability information that is shared with your friends.

## Changing your photo

1. Select .  
The colour of the icon depends on your availability.
2. Select your profile.
3. Select your profile photo.
4. Select **Use the camera**, **Choose an existing photo** or **Clear the profile photo**.

## Changing your status message

Your status message displays next to your photo in other users contacts lists.

1. Select .  
The colour of the icon depends on your availability.
2. Select your profile.
3. Select the status box below your profile photo and type the status message you want to display to your friends.

# Availability

The top of your One Net app window shows your availability to call or chat with your friends. It is displayed as a flag.

The top of your One Net app window shows your availability to call or chat with your friends. It is displayed as a square.


When you add a friend, the One Net app automatically sends them a request to share their availability with you. When they accept your request, you can see their availability next to their name and they can see yours.

If someone adds you to their friends list, you receive a request to share your availability with them. You can choose whether to accept the request or not.

## Changing availability

Your availability changes automatically if you are on a call. You can also set your availability status yourself. If you have your Outlook® calendar connected to the One Net app, your availability changes automatically if you have a scheduled meeting that you have accepted.

### Changing your availability manually

1. Select .
 

The colour of the icon depends on your availability.
2. Select your profile.
3. Select an availability status from the list.

## Checking who's available

You can see who is logged in and available to chat or call from the flags on your One Net contact list.

**When you see****the person...**

has chosen not to share their availability with you, or  
is a member of a hunt group, or  
is not a One Net Business user, or  
is not logged in, or  
has changed their availability to offline

---



has not yet accepted or has rejected your friend request

---



is available to chat or call

---



is busy, or  
is in a meeting, or  
is on a call

---





is away from their desk



# Contacts

## Finding someone in the phone book



You can access your organisation's phone book using the One Net app. When you find someone in the phone book, you can start a call or a chat. If you contact some people more often than others, you can add them to your One Net contact list, to keep them at hand.

1. Select .
2. Select  > **Phone book** to access your organisation's phone book.
3. Enter at least three characters into the search box to look for a contact.

## Adding people from the phone book to your One Net contact list



If you contact some people more often than others, you can add them to your One Net contact list, to keep them at hand.

You can find people in your organisation's phone book and add them to your One Net contact list.

1. Select .
2. Select  > **Phone book** to access your organisation's phone book.
3. Enter at least three characters into the search box to look for a contact.
4. Select the person you want to add to your One Net contact list to display their contact details.
5. Select **Add to contacts**.

## Finding someone in your One Net contact list




You can search for people in your One Net contact list

1. Select .
2. Select  > **All** to show your One Net contact list.
3. Select the person you are looking for, or enter part of their name into the search box to filter the list.

## Selecting your favourites

When you have added people to your One Net contact list, you can select the ones who you contact most frequently and mark them as your favourites. Favourites appear in a separate section at the top of your One Net contact list.

You can have as many favourites as you want.

1. Select .
2. Select  > **All** to show your contacts.
3. Select the person you want to make a favourite.
4. Select  to set this person as a favourite.




# Calls in the One Net app

You can start a voice or video call from your One Net app main window, or from a chat window, or from your communication history window.



## Making a call

### **If you can't select a call icon**

If you are unable to see the icon for the type of call you wish to make, this type of call may not be available to you or may not be supported by your device. Contact your administrator for more information.

1. Select .
2. Select  and the phone book you want to use.
3. Select the person you want to call.
4. Select  to start a call.

If the person is not in your organisation's phone book or your One Net contact list:

1. Select .
2. Enter the number.
3. Select  to start a call.

### **VoIP not supported on mobile phones**

VoIP calls aren't supported on Android™ phone and iPhone®. Calls from mobile phones use your minutes, not your data.

Note: other features of the One Net app do use your data, for example, chatting or sharing availability with your friends.

## Answering a call

When you receive an incoming call, a window opens displaying the caller's name or number and the options available for answering the call.

Select one of these options:


- **Accept** or **Accept audio** to answer the call and speak to the caller.
- **Accept video** to open a video call window and answer the video call. This option is only available if the caller makes a video call.
- **Decline** or close the call window to reject the call.




# Chatting

A chat is an exchange of instant messages. You can chat with one person or a group of people.


## Starting a chat

You can start a chat with people in your One Net contact list or your organisation's phone book, or from the **History** window. You can have a group chat by inviting more people to join an existing chat, or you can select several people first and invite them to join a group chat.

 If you can't select the chat option when you have selected a person, they are not configured for chatting.

1. Select .
2. Select  and the phone book you want to use.
3. Select the person you want to chat with.
4. Select .




## To start a group chat


- Select  to start a group chat or add people to an existing chat.

# My Room


My Room is a personal dedicated place where you can bring people together to communicate and collaborate. In My Room, you can chat or hold an audio conference with the other people in the room. You can send My Room meeting invitations to people you want to work with, even if they are not within your organisation or don't have One Net Business. If you want someone else to take part, you can drag and drop their name into My Room so they can join the conversation.





## Start using My Room

1. Select .
2. Select .
3. Select the names of people you want to invite to join **My Room** and select  in the top left of the screen.

When you have finished, select  and then **Leave chat** to end the session.



## My Room conferences

 **My Room video conferencing is not available from an Android™ phone.**

1. Select .
2. Select .
3. Select the names of people you want to invite to join My Room.
4. Select .
5. Select  to start a conference call.  
Your One Net app dials everyone in My Room into the conference.

## Adding and removing people during a My Room session

### To add someone to an active My Room session

1. Select .
2. Select the names of people you want to add to My Room and then select  in the top-right corner of the screen.

### To remove someone from an active My Room session

1. Select and hold the name of the person you want to remove from My Room.
2. Select **Dismiss**.

## Changing the caller ID of your One Net Business mobile phone

### Why would I want to change my caller ID?

With One Net Business you get two phone numbers, your One Net Business number and your mobile number.

Your caller ID on your mobile is usually your One Net Business number. There may be times when you want to use your mobile number as your caller ID. For example, you might want to make calls using your One Net Business number during work hours, and make calls using your mobile number outside of work.

Go to

<https://onenet.vodafone.com/latest/de/en/content/topics/devices/devices-change-caller-id-mobile> for more information on changing your caller ID .

There may be specific times when you want your mobile number to display as your caller ID. You can set these time schedules up in One Net Manager.

Go to

<https://onenet.vodafone.com/latest/de/en/content/topics/manager/all/mobility> for more information on using time schedules to change your caller ID.