Install the Cisco Jabber for mobile app

Install the Jabber app by following these steps:

**Step 1.** From your mobile device, locate the Jabber icon from the Google Play Store.

**Step 2.** Tap the Install>Open

**Step 3.** Press the Accept button to give Cisco Jabber permissions to access features on your mobile device.

**Step 4.** Swipe Right (3) times and review updates.

**Step 5.** First time login requires you to enter your e-mail address example@northwestern.edu. This will be saved automatically and will not be required for future logins.

**Step 6.** Enter your NetID and Password and then tap Sign-In.

**Step 7.** Confirm Fingerprint Authentication preference

**Step 8.** Follow instructions to tap the self-management account icon or tap Done.
Cisco Jabber Android
Quick Start Guide

Hub Window
The Hub Window contains:
• Status
• Search Or Dial bar
• Contacts
• Call History
• Voicemail

Add a New Contact
To add a new contact Select the Contacts icon.
Select the Plus icon
Select Add Contacts.
Search for contact
Select the new contact
Assign to group
If need to create a Group tap Add Group and add a new group.

Change Presence
Tap on your current status
Select Presence icon
Select new status

Change Settings
Tap on your current status
Select Settings
Modify Preferences

Contacts

+ TO

Megan Luongo
Away

IT

Training

D
Melissa

TO
Training One
Placing a Call
Tap the Call icon.
From Recents for Call History or the Keypad

Press on number to call OR Select “I” to obtain information.

Placing a Call to a Created Contact
Select contacts or Search by name.
Select the contact to dial the number.

Answer Incoming Call
Tap Answer to answer the incoming call.

Call Controls
Call controls let you do the following:
- Mute Audio
- Start/Stop Video
- Keypad to enter digits
- More Options provides access the following:
  - Hold calls
  - Transfer calls
  - Merge calls
  - Create Conference calls
- End Call

Place a call on Hold
To place an existing call on Hold, tap the Options Icon and tap Hold

Tap Resume to reconnect to the call

Tap Decline to send the call to Voicemail.
Transfer a Call
To transfer an existing call, Select the Options Icon and press the Transfer icon.

Conference Call
To add additional people to a current conversations:

1. Choose the Conference option from the Options icon.
2. The Conference window will open. Enter the number or name in the search field.
3. When the second dialed party answers, the Conference option will appear. Choose the Conference option to connect to the caller(s).
4. Repeat these steps to add additional callers to the conference.

Meetings
Select the Meetings icon to view and start meetings.

Voicemail Access
The Voicemail Tab offers you options to play and manage your voicemail messages.

1. Select the Voicemail icon.
2. Use the radio buttons to listen to your messages.

Select More on the voicemail message to delete or forward the Voice Message.