



**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.

Read more about the One Net app >

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

- Access your organization's directory.
- Make and receive voice calls or video calls.
- Move calls between your mobile and desk phone, or transfer calls to someone else.
- Forward incoming calls to someone else.
- Chat (exchange instant messages) with someone, or a group of people.
- Set up group calls and conference calls.

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>

[Read more about installing the One Net app >](#)

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 **Sign In**.

Logging out

1. In the top left corner, select ☰.
2. At the bottom, select **Sign out**.

[Read more about logging in and out >](#)

Setting your personal details

You can change your profile photo and status message. This is part of the availability information that is shared with your colleagues.

[Read more about setting your personal details >](#)

Changing your photo

1. In the top-left corner, select ☰.
2. Select your profile.
3. Select **Edit**.
4. Select your profile photo.
5. Select **Use Camera, Choose Existing Photo** or **Clear Profile Photo**.

Changing your status message

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

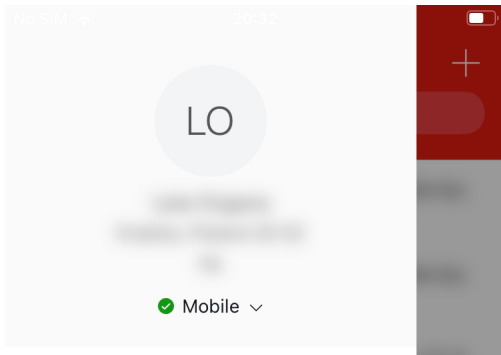
1. In the top-left corner, select ☰.
2. Select your profile.
3. Select **Edit**.
4. In the **What's on your mind?** box, enter your status message.
5. Select **Done**.

Availability

The top of your One Net app window shows your availability to call or chat with your friends.

[Read more about availability >](#)

To check your availability, select ☰ in the top-left corner.



Changing availability

Your availability status 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 status changes automatically if you have a scheduled meeting that you have accepted.

Changing your availability manually

1. In the top left corner, select ☰.
2. Select your availability status.
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 Business user, or
is not logged in, or
has changed their availability to offline

Contacts

On iOS, you have access to your organization's directory. You can add your favourites and create groups. You can also access your device's local contacts.




Finding someone in your organization's directory

1. In the top-left corner, select .
2. Select **Directory**.

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. In the top-left corner, select .
2. Select **Favorites**.
3. Select .
4. Search for the contact you want to add as your favourite.
5. Select  next to required contact.

Grouping people

You can gather contacts into groups, to start a chat or call with everyone in the group.

1. In the top-left corner, select .
2. Select **Groups**.
3. Select .
4. Enter the new group's name.
5. Select **Create**.

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



Video calls are available only on PC and Mac®.


[Read more about calls in the One Net app >](#)

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. In the top-left corner, select .
2. Select **Favorites** or **Directory**.
3. Select the person that you want to call.
4. Select **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:

-  to answer the call and speak to the caller.
-  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.

[Read more about chatting >](#)

Starting a chat

You can start a chat with your contacts or with people in your organisation's directory. 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. Start typing, to find the people you want to chat with.
3. Type your message and select **Send**.


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.

[Read more about My Room >](#)

Start using My Room

1. In the top-left corner, select .
2. Select **Join Room**.

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