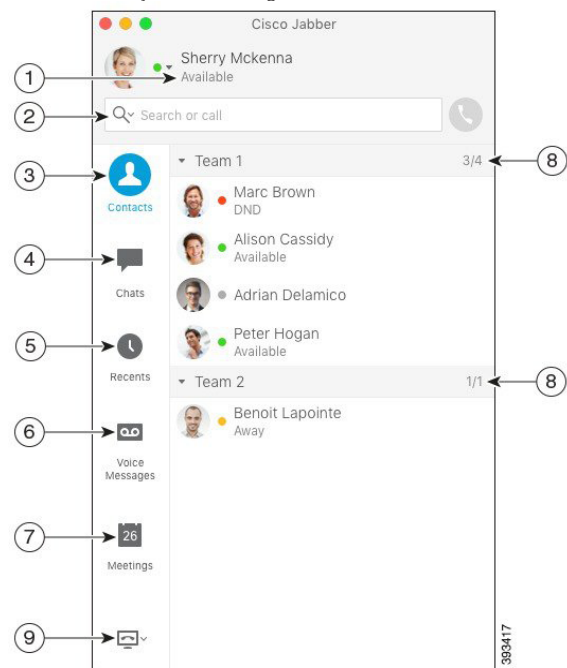


## Hub Window

**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	

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## 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.

## 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.

## 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** and select your preference from the available list.

## Review Voice Messages

You can listen to voice messages and delete messages.

### Procedure

1. From your hub window, select the Voice Message tab.
2. Select the play icon to listen to your voice message.
3. To delete your voice message, right click on the voice message and select **Delete**.

## Forward Voice Messages

You can forward messages and record your own message to send with the forwarded message.

### Procedure

1. From your hub window, select the **Voice Message** tab.
2. Right click on the voice message and choose **Forward Message**.
3. Select **Record** to record your own message to attach to the voice message.
4. Add contacts and select **Send**.

## Start a Conference

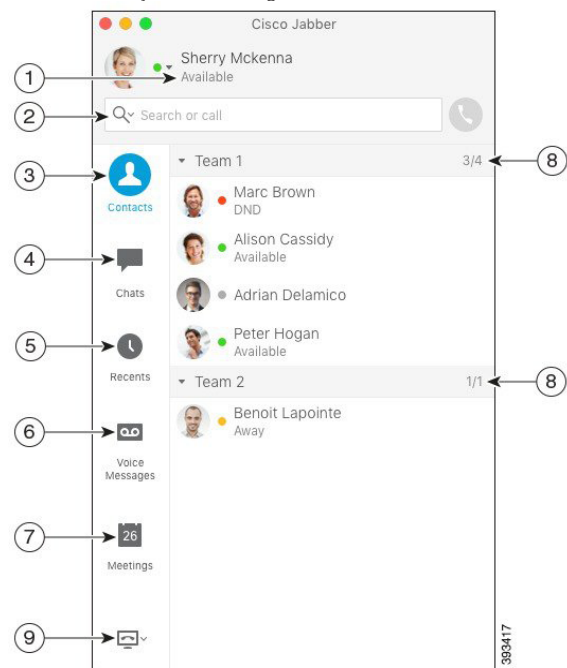
You can easily start a conference call with your contacts.

### 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**.

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## 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

## 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**.

## Chat Options



In a chat you can:

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

## 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**.

## 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**.