



## Chats

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## Group Chat

Group chats let you send instant messages to two or more contacts at the same time.

### Procedure

Start a group chat in either of these ways:

- Select **Jabber > File > New Group Chat**. In the **People** field enter the names of the contacts you want to invite into the group chat.
- Select multiple contacts in the Contacts list, right-click, and then choose **Start Group Chat**.
- Invite everyone in a group, right-click a group name in your contact list and choose **Start Group Chat**.


## Transfer Files

Transfer files to quickly and easily share information.

### Procedure

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#### Step 1

Select the file transfer icon .

#### Step 2

Select a file on your computer to send to your contact.

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# Privacy Options

You can specify privacy options to control who can see your status and send you messages. When you block a contact, that person cannot view your availability status or send you instant messages.

To set privacy options:

## Procedure

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**Step 1** Select **Jabber > Preferences > Privacy**.

**Step 2** Select **Policies**.

**Step 3** Select one of the following:

- **People in my company**, select either **Automatically accept requests** or **Prompt me for each Request**.
- **People outside my company**, select either **Prompt me for each request** or **Block requests**.
- Select **Manage Blocked People** to specify individuals or domains, to either allow or block, as exceptions to your general privacy policy.

**Step 4** Select **Done** to apply the changes.

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