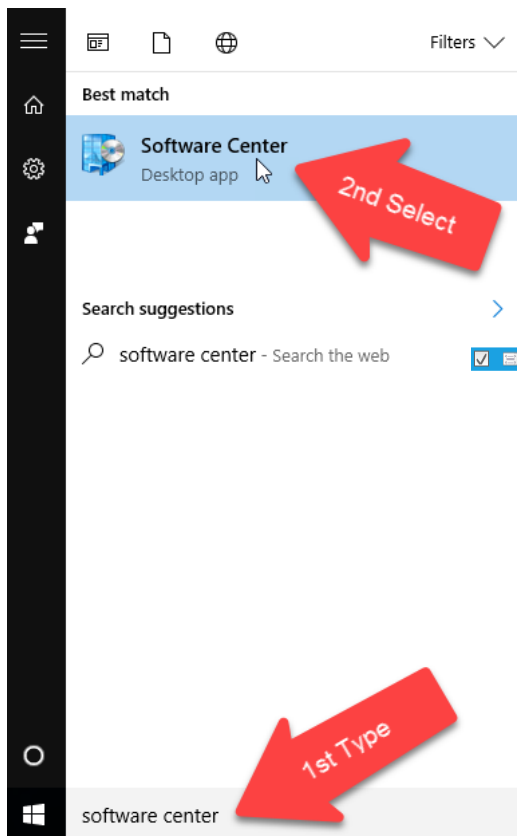


Cisco Jabber - How to install, start, and add contacts to Jabber



1. First, to install Cisco Jabber, with your computer logged onto the tri-c network, type “software center” in the space “search the web and Windows”, and select the Software Center shortcut.

2. Next, in Software Center, in the list of available applications, select Jabber and “INSTALL SELECTED”.

Application	Version	Manufacturer	Last Updated	Status
Jabber 11 11.1.3 - Jabber 11.1.3	Application	Cisco	4/12/2016	Available

3. In a few minutes, when finished, you will see the Cisco Jabber shortcut on your desktop.

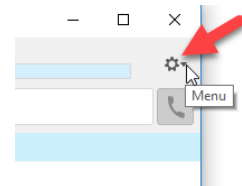


4. Use the shortcut to launch Jabber and sign in with your computer user name and password.

Once in Jabber you can add and edit 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.

Add Contact Procedure

1. In the hub window, select the **Menu** icon.
2. Select **File > New > Company 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**.



Note: Jabber is not for use with official College communications, or any communication that would fall under College retention policies. For more information on policies, click here [ITS Policies and Procedures](#).

If during this process you may be prompted to log onto WebEx, if you need more information on WebEx, check here: <http://itservices.tri-c.edu/network/webex-for-faculty-and-staff.html>