

Starting conference calls in Cisco Jabber for Windows

Operating system: Windows desktop

Release: 11.9, 12.0, 12.1, 12.5, 12.6, 12.7, 12.8

Prerequisites:

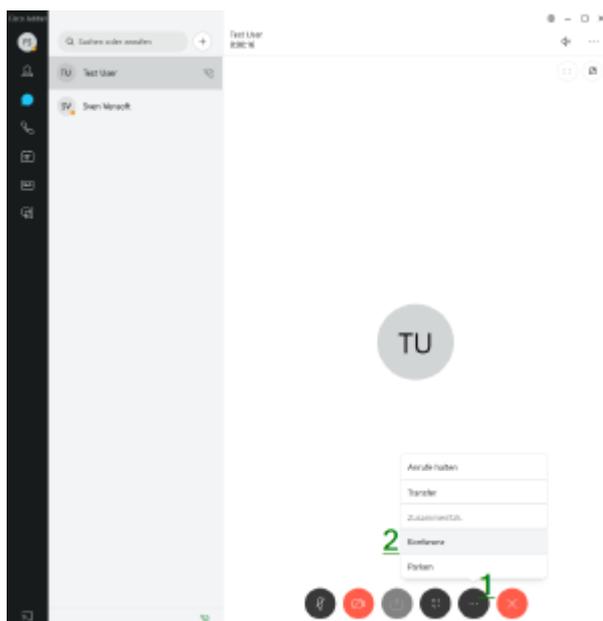
Internet connection, in some cases a VPN connection to the TU is required.

If you want to talk to several people at the same time, you can start a conference call in Cisco Jabber. Instead of setting up a formal conference by sending invitations and booking meeting rooms, you can start your group call immediately.

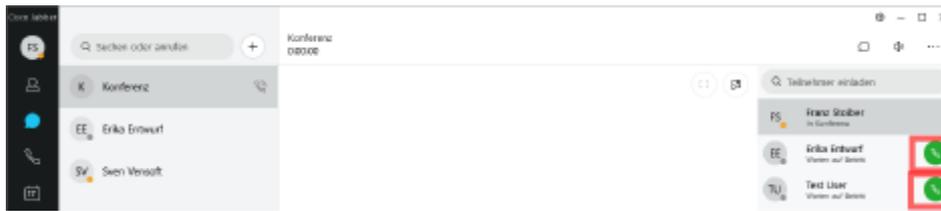
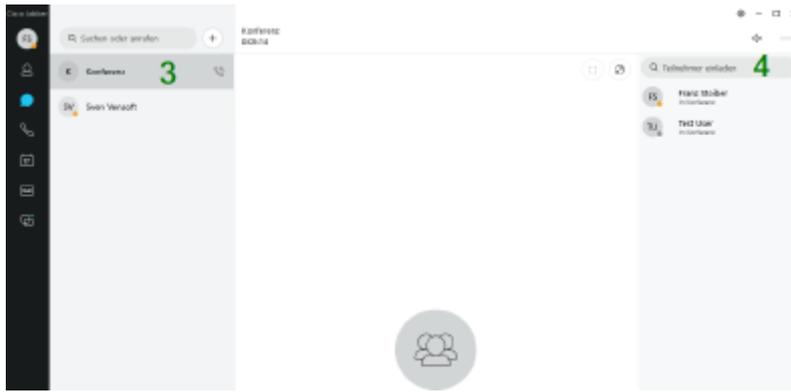
To start your conference call, simply select one of these methods:

With the call in progress:

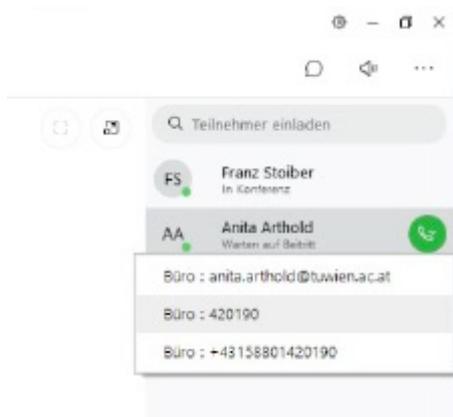
Convert the call into a conference call by clicking "More Call Controls" in the Call Control and then selecting the Conference Call option.



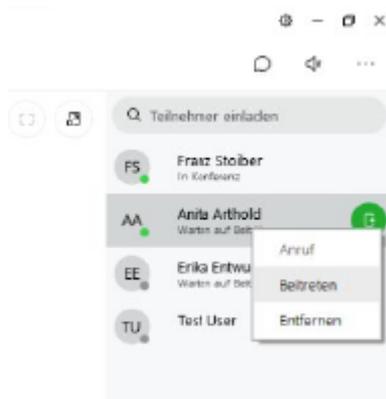
Click on "Conference" and add further participants:



Call subscriber (available phone numbers are displayed)



By clicking "Join" the respective participant is added to the current conference call.



Any active participant in a conference call can add other participants in the same way as described above. (At least, this is true for Windows clients) On Mac, this procedure could not be confirmed yet.

You can use "Remove" to remove individual participants from the conference call.

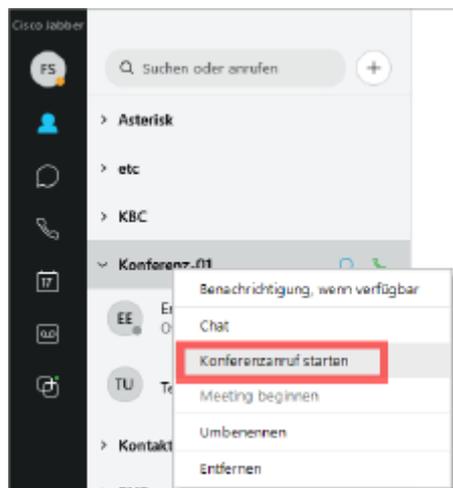
Via a group header:

Move the mouse over a group header and click the Call button to start a conference call with all available contacts in that group.

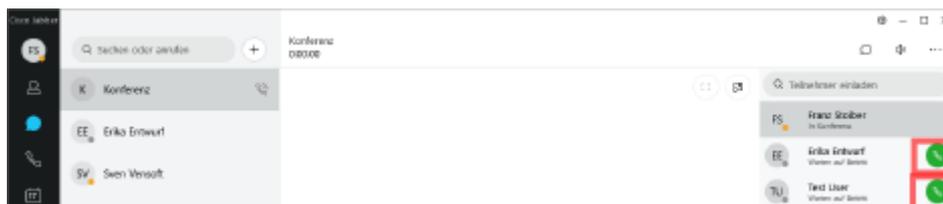
Create a group:



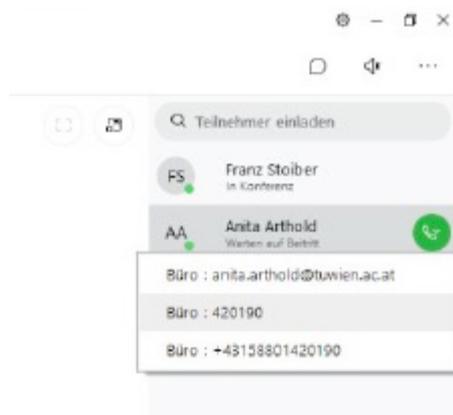
Start a conference call:



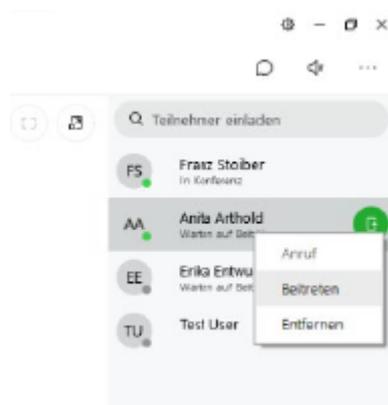
Add participants to the conference by calling them:



Call subscriber (available phone numbers are displayed)



By clicking "Join" the respective participant is added to the current conference call.



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You can use "Remove" to remove individual participants from the conference call.