Hub Window

**Note:** This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.

1. Status message
2. Menu
3. Search or call bar
4. Contacts
5. Chats
6. Recent calls
7. Voice Messages
8. Meetings
9. Custom Groups
10. Phone Controls

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**Set Up My Phone Accessories**
You can change which microphone and speakers are used by the client when you have at least one phone accessory for call control.

**Procedure**
1. From a chat window, select the Open audio options icon.
2. Select the speakers and microphone that you want the client to use to send and receive your audio.
3. To open the Audio tab of the Options dialog, select Audio Options. From this tab, you can also test the sound to check that it is working.
4. Select Apply then OK.

**Customize My Client**
You can access your options and preferences for Cisco Jabber to customize how your client behaves.

**Procedure**
1. From the hub window, select Menu > File > Options.
2. Select any tab in the Options menu to make your choices.

**Use My Computer for Calls**
You can tell Cisco Jabber for Windows to send calls to your computer or to your phone.

**Procedure**
1. From your hub window, open the Phone Controls drop-down menu.
2. Select your preference.

**Forward Calls**
To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

**Procedure**
1. From your hub window, open the Phone Controls drop-down menu.
2. Select Forward Calls To and specify the phone number.
Collaborate With My Contacts

When chatting with a contact, you can use controls to:
- Add them to your contact list
- Share your screen
- Start an instant meeting
- Choose audio options
- Start a phone call

Start a WebEx Meeting

Start a WebEx meeting directly from a chat window with another user without having to schedule a meeting in your calendars first.

Procedure
1. From the chat window, select the More icon.
2. Select Meet Now.

Chat Options

In a chat you can:
- Send a screen capture
- Send a file
- Create a mention
- Insert an emoticon
- Edit the font size and color
- Add participants to create group chats
- Show the chat in a new window

Add New Contacts

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

Procedure
1. In the hub window, select the Menu icon.
2. Select File > New > Contact.
3. Start typing the person’s name to search the directory, or enter the username directly if you know it.
4. Select which group to add the new contact to and select OK.

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