

# Skype for Business

## Frequently Asked Questions - Android

Skype for Business for Android is a productivity app that brings Skype for Business meetings, presence, instant messaging, voice, and video capabilities to your Android mobile device. It has a similar look and feel as the Skype for Business desktop application and provides a quick view of your upcoming meetings and conversation history, simplified call controls, and other capabilities.

To get Skype for Business on Android, you need an Android device running OS 4.0 or later. You can download the Skype for Business app from the Google Play store by searching for it or using [this link](#) from your Android device. This app can be used on any Android device with cellular or Wi-Fi service (smartphones, tablets, etc).

Topics in this guide include:

Signing in Skype for Business for the first time

Joining meetings

Updating availability status

Managing contacts


Having conversations

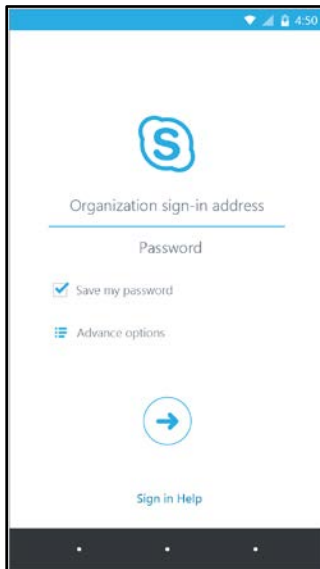
Customizing your settings

For more information

## Signing into Skype for Business for the first time

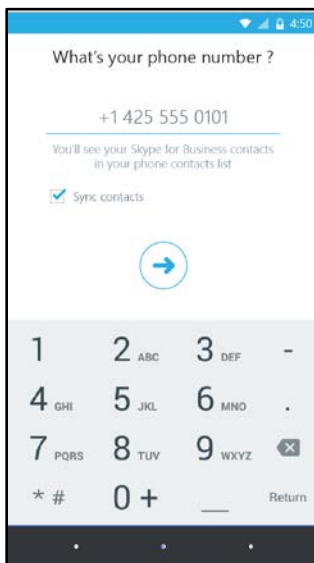
Before you start Skype for Business, connect your device to the Internet through either your cellular data plan or a Wi-Fi network.

1. Tap the **Skype for Business** icon  to open the app.
2. Enter your UMass Lowell username (i.e. **first\_last@uml.edu**) and password, and then tap **Sign In**.



*NOTE: If you choose to save your password, you will not be prompted to enter your password the next time you sign into the Skype for Business Android app.*

3. Enter your cell phone number – if Skype for Business does not have access to Wi-Fi or a cellular data network to make an audio or video call, you will be called at this number and connected to the audio portion of the call.




4. Tap **Done**.

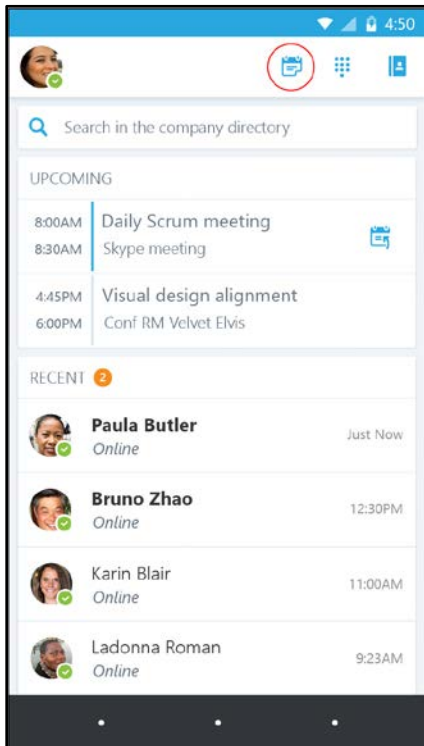
## Joining meetings

There are several ways to join a Skype Meeting using Skype for Business for Android. Once you join, you should be able to hear the meeting audio, view a participants list, and see video of other participants (if the meeting is using video). The default settings allow videos only when you have a Wi-Fi connection.

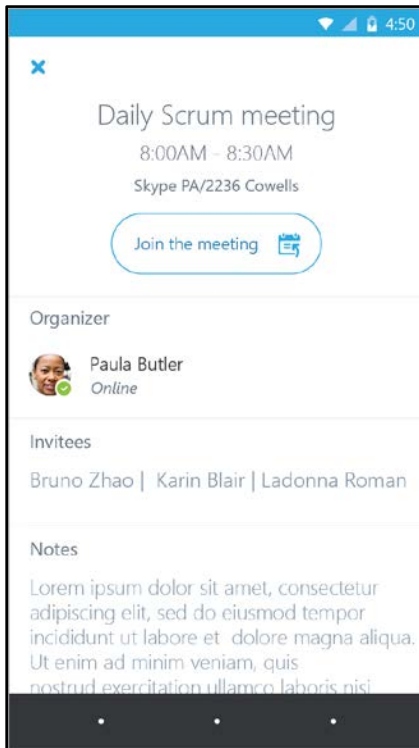
*NOTE: You can also join a Skype for Business Meeting without signing into Skype for Business or even having a Skype for Business account by using the link or phone number that was included in the meeting invitation.*

### Join a Skype Meeting

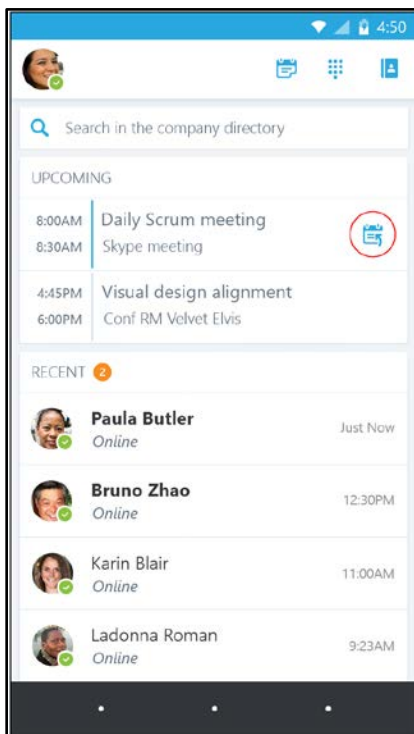
1. On the main screen, under **Upcoming meetings**, tap the meeting you want to join. You can also view the entire list of meetings for today and tomorrow by tapping **Meeting**  at the top of the screen.



2. On the **Meetings** information screen, tap **Join the meeting**.



*NOTE: Meetings can also be joined by using Quick Join  next to a listed meeting.*



Depending on how you set up your call options, one of the following will happen:

- You will be connected to audio or video using VoIP either by Wi-Fi (if you are connected to a Wi-Fi network), or your cellular data plan (regular cellular data usage charges will apply).
- Or, Skype for Business calls you on your device and you will accept the call from Skype for Business to join the meeting. This happens only when the “Require Wi-Fi” options (on the Skype for Business Options page) are set to **ON** and your device is not connected to a Wi-Fi network.







### Waiting in the meeting lobby

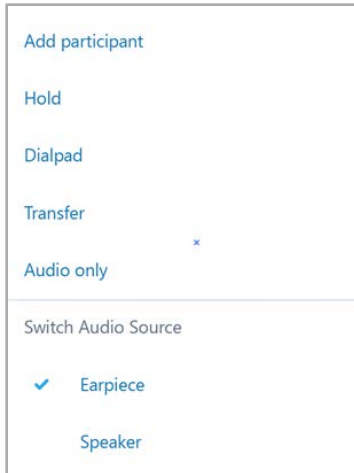
The meeting lobby is an online waiting area. The meeting leader can control access to the meeting or admit someone who doesn't have the correct meeting credentials. If the meeting leader has enabled the meeting lobby, you will need to wait until the meeting leader admits you to the meeting.



*NOTE: While you are waiting in the meeting lobby, don't move to another app on your Android device – your request to join the meeting will be cancelled if you leave and you would need to start over to join the meeting.*

### What you can do in a Skype Meeting



- Use Video  to start your camera.
- Use Mute  to mute and unmute your microphone.
- Use Speaker  to turn the device's speaker on and off.
- Use Add  to add new participants to the meeting.
- Use Dialpad  to select options associated with any voice prompts during a call.
- Use More  to expand additional menu actions:






- Use **End call**  to leave the meeting or end the conversation.
- Tap **Text**  in the upper right of the screen to type a message or read other participant's messages.


### Answering a call during a meeting

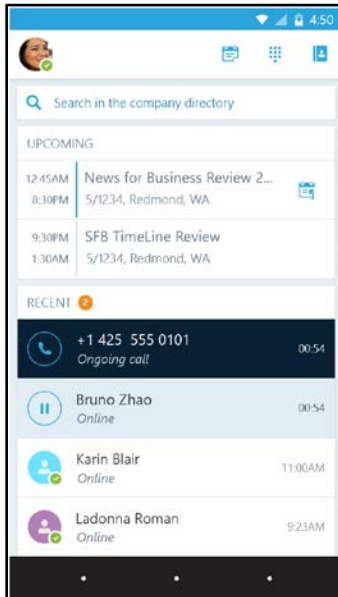
If a call comes in during a meeting, you will see an incoming Skype for Business call screen.



1. Tap **Answer**  to put the current meeting on hold and answer the incoming audio call.
- Tap **Video**  to put the meeting on hold and accept an incoming audio and video call.
  - Tap **End call**  to ignore the incoming call and remain in your meeting.

## Switch between a call and your meeting

1. Use the **back arrow**  in the upper left of the call screen to return to the main screen. The meeting that is on hold will be listed under **RECENTS**.
2. Tap to select the meeting that is on hold to view its call screen.





3. You will remain in your active call until you resume the meeting by tapping **Resume** on the meeting call screen.

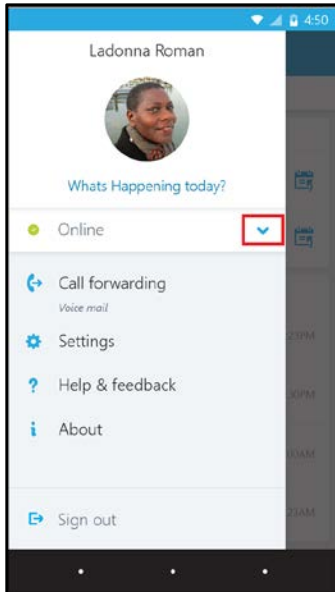


## Updating availability status

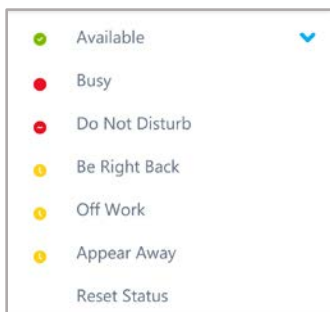
Your presence information includes availability status such as **Available**, **Busy**, **Appear Away**, etc and is represented by a color-coded presence indicator. When you use Skype for Business on your Android device, it will let people who view your contact information know if you are available.

## Setting your status

1. To change your status, tap your photo with status  located in the upper right corner of the main screen.
2. Tap the Status  arrow.



3. Select your desired status from the list:



## Setting status automatically

When you sign in, you will remain signed in as long as you have either a cellular or Wi-Fi connection. If you are in a meeting or on a call, your status will update automatically. If you are not actively using the app on your Android device or Skype for Business somewhere else, your status will appear as **Inactive**. If you are connected but haven't used the app for 10 days, you will be automatically signed out.

## Setting a personal note


1. Tap your photo with status in the upper right corner.
2. Tap **What's happening today?**
3. In the note area, type a message (i.e. **Working on a report**).
4. The note appears with your contact card.

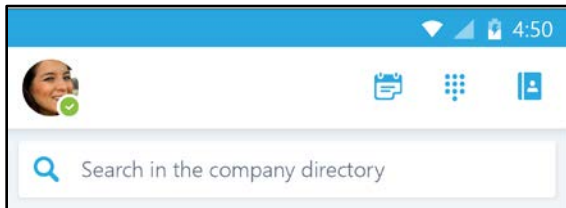
*NOTE: When you set an **Automatic Reply** (out of office) message in Microsoft Outlook, that message will automatically appear in the personal note area in Skype for Business. This note stays in Skype for Business until you cancel the automatic reply in Outlook, type a new note, or remove an existing note.*



## Managing contacts

### Find a contact


- To search for someone in the UMass Lowell directory, tap  **Search in the company directory**, and then start typing a name, phone number, direct extension, or email address in the search box.

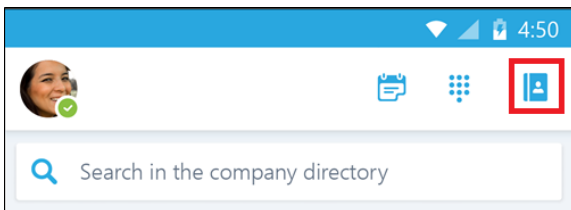


The list of contacts will start to display as soon as you begin typing, and the results will be refined as you continue to type the name you are searching for.

*NOTE: If the “Sync Contacts” preference option is enabled, when you search for a contact, the search results will include your personal contacts set up in the Skype for Business desktop application.*

### View and edit your Contacts

- From the main screen, tap **Contacts**  to view your **Favorites** and other contact groups...

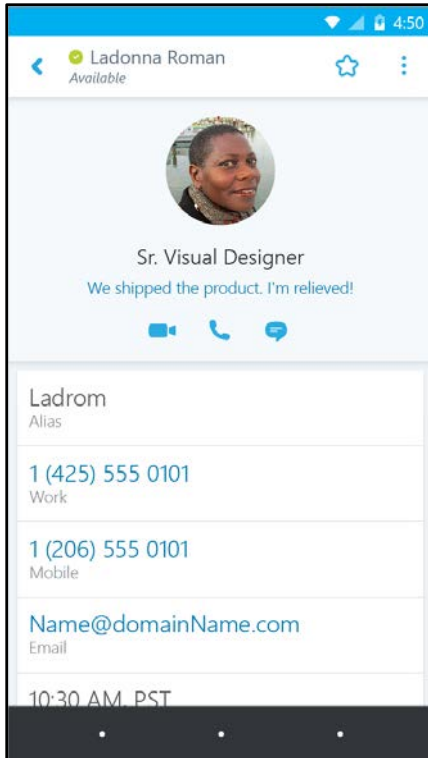


...then tap any of the groups to expand it. The Contacts list in Skype for Business on the desktop is the same as the one in the Skype for Business Android app. You can now add/remove contacts from the Contacts list in the mobile app.

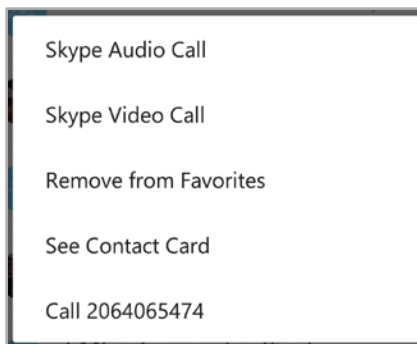
### View someone’s profile

The profile displays status, personal notes, and office locations for people, and provides several ways to communicate with them. For example, you can send an instant message (IM), start an audio or video call, or send an email message directly from someone’s profile. To view a contact’s profile:

1. Find the contact in your **Contacts** list, or start typing a person’s name in the search box.
2. Tap the contact’s name.
3. Tap **profile** to open the contact’s profile screen:



You can also tap and hold a call or conversation in your **RECENTS** list to access a contact menu:






## Having conversations

### Start a conversation

From Skype for Business, you can start an instant message (IM), a voice call, or a video call with a single tap on a contact's name:



To start a conversation:

- Type a message and tap **Send**  .
- Start a video chat by tapping **Video**  .
- Make an audio call by tapping **Call**  .



## Joining a conversation

**Instant Message:** When someone sends you an instant message and you are in Skype for Business, a notification appears at the top of the screen. To accept the invitation, tap the notification. If you receive an instant message while your device is locked or when Skype for Business is running in the background, a notification appears indicating that you have a new instant message. To accept the invitation, tap the notification. To ignore the invitation, just let the notification time out.

**Audio:** When you receive an incoming Skype for Business call, the ringtone will be the default Skype for Business ringtone (this ringtone cannot be changed).



**Video.** When you receive a Skype for Business video call:

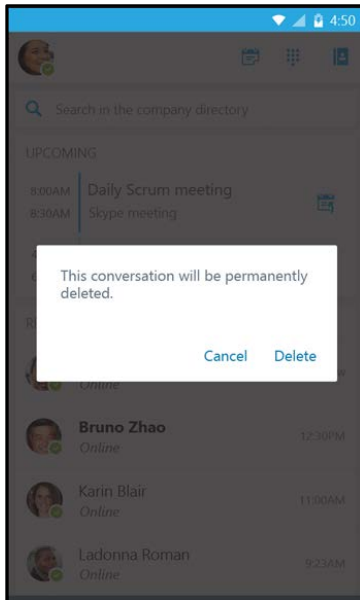
- Tap **Video**  to accept an incoming audio and video call
- Tap **Audio**  to accept an audio-only call.

## Find recent or missed conversations

Missed and recent conversations are listed on the main screen under the **RECENTS** heading. Tap a listed conversation to open it.


## Delete a conversation

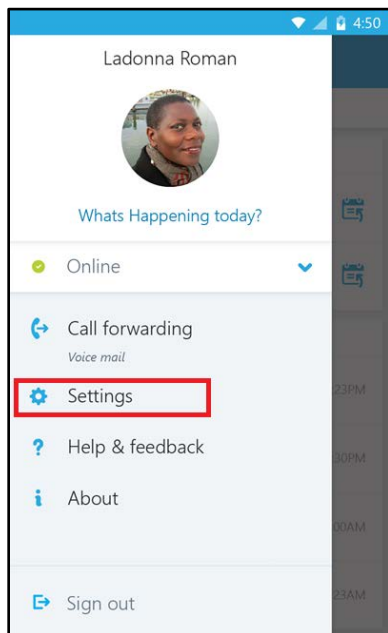
To delete a conversation from the **RECENTS** screen, tap and hold the conversation you want to delete and tap **Delete**.



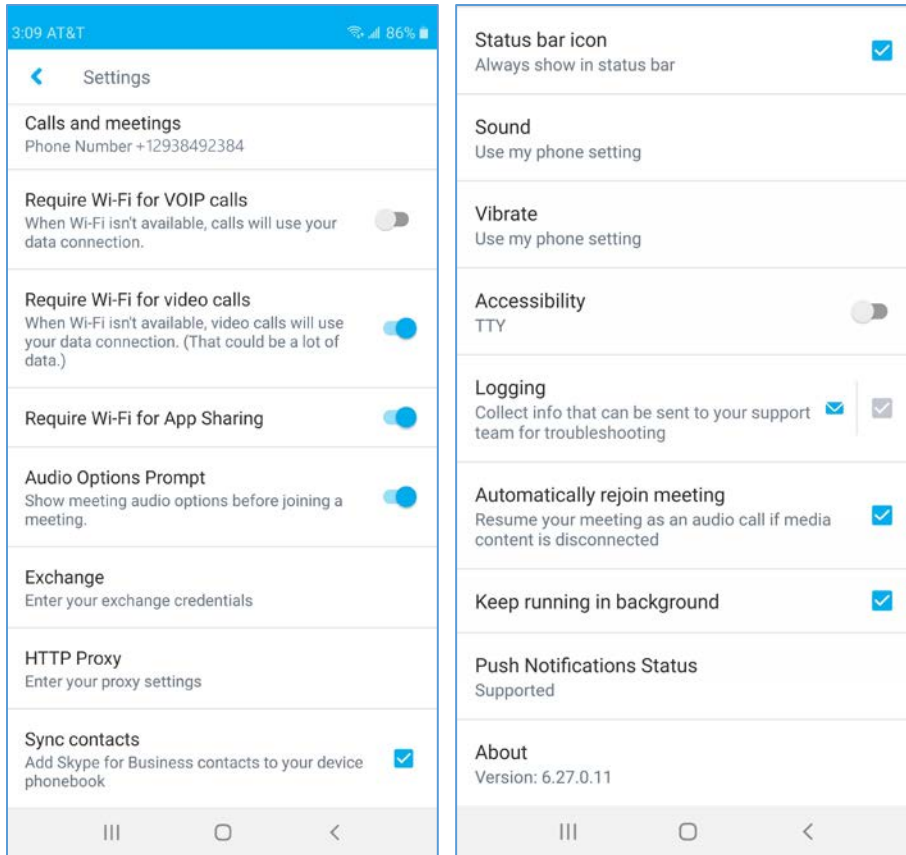
## Customizing your settings

The default preferences should work for most people, but you can adjust your settings in several ways:

1. To change your setting, tap your photo with status  located in the upper right corner of the main screen.
2. Tap **Settings**.



3. Use the checkboxes and toggle keys to change your preferences. Preferences are listed in the following text:



**Calls and meetings**

Enter your Android’s cell number. This will only be used if Skype for Business does not have access to Wi-Fi or a cellular data network to make an audio or video call. In that event, you will be called at this number and connected to the audio portion of the call.

**Require Wi-Fi for VOIP calls**

Normally, Skype for Business for Android does not require Wi-Fi to make or receive a VoIP (audio) calls. In this mode, the app will use Wi-Fi if it is available and will use your cellular data network if there is no Wi-Fi. If you turn this option on, the app will require Wi-Fi in order to make or receive an audio call.

**Require Wi-Fi for video calls**

Normally, Skype for Business for Android will not show video during a meeting unless you have a Wi-Fi connection. If you turn this options off and are not connected to Wi-Fi, the app will use your cellular data connection to show video content.

**Require Wi-Fi for App Sharing**

Normally, Skype for Business for Android will not show meeting content (i.e. shared application or desktop screens) during a meeting unless you have a Wi-Fi connection. If you turn this options off and are not connected to Wi-Fi, the app will use your cellular data connection to show meeting content.

**Audio Options Prompt**

Normally, Skype for Business for Android will prompt you to determine how you want to hear the audio in a meeting. If you turn this options off, the app will use your default audio settings.

## Exchange

Use this section if you need to adjust your username/password settings.

## Sync Contacts

This setting will sync (copy) your Skype for Business contacts to your phone, making it easier to search for an access those contacts. It is recommend you enable this option.

## Status bar icon

This setting will display the Skype for Business icon in your Android status bar. It is recommend you enable this option.

## Sound and Vibrate

These setting will allow you to adjust the sound and vibrate preferences for app notifications. It is recommend you leave both of these set to **Use my phone setting**.

## Automatically rejoin meeting

This setting will rejoin you to a meeting via audio if you lose connection to that meeting. It is recommend you enable this option.

## Keep running in the background

This setting will keep the app Android running in the background while you use other apps. It is recommend you enable this option.

## About

Tap **About** to view version information, Terms of Use, Privacy Statement, and Third Party Notices.

## For more information

For additional support, please contact UMass Lowell IT Tech Services at 978-934-4357 or at [help@uml.edu](mailto:help@uml.edu).