# JABBER SOFTCLIENT TIPS

- Enter your UTORid@voip.utsc.utoronto.ca
- Select Sign In

Calls

- Select the "Calls" icon
- You can select to make a call from your

- You can also select the ▦ to make outbound calls.
- Dial the number your wish to call. Be sure to add " " before the number.

<mark>If you are making a call within the cam!us" you can dial the e#tension of the !erson you would like to contact.</mark>

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Incoming Calls will notify you who is calling %Caller ID& It will also indicate if this call is coming through 'abber. (n indication of "Cisco 'abber (udio" will a!!ear under the incoming caller.

- You can chose to   or

Voicemail

- Select the ") oicemail" icon
- Double click on the message indicator to listen to your *oicemail in 'abber.

<mark>If a message is left" the *oicemail icon will ha*e a red notification to alert you</mark>

- Select the icon at bottom of a!!lication

- +nder # $,- Select # # Select $ % & to add the number you wish to # $ to

- Select your Initials on the . o! /eft 0. his will bring you to your main !age
- Select) #%

"" (* ($