Vodafone One Net app Quick Start Guide For Android™ phone

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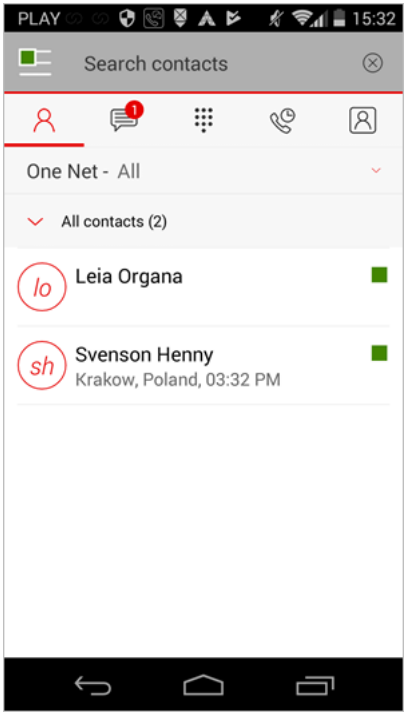
What is the One Net app?

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 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 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**.

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 and description.

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 for chats and calls by the status colours:

When you see	the person...
	is available to chat or call
	is busy, or is in a meeting, or is on a call
	is away from their desk
	has chosen not to share their availability with you, or is a member of a hunt group, or is not a One Net user, or is not logged in, or has changed their availability to offline

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 directory, you can start a call or a chat. If you contact some people more often than others, you can add them as favourites, 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 contacts from the directory

You can find people in your organisation's directory and add them to the My Contacts 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 My Contacts

You can search for people in the My Contacts 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

You can select the people who you contact most frequently and mark them as your favourites. Favourites appear in a separate section.

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 an audio or video call:

- From your One Net app main window
- From a chat window
- From your communication history window

Before making a video call, make sure video calls are enabled for your device.

You can only use video on calls with other One Net Business users. Video calls are not available on mobile phones.

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.
5. Optionally, select call mode.

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.
4. Optionally, select call mode.

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.

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.