

OBJECTIVES

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- Download Jabber to your PC
- Log in to Jabber
- Configure Jabber
- Start using Jabber to chat with colleagues

CONTACT IRT

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856-256-4400



support.rowan.edu

For more information:
go.rowan.edu/jabber



CISCO JABBER

*Install Jabber on
Personal Computer (Windows)*

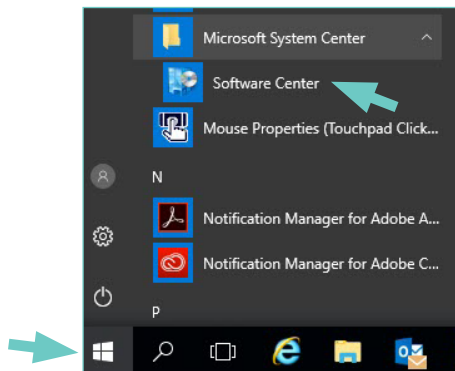
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Quickly chat with Rowan colleagues

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go.rowan.edu/jabber

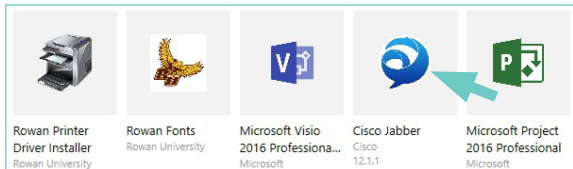
DOWNLOAD JABBER

If you have a Rowan owned and managed computer, the easiest way to install Jabber is via the Windows Software Center.

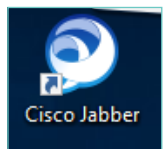
In the Start Menu of your computer, select the folder “Microsoft System Center”. Select Software Center.



Installation



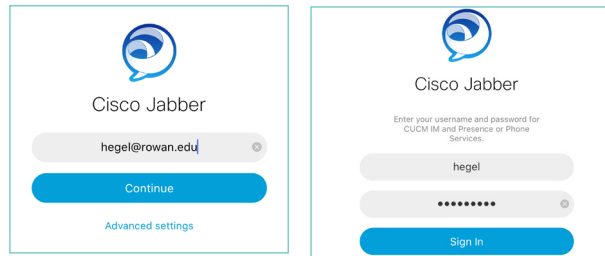
- Click on Cisco Jabber.
- Select Install.
- Double Click on the Cisco Jabber Icon that appears on your desktop.



GETTING STARTED

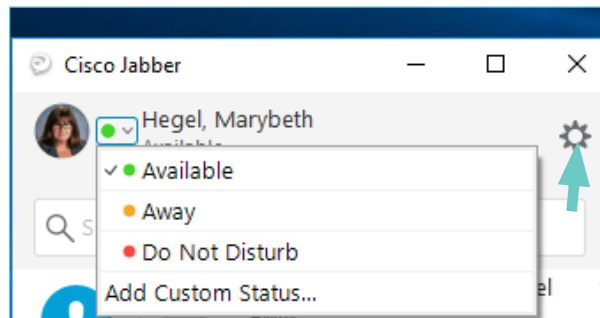
Log In

- If you are on the Rowan network, your user name will appear. Enter your Rowan Network Password. Select Sign In.
- If you are not on the Rowan network, enter your Rowan email address and password the first time you log on. Select Sign In.



Settings

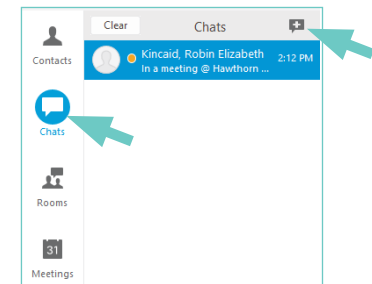
- Select the dropdown next to your name at the top of the page to change your availability status.
- Select the gear icon at the top right of the page to view options and sign off.



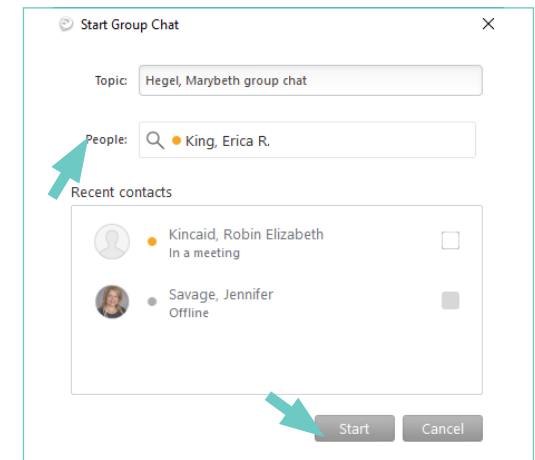
USING JABBER

Chat

- Select the chat icon at the left side of the page to open the chat screen.
- Select the black chat icon with the plus symbol to start a new chat.



- Search the directory to add contacts to the chat by name or email. Select Start.



- Type the chat. Select the Enter key to send it.

