



# Introduction

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Cisco has designed Cisco Jabber for Mac to be intuitive and easy to use. The purpose of this guide is not to describe every feature that Cisco Jabber offers. This guide provides task-based help for some features for which you might need some help or explanation.

## **Objectives**

This guide helps you learn how to:

### **Share Your Status with Others**

Let your contacts know if you are available to chat, in a meeting, or too busy to talk.

### **Organize and Add Contacts**

Adjust your contact list and add your friends and family.

### **Use Chats to Communicate**

Learn how to quickly create group chats and control your privacy settings.

### **Make Calls and Adjust Your Settings**

Forward calls and use other numbers. Change the volume on calls and organize your video camera.

### **Use Meetings**

Add a meetings account to instantly start and join conferences.

