Cisco Jabber 12.6
Quick Start Guide

At A Glance
Once you’ve logged into Jabber, you will see this screen.

Start a Chat
One on One Chat:
1. Double click on a saved contact
2. Hover over a saved contact and click the blue chat bubble.
3. Press the Start Conversation button and search for or select a contact.

Group Chat:
• Press the Start Conversation button and select multiple contacts and then press the blue Start Group Chat bubble.

Use Chat Controls
Use Chat Controls Enhance your chat by using controls to:
• Send a file
• Send a screen capture
• Edit the font size and color
• Insert an emoticon
• Tag another user
• Show the chat in a new window

Screen Share
1. While in an open chat box, click on the three dots in the upper right corner of the window.
2. Press on the screen share button.