Quick Start Guide:
Cisco Jabber for Windows

IMPORTANT NOTES:

- Emergency calls to 911 should NOT be placed from your Jabber clients.

- The U of G Jabber Pilot web page can be found at: **uoguelph.ca/ccs/ccs-jabber-pilot**

- You can download Jabber software here: myphone.uoguelph.ca/software/

- Ensure your desktop/laptop is on a wireless connection to activate Jabber. In order to connect through a wired connection, please place a request via MACdesk.

LAUNCH AND SIGN IN

Upon first login, you will need to provide some information in order to connect:

1. Launch the Jabber app on your device.

2. When prompted for your username, enter your U of G Central Login ID @myphone.uoguelph.ca (e.g., jsmith@myphone.uoguelph.ca).

3. Click **Continue**.

4. When you see the "Certificate Not Valid" prompt, click **Accept.** You may have to do this more than once.

5. When you see the password prompt, enter your U of G Central Login password and then click **Sign In**. At the "Certificate Not Valid" prompt, click **Accept.** You may have to do this more than once.

Now you are ready to start using Jabber!

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COMPUTING AND
COMMUNICATIONS SERVICES

HUB WINDOW
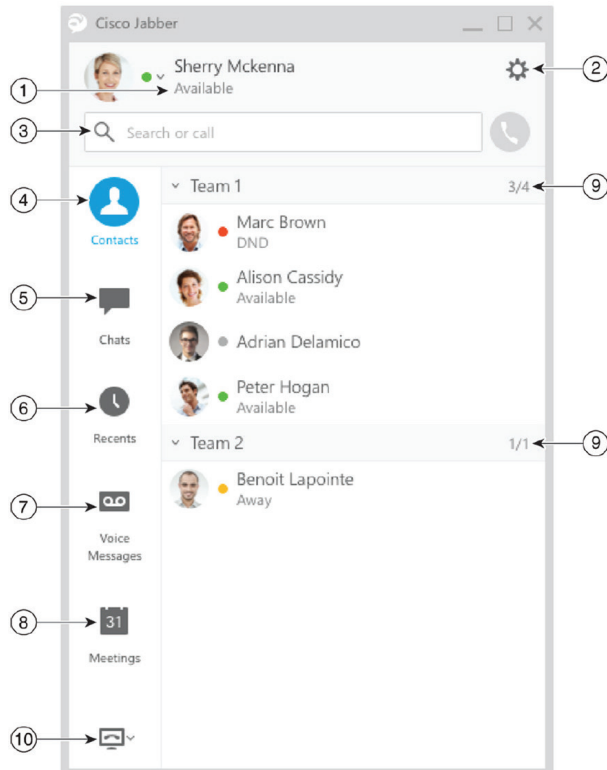
1. Status message
2. Menu
3. Search or call bar
4. Contacts
5. Chats
6. Recent calls
7. Voice Messages
8. Meetings
9. Custom Groups
10. Phone Controls

ENABLE JABBER ON START UP

You can enable Jabber to start automatically when you start up your computer.

1. From the hub window, select **Menu > File > Options**.

2. Select **General**.

3. Under **Startup**, click the box beside "Start Cisco Jabber when my computer starts".
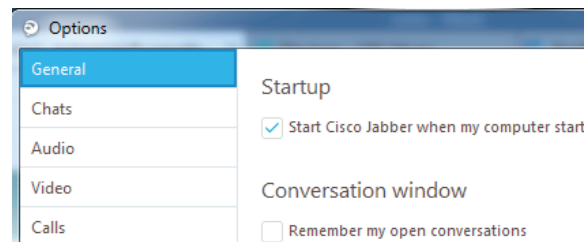
ADD NEW CONTACTS

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

1. In the **Search or call** bar, start typing the person's name to search the directory, or enter the username directly if you know it.

2. Select which group to add the new contact to and select **Add**.

CUSTOMIZE MY CLIENT

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

1. From the hub window, select **Menu > File > Options**.

2. Select any tab in the Options menu to make your choices.

SET UP MY PHONE ACCESSORIES

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

You can specify the audio options directly from the **Phone Controls** icon on the hub window.

1. From a chat window, select the **Open audio options** icon.

2. Select the speakers and microphone that you want the client to use to send and receive your audio.

3. To open the Audio tab of the Options dialog, select **Audio Options**. From this tab, you can also test the sound to check that it is working.

4. Select **Apply** and then **OK**.

FORWARD CALLS

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

1. From your hub window, open the **Phone Controls** drop-down menu.

2. Select **Forward Calls To** and specify the phone number.

CHAT OPTIONS

In a chat you can:

- Send a screen capture
- Send a file
- Mention a user
- Insert an emoticon
- Edit the font size and colour
- Add participants to create group chats
- Show the chat in a new window