



Quick Reference Guide *Jabber Chat (Windows)*






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Chat

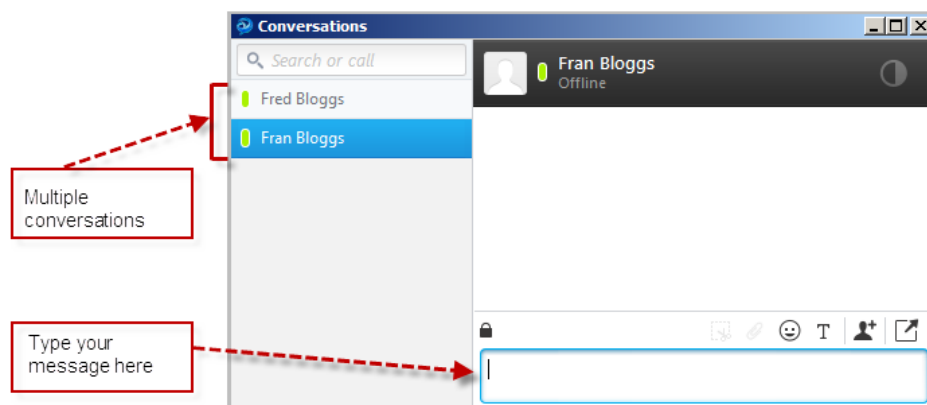
Chat allows you to send an instant message to someone that can be viewed immediately. You can share your screen, “chat” to multiple people at the same time, send a file and ring someone through the chat feature.

Chat Controls

Controls	Actions
	Take a screen capture
	Send files
	Send emoticons
	Adjust font size and colour
	Add participants to create a group chat

Start a Chat

1. From 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.
3. A Chat window will open.
4. Type your message in the box at the bottom of the page.
5. Press **Enter** on the keyboard to send the message.



You can chat with multiple people at the same time. Simply repeat steps 1 to 4 above and the Chat conversation will be added to the left hand side of the open Chat Window.

Add an additional person to an existing conversation

During a Chat conversation you can add another person to create a group chat.

1. From the bottom right hand corner of the Chat window, click the **Add participants** symbol.

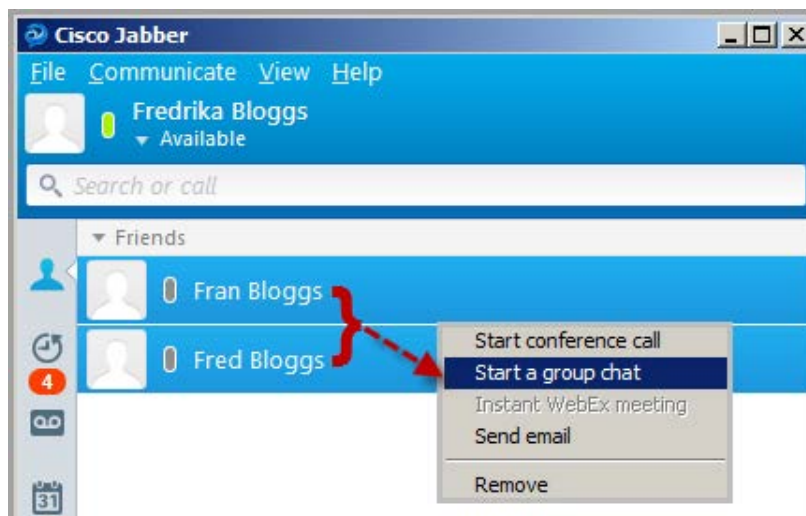


The **Start Group Chat** window opens.

2. Enter the name of the person you wish to add to the conversation.
3. Double click on their name.
4. Repeat steps 2 to 3 to add multiple people to the conversation at the same time.
5. Click **Start**.

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. Click **Start**.



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.
Note: The changes will only apply to the current conversation.

Send a file during a Chat (**NOT** with group chat)

During a Chat conversation you can send files on your computer to the recipient.

1. Start a Chat conversation with someone.
2. Click on the **paperclip** symbol in the bottom right hand corner of the Chat window.



3. Browse and select the file you want to share.
4. Click **Open**.
5. The file will now load and wait for the receiver to accept it.
6. Once the receiver has accepted the file, it will show **file transfer as complete**.

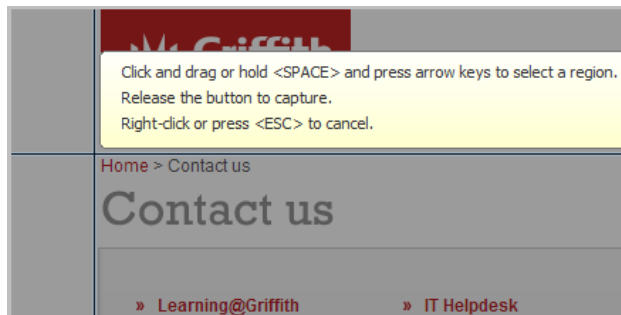
***Note:** It is not possible to **Send a File** during a **Group Chat**.*

Send a Screen Capture during a Chat (**NOT** with group chat)

1. Start a Chat conversation with someone.
2. Click the **square with scissors** symbol in the bottom right hand corner of the Chat window.



3. Click and drag the dotted lines to select the region of the screen you want to capture.



4. Press **Enter** on your keyboard to send the screen capture.
5. The sent screen capture will appear in your Chat window.

***Note:** It is not possible to send a **Screen Capture** during a **Group Chat**.*

Escalating a Chat message to a Voice Call

During a Chat conversation, you can escalate the conversation to a voice and or video call, by pressing the phone symbol in the top right hand corner of the Chat window then select the phone number required from the menu that appears to the right.

