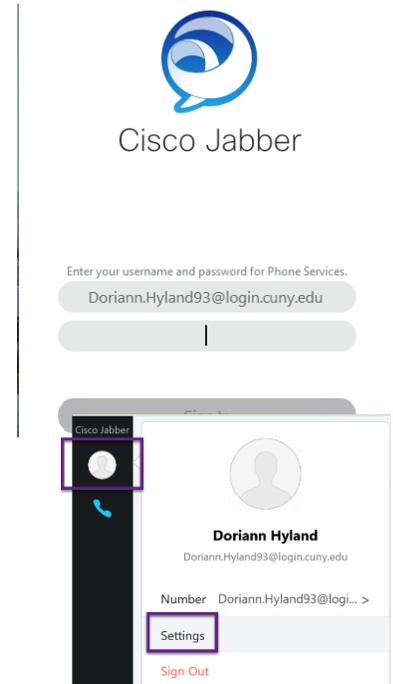


Configuring the Settings in Jabber

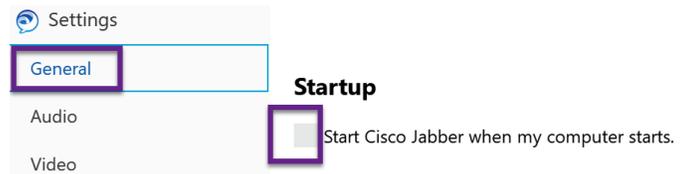
1. Sign in to Jabber using your CUNYfirst credentials.

2. Select the Profile Silhouette in the upper left corner.
3. Select Settings

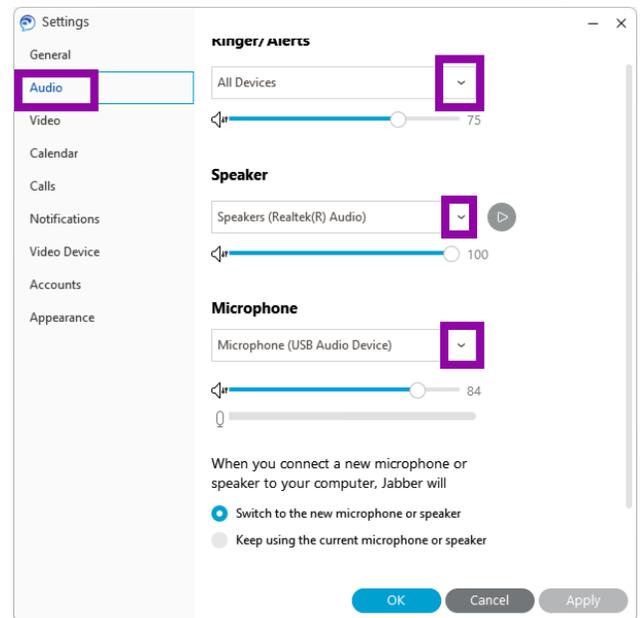


Menu Items

- a. **General:** Startup
 - i. Place a check in the box if you would like Jabber to start automatically when your computer starts. Select Apply.

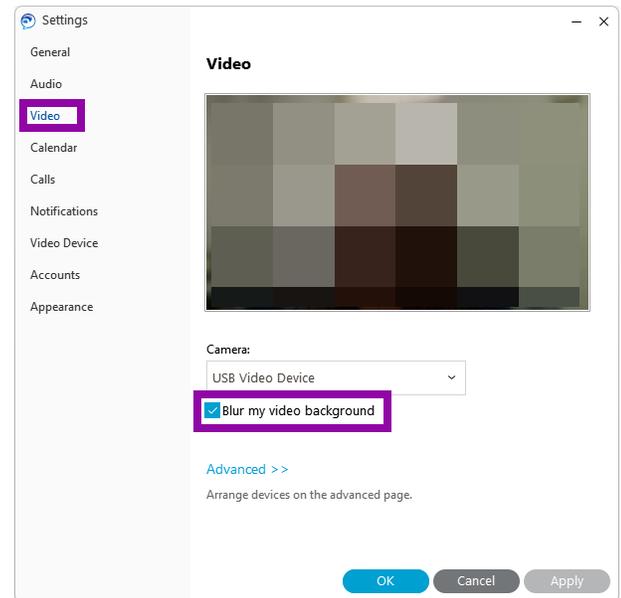


- b. **Audio:** Connection to your computer speakers and microphones.
 - i. Select your preferred speaker and microphone from the dropdown menus. Use the volume controls to set the Ringer, Speaker, and Microphone. Click Apply.



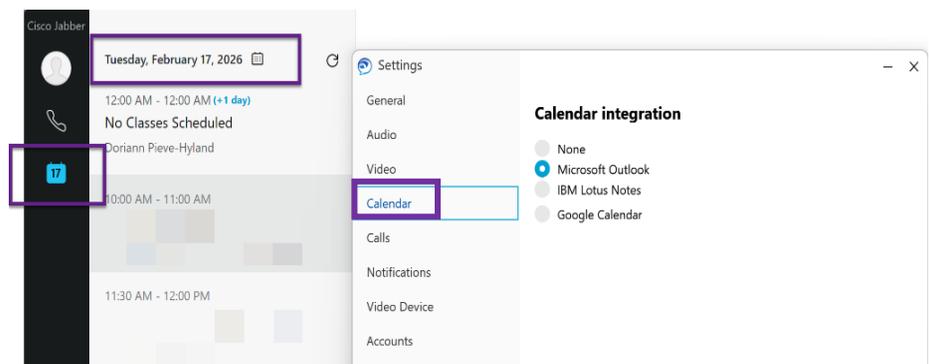
c. **Video:** Connection to a webcam.

- i. Provides the option to blur your background. Jabber does not have virtual backgrounds.



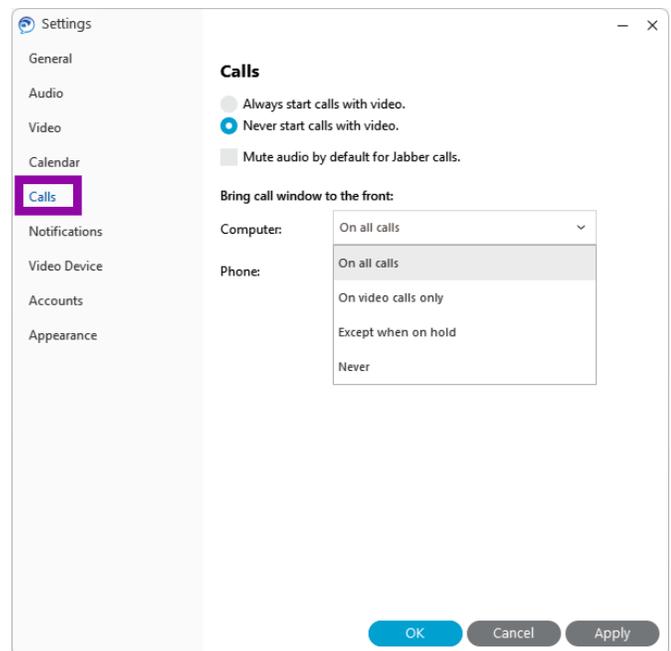
d. **Calendar:** Sync with your Microsoft Outlook Calendar.

- i. Add a clickable calendar to your Jabber window. The calendar will show all your appointments. Click on the Date to view a monthly calendar.

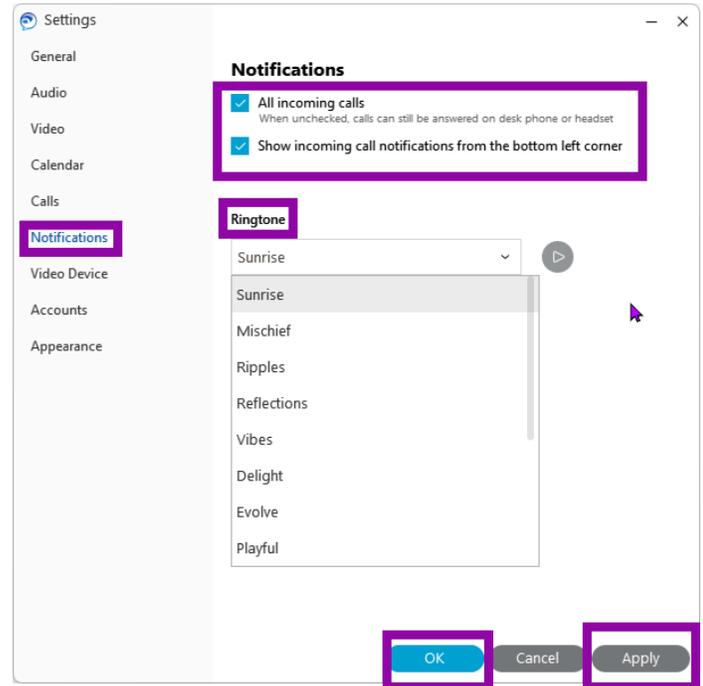


e. **Calls:** Call settings.

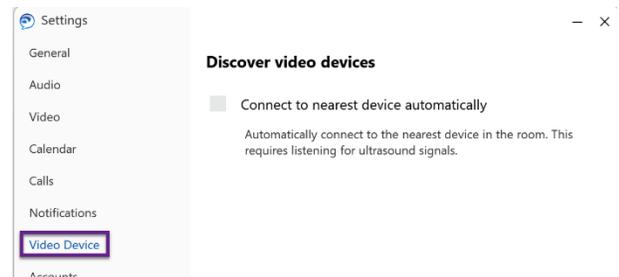
- i. Set whether your video and audio are on or off at the start of a call.



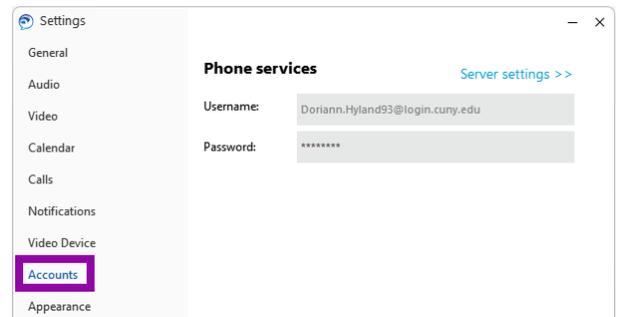
- f. **Notification:** Notification Settings.
- i. Set the visual and audio notifications for your computer. Select your preferred options, click Apply, and OK.



- g. **Video Device:** Connect to external video devices.



- h. **Accounts:** Displays account information.



- i. **Appearance:** Set themes and views. Select your preferred options, click Apply, and OK.

