


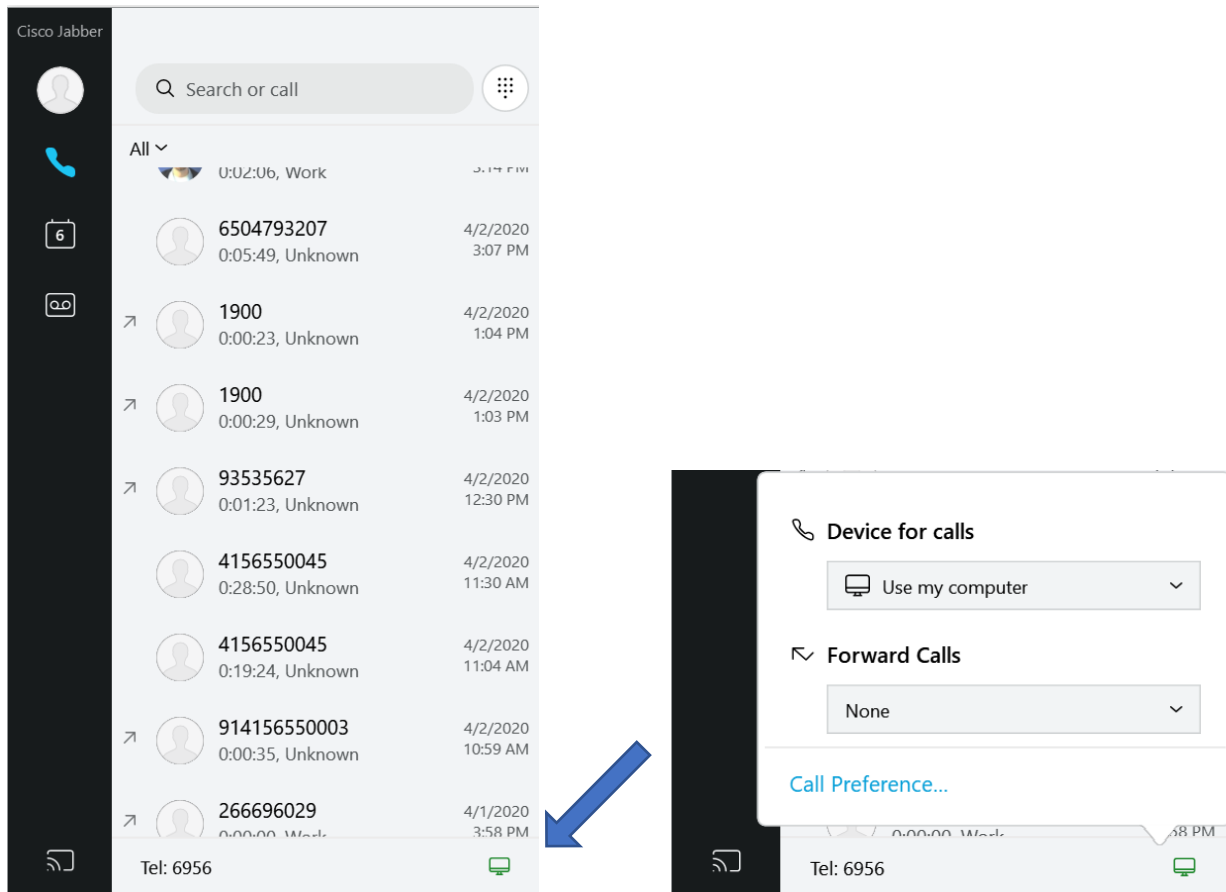
# User Guide for Cisco Jabber Softphones

\*\*\* Note: Users may encounter certificate errors at this time, click "Accept" to bypass \*\*\*


## Calling with Jabber:

1. On the left side of the app, click the  underneath the profile picture
2. On the top of the app, click the phone dial pad beside the search bar and enter an extension
3. If you've made a call in the past you can search by name

**Before making a call, check that you're using your computer to make calls as shown below**



## Jabber Calendar:

1. Enter Settings>Calendar and ensure you're set to Microsoft Outlook
2. On the left side of the app, click the calendar symbol under the 
3. Anything added to your Outlook Calendar will appear here as well

## Voicemail with Jabber:

1. On the left side of the app, click the voicemail symbol under the calendar
2. Here you can make and send voicemails or listen, reply, and delete incoming voicemails