

Jabber Quick Start: Unity Health Desktop/Laptop

Updated: June 2020

To get your Unity Health Desktop/Laptop set up with Jabber Please open a ticket with the help desk

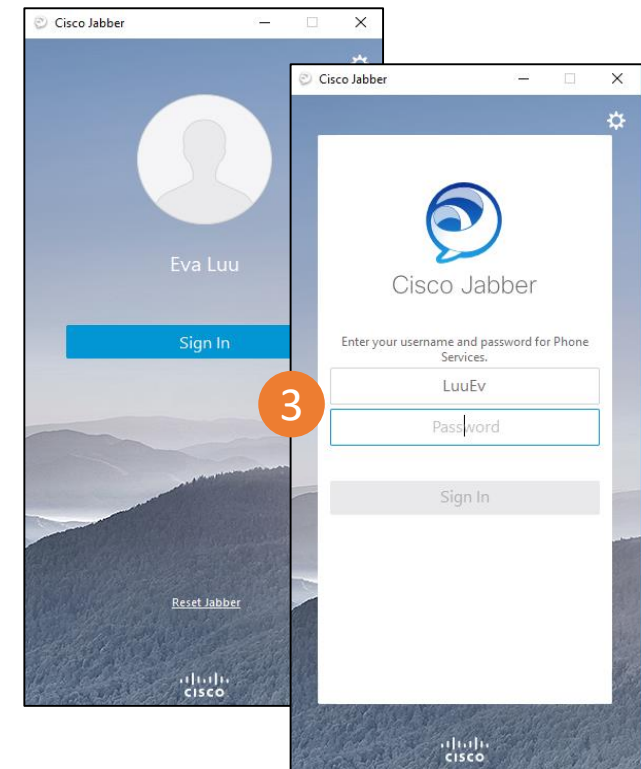
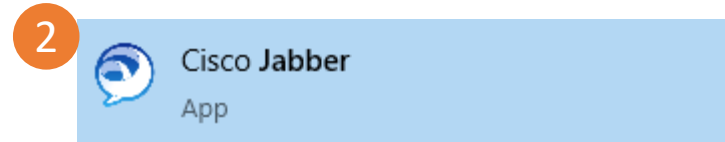
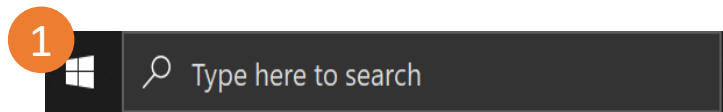
	SJHC	SMH	PHC
Extension	x 3805	x 5751	x 3000
Email	helpdesk@stjoestoronto.ca	helpdesk@smh.ca	helpdesk@providence.on.ca

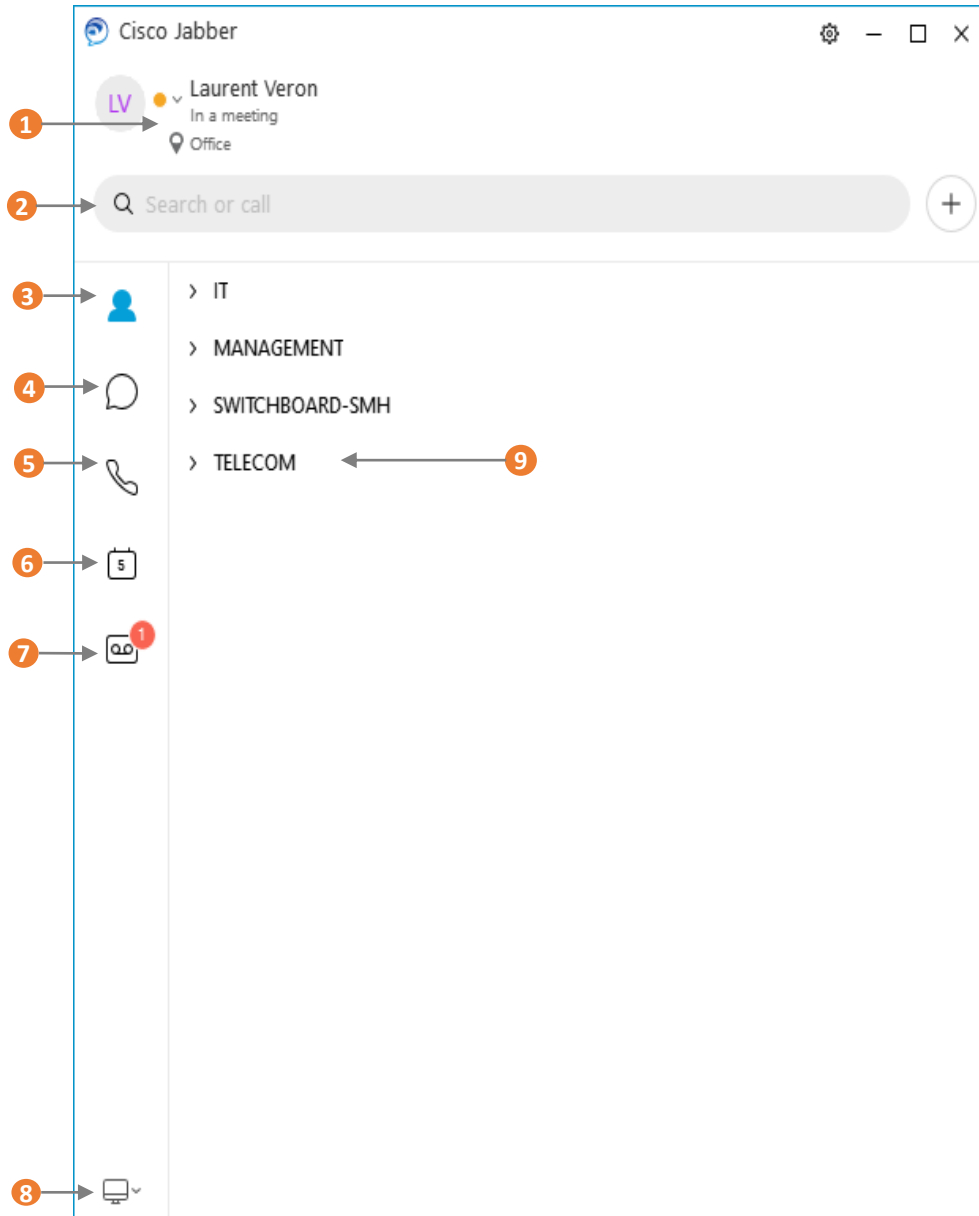
How to launch and sign in

1. Jabber desktop should be installed, to check go to your PC's search bar and type in Jabber

2. Click on the application to start

3. Sign-in using your SMH network ID and password (SJHC & PHC unique user IDs will be provided)

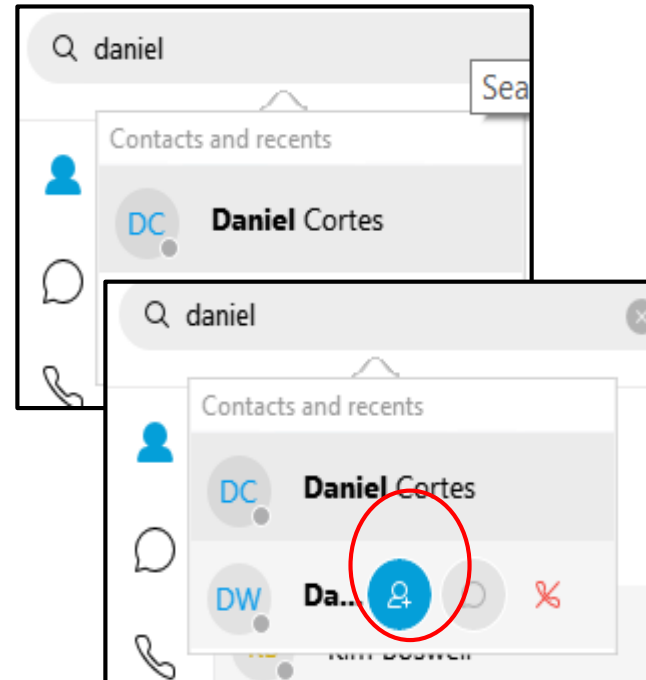
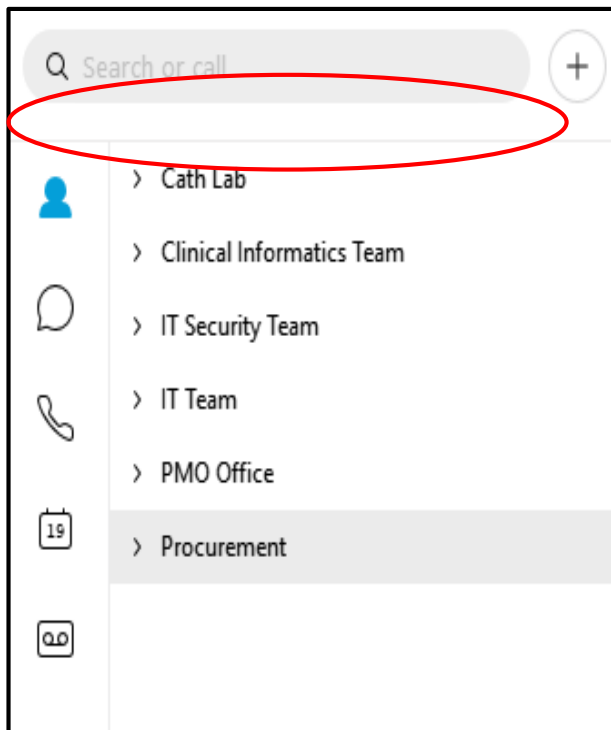




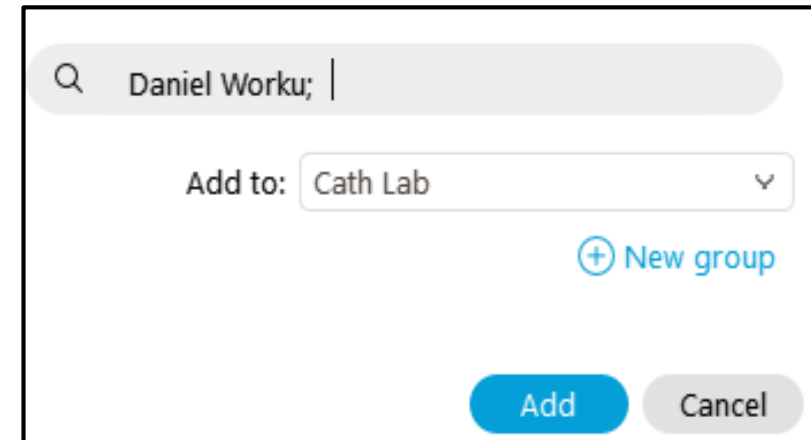
1. Status Message
2. Search or Call bar
3. Contacts
4. Chats
5. Calls
6. Meetings
7. Voice Messages
8. Phone Controls
9. Custom Groups

To search for a user, type in the search bar and then click on their name.

Click the blue button to add the user to your contacts.



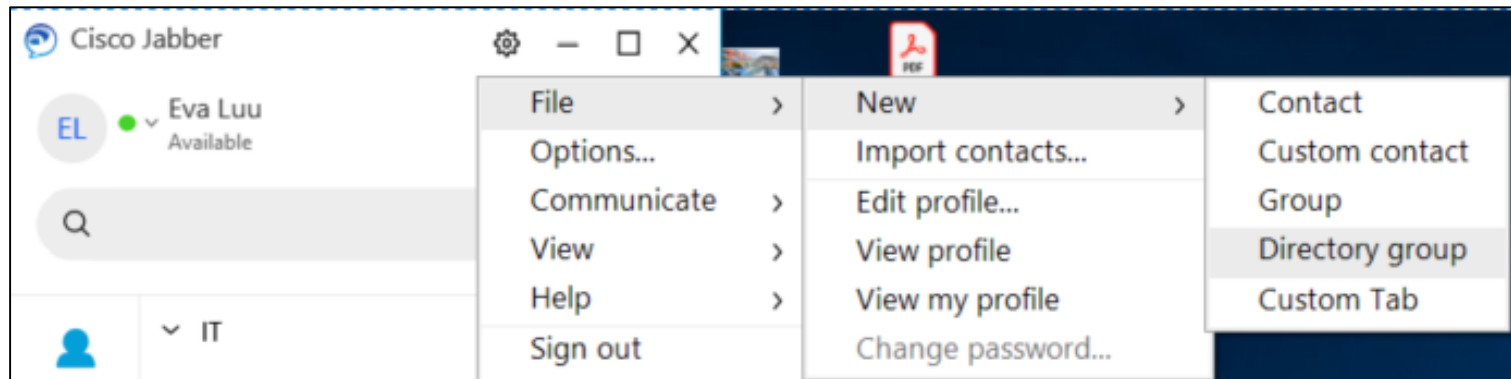
To finish adding the contact to your list, you can either click "Add" or place the user in an existing group or create a new group.



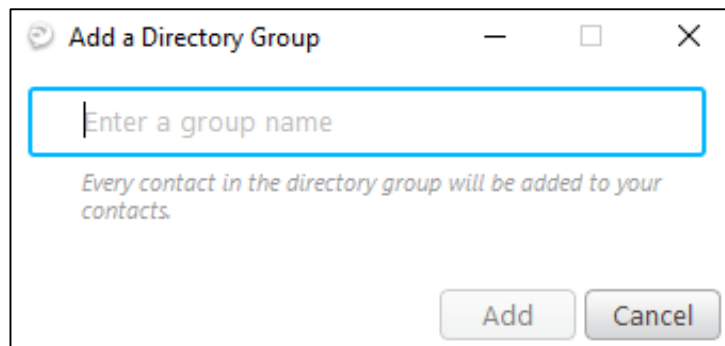
To import directory groups into your contact lists by going to the gear icon, then select:

File → New → Directory group

*Note: this is only available for SMH directory groups at this time.



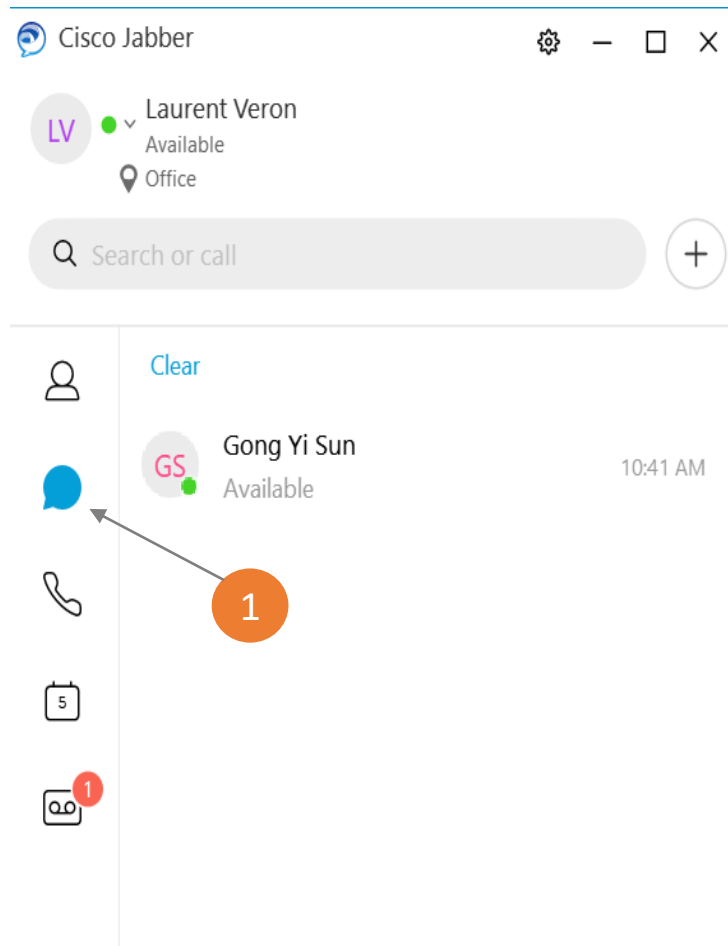
Type in the name of the directory group (e.g. PMO)



Jabber Quick Start: Desktop/PC - Messaging and additional features

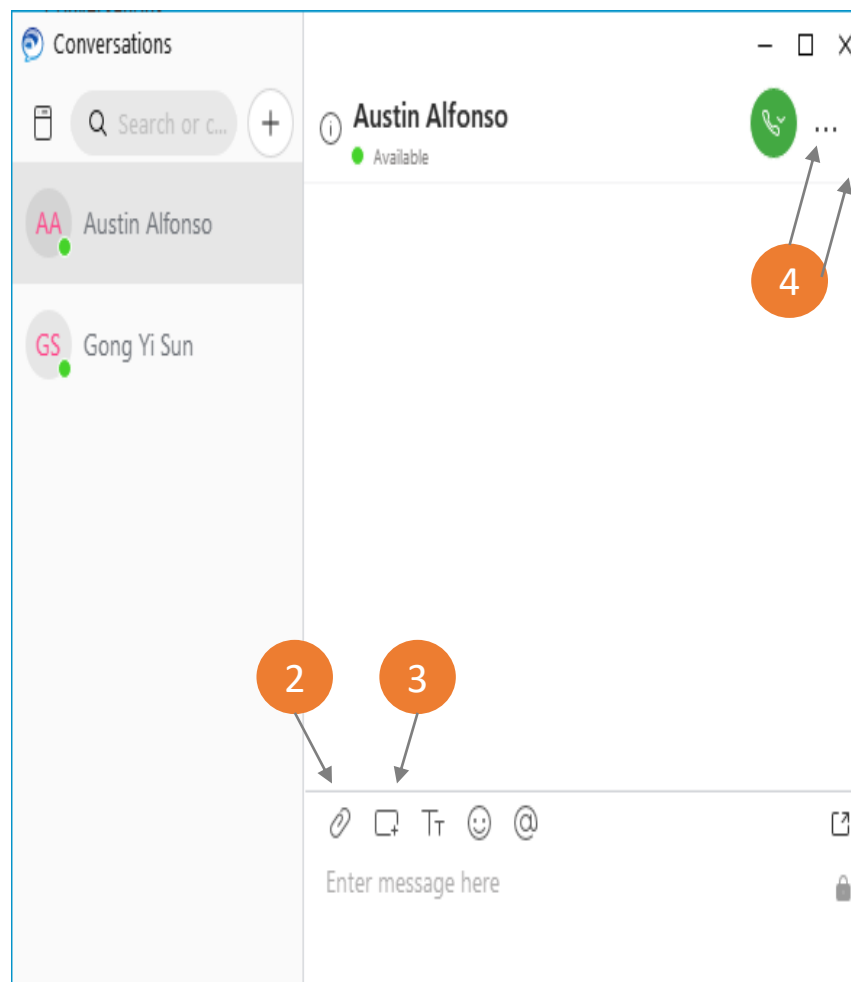
To start a chat

1. click the chat icon from your list of contacts

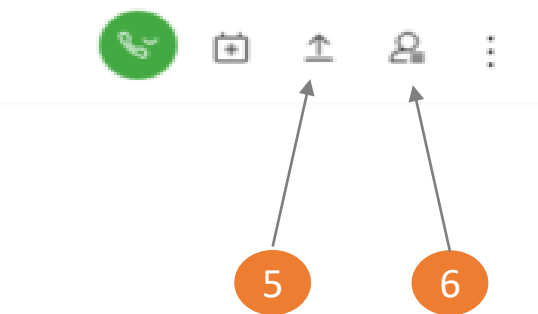


There are additional features within in the chat including:

2. Sending a file
3. Sending a screen shot





4. Click the three dots to



5. Share your screen
6. Add other contacts to start a group chat

Jabber Quick Start: Desktop/PC - Calling from your PC

1. To make a call from the Jabber desktop client, from your contact list you can highlight and choose the  icon

2. From the  icon, you can also dial by choosing a recently called number or,
3. Open the keypad to dial manually

