

Instructions for Cisco Jabber

Cisco Jabber is a softphone that will duplicate your desk phone onto your pc or cell phone allowing you to remotely make and receive calls as if you are at your desk.

Launching Cisco Jabber on PC:

- 1) Navigate to the **Windows Start Menu > Cisco Jabber > Cisco Jabber** or select the Jabber desktop icon if applicable.



- 2) Once the Jabber application has been launched, enter the email address assigned for Jabber, username@fpi.umaryland.edu, then click **Continue**.



- 3) Once your email address has been recognized, you will be prompted to enter your password. After entering your password, click **Sign In**. If you do not have your password, please check with your supervisor.



Installing Jabber on Cell Phone

- 1) From your device, go to the Google Play Store or App Store and install Cisco Jabber



- 2) Once installed on your cell phone, tap on the Cisco Jabber icon on your phone to launch the application.



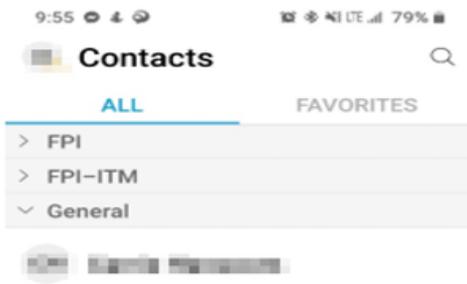
- 3) On the login screen, enter the assigned jabber email address, **username@fpi.umaryland.edu** and then click Continue.



4) Then enter the password you use to log into computer and click SIGN IN.



5) You can then tap on the corresponding icon at the bottom of the Jabber home screen to perform the required activity.



6) To manage incoming calls, use the action keys at the bottom of the incoming call screen.

