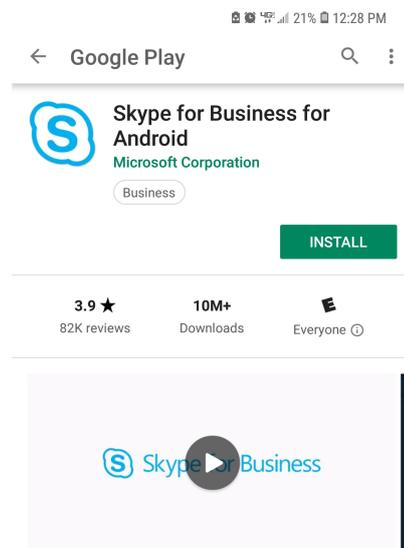


Skype for Business Mobile Download & Quick Start User Guide

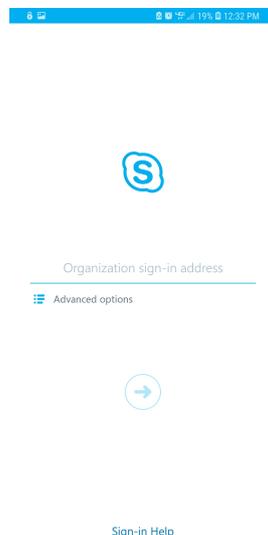
These instructions explain how to download, install and begin to use Skype for Business on your mobile device.

1. From either the Google Play Store or your Apple App Store, search for the Skype for Business app.

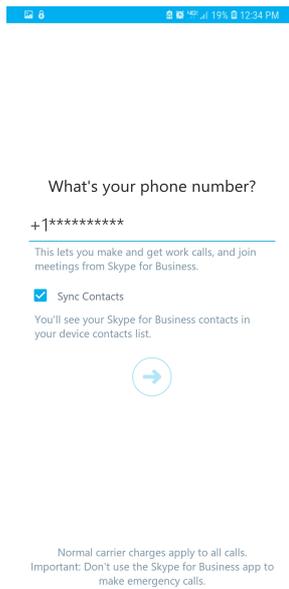


Once the application has finished installing, it will prompt you to allow Skype for Business to have access to your media, to make and manage phone calls, record audio, take pictures, and access your contacts. Select Allow for all and then agree to the Skype for Business Terms of Use.

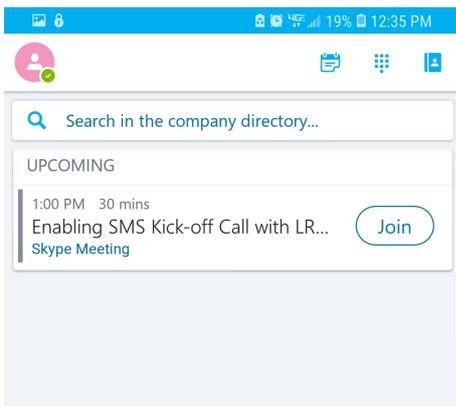
2. The application will then prompt you to log in. Here you should use your login and password that was provided in your Skype for Business Welcome Packet from TeligentIP. Your username will look something like **username@domain.com**.



3. Upon signing in, the app will ask to verify your cell phone number. This allows Skype for Business to use your cell phone for calls or conference calls in the event you would prefer not to use mobile data or a wifi connection.

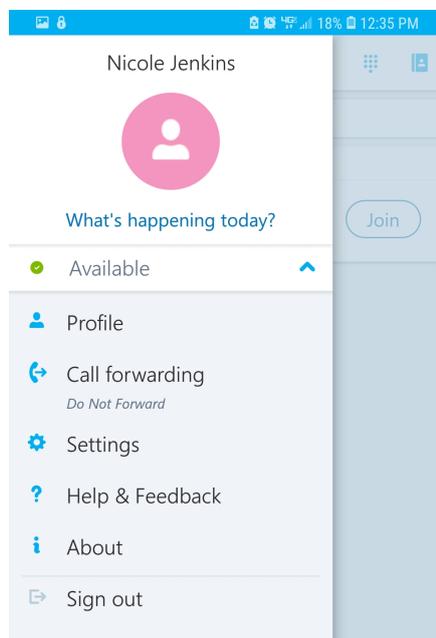


4. Once logged in, you will automatically be in your meetings screen. This will show any meetings that you have scheduled for that day. You can easily join these meetings by selecting the join button.



- From here you can also switch to view your contacts by selecting the  icon.
- You can also make a phone call by tapping the  icon.

5. To change your status, setup call forwarding, and update other settings, tap the icon located on the left corner.



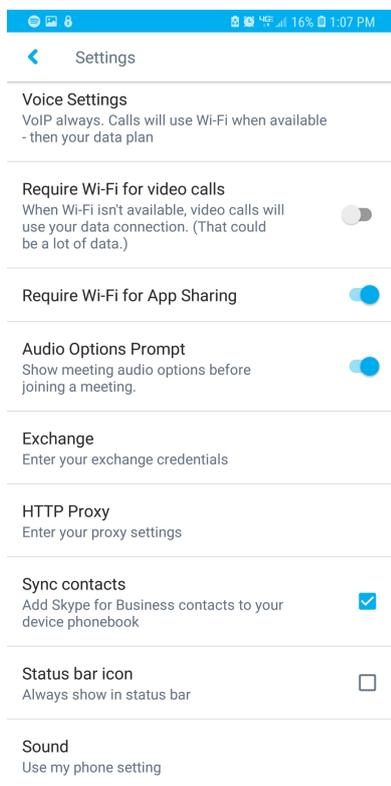
6. If you would like your calls to ring to another phone instead of your Skype for Business application, select Call Forwarding.



You can call forward all calls to a different telephone number, or send all calls directly to voicemail.

You can also set up Simultaneous Ring, if you would like any incoming calls to ring to separate devices at the same time.

7. Under Settings, here you can update many settings such as when to use mobile data, mobile contact syncs, and sounds settings.



For additional assistance, you can reach our 24x7 support line by calling 855-474-8464 or emailing support@teligentip.com.

You can also find helpful video tutorials on our YouTube page:

<https://www.youtube.com/channel/UCF2KIT3GEhylihuLZ4ene8g>

600 Congress Avenue 14th Floor
Austin, Texas 78701

1-855-474-8464

support@teligentip.com

www.teligentip.com

