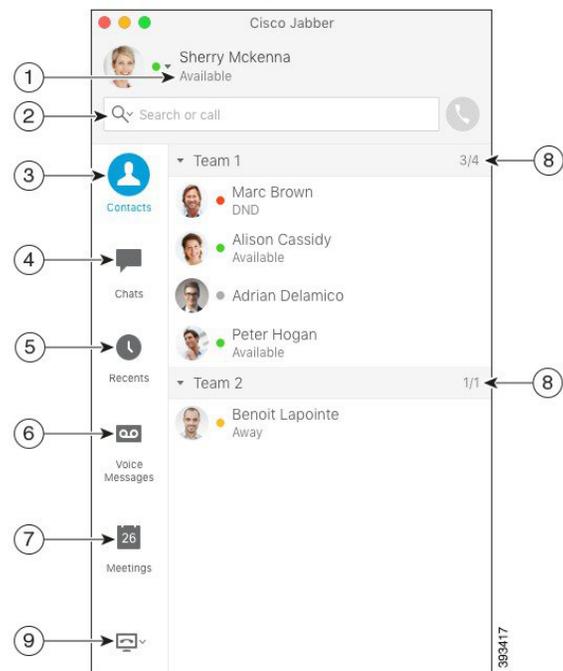


Hub Window

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



1. Status message	6. Voice Messages
2. Search or call bar	7. Meetings
3. Contacts	8. Custom Groups
4. Chats	9. Phone Controls
5. Recents	

Use My Computer for Calls

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

Procedure

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

Start a Conference

Easily start a conference call with your contacts.

Procedure

1. Select two or more contacts or the header of your contact group in the Contacts tab.
2. Choose the call icon.
3. Add additional participants.
4. Update the topic for your group chat.
5. Select **Invite**.

Forward Calls

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

Procedure

1. From your hub window, open the Phone Controls drop-down menu.
2. Select **Forward Calls to**.
3. Select your preference from the available list.

Use Call Controls

When you are on a call with a contact, you can use the call controls to:

- Mute or unmute the call
- Start or stop self video
- Adjust the call volume
- Show the dial pad
- Transfer the call
- Place the call on hold
- Merge the call
- End the call

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.

Procedure

1. In the hub window, open the Phone Controls drop-down menu.
2. Select **Use my Computer for Calls**. You can see your current phone accessories.
3. To change your phone accessories, select **Audio/Video Preferences...**. You can also test the sound on your devices.

Customize My Client

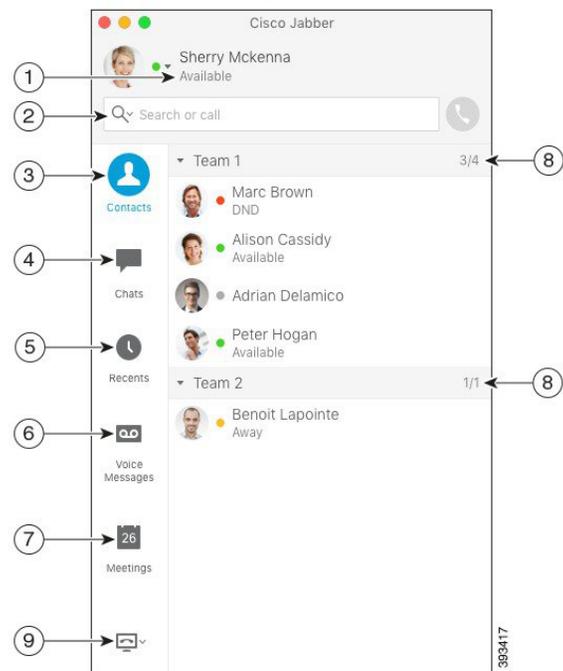
You can access your options and preferences for Cisco Jabber to customize how your client behaves.

Procedure

1. Select **Jabber > Preferences**.
2. Make your selections.

Hub Window

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Start a Group Chat

Easily start a group chat with your contacts.

Procedure

1. Select a contact in the Contacts tab.
2. From the right-click menu, select **Start Group Chat**.
3. Add additional participants in the People field.
4. Enter the topic for your group chat.
5. Select **Invite**.

Chat Options



In a chat you can:

- Send a screen capture
- Send a file
- Edit the font
- Edit font color
- Insert an emoticon
- Add participants to create a group chat

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.

Procedure

1. From the chat window, select the **More** icon.
2. Select **Meet Now**.

Collaborate with My Contacts



When chatting with a contact, you can use controls to:

- Share your screen
- Start a meeting in your Collaboration Meeting Room
- Show or hide the participant list
- Start a phone call

Add External Contacts

When chatting with a contact, you can use controls to add that contact to your contact list.

Procedure

1. Select **Contacts** then **New Contact**.
2. Add an IM address for the contact.
3. Add a Display Name, which will be displayed in the contact list.
4. Select a Group to add your contact.
5. Select **Add**.

Add a Directory Group

Add groups from your organization's directory to your Contacts.

Procedure

1. Select **Contacts** then **New Directory Group**.
2. Enter a directory group.
3. Select **Add**.