Using Jabber for Online Lessons

Step 1:
- To open Jabber click the **Spotlight Button** and begin typing “Jabber” this should bring up the program at the top of the Spotlight list. Click on it to launch Jabber.
- You can also open Jabber by clicking on the Finder icon in your dock. Click on **Applications** in the left pane and the scroll through the list, or search, for **Jabber Video**.
Step 2: For First Time Users

- Click Jabber Video on the top menu bar and click on Preferences

Step 3: For First Time Users

- Insert “vc.iu.edu” into the 3 highlighted boxes (without quotations) under the Sign-in tab
- Click OK
Step 4:

- Insert your username and password. **If you do not have an account you can request one here.** You can also request an account for the other party (IU or non-IU affiliate) as well. [https://www.indiana.edu/~video/fpForms/movi_request2fp.cgi](https://www.indiana.edu/~video/fpForms/movi_request2fp.cgi)
- You will receive an e-mail from CT Help with your login information.
Step 5: For ESB Users Only

Open up the **Preferences** menu (see **Step 2**)

- Check the microphone, sound and camera settings under the **Audio** and **Video** tabs
- Microphone: “Microphone (2-USB audio CODEC)”
- Speakers: “JBL Sound Bar…”
- Camera: “Logitech Webcam C930e”

Click Next, and then Finished to get back to main Jabber window.
Placing a call using Jabber

Type conference number and press “Enter” key on your keyboard or click green “Start” button.

Note: For ad-hoc conferences, dial “22” plus the last four digits of your office phone number.
The Jabber Toolbar

(appears when you mouse over the video call window)

- Camera on/off
- Volume
- Presentation
- Self View on/off
- Mic on/off
- Full Screen
- Hang up

Show a computer application:

Click the “Presentation” icon in the toolbar, then select an active application window to show.
Helpful Links

1. Downloading the Jabber software on your personal computer (Mac or PC):

   http://collaboration.iu.edu/service-request/downloads.shtml

2. Macintosh Configuration and User Guide


3. Jabber Video Account Request Form

   https://www.indiana.edu/~video/fpForms/movi_request2fp.cgi