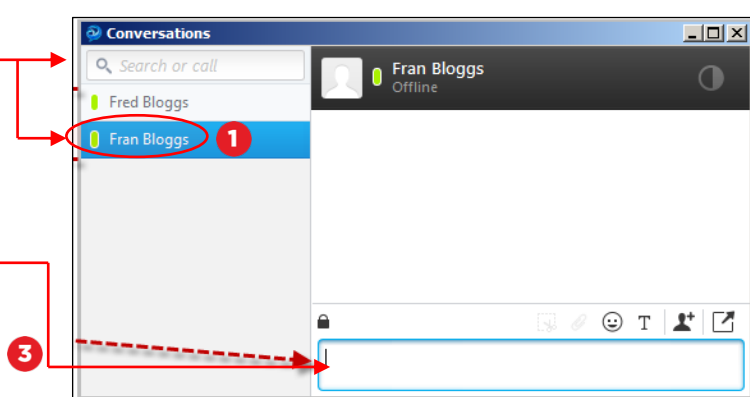# How to…
Use the Chat Function in Jabber for Windows

Introduction

This guide will show you how to use the chat function in Jabber. It will allow you to instant message, share files and screen captures and make voice calls.

Step 1: Start a chat

1 On the main Jabber window, locate the name of the person you wish to chat with in your **Contacts** or perform a search of the Griffith directory.

2 Double click on their name. A chat window will open.

3 Type your message in the box at the bottom of the page. Press **Enter** on the keyboard to send the message.
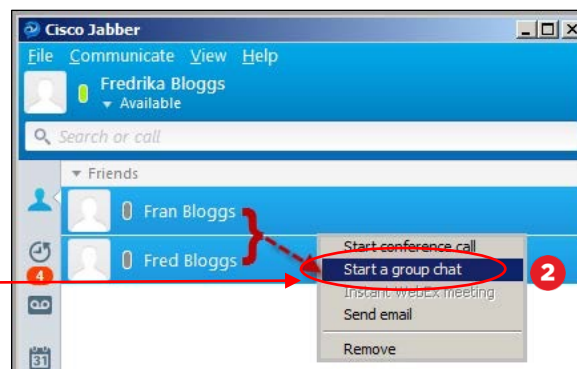

Step 2: Add an additional person to an existing conversation

1 From the bottom right hand corner of the chat window, click the **Add Participants** symbol.

2 Enter the name of the person you wish to add to the conversation, and **double click their name**.

3 Repeat **steps 2.1 and 2.2** to add multiple people to the conversation at the same time. Then select **Start**.

Step 3: Start a Group Chat

1 From the **contacts tab**, select the people you want to start a conversation with by holding down the **CTRL key** on your keyboard whilst selecting each contact.

2 Once all the contacts have been selected, right click over one of the highlighted names and select **Start Group Chat**.

3 Select **Start**.
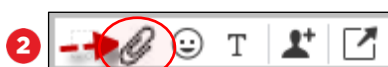
Step 3: Change the font in a chat

1 Click the **T symbol** at the bottom of the chat window.

2 From here you can select the font colour, size, type and formatting options. Please note the changes will only apply to the current conversation.

Step 4: Send a file during a chat

- You can send files from your device to the person you are chatting with. Please note it is not possible to send a file during a group chat.

1 Start a conversation with someone.

2 Select the 📎 symbol in the bottom right hand corner of the chat window.

3 Browse for the file you wish to share then select **Open**. The file will load and you will need to wait for the recipient to accept it.

4 When the recipient accepts the file, it will show as **file transfer complete**.

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Step 5: Send a screen capture during a chat

- You can send a screen capture from your device to the person you are chatting with. Please note it is not possible to send a screen capture during a group chat.

1 Start a conversation with someone.

2 Select the **square with scissors** symbol in the bottom right hand corner of the chat window.

3 Select and drag the dotted lines to capture your desired the part of the screen.

4 Press **Enter** on your keyboard to send the screen capture. It will now appear in your chat window.

Step 6: Escalate from chat message to voice call

- You can send a screen capture from your device to the person you are chatting with. Please note it is not possible to send a screen capture during a group chat.

1 Select the ☎ symbol in the top right corner of the chat window.

2 Select the **phone number** required. Your voice call will start.

Fred Bloggs

Call

Hi Fred

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