

Hub Window

Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.



1. Status message	6. Recent calls
2. Menu	7. Voice Messages
3. Search or call bar	8. Meetings
4. Contacts	9. Custom Groups
5. Chat Rooms	10. Phone Controls

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Collaborate With My Contacts



When chatting with a contact, you can use controls to:

- Add them to your contact list
- Start an instant meeting
- Share your screen
- 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
- Create a mention
- Insert an emoticon
- Edit the font size and color
- Add participants to create group chats
- Show the chat in a new window

Start a Group Chat

Easily start a group chat with two or more of your contacts.

Procedure

1. Select all of the requested participants from the Contacts tab. You can use CTRL key while you select multiple participants.
2. From the right-click menu, select **Start a group chat**.
3. Add additional participants in the People field.
4. Enter the subject for your group chat.
5. Select **Start**.

Add New Contacts

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

Procedure

1. In the hub window, select the Menu icon.
2. Select **File > New > Contact**.
3. Start typing the person's name to search the directory, or enter the username directly if you know it.
4. Select which group to add the new contact to and select **OK**.