

Ball State University Cisco Jabber for Mac 10.6 Provisioning Guide



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Jabber for Mac Installation

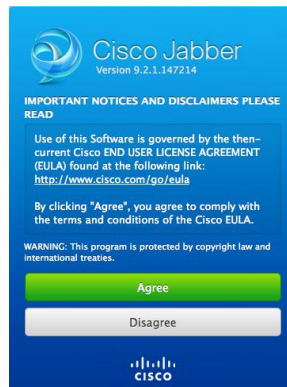
Step 1. Download the following file: [Jabber for Mac](#)

Step 2. Double click the file to unzip it, then drag the resulting Jabber icon to your **Applications** folder in Finder.



Step 3. Double click the Cisco Jabber icon.

Step 4. Read and accept the Cisco Licensing Agreement.



Step 5. Enter your Ball State University email address and click Continue

Step 6. Enter the password you use to log in to your Ball State University e-mail, then press Sign In.



You may select to have Jabber save your credentials by clicking Remember password in keychain.

You may also elect to skip the sign in screen when opening Jabber by clicking Sign me in when Jabber starts prior to clicking the Sign In button.

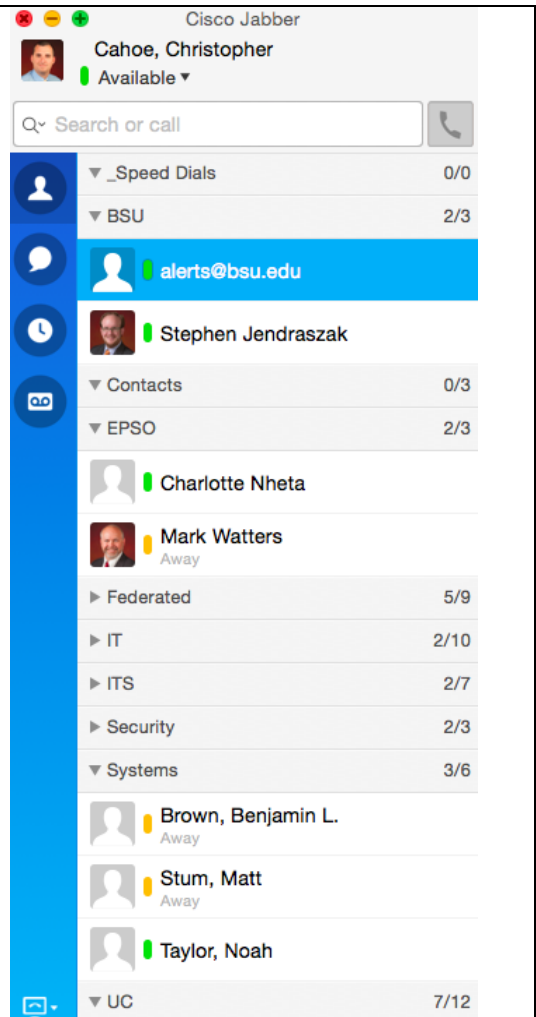
Step 7. You will now be signed into your Jabber for Mac client.

Jabber for Mac Quick Tour

Contacts

In the Contacts tab you can:

- Change your presence status
- See your Contacts' presence status
- Add contacts
- CONTROL COMMAND space hotkey brings up the predictive search interface.
- Use your computer as a Soft Phone or control your Desk phone from Jabber
- Start a call or IM.

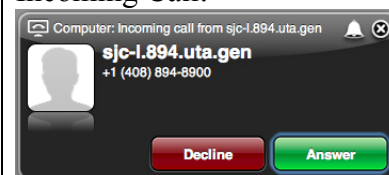


Calls

In the Calls tab you can:

- Send a call directly to voicemail or answer the call.
- Mute/Un-mute the call.
- Control call volume.
- Place call on hold, display a keypad, merge or transfer calls

Incoming Call:



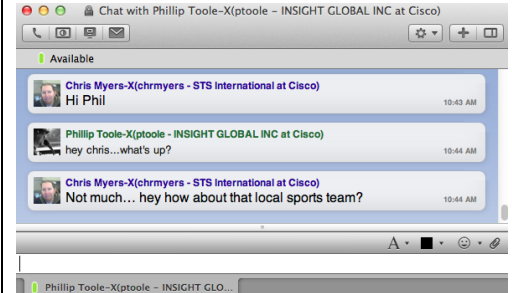
Chats

In the Chats tab you can:

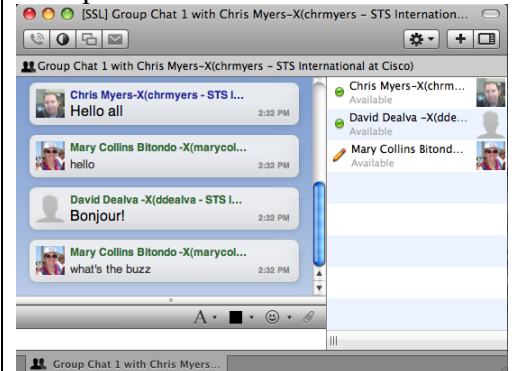
- See a list of people you have chatted with recently.
- Start an IM
- Escalate a person to person IM chat to a call, instant WebEx Meeting, desktop share or email.
- Send files.
- Add emoticons.
- Invite others into a group chat.
- Group chats can be escalated to a WebEx Meeting.

If you close a chat (without exiting or signing out of Jabber), when you begin a new chat with the same person, Jabber will retain the previous chat.

Person to Person Chat:



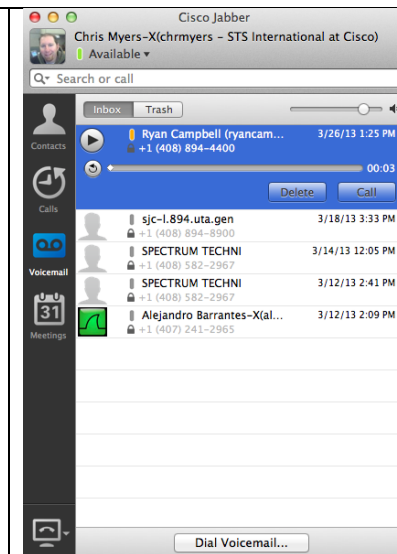
Group Chat:



Voicemail

From the Voicemails tab you can:

- Manage your voicemail messages
- Play, pause, or restart a message.
- Right click and select Delete to remove a voicemail message.



Meetings

From the Meetings tab you can:

- Start an Instant WebEx Meeting.
- Join previously scheduled meetings.

