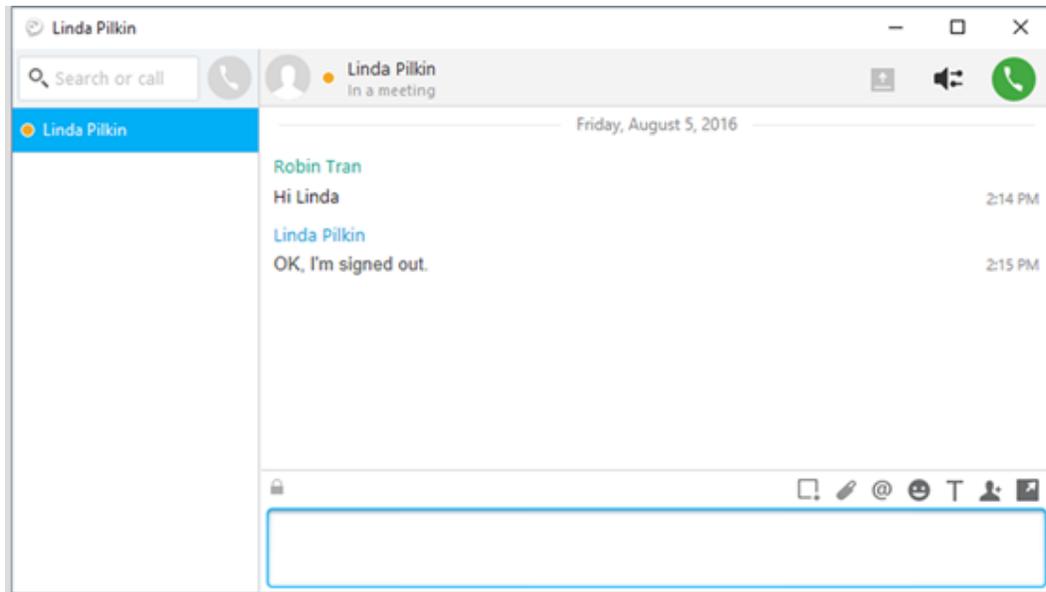


Using Jabber Chat

Using the chat feature, you can instant message with an individual colleague or a group of colleagues.

Chat basics

CHAT WINDOW



Chat windows contain:

- the **Search or call** field,
- tabs for multiple chats,
- contact picture and availability state, and
- chat controls and collaboration controls.

CHAT CONTROLS

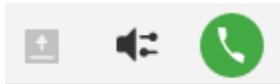


Use chat controls to (L–R):

- send a screen capture,
- send a file,
- add a mention,

- insert an emoticon,
- edit the font,
- add participants to create group chats, and
- show the chat in a new window.

COLLABORATION CONTROLS



Chat windows can also include controls to (L–R):

- share your screen,
- open audio options, and
- call the contact.

Start an individual chat

To start a chat:



1. Click [Contacts](#) in the hub window.
2. Using the mouse, hover over the name of the contact with whom you want to chat.
3. Click .

You can also search by name, click the contact name, and then click .

Create and use an ad hoc group chat

An ad hoc group chat lets multiple people simultaneously share chat messages. All participants receive messages sent from any participant in the ad hoc group chat. The group chat ends when all participants are offline.

When in an individual chat, you can create an ad hoc group chat by adding other online participants. Participants must be online to be added to an ad hoc group chat. You cannot create an ad hoc group chat with offline participants.

To create an ad hoc group chat:

1. Open an individual chat with another online participant.
2. In the **Chat Controls** toolbar (lower right-hand corner of the chat window), click  .
The Start Group Chat window opens.
3. In the **People:** field, type the name of an additional person you'd like to add to the group chat and select them by clicking on their name when it appears in the search results. Repeat this step until all participants appear in the People: field. Alternatively, you may select among your more recent contacts listed below the People: field.
4. Click **Start**.
You can start chatting with the group in the same way you do with an individual chat.

Create and use a persistent group chat

A persistent chat group is enduring, unlike an ad hoc group. They are always available, whether or not all participants are online. They can be private (i.e., limited to just the people invited by the owner) or public (i.e., accessible to anyone who wants to join).



1. Once your persistent chat room is created, you can click [Chat Rooms](#) in the Jabber hub.
2. Double click on the chat room you want to use.
You can start chatting with the chat room members in the same way you do with an individual chat.