

**Vodafone One Net app  
Quick Start Guide  
For PC**

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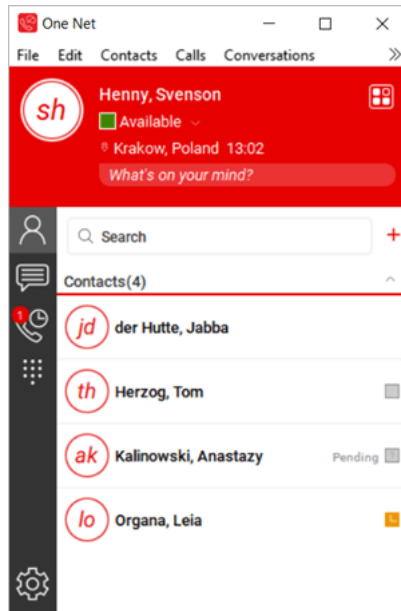
# What is the One Net app?

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.
- Transfer files.
- Share your screen or an application.



# 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

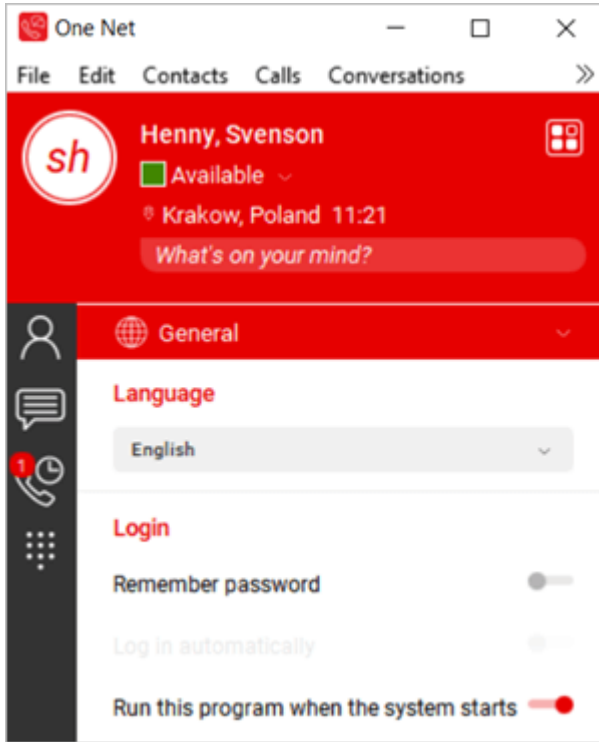
### Logging in for the first time

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**.

### Starting the One Net app when you turn on your PC

1. Select .
2. Select the drop-down list at the top and select **General**.
3. Select or clear **Run this program when the system starts**.




## Logging out

Options for leaving the One Net app are:

- **Exit One Net** to log out and close the app, or
  - **Log out** to log out and return to the login window. This is useful if you share your computer with someone else.
1. Select **File**.
  2. Select **Exit One Net** or **Log out**.

## Changing display language

1. Select .
2. Select the black drop-down list at the top and select **General**.
3. Select the language you want.

# Setting your personal details

You can change the photo, location 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



### Can't see your photo?

Select the availability flag to display the availability drop-down list and your photo.

1. Right-click on the photo on your One Net app window.
2. Select **Change my photo**.
3. Navigate in the **File explorer** window to the photo you want to use and select **Open**.

## Changing your location

Your location is detected automatically but you can set it manually if you prefer.

1. Select **Set location** or select the name of the location at the top of your One Net app window.
2. Select **Use manual location** and enter the name of the location you want to display to your friends.
3. Select a time zone.
4. Select **Publish location**.

## Changing your status message

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

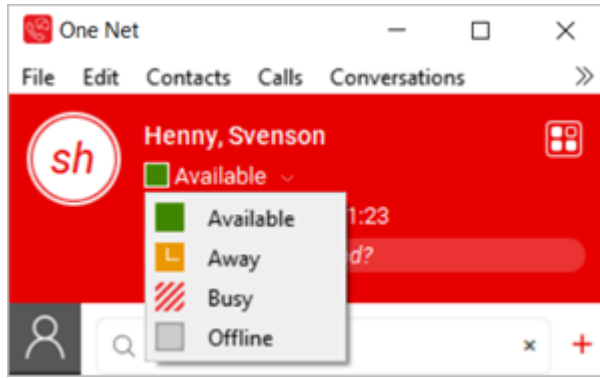
1. Select the text box below your profile photo.
2. Type the status message you want to display to your friends.



## 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.

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



The top of the window also shows your photo, location and a status message, if you have set them.

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



### Can't see the availability drop-down list?

Select the availability flag to display the availability drop-down list and your photo.

1. Select ▼ next to your availability and photo at the top of the One Net app window.
2. 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




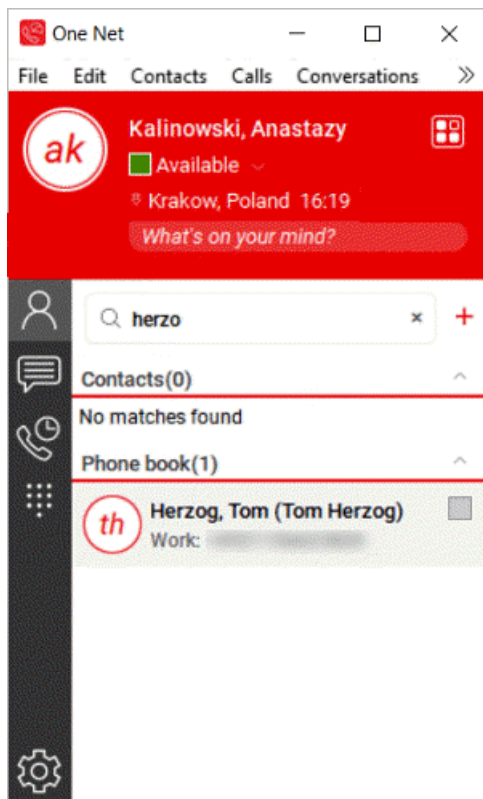
is away from their desk

# 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. Search for the person you want to 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. Search for the person you want to add to your One Net contact list.
3. Right-click and select **New contact**.

## Finding someone in your One Net contact list

You can search for people in your One Net contact list

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




### **Outlook contacts**

On a Windows® PC, search results will include Outlook® contacts if you have enabled Outlook integration.

## 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 person you want to make a favourite.
3. Right-click and select **Add to favourites**.

## 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

You must create a group before adding people to it.

1. Select .
2. Select .
3. Select **New group** and enter the name of the 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 the contact you want to add to a group.
3. Right-click and select **Add to group**.
4. Select the group that you want to add the contact to.





# 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  to open your One Net contact list.
2. Select the person you want to call.
3. Select  or  or  to start a call from your computer, desk phone or by video.

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

1. Select .
2. Enter the number.
3. Select  or  or  to start a call from your computer, desk phone or by video.

## Making a group call


1. Select .
2. Right-click on the name of the group you want to call.
3. Select **Call**, **Click-to-Dial** or **Video call** to start a call from your computer, desk phone or by video.

## 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.

- ✔ If the caller made a voice call, your options for answering are **Audio** or **Decline**.

If the caller made a video call, you can select **Audio**, **Video** or **Decline**.

For calls to and from a PC or Mac® you can also select  to open a chat window then answer the call.

Select one of these options:


- **Audio** to answer the call and speak to the caller.
- **Video** to open a video call window and answer the video call. This option is only available if the caller makes a video call.
- Select  next to the caller's name to open a chat window, then answer the call. This way you can use chat with the caller while you are speaking to them.
- **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  and select a person you want to chat with.
2. Select .

### Starting a group chat

Select and move other people into the chat window to add them to the chat.










Alternatively, select the people you want to include in the chat and select . Group chat requests are automatically sent to the people you selected. When someone accepts the invitation, their name appears in the chat window.

## Sharing your screen or an application





All participants who want to share their screen must be using a PC or Mac<sup>®</sup>. When you have started a call or chat, you can share your screen or an application with the other people.

Use these icons for sharing your screen or an application:



Icon	Action
	Start call from desktop
	Start video call
	Start chat
	Open the window with screen-sharing options
Screen sharing controls	Action
	Start screen or application sharing
	Pause screen or application sharing
	Stop screen or application sharing
	Select a screen or an application to share
	Preview what you're sharing

## To share your screen or an application

1. Select the person or people you want to share your screen or an application with.
2. Select ,  or .
3. Select .
4. Select a screen or an application.
5. Select **Start sharing** to start sharing your screen or the application.
6. Use the screen sharing controls to:
  - pause, restart or stop sharing
  - select a different screen or application to share
  - preview what you're currently sharing




### **Adding people to your share**

You can add people to your screen or application share by selecting and moving them into the call or chat window.

## Sending and receiving files

When you have started a chat from the One Net app , you can exchange files with the other person or people in the chat who are using a PC or Mac.

### **Sending a file from the chat window**

1. Select .
2. Navigate to the file or files you want to send and select **Open**.  
The One Net app sends a message to the other people in the chat, asking them to accept or decline the file.
3. When a person accepts the file from you, the file is transferred and your chat window displays **File sent**.

### **Receiving a file from the chat window**










When you see the file name appear in your chat window:

1. Select **Accept**.
2. Navigate to where you want to save the file.
3. Select **Save**.


# 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.

These buttons are used in My Room:





Button	Action
	Start a conference call
	Start a conference call using your desk phone
	Start a video conference
	Open or close the share panel
	Start screen sharing
	Pause screen sharing
	Stop screen sharing
	Select a different screen or application to share
	Preview what you're sharing

## Start using My Room


1. Select .
2. Drag and drop contacts from the contact list to add them as participants.

When you have finished, close **My Room** to end the session.

## My Room conferences

1. Select .
2. Select  to show all the One Net contacts listed in your organisation's phone book.
3. Select the contacts you want to invite and move them to the My Room window.
4. Select  to start a conference call or  to start a video conference.  
Your One Net app dials everyone in My Room into the conference.

## Inviting people to a My Room meeting

1. Select .
2. Select **Room information**.
3. To send an email with the link to your My Room, select **Email the guest join link**. In the **To** box of the email, enter the email addresses of the people you want to invite.  
Or  
To invite people to join your conference using a desk phone or mobile phone, copy the phone number from the **DIAL-IN NUMBER** section and send it to them.

## Adding and removing people during a My Room session

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

- Select the names of the people you want to add and drag and drop them into the **Participants** area.

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

- Right-click on the name of the person you want to remove from My Room and then select **Dismiss**.