

Cisco Jabber

How to Login Jabber - First Time (Getting Started)

The steps below will assist you on how to login to Jabber for the first time or after resetting the Jabber client on your **desktop computer**.

1. Open the **Cisco Jabber** application.



2. You will be prompted with a login screen. Some users may be prompted with a **Continue** button or a **Sign In** button Jabber login screen.



3.
 - o If you have a **Continue** button screen (see above left), you must first enter your **Username@company.com** and click **Continue**.

The **Username** is _____

- If you have a **Sign In** button screen (see above right), just enter your **Password** you use to login to your computer. The Username should already be populated.

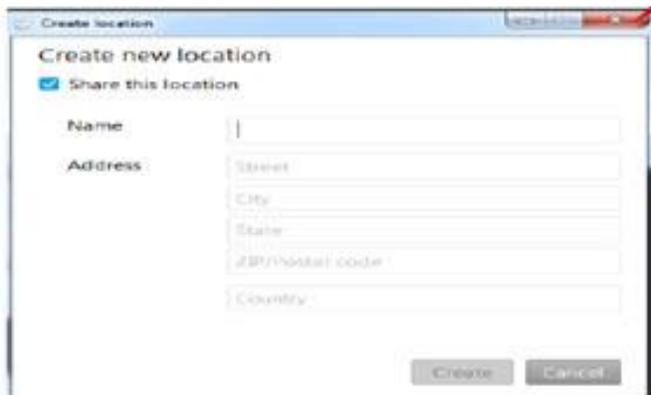
If the **Username** is blank, enter your User ID and Password you use to login to your computer.

4. Click **Sign In**.



The image shows the Cisco Jabber login interface. At the top is the Cisco Jabber logo, which consists of a blue speech bubble with a white 'J' inside. Below the logo is the text 'Cisco Jabber'. Underneath that is the instruction 'Enter your username and password for Phone Services.' There are two input fields: the top one is labeled 'Username' and the bottom one is labeled 'Password'. Below these fields is a checkbox labeled 'Automatic sign-in'. At the bottom is a blue button with a red arrow pointing right and the text 'Sign In'.

5. The system signs you in.
6. If you are prompted to create a new location after logging in, enter your **location info** and click **Create**.



The image shows a 'Create location' dialog box. The title bar says 'Create location'. The main heading is 'Create new location'. There is a checked checkbox labeled 'Share this location'. Below that are several input fields: 'Name', 'Address' (which is a group containing 'Street', 'City', 'State', 'ZIP/Postal code', and 'Country'), and 'Country'. At the bottom right are two buttons: 'Create' and 'Cancel'.