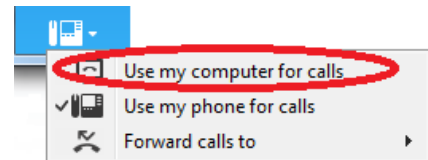


## How to use Jabber to connect to Video Conferencing

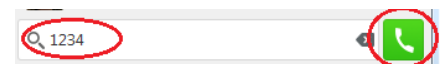
If you do not have Cisco Jabber already installed, go to [Software Centre](#) to install the latest version.

1. Connect a WebCam and Headset to the computer
2. Open **Jabber** from “Start Menu > All programs > Cisco Jabber”

3. Within Jabber, bottom Left Hand Corner -> Select ->  
**Use my Computer for calls**



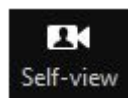
4. Within Jabber at the designated date and time  
“Search or call” Field -> enter the number provided by ITMS  
“Call” (green phone) to connect to the Video Conference



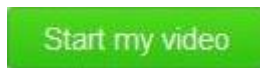
5. Once connected:



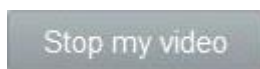
“Mute” icon to ensure sound from your end is not heard in the conference.



“Self View” icon to show/hide the view of yourself in the bottom corner of the screen



“Start My Video” top RH Corner if you would like the attendees in the room to see you sitting at your computer.



“Stop My Video” top RH Corner if you would **not** like the attendees in the room to see you sitting at your computer.

### Add more participants

Select the **More** tab

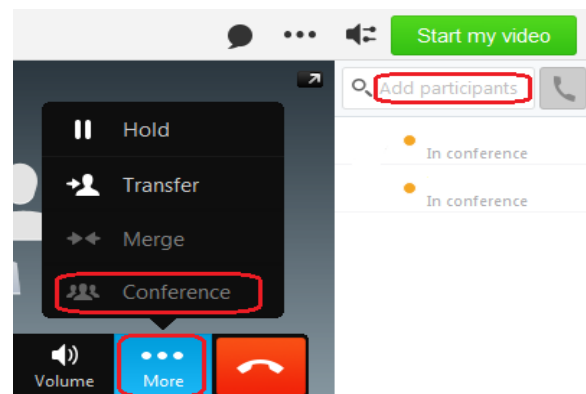
Select the **Conference** tab


Enter additional participants in the **Add participants** field.

Call the **Work** number

Once answered, using the same process to add the additional participants.

Jabber can manage up to 4 calls.



6.  Press to end the call and leave the videoconference
7. Should you wish to or need to rejoin the videoconference, reconnect using **Steps 4 and 5** listed above.

### Further information:

Information Technology Management & Support  
Service Desk (08) 8946 6600

or

Audio Visual Support Team (08) 8946 6291