1. Login to Jabber
2. From the Menu bar, click Jabber > Preferences...
3. Click through the options:

   a. Please note:
      i. Under Accounts, unless you have Unified Messaging, you will need to configure Voicemail; enter your NinerNET username and password and click Apply.
      ii. Under Locations, check the Enable locations setting. If checked, this displays your current location to others which you may want to disable.
      iii. Under Calls, the default setting is to Always start calls with video. You may want to change that.
      iv. Under Audio/Video, if there are multiple options (USB camera and microphone and device microphone), review and test them so you know what input Jabber is using for speaker and microphone.
4. Within the Jabber window, you can access...
   a. **Contacts**
   b. **Chats**
   c. **Recents** (recent calls)
   d. **Voice Messages** - PLEASE NOTE: You will need to re-login whenever your NinerNET password changes
   e. At the very bottom of the left-hand menu, there is a computer icon. Options in this menu allow you to identify what device you want to be used for phone calls and to forward calls to other numbers

**Related FAQs**
- How do I configure Jabber settings for a Windows computer?
• How do I configure Jabber settings on a Mac computer?
• How do I manage contacts in Jabber on a Mac?
• How do I manage contacts in Jabber on Windows?
• What headsets should I use with Jabber?