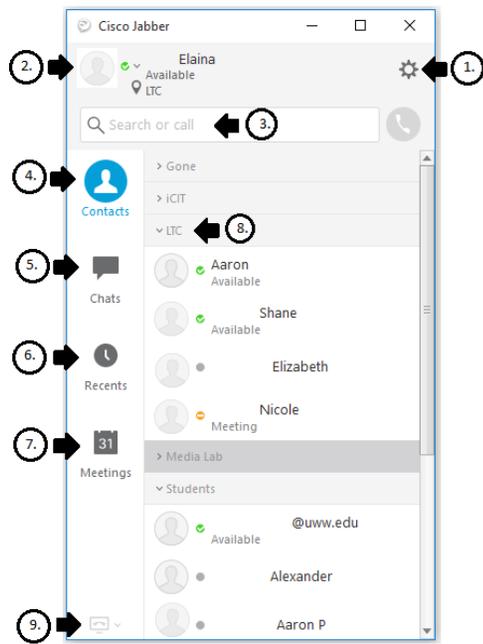
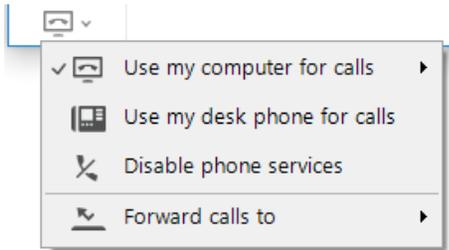


### Main Window



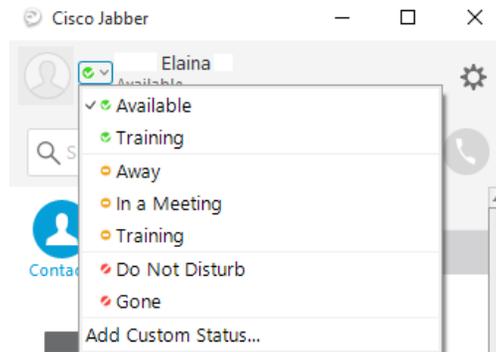
1. Menu bar	6. Voicemail
2. Status message	7. Meetings
3. Search or call bar	8. Custom groups
4. Contacts	9. Phone controls
5. Missed calls	

### Phone Controls



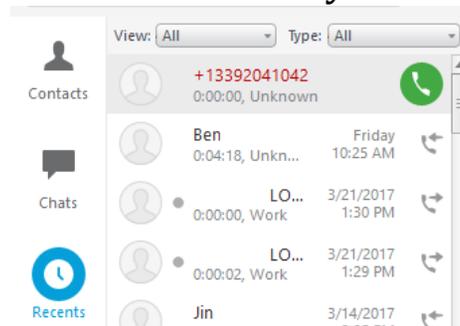
Phone controls let you select your primary phone and configure call forwarding. Make sure to set Jabber to “Use my phone for calls” when you are in the office. If you are out of office you can forward your calls to Voicemail or a New Number.

### Custom Status Messages



Create custom status messages. Insert your cursor in the status field and enter your new status

### Call History



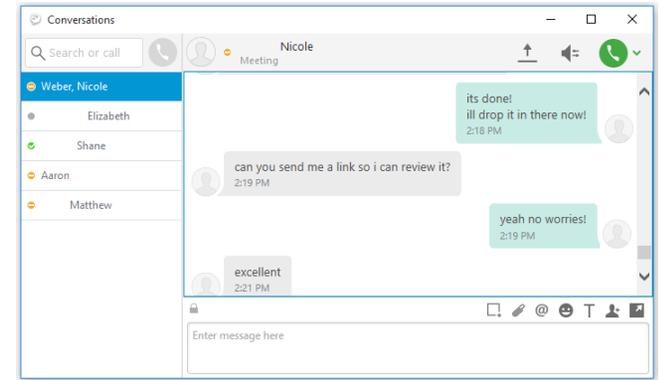
The Call History tab shows a list of your recent and missed calls. Hover over the missed call and select the phone symbol to return a missed call.

### Incoming Calls



If you receive an incoming call, simply click Answer to pick up the call or Decline to send the call to voicemail.

### Chat Window



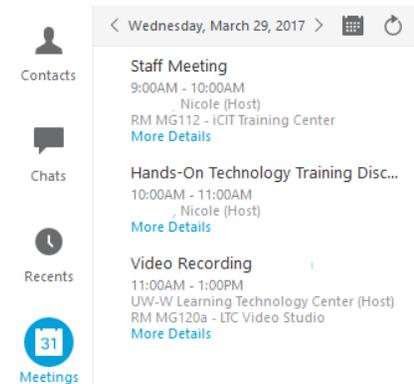
Use the chat window to view previous chat messages or start a new message. The chat window has tabs for each chat message open as well as a chat control box.

### Chat Controls



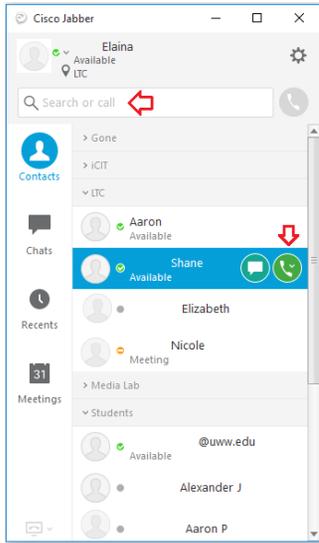
Chat controls allow you to take screen captures, send files, send contacts, use emoticons, and adjust chat font and sizes.

### Meetings



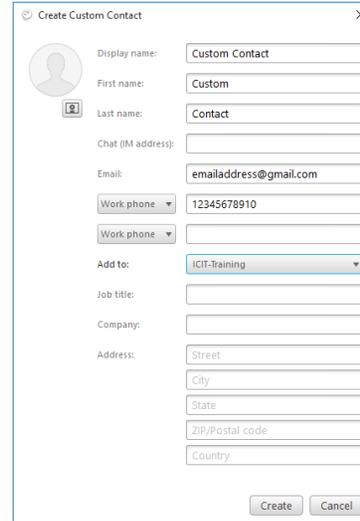
The Meetings tab connects to your Outlook calendar and displays a list of your meetings along with the time, host, and the location for the meeting. You can click “More Details” and it will bring up the calendar event.

### Making a Call



Enter a phone number/extension, email address, or name in the search or call box. If making an outside call, dial 9, then 1, then the number and hit enter to place the call.

### Custom Contacts



Create custom contacts for people outside of the UWW global directory. Quickly make calls or send emails to that external contact from your contact list.

## Cisco Jabber for Windows

### Call Controls



Call controls allow you to

- Go full screen
- Show self view
- Mute your audio
- Put call on hold, transfer, and merge calls
- End calls

### Desktop Screenshots



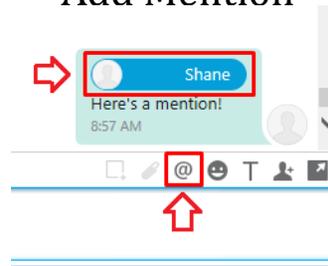
Send desktop screenshots through chat by clicking on the "Send a screen capture" button.

### Chat Controls



- Add people to your contact list
- Share your desktop
- Adjust your audio options
- Start a phone call

### Add Mention



Send contacts in chat messages by clicking on the "Add mention" button.

