Using Jabber for Online Lessons

Step 1:
- To open Jabber click the **Start button** and begin typing “Cisco” this should bring up the program at the top of the Start Menu. Click on it to launch Jabber.
Step 2: For First Time Users

- Click on the **Tools** button and click “Sign-in Settings...”
Step 3: For First Time Users

- Insert “vc.iu.edu” into the 3 highlighted boxes (without quotations)
- 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:

- Check the microphone, sound and camera settings
- 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

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. Windows Configuration and User Guide
   http://collaboration.iu.edu/docs/movi.win.guide.v42.pdf

3. Jabber Video Account Request Form
   https://www.indiana.edu/~video/fpForms/movi_request2fp.cgi