

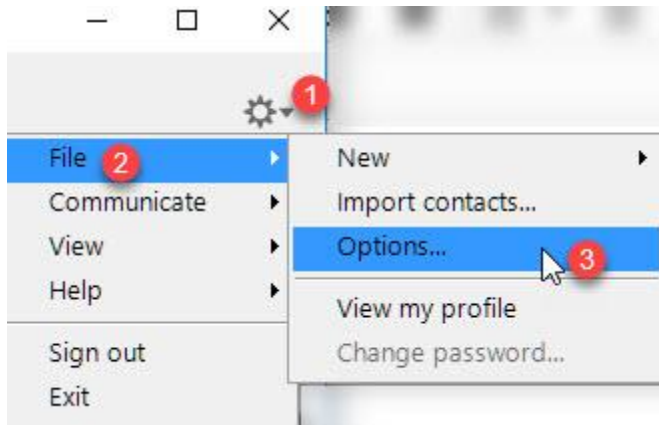
Cisco Jabber

How Do I Customize My Chat Format?

In the chat window, you can choose a variety of fonts and colors to apply to all your chat conversations.

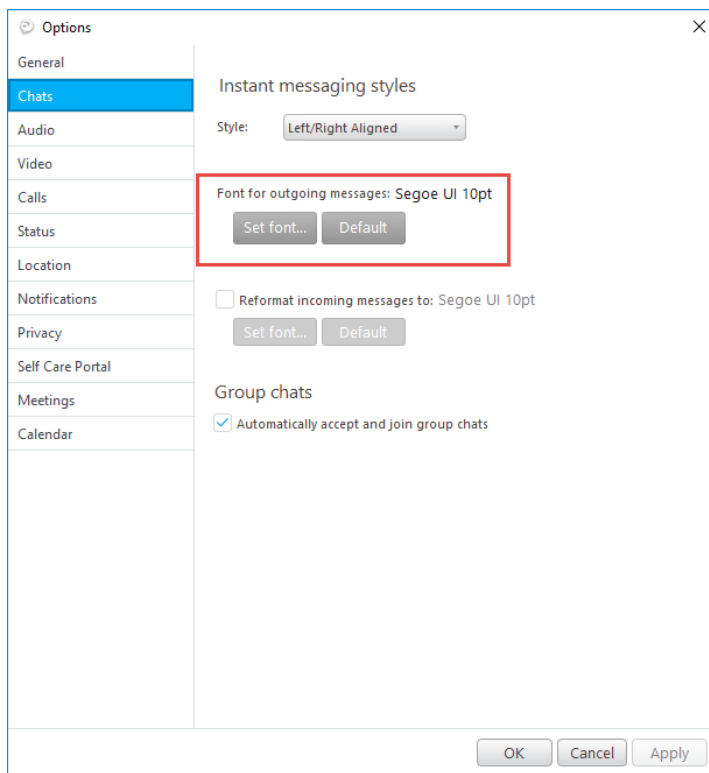
You can also set a format option for all your chat messages both incoming and outgoing.

1. In your Jabber window, Click on the **gear icon** and select **File > Options**.

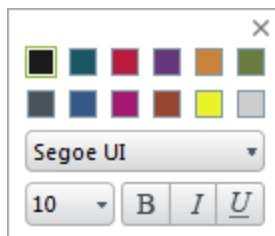


2. To change font for **outgoing chat messages**.

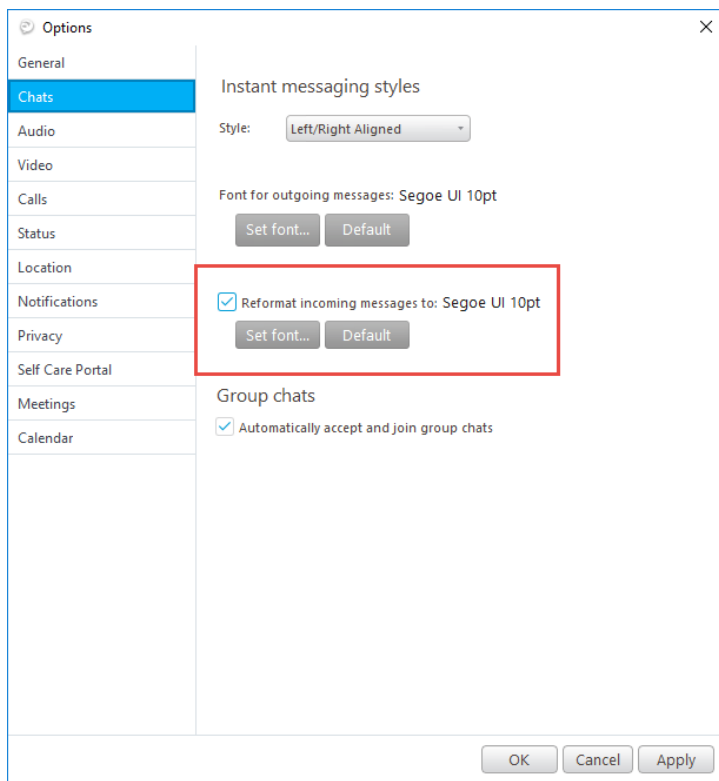
Go to the **Chat** section, under **Font for outgoing messages**, click **Set font**.



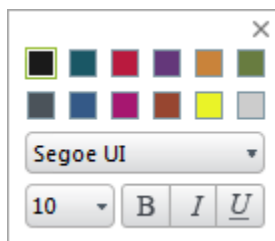
3. You will be able to choose a variety of font styles, colors, size. Choose your desired formatting for **outgoing messages**.



4. To change font for **incoming chat messages**, put a check mark in **Reformat incoming messages to** and click on **Set font**.



5. Choose your desired formatting for all **incoming messages**.



6. Click on **Apply** and **OK** to exit the window.