



# Chat

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Cisco Jabber supports both person-to-person and group chat sessions.

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## Start Chat with Contact in Your List

### Procedure


Double-click the contact, or right-click and choose **Chat**.

## Start Chat with Contact Not in Your List

You can start a chat with someone who is not in your contact list by searching for the contact in your corporate directory.

### Procedure

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- Step 1** In the Cisco Jabber main window, enter a name or user ID in the **Search** field.
- Step 2** Select the contact name in the **Search Results**, double-click, and start your chat.
- Step 3** (Optional) To add the contact in the active chat window to your contact list for future use, click , or right-click and choose **Add to contact list**.
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## Add Contact from Chat Window

During a chat session with someone who is not in your contact list, you can add them to your list. This feature is available only for a person-to-person chat.

### Procedure

In the chat window, click .

## Start Group Chat

Three or more people constitute a group chat. This type of chat continues to exist in Cisco Jabber as long as one person is in the chat window. After all participants leave, the group chat ends.

### Procedure


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- Step 1** Select multiple contacts and then right-click them, or right-click a group.
- Step 2** On the menu, select **Start group chat**.
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## Add Participant to Existing Chat

You can add participants to an existing person-to-person chat, or to a group chat.

### Procedure

Drag a contact from your contact list to the chat window, or click  to search for a contact, and then click **Add**.

## Set Your Chat Alert Preference

By default, chat alert sounds are turned on for those events that support sounds. You can choose whether to receive chat alert sounds for all messages, or for just initial chat messages. You can also disable sounds for all events.

### Procedure

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- Step 1** In the Cisco Jabber main window, select **File > Options > Sounds/Alerts**.
  - Step 2** (Optional) Click the radio button beside the alert option you prefer.
  - Step 3** (Optional) To disable alerts for all messages, uncheck **Play sounds when**.
  - Step 4** Click **Apply**.
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## Customize Your Chat Format

In the chat window, you can choose from a variety of fonts, colors, and emoticons to apply to your chat conversation. You can also set a global format option for all of your chat messages, both incoming and outgoing.

### Procedure

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- Step 1** Select **File > Options > Chats**.
  - Step 2** Under **Font for outgoing messages**, click **Set font**.
  - Step 3** Choose the color, font, font size, and desired formatting.
  - Step 4** Under **Reformat incoming messages**, click **Set font**.
  - Step 5** Choose the color, font, font size, and desired formatting.
  - Step 6** Click **Apply** before you navigate to other windows.
  - Step 7** Click **OK** to exit.
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## Chat from Applications

You can start a chat with contacts from Microsoft Outlook, Word, Excel, PowerPoint, and SharePoint if the feature is available in your Cisco Jabber setup. Ask your administrator if this feature is available. For a list of which versions of these applications support this feature, see [Integration with Microsoft Office Applications](#).

