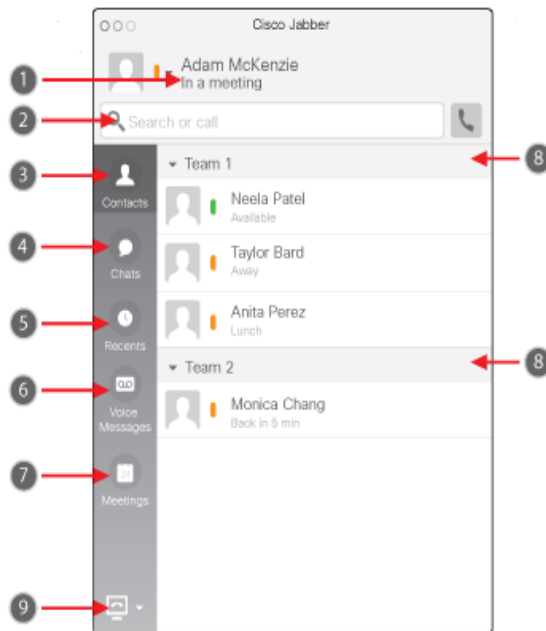# Cisco Jabber for Mac 10.6 Quick Start Guide

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

Hub Window

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

Use My Computer for Calls

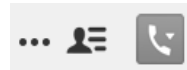You can tell Cisco Jabber for Mac to send calls to your computer or to your phone.
1. From your hub window, open the Phone Controls drop-down menu.
2. Select your preference.

Forward Calls

To avoid missing calls when you are not at your desk, you can forward calls to another phone number.
1. From your hub window, open the Phone Controls drop-down menu.
2. Select Forward Calls to and select your preference.

Collaborate with My Contacts

When chatting with a contact, you can use controls to:
- Share your screen
- Start a WebEx meeting
- Show or hide the participant list
- 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.

1. From the chat window, select the **More** icon.
2. Select **Start WebEx Meeting**

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.

1. Select Jabber > Preferences > Audio/Video.
2. Select the audio and video options that you want the client to use to send and receive your audio. You can also test the sound to check that it is working.
3. Close the window to apply the changes**.**

Customize My Client

You can access your options and preferences for Cisco Jabber to customize how your client behaves.
Select Jabber > Preferences.

Use Chat Controls

Enhance your chat by using controls to:
- Send a screen capture
- Send a file
- Edit the font
- Edit font color
- Insert an emoticon
- Add participants to create a group chat