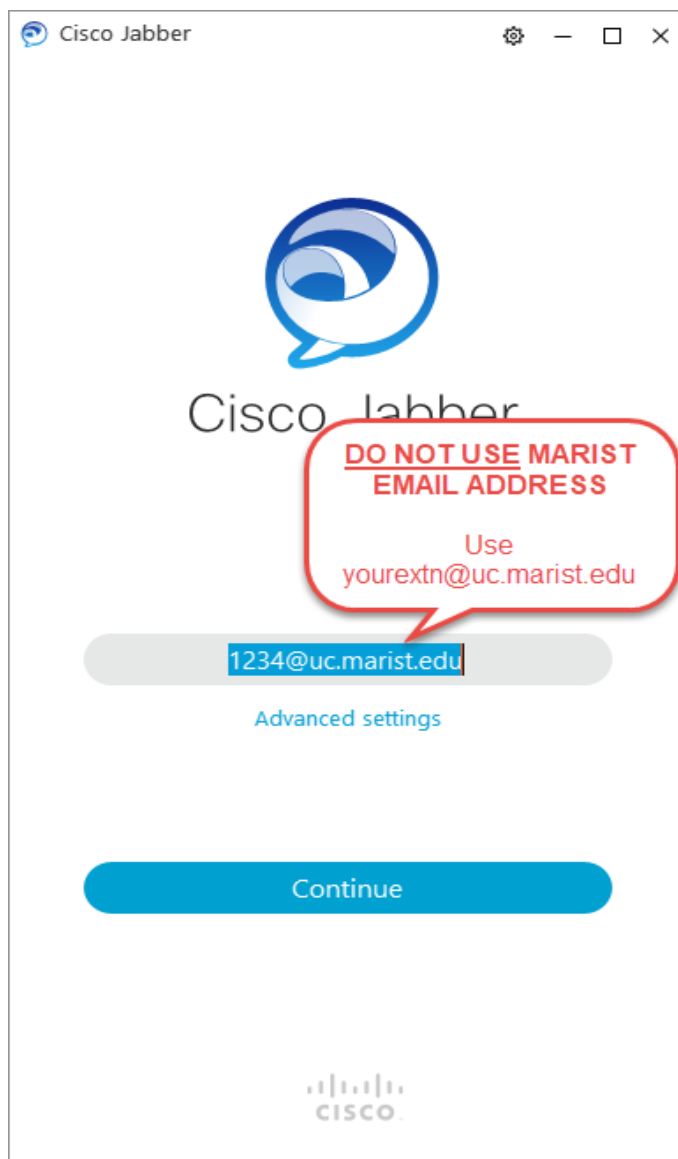


Jabber Login Instructions:

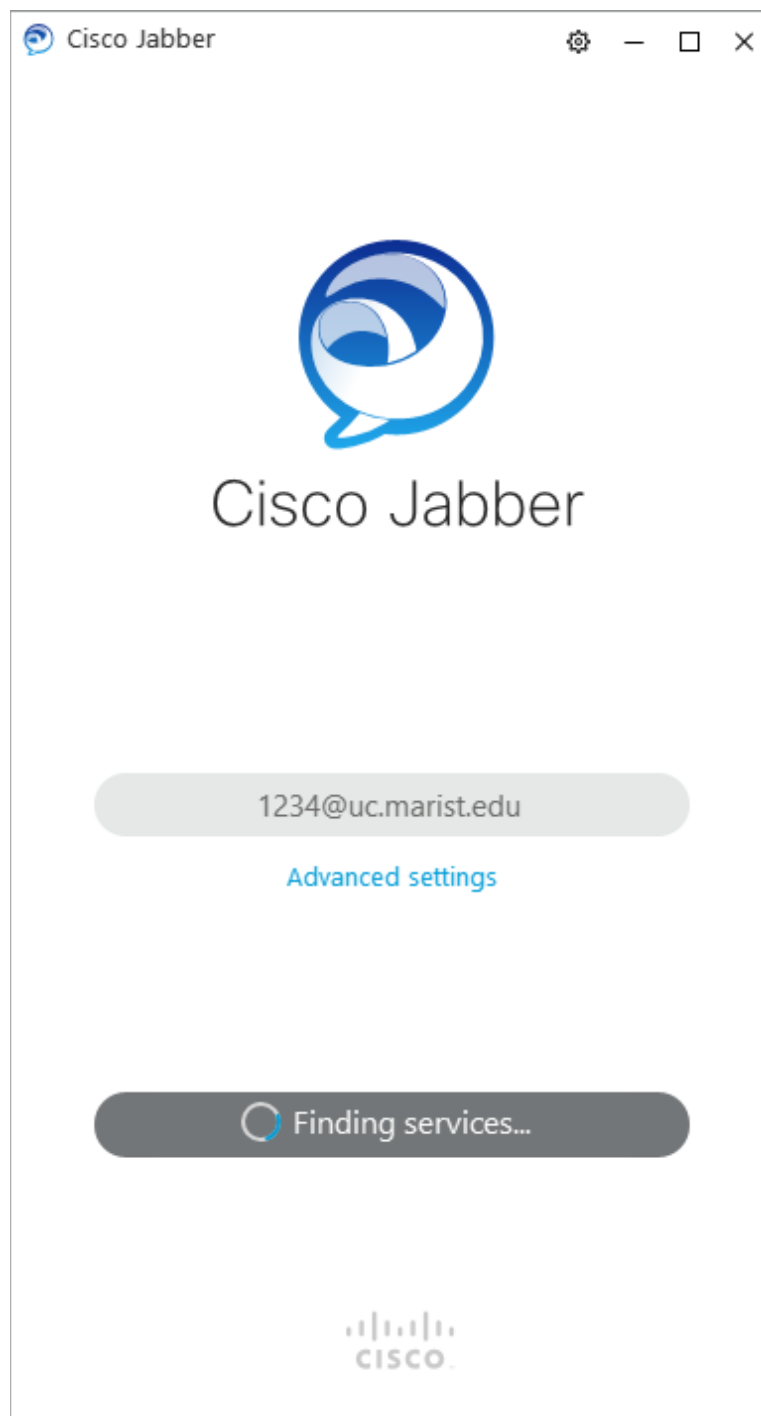
Please note: Cisco Jabber will only work if you are connected to the VPN. Please connect to the campus VPN before attempting to login.

Very important: Do not use your Marist email address as the username.

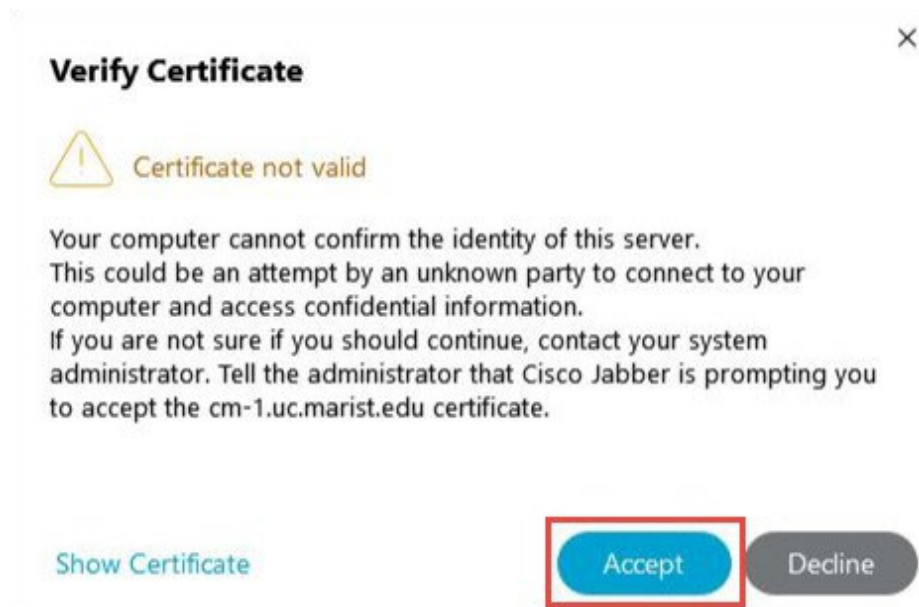
Use yourextensionn@uc.marist.edu (Example if your extension is 1234: 1234@uc.marist.edu) and click continue.



Jabber will look for the correct server automatically.

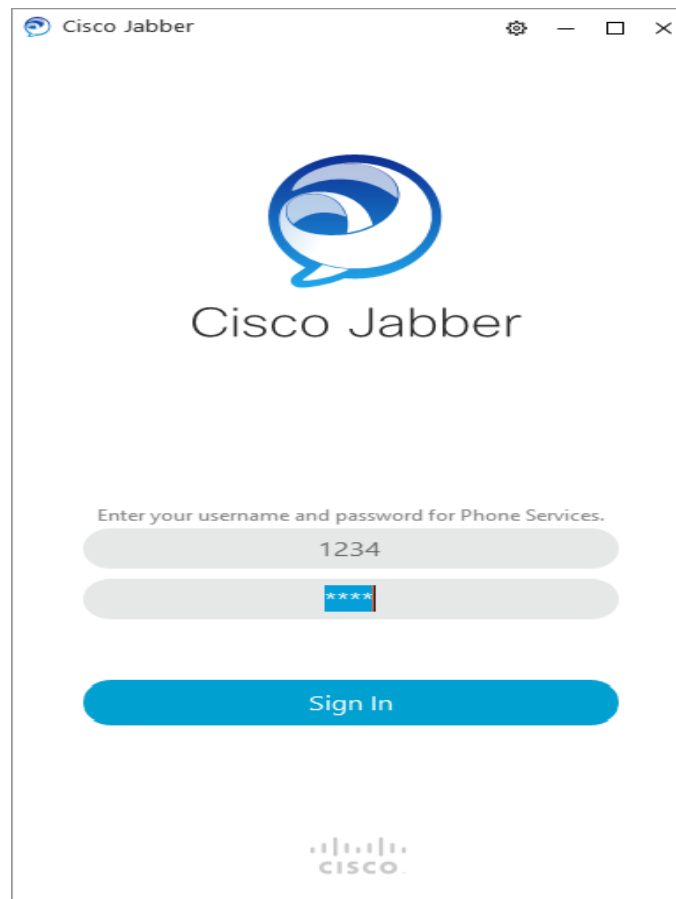


If you get one or more “Verify Certificate” dialogs, you may safely accept them in this circumstance.



Once jabber contacts the telephony servers, it will drop the @uc.marist.edu from the username field automatically (ok to leave as your extension now) and enter your password which by default is the same as your extension.

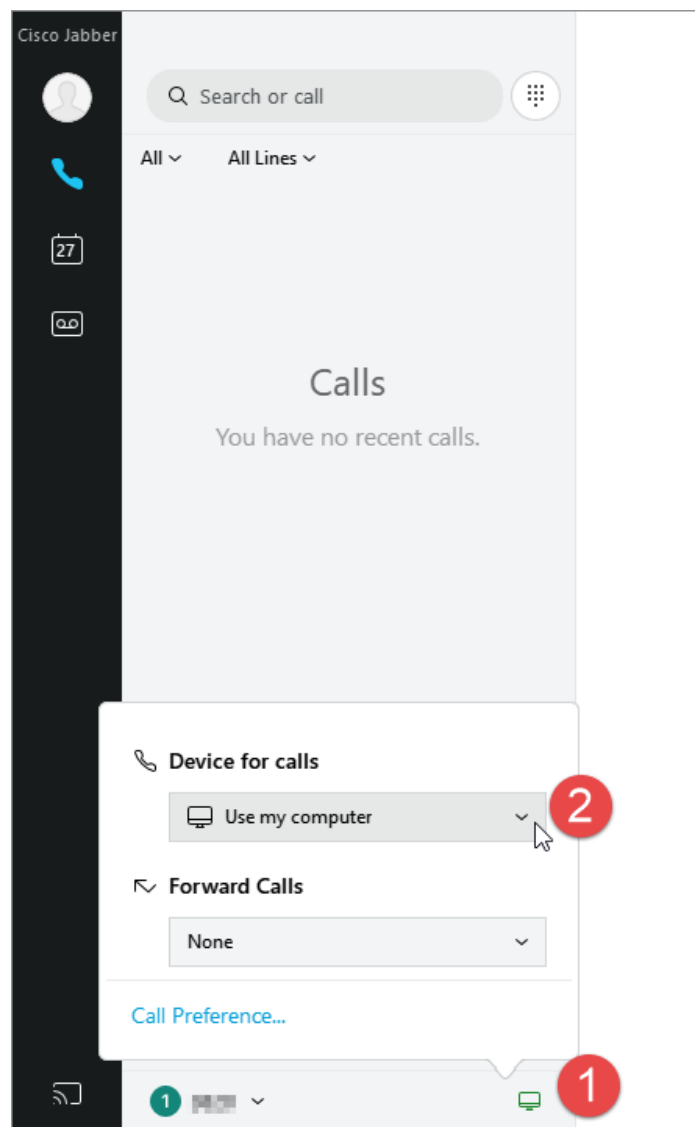
Click Sign In.



If you experience any issues signing in, please contact the Help Desk for assistance.

On the Jabber dashboard you can view all calls (incoming, outgoing, or missed), as well as make calls. Before making or answering any calls, click the **Computer Desktop icon**. Make sure Device for Calls is set to **Use my computer**.

If it is not, click on the drop-down menu and select “Use my computer.”



How to make calls from the Jabber dashboard:

Click on **Search or call** or the **dial key symbol** where you can search or type in extensions.

