



**Vodafone One Net app  
Quick Start Guide  
For iPad®**

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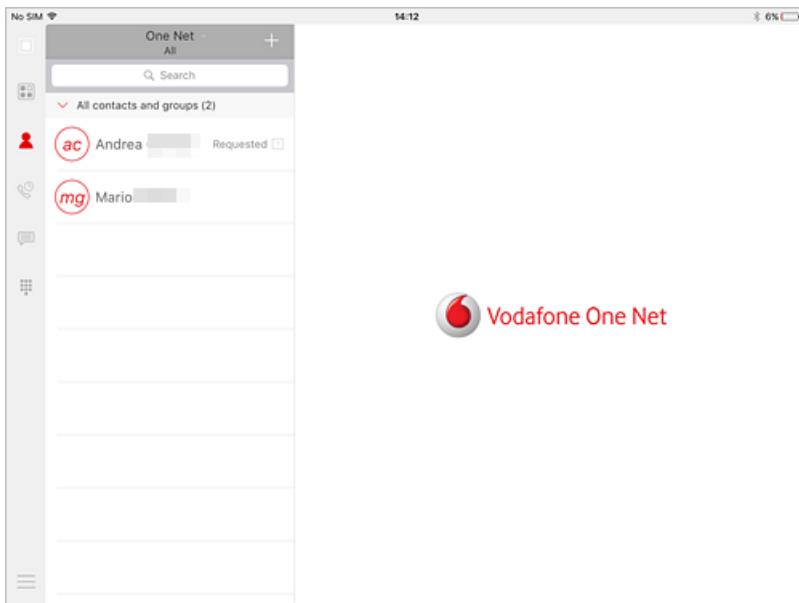
## What is the One Net app?

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 , located in the bottom left of the window.
2. Select **Log out**.



### Changing display language

1. Select .
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  or  for an iPad.  
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

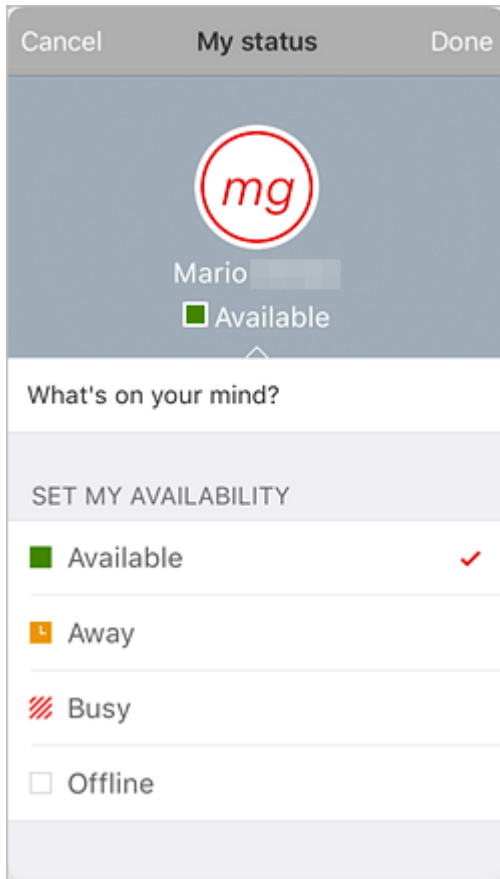
Your status message displays next to your photo in other users contacts lists.

1. Select .
2. Select the status box to the left of 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

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is available to chat or call

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

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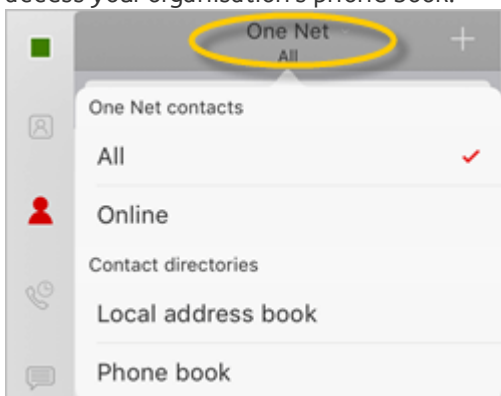
is away from their desk

# Contacts

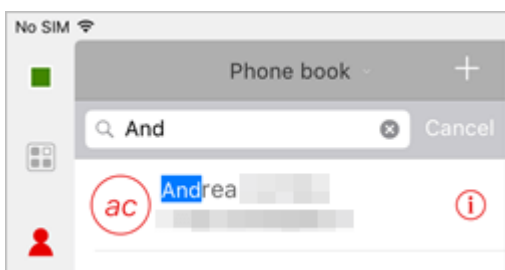
## Finding someone in the phone book

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 the top centre of the contacts window and then 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 the top centre of the contacts window and then 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  to display their contact details.
5. Select **+** next to **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 the top centre of the contacts window and then 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 the top centre of the contacts window and then 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.

## Grouping people



You can put your One Net contacts into groups, so you can start group chats or calls with everyone in the group.

### Creating a new group

1. Select .
2. Select .
3. Select **Add a group** and enter the name of the new group.
4. Select members for your new group.

### Adding someone to a group

You can add your One Net contacts to as many groups as you like.

1. Select .
2. Select  to the right of the group you wish to edit.
3. Select **Edit group**.
4. Select the people you want to add to the group.




# 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 the phone book you want to use.
3. Select the person you want to call.
4. Select  or  to start a voice or video 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  or  to start a voice or video call.

## 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 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 the person you want to chat with.  
If you are using **Phone book**, select **i** next to the name of the person you want to chat with.
3. Select .



 **Starting 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 people's names to invite them to join **My Room**.

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


## My Room conferences





**My Room conferences cannot be initiated from an iPad®.**

## 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 **Done**.

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

1. Select  > **Edit**.
2. Select  next to the name of the person you want to remove from **My Room**.
3. Select **Delete**.