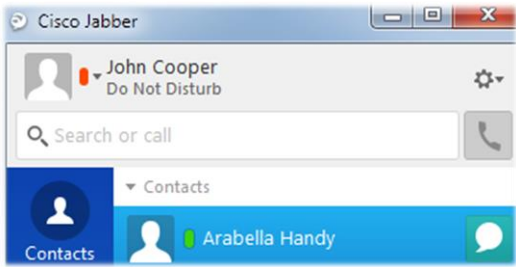


Jabber Quick Start Chat & Collaboration Guide

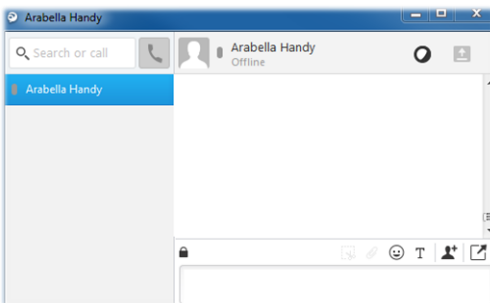
Chat:

With the Jabber Hub window open select an online contact.



You can right click the contact and select **Chat** or you can select the chat icon 

A chat window should open and allow you to chat with the selected contact.



Attach a Screen Capture:

Within a chat window select the highlighted icon to send a screen capture.



You should be able to left click and select a specific area of your screen. Once you have selected the desired area release the mouse button to paste the screen capture into the chat window. Press enter to send.

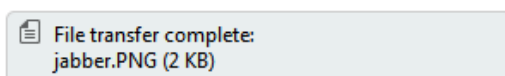
Send a file:

Within a chat window select the highlighted icon to send a file.



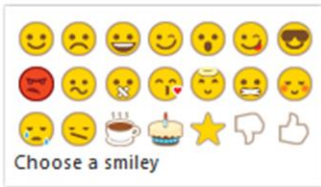
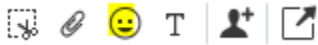
You should be able to select the specific file which will appear in the chat window waiting to upload the file and for the recipient to accept the file. The transfer will not initiate until the recipient accepts the request.

You should see the following message when the file transfer has completed successfully.



Insert an emoticon:

Within a chat window select the highlighted icon to insert an emoticon.



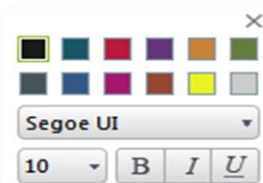
The smiley you selected should appear in the chat window.

Edit font:

Within a chat window select the highlighted icon to change the font attributes.



A drop down menu should appear and allow you to change the font attributes.

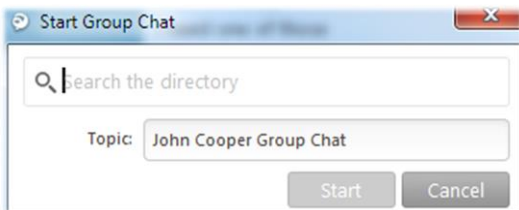


Add participants to a chat session:

Within a chat window select the highlighted icon to add participants.



A group chat window should open and allow you to select additional participants.



You should be able to add additional participants and customize the topic.

Show chat in a new window:

Within the chat window select the highlighted icon to show chat in a new window.



A new chat window should open.

Screen sharing:

Within the chat window select the highlighted icon in the upper right corner to share your active screen.

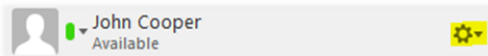


A notification is sent to the person you are chatting with to accept the screen share. If accepted you should see a **red border** around the *active screen* you are sharing.

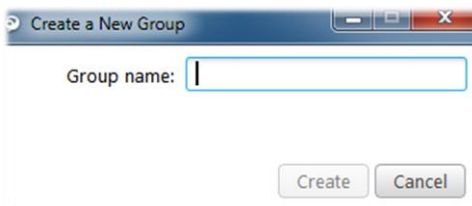
Organizing Contacts:

You can organize your contacts by creating custom groups by following these 3 simple steps.


Step 1: Under the drop menu (highlighted) select File, New, and then Group.

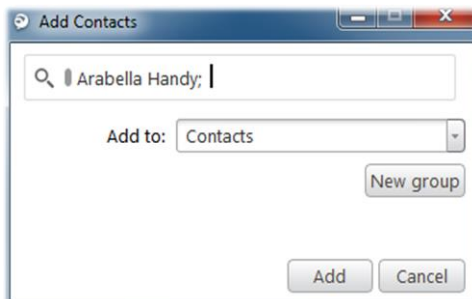


Step 2: Input the desired group name which will show up in as a separate category in your contacts window.



Step 3: Add new users or existing to a custom group.

New Users can be located via the search function and then added by clicking the  icon at which time you can then select the specific group or create a new group.



For existing users you can right click the user and move or copy the contact to the desired group.

