

SFB Mobile App For Android

*UIT is not responsible for charges incurred when using
the SFB mobile app on your smart phone.*



Table of Contents

SFB on a Mobile Device	3
Install SFB.....	3
Sign-in to SFB	3
Set Your Status.....	4
Enter Your Note	4
View and Search Contacts	4
View a Contact Card	5
Call or Send an Instant Message (IM)	5
Receive an Instant Message	6
Invite Others to an Existing Instant Message Conversation	6
Send an Email from a Chats List Conversation	7
Forward Calls to Voice Mail or Another Number.....	7
Simultaneously Ring Another Number	7
Join a Meeting	8
Availability of Collaboration Tools	8

SFB on a Mobile Device

A SFB mobile app is available in the Android Market which is accessible using your Android phone. If you use the app to make and receive UH calls, no one will see your personal phone number. The caller ID information will display the same information that appears when you call someone from your campus phone. Features of the mobile app include:

- Publish and view status
- Screen reader/voice over
- View Contacts List
- Search Global Address Book/Personal Contacts
- Initiate instant messages (IM)
- Participate in multi-party IM
- Initiate email to a contact
- Use dial-out conferencing (server calls your mobile phone)
- Join a meeting or conference call
- SFB-to-SFB audio and video

Install SFB

To install the SFB mobile app on your phone:

1. Using your phone, access the **Android Market**.
2. Search for **Skype for Business**.
3. Tap **Install**.

Note: Be sure to accept the Terms of Use.

Sign-in to SFB

While connected to a cellular or Wi-Fi network:

1. In the Sign-in Address field, enter **[userID]@central.uh.edu** (your full email address).
2. Tap **Advanced Options**.
3. In the Username field that appears, enter your **cougarnetID@cougarnet.uh.edu**.
4. Go back to the login screen and enter **[your_cougarnet_password]**.
5. Tap the **arrow** to sign in.
6. Tap **Always trust this Certificate**.
7. Tap **Continue**.
8. Enter your **phone number**.
9. Tap the **arrow**.

Do not allow the SFB app to activate Simultaneous Ring which means incoming calls will ring on all running SFB devices including your computer, desk phone and the mobile app on your smart phone. (This is especially important not to do when the SFB mobile app and cell phone number is the same device).

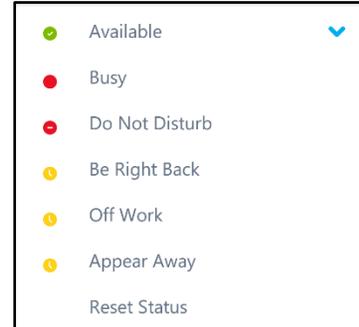
NOTE: To prevent from getting calls after hours make sure to sign out of the SFB mobile app. To sign out of the SFB mobile app tap My Info -> Sign Out.

Set Your Status

You can change your status from **Available** to **Busy**, **Do Not Disturb**, **Be Right Back**, **Off Work**, or **Appear Away**. Do Not Disturb is the only status condition that prevents the app from ringing your phone.

To change your status:

1. Tap **My Info**.
2. On the My Info screen, tap the **arrow** next to your current status.
3. Under Set My Status, choose the **desired status**.

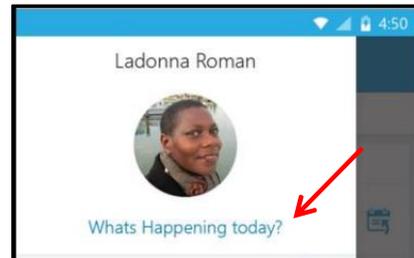


Enter Your Note

Your note appears on your My Info screen and on your Contact Card. Enter information or a message you would like others to see.

To change your note:

1. Tap **My Info**.
2. Tap **What's Happening Today?**
3. Enter a **note**.
4. Tap **Ok**.

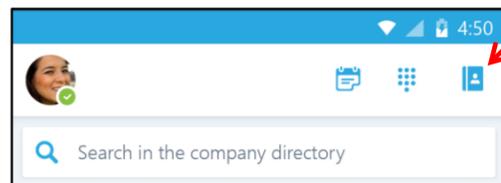


View and Search Contacts

Your SFB contacts are the same no matter which SFB device you are using. If a SFB contact is added using a SFB client on your computer or desk phone, the contact will appear in the Contacts List on your Android phone.

To search for a contact:

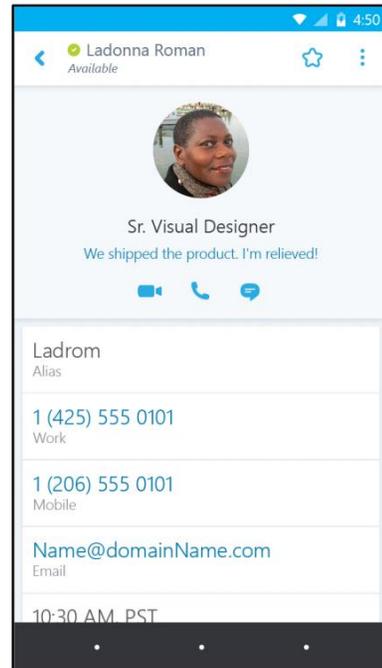
1. Tap **Contacts**.
2. In the **Search** field, enter a name.



View a Contact Card

To view the Contact Card of a person you have searched for:

1. Tap the **person's name**.

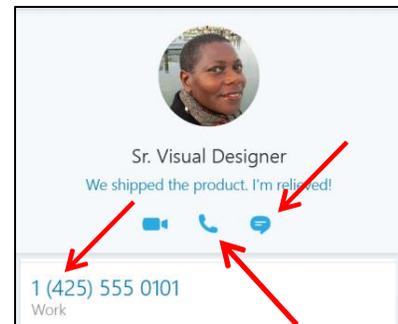


Call or Send an Instant Message (IM)

To call or send an Instant Message (IM) to a contact:

1. Tap **Contacts**.
2. Tap the **desired contact**.
3. Tap the **IM** icon, **Phone** icon, or tap the **phone number**.

Note: Android phone IM history is not connected to Exchange. Your Android phone cannot see the IM history available on other devices. Your other devices cannot see the IM history on your Android phone.



To call or send an Instant Message (IM) to a person who is not a contact:

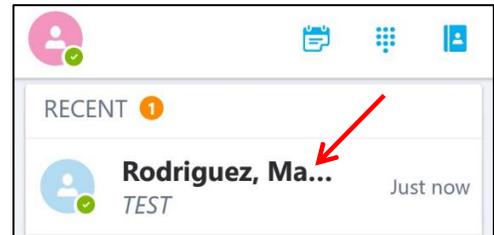
1. Tap **Contacts**.
2. In the Search field that appears, enter a **person's name**.
3. In the search results, tap the **desired name**.
4. Tap the **IM** icon, **Phone** icon, or tap the **phone number**.

Receive an Instant Message

When someone sends you an instant message (IM), an IM alert appears at the top of the screen. The IM alert appears for a few seconds, but you can view any missed IM.

- To view an IM, Tap the IM alert under the **RECENT** heading.

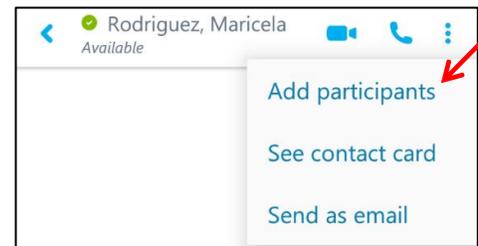
Note: Android phone IM history is not connected to Exchange. Your Android phone cannot see the IM history available on other devices. Your other devices cannot see the IM history on your Android phone.



Invite Others to an Existing Instant Message Conversation

To invite someone to an instant message (IM) conversation, during an IM conversation:

1. From the IM conversation screen, tap the three **dots** on the upper right side.
2. Tap **Add participants**.
3. Tap the **contact** or **search for the contact** you want to invite.



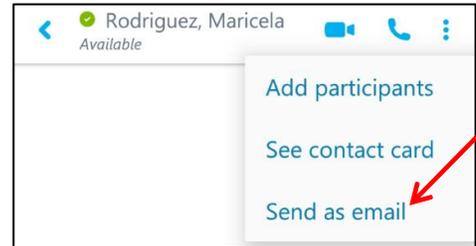
Send an Email from a Chats List Conversation

Instant Message (IM) conversations are saved to your Chats list. You can send email to a person with whom you have had an IM conversation and include the IM conversation in the email.

To send email from your Chats list:

1. Tap the three **dots** on the upper right side of the chat.
2. Tap **Send as email**.

Note: The email message will open in your default email client.



Forward Calls to Voice Mail or Another Number

To forward your calls:

1. Tap **My Info**.
2. Tap **Call Forwarding**.

On the Forward Calls To screen, do one of the following:

1. Tap a previously entered **phone number**.
2. Tap **Voice Mail** to forward calls directly to Voice Mail.
3. Enter a new **number** or **contact**.

Simultaneously Ring Another Number

The SFB app automatically turns on Simultaneous Ring when you install the app. This is used to route calls to your mobile phone while also ringing your work phone. If you have previously set-up Delegates or a Team Call Group using the SFB client on your computer, you can simultaneous ring them or another number instead of your mobile phone.

To change your Simultaneous Ring setting:

1. Tap **My Info**.
2. Tap **Call Forwarding**.
3. On the Call Forward Settings screen, tap **Simultaneous Ring**.
4. On the Simultaneous Ring screen, select the **desired option**.

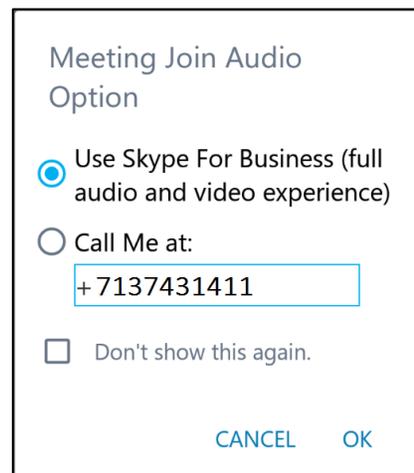
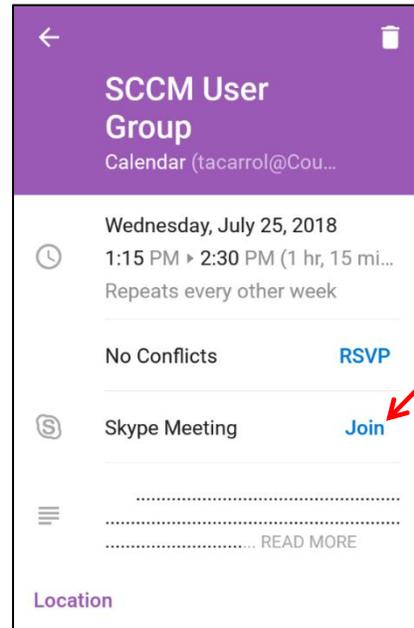
Join a Meeting

You can join the audio and video portion of a SFB meeting using your Android phone. During a meeting, you are able to view a shared desktop or program. You are not able to share or use other collaboration tools. When you click Join Online Meeting in a Meeting Invitation, the SFB meeting will call you on your mobile phone so you can join the meeting audio.

To join a meeting:

1. In your Calendar, open the desired **Meeting**.
2. Tap the **Join** the meeting link.
3. Tap either **Use Skype for Business (full audio and video experience)** or the **Call Me at** option.
4. Tap **OK**.

Note: When the SFB meeting calls you, answer the call to connect to the meeting audio.



Availability of Collaboration Tools

The following collaboration tools are available when you join a meeting:

- View a meeting roster
- Participate in instant messaging
- View a shared desktop or program
- View meeting video