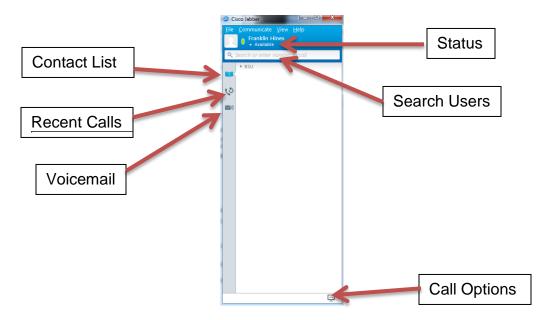
# **User Guide - Jabber for Windows**



#### **How to Add Contacts**

- 1. Enter User's name in Search Bar
- 2. User list will automatically populate with results
- 3. Click the + symbol next to user name



- a. For the first user added, you will need to create a group
  - i. Click New Group -> Give the group a name -> Click Create
  - ii. Click Add
- 4. Continue the process for all other contacts

#### How to Make a Phone Call

## Calling a user from the contact list

- 1. Highlight the user with the mouse
- 2. Click on the Phone Icon next to the their name



#### Calling a user not in the contact list

- 1. Search for the user in the search bar
- 2. Click on the Phone Icon next to their name



### Dialing a phone number

- 1. Click in the Search bar
- 2. Dial a phone number using the keyboard and hit Enter

## **How to Instant Message a Contact**

- 1. Double click on the user in the contact list
- 2. This will open an IM window with the desired user
- 3. Type in the message and hit Enter
  - a. If needed, call the user by clicking the phone icon in the top right corner of the IM window

## **How to Manually Change Status (Presence)**

1. Click on the down arrow next to your current status

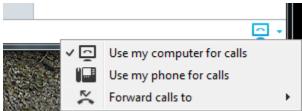


2. Change it to desired status



# How to Make Calls from Desk Phone using Jabber

- 1. Click on the computer in the bottom right corner
- 2. Select Use my phone for calls



#### **How to Check Voicemail**

1. Click on the Mail icon on the left side of the window



- 2. Double-click the voicemail message to listen to it
  - a. To delete a message, right-click on it and choose **Delete**