

# SFB Mobile App for iPhone

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



## Contents

SFB on a Mobile Device .....	3
Install SFB.....	3
Sign-in to SFB .....	3
Set Your Status .....	4
Enter Your Note .....	4
Search Contacts .....	5
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
Forward Calls to Voice Mail or Another Number.....	7
Simultaneously Ring Another Number .....	7
Join a Meeting .....	7
Availability of Collaboration Tools .....	8

## SFB on a Mobile Device

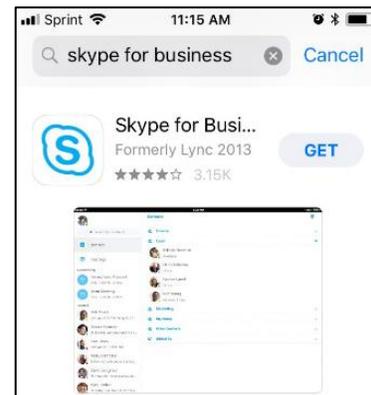
A SFB app is available for free in the iPhone App Store. If you use the app to make and receive UH calls, no one will see your personal phone number. The caller ID information will display the same information that appears when you call someone from your campus phone. Features of the mobile app include:

- 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
- View a shared desktop or program
- Use dial-out conferencing (server calls your mobile phone)
- Join a meeting or conference call
- SFB-to-SFB audio and video
- Start an unscheduled group conversation with multiple participants

## Install SFB

To install the SFB app on your phone:

1. Using your phone, access the **App Store**.
2. Search for **Skype for Business**.
3. Tap **Get**.
4. Tap **Install**.
5. Enter your **Apple ID** and **password**.



## Sign-in to SFB

While connected to a cellular or Wi-Fi network:

1. Locate the **SFB app** on your Home screen.
2. Tap the **app**.
3. In the Sign-in Address field, enter **[name]@central.uh.edu** (your full email address).
4. In the Password field, enter **[your\_cougarnet\_password]**.
5. Tap **Advanced Options**.
6. In the User Name field that appears, enter **[your\_cougarnet\_ID@cougarnet.uh.edu]**.
7. Tap **Sign-in**.

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).

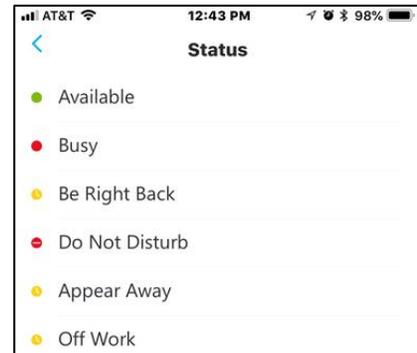
**NOTE: To prevent from getting calls after hours make sure to sign out of the SFB mobile app. To sign out of the SFB mobile app tap My Info -> Sign Out.**

## Set Your Status

You can change your status from **Available** to **Busy**, **Be Right Back**, **Do Not Disturb**, **Appear Away** or **Off Work**. 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. Tap **Status**.
3. Select the **desired status**.

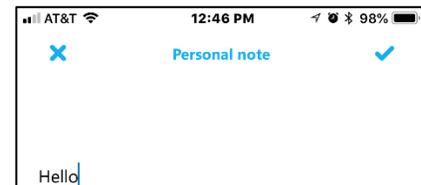


## Enter Your Note

Your Note is a personal message that appears on your Contact Card. Share a project deadline, what's happening today, or anything you want to share with your colleagues.

To change your note:

1. Tap **My Info**.
2. On the What's happening today screen, type a **note**.
3. Tap the **checkmark**.



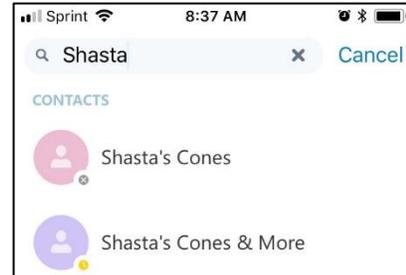
## Search Contacts

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 iPhone.

To search for a contact:

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

The results appear below the Search field.

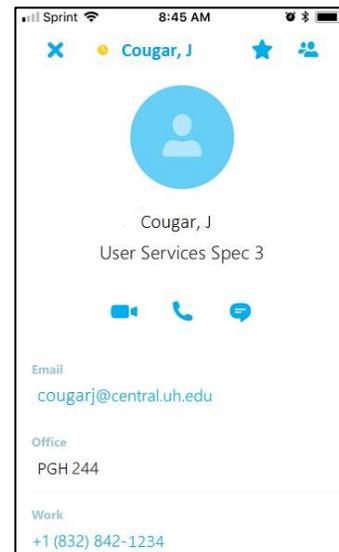


**Note:** Your Contacts list on the iPhone is read-only. Use a SFB client or desk phone to update your Contacts.

## View a Contact Card

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

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



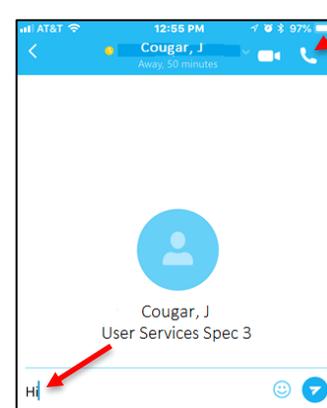
## Call or Send an Instant Message (IM)

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

1. Tap **Search for Contacts** and type **desired contact name**.
2. Tap the **contact name** and start **typing**.
3. Tap the **Phone** icon.

Tapping the **Phone** icon dials the work number.

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



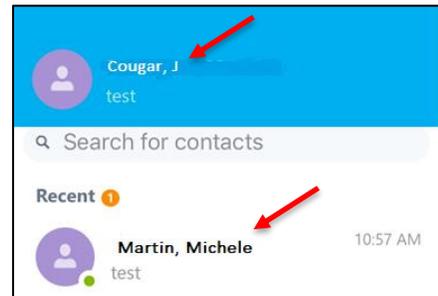
## Receive an Instant Message

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, choose one of two options:

- Tap the **IM alert**.
- Tap the **Chat** in your recent items.

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

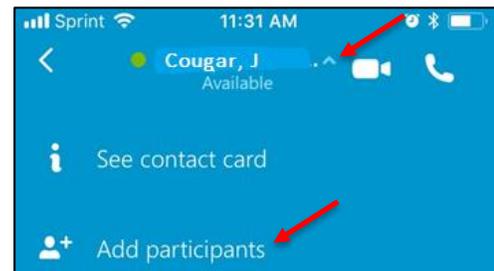


## Invite Others to an Existing Instant Message Conversation

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

1. From the IM conversation screen, press the **Actions** icon.
2. Tap **Add Participants**.
3. Tap the **contact** or **search for the contact** you want to invite.

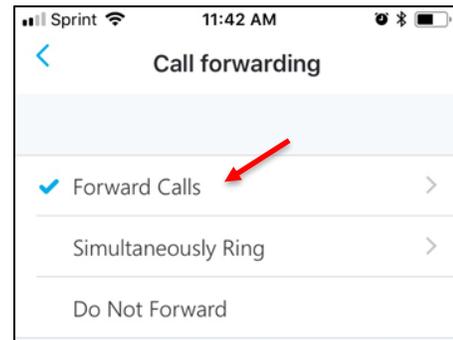
**Note:** iPhone IM history is not connected to Exchange. Your iPhone cannot see the IM history available on other devices. Your other devices cannot see the IM history on your iPhone.



## Forward Calls to Voice Mail or Another Number

To forward your calls:

1. Tap **My Info**.
2. Tap **Call Forwarding**.
3. On the Call Forwarding screen, tap **Forward Calls**
4. Specify the number that you want your calls forwarded to.



## 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 other active SFB devices. If you have previously set-up Delegates or a Team Call Group using the SFB client on your computer, you can simultaneously ring them or another number instead of your mobile phone.

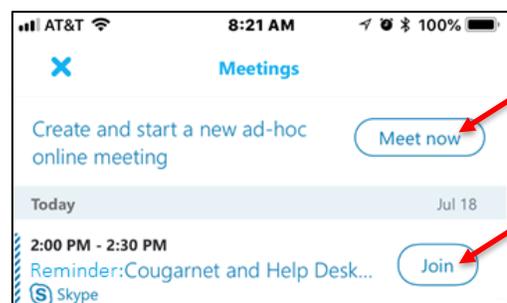
To change the Simultaneous Ring setting, follow the steps listed in the previous section to add a new member.

## Join a Meeting

You can join the audio and video portion of a SFB meeting using your iPhone. 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. Tap **Meetings**.
2. Do one of the following to join a meeting: open the **Meeting Invitation** by selecting the meeting you want to join then tap **Join Meeting**, tap **Join** on the meeting invitation itself, or tap **Meet now** to create one.
3. When the SFB meeting calls you back, **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 program
- View a shared desktop
- View meeting video