



UNIVERSITY OF CENTRAL FLORIDA

UCF Skype for Business Mobile App

User Guide

JOEL DIAZ • 3/23/2018 • UCF IT | UNIFIED COMMUNICATIONS



Skype
for Business

Installation:

In order to use the skype for Business Mobile app you must first download it from the app store of your device, links to these apps are listed below:

(This is guide is tailored towards Android and IOS devices, Windows phone devices may have different settings and options)

Google Play Store:

<https://play.google.com/store/apps/details?id=com.microsoft.office.lync15&hl=en>

Apple App Store:

<https://itunes.apple.com/us/app/skype-for-business/id605841731?mt=8>

Microsoft Store:

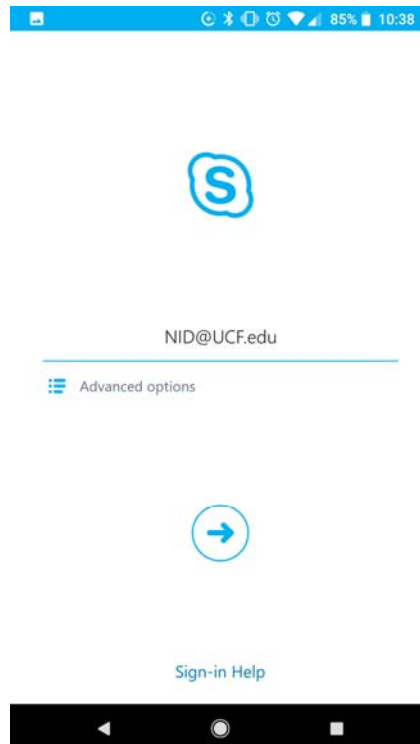
<https://www.microsoft.com/en-us/store/p/skype-for-business/9wzdncrfjbb2>

Logging in:

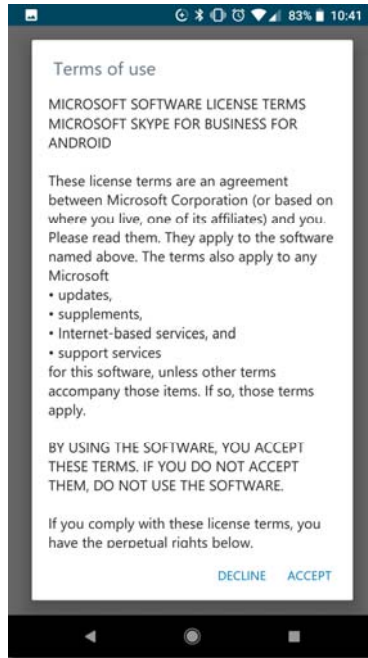
When opening the Skype for Business app for the first time you will need to login to begin use. In order to complete the login process enter your NID in the following format:

NID@UCF.edu

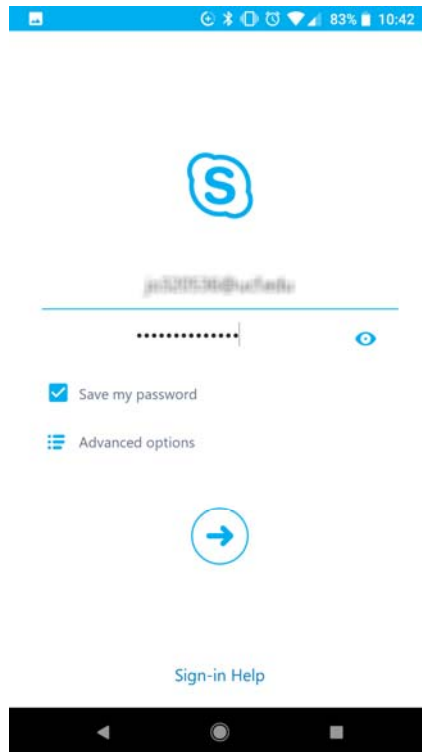
Afterwards select the arrow below to move to the next step.



You will then be prompted to read through the EULA, please read and select "Accept" to agree to the EULA and move forward in the login Process.



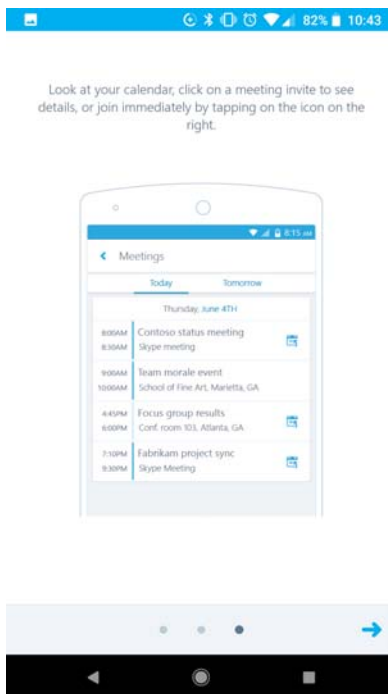
In the following screen enter your password (This is the same password as your Email account) and select the arrow below to Login.



The App will then ask for your Cell number, your number will be used if you decide to limit how much data the App can use and select the cellular option. More information on this topic can be found in the VoIP Data settings section of this document.

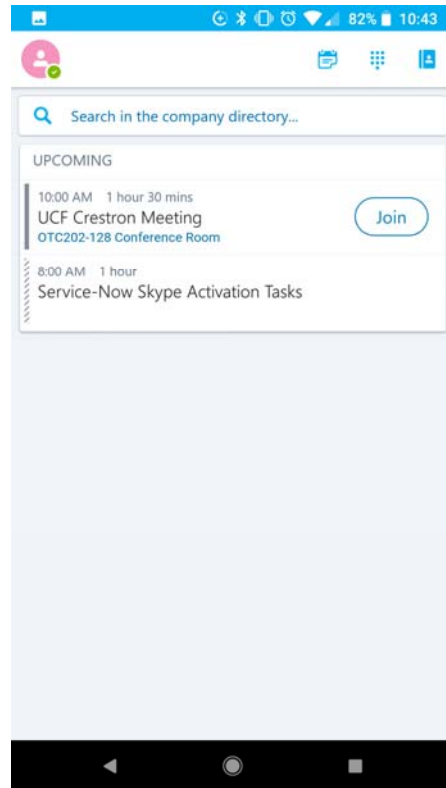


After logging in the first time you will be greeted by a few helpful slides that may help you get the best experience with Skype for Business. Select the right arrow on the bottom right after considering the slides presented.



Main Page:

After logging in you will land on the main page of the application, here you will find upcoming meetings aswell as a search bar for person lookup within the UCF address book.

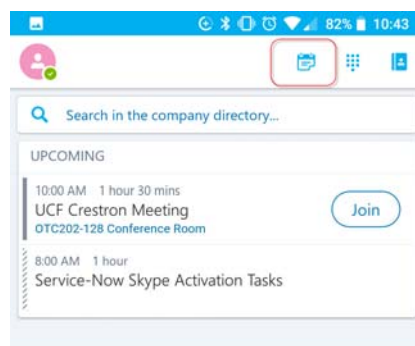


The app has three buttons on the upper right hand corner of the screen, in order they are: Calendar, Dial Pad, and Contacts

Selecting these buttons will take you to their respective options.

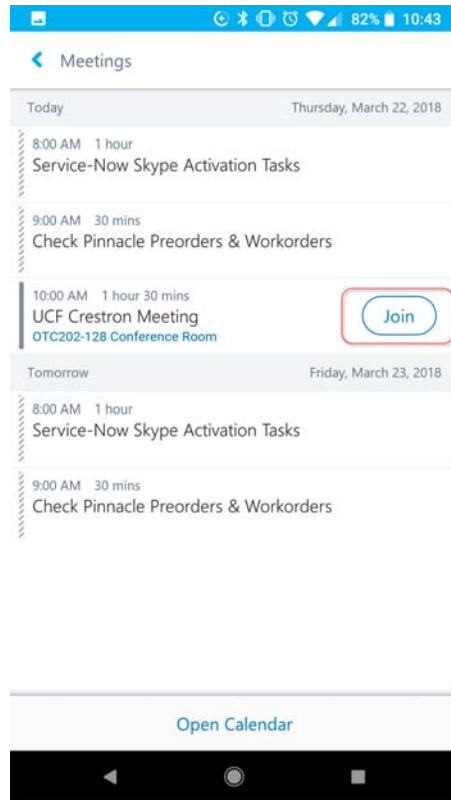
Calendar:

Selecting the calendar function on the main page brings you to the calendar.



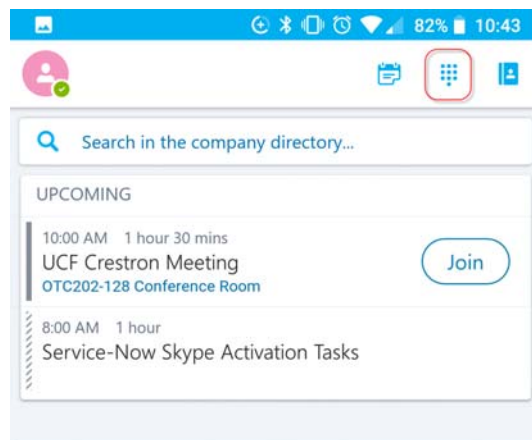
Within the calendar page you can see meetings for the day as well as future meetings. If these meetings have Skype meetings associated with them you may join them through the app by selecting the “Join” Button on the meeting.

(if you select “Open Calendar” this will open your OS’s default Calendar app)

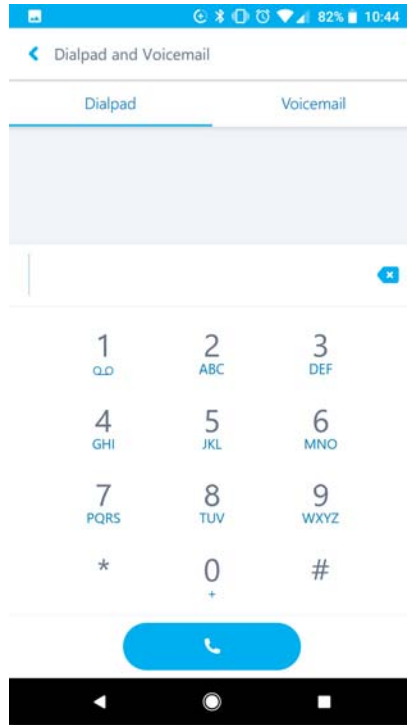


Dial Pad and Voice Mail:

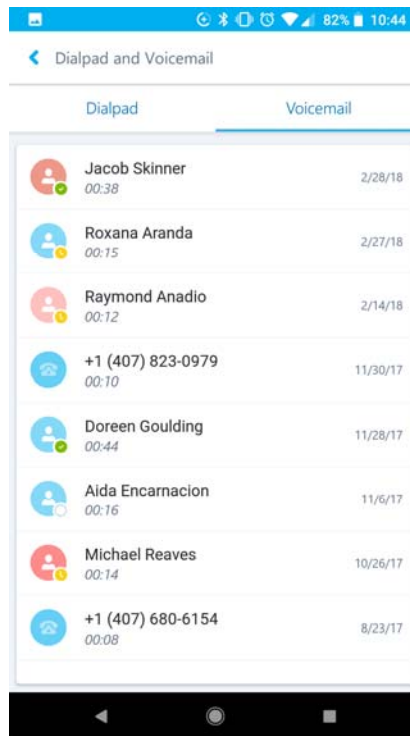
When selecting the Dial Pad option on the Main Page, you will be presented the dial pad the skype app uses to make calls.



The dial pad can be used much like your smartphone, dial numbers directly using the whole number or use extensions if you are calling internal to UCF numbers.

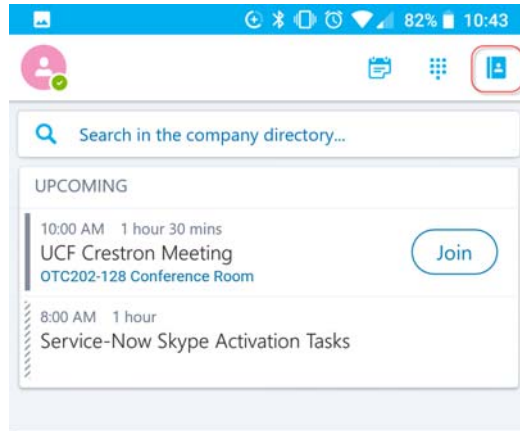


The voicemail button will show you voicemails that have been left by callers. Selecting a voicemail plays the message back to you.

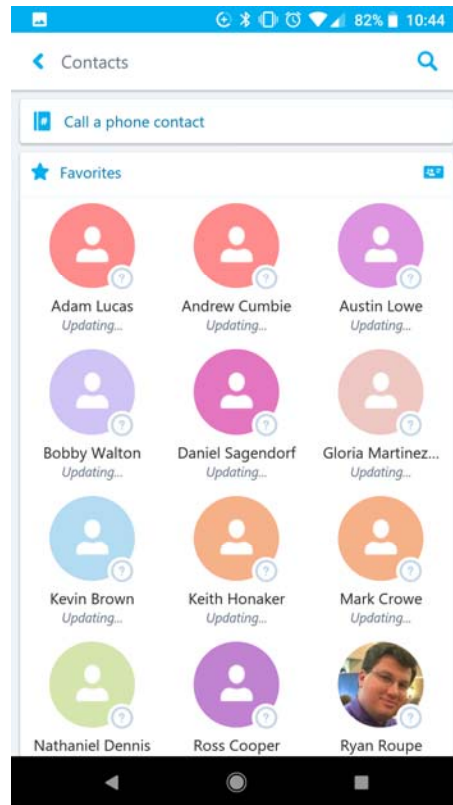


Contacts:

Selecting the Contacts button on the Main Page, brings you to your saved contacts screen. Here you can see the status of your contacts and call or message them with a simple tap of the screen.

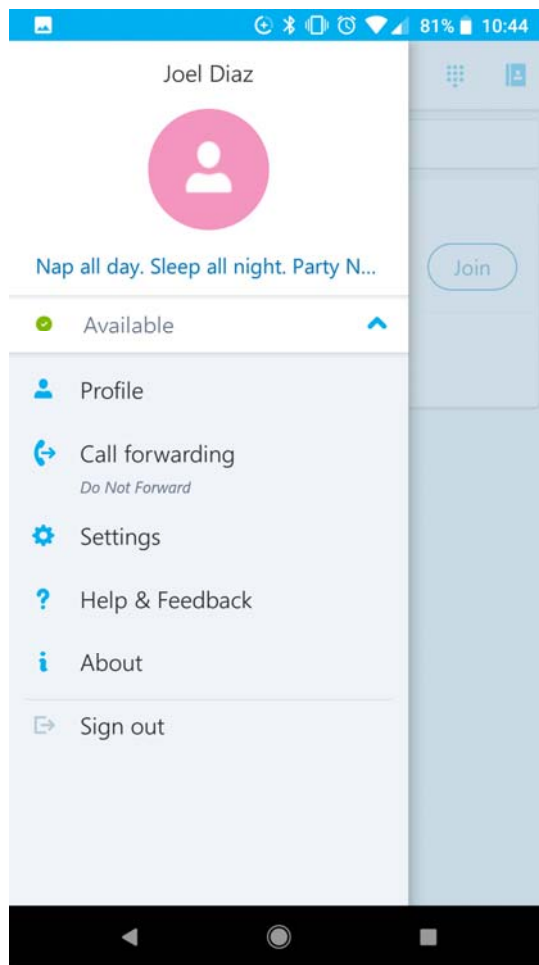
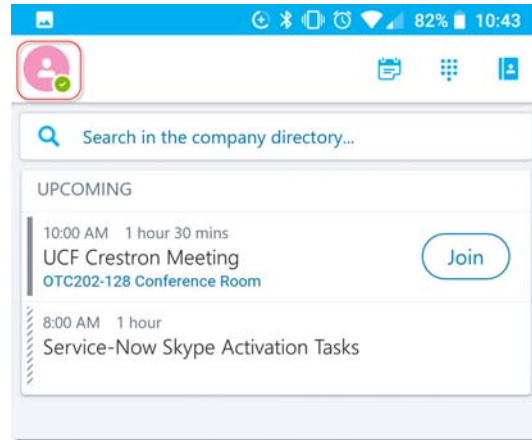


(Contacts may show as Updating while your device loads their status)



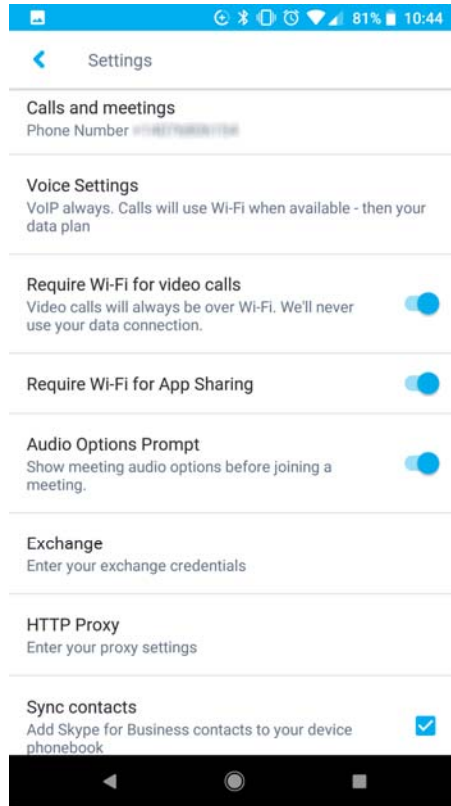
Menu:

Selecting the profile picture icon on the upper left hand of your Main Page will bring up the Menu within Skype for Business.



Menu > VoIP Data Policy:

From within this menu you can change how much Data the application uses by selecting “Settings”. Within this page there are multitudes of options including Data related options.



Within this page you may change the VoIP Data usage in the “Voice Settings” page. Here you can choose between the following options:

VoIP always: Always use WIFI or data when making calls depending on what is available

VoIP over Wi-Fi only: Only use VoIP when on WIFI, if a call is made or received off WIFI the application will dial your provided cell number to complete the call.

Cellular Only: The application will never use Data and rely on calling your cellular number to complete the call both inbound and outbound.



