

# Connecting Flinders



Flinders  
UNIVERSITY

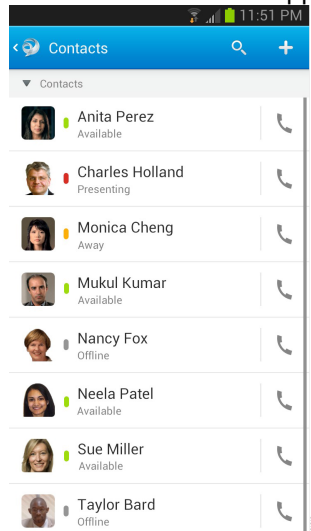
## Cisco Jabber for Android Quick Start Guide

After you sign in for the first time, Cisco Jabber displays some hint text to help you navigate the application.

### Navigate Cisco Jabber for the first time


**Step 1** Read the hint text and then tap anywhere on the screen to see the **Contacts** screen.

The **Contacts** screen appears.



**Step 2** To navigate, follow one of these steps:

a) On most screens, swipe to the right.

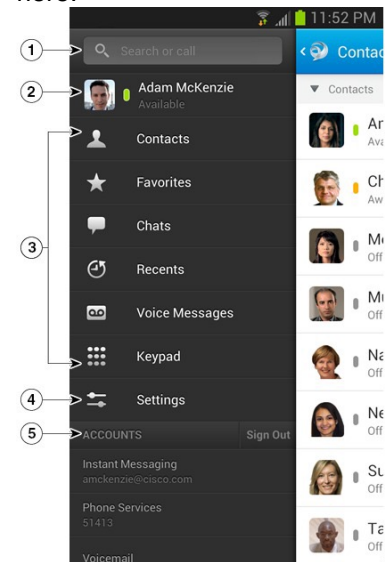
b) Where available, tap 

The first time that Cisco Jabber opens the navigation drawer, the app displays some hint text to help you use the navigation drawer.

**Step 3** Read the hint text and then tap anywhere on the screen to see the navigation drawer.

**Step 4** Tap the following items to use the navigation drawer.

**Note** Depending on your account setup, you may not see all the features shown here.



1. Search for contacts or make a call.
2. View and edit your availability status.
3. Access your features.
4. Edit your settings.
5. View account information or sign out of your account.

### Add contact from directory

**Step 1** On the **Contacts** screen, tap 

**Step 2** To search for a contact, follow these steps:

a) Enter a name or user ID in the **Search** box to search your corporate directory, Recents, and Contacts.


b) Tap the desired contact in the search results.

**Step 3** (Optional) Assign the contact to a group.

**Step 4** (Optional) To add the contact to your Favourites list, tap the **Add to Favourites** check box.

**Step 5** Tap **Save**.

### Make call from Contacts

**Step 1** On the **Contacts** screen, tap  for the desired contact in list.

**Step 2** Select a phone number.

**Step 3** If using Dial via Office, follow these steps:

a) Tap **Answer** to accept the call.

b) If prompted, press a number on the keypad. After you accept the call, the corporate calling system calls the number you dialled. The Dial via Office call opens in the native phone application.

### Start chat from Contacts

On the **Contacts** screen, tap the name of the contact to start a chat with that contact.