

Skype for Business for Android – Getting Started



Skype for Business for Android is a productivity app that brings Skype Meetings, presence, instant messaging, voice, and video capabilities to your Android mobile device.

It gives you the ability to communicate with your Skype contacts using IM, audio call, and video call when on the move.

To get Skype for Business on Android, you need an Android device running OS 4.0 or later.

1 Setup and getting started


First things first, to access your contacts you need to synchronize phone with the Unitec Exchange. If you have not done this, then click on the following link and follow instructions.

[Set up **Android devices** for email, calendar and contacts](#)

You will need the App if it's not already installed.


Install Skype for Business on Android

Note: Downloading Apps should only be done when connected to WiFi to avoid large data charges.

1. From your phone, click the  to go to the **Google Play Store**, and search for **Skype for Business**.
2. Tap Install.

2 Signing into Skype for Business for the first time



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

1. Tap the Skype for Business icon  to open the app.
2. Enter your sign-in address (e.g., alias@unitec.ac.nz) and password, and then tap Sign In.
3. Enter your mobile number with country and region codes.

When Skype for Business can't use a Wi-Fi or 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. (See [Set WiFi Options](#))

3 Set WiFi Options

Important – *It is recommended you should only allow video and content sharing via mobile when you are connected to a WiFi network. Otherwise, this will result in higher data charges.*

1. Open the Skype for Business App on phone
2. Tap the picture icon  to bring up your profile page
3. Select Settings () > Voice settings > VoIP over Wi-Fi only
4. Also tick 'Allow incoming cellular call when Wi-Fi is not available'
5. Tap < to go back to Settings
6. Check that 'Require WiFi for video calls' option is On

Normally, Skype for Business for Android won't show meeting content or participant video feeds during a meeting unless you have a Wi-Fi connection.

You are now set up to make and receive calls via Skype for Business to, and from, other Skype for Business users.

For more information

- For IMS help **call 0800 275 467 or 8484**
- [Click here](#) to join the **Unitec Yammer group for Skype for Business**
- Visit the [IMS Skype for Business](#) page on **the Nest**