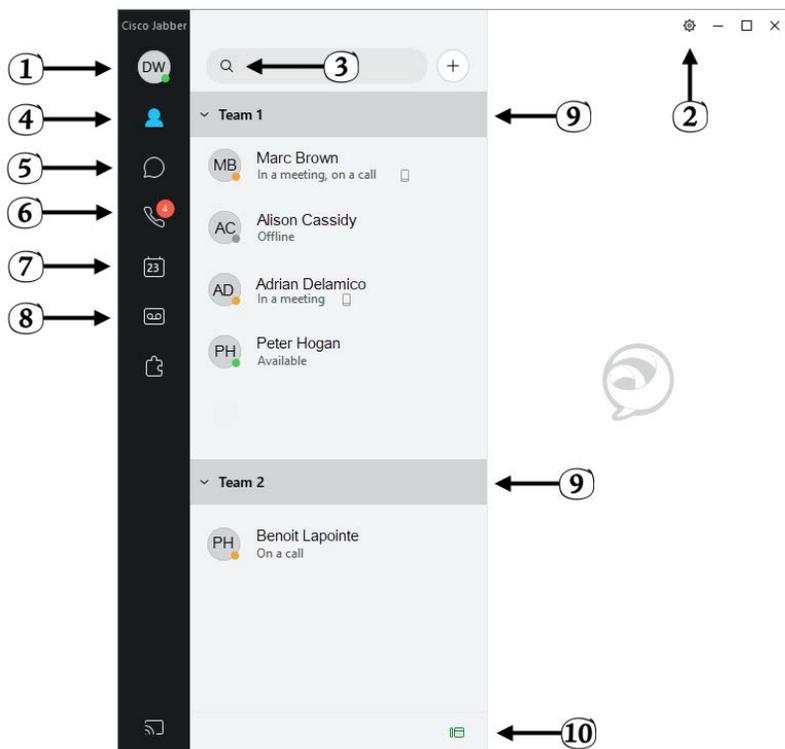


Hub Window

Note: This document might include features or controls that are not available in the deployment of Cisco Jabber that you are using.



1. Status message	6. Recent calls
2. Menu (Windows)	7. Meetings
3. Search bar	8. Voicemail
4. Contacts	9. Custom Groups
5. Chats	10. Call Settings

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Use My Computer for Calls

You can tell Cisco Jabber to send calls to your computer or to your phone.

1. From your hub window, open the Call Settings drop-down menu.
2. Select your preference.

Customize My Client

You can access your options and preferences for Cisco Jabber to customize how your client behaves.

1. (Windows) From the hub window, select **Menu > Settings**
(Mac) From the Mac menu bar click **Jabber > Preferences...**
2. Select any tab in the Options menu to make your choices.

Set Up My Phone Accessories

You can change which microphone and speakers are used by the client when you have at least one phone accessory for call control.

1. (Windows) From the hub window, **Menu > Settings > Audio**
(Mac) From the Mac menu bar click **Jabber > Preferences... > Audio/Video**
2. Select the speakers and microphone that you want the client to use to send and receive your audio.
3. You can also test the sound to check that it is working.

Forward Calls

To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

1. (Windows) From your hub window, open the Call Settings drop-down menu.
2. Select **Forward Calls** and specify the phone number.

(Mac) From the Mac menu bar click **Jabber > Preferences... > Calls > Call Forward**

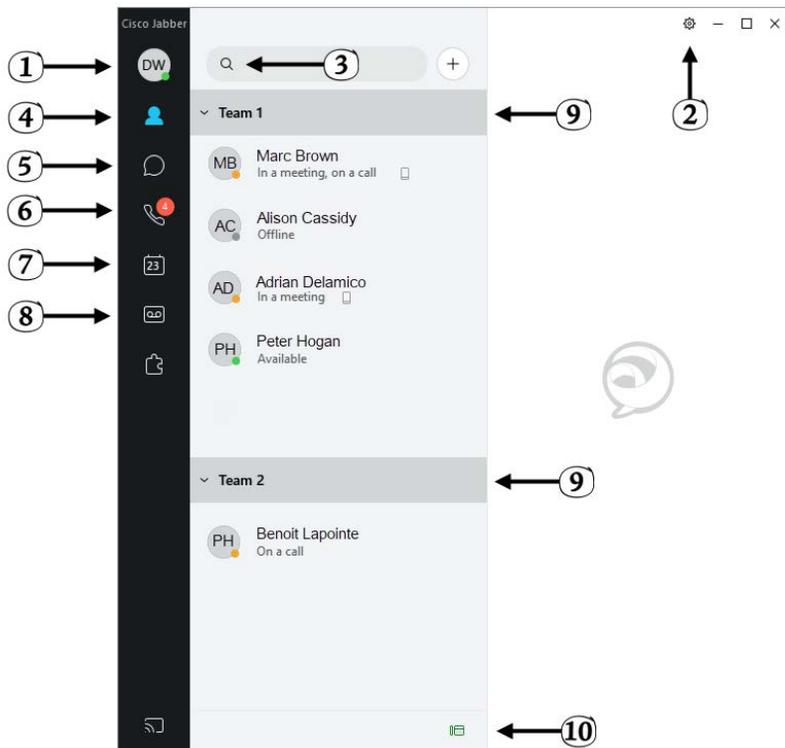
Forward Voice Messages

You can forward voice messages to other users and groups, and include your own recorded message to send with it.

1. On the Voicemail tab, select the voice message that you want to forward.
2. Right-click over the message, and select Forward Message.
3. Specify who you want to receive the voice message.
4. To record your own personal message to be played before the voice message, select the Record button then Done when you are finished.
5. (Windows) Send the voice message.
(Mac) Add Contact and select Send

Hub Window

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Collaborate With My Contacts



When chatting with a contact, click the 3 dots in the upper right and you can use controls to:

- ◆ Add them to your contact list (Windows)
- ◆ Start an instant meeting
- ◆ Schedule a meeting (Windows)
- ◆ Share your screen

Start a WebEx Meeting

Start a WebEx meeting directly from a chat window with another user without having to schedule a meeting in your calendars first.

1. From the chat window, click the 3 dots in the upper right ...
2. Select **Start Meeting**

Chat Options



In a chat you can:

- ◆ Send a file
- ◆ Send a screen capture
- ◆ Edit the font size and color
- ◆ Insert an emoticon
- ◆ Mention a user
- ◆ Show the chat in a new window

Start a Group Chat (Windows)

You can work with the people in your custom groups to apply an action to everyone in it.

1. Right-click over the banner of the custom group name.
2. Select an action from the menu, such as Alert When Available, Start Group Chat, or Send Broadcast Message.

Start a Group Chat (Mac)

Easily start a group chat with your contacts.

1. Command + click to select multiple contacts in the Contacts tab.
2. Control + click > Group Group Chat
3. Add additional participants if desired

Add New Contacts

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily click on their names to start a chat or phone call.

1. In the **Search** bar, start typing the person's name to search the directory, or enter the username directly if you know it.
2. Click **Add** and select which group to add the new contact to.

Add New Group

(Windows) Click Menu > File > New > **Group**

(Mac) In Contacts window > Control + click > **New Group...**