

Jabber Quick Start Guide



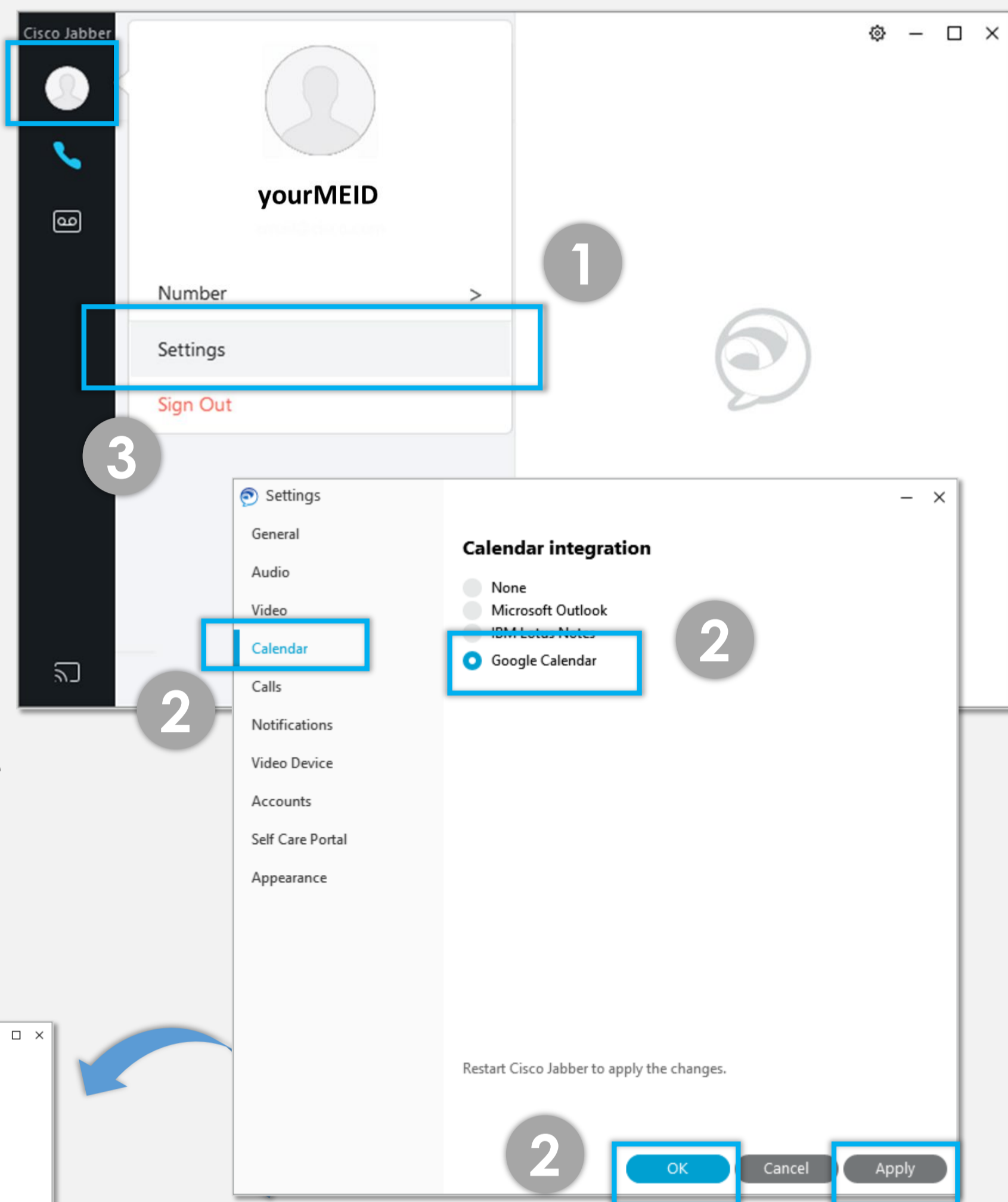
Integrating with Google Calendar/Webex

You can integrate your Google calendar and Webex with Jabber.

On Windows



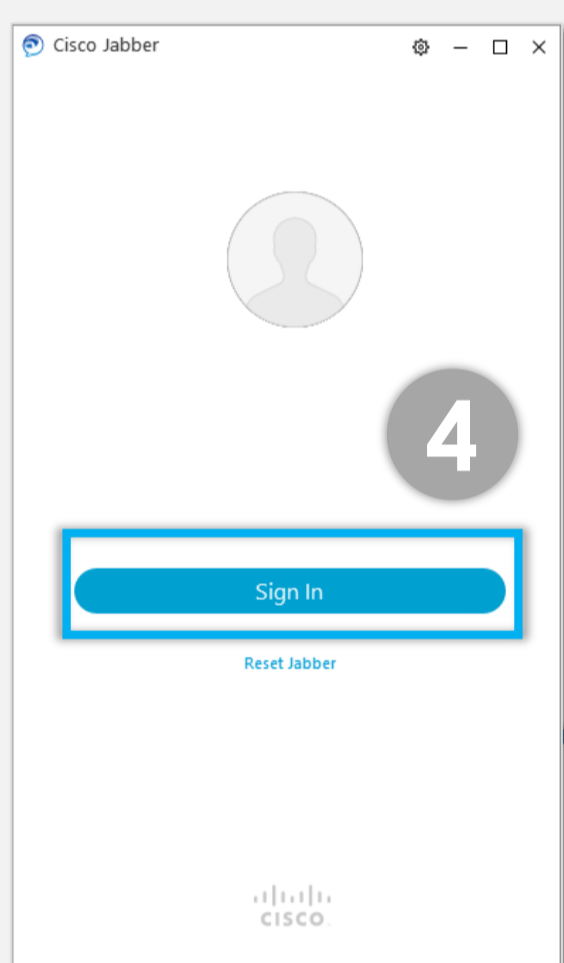
You can access all your events from the Meetings tab. When your event time approaches, Cisco Jabber displays a pop-up, you can join that event either using Cisco Jabber or Cisco WebEx Meetings.



FOR WINDOWS

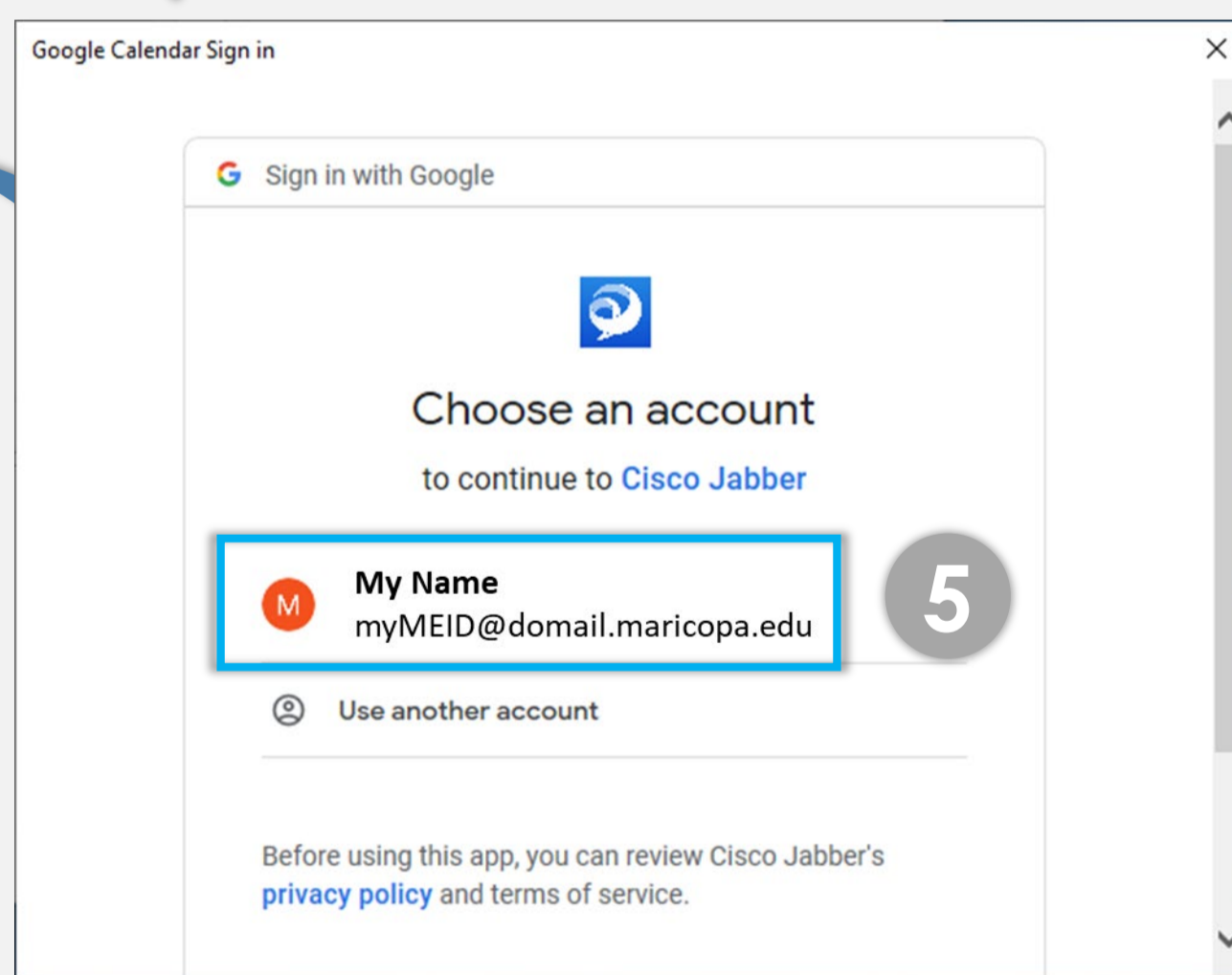
1. Go to **Settings** > **Calendar**,
2. From the **Calendar integration** menu choose **Google calendar**, and select **OK**.
3. For the changes to be complete, go to **Settings** > **Sign out**.
4. On the Jabber client, click **Sign in** to sign back into Jabber. Enter **only** your MEID in the **username** field and your **password**. Click **login**.

Note: If you are prompted to log in to the Google calendar, please follow the prompts to complete the login process. Use your **normal** login username and password to log into Google.

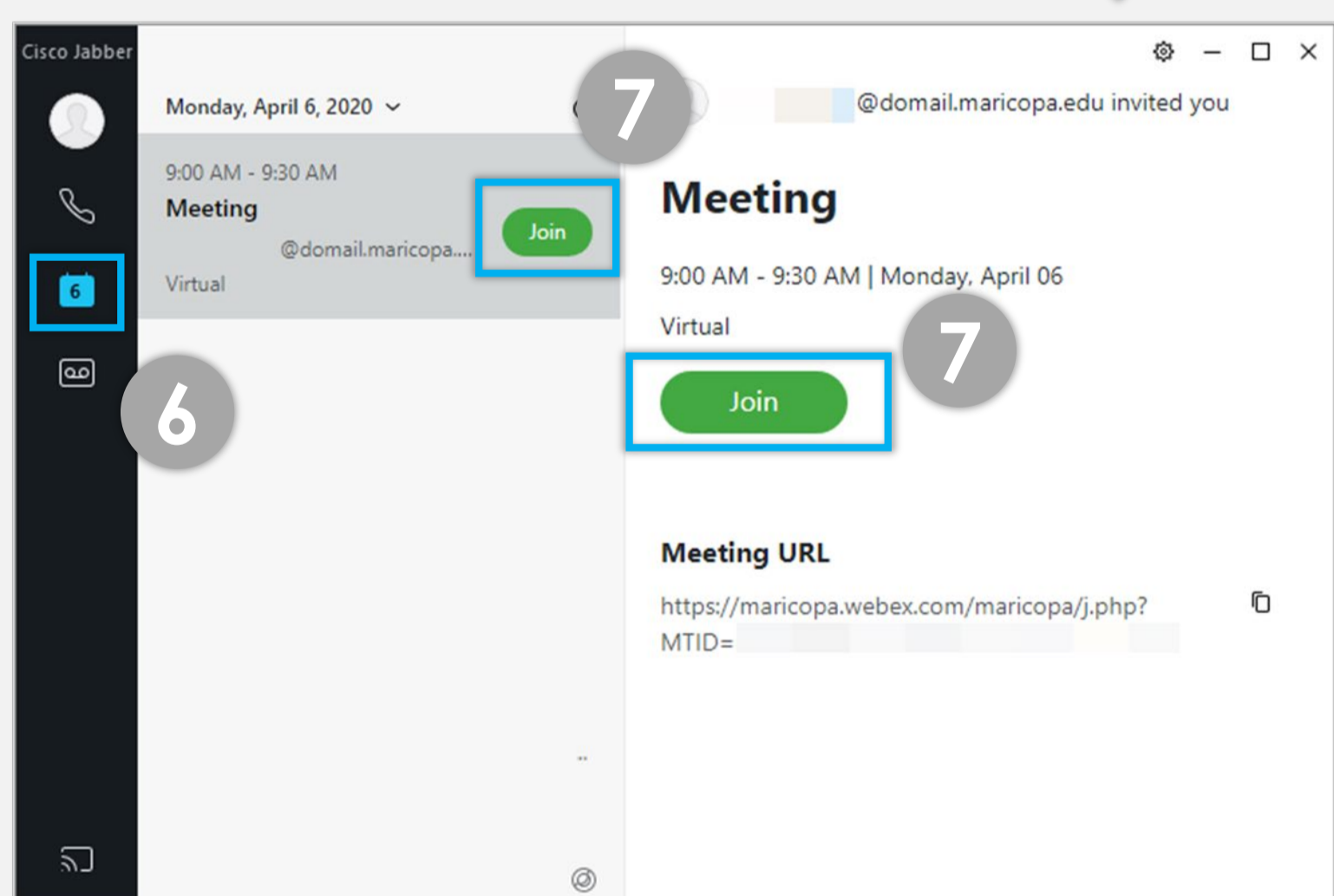


5. In the **Choose an account** screen, click your MEID.

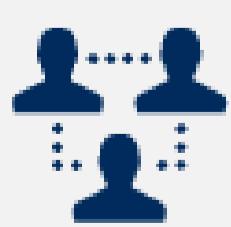
Note: When Jabber requests access to your Google account, scroll down the screen and click **Allow**.



6. Click the calendar icon to see your calendar.
7. If a Webex meeting has been scheduled, click **Join** to launch Webex to attend the meeting.



Need Help?



Quick Start Guide for Webex Meetings

View the [Webex quick start guide](#) to become familiar with starting and joining Webex meetings.



Quick Start Guide for the Jabber Softphone

View the [Jabber quick start guide for Windows](#) to become familiar with common features such as making calls on Windows device.



Jabber Lets You Stay Connected from Anywhere

Visit the [Jabber softphone](#) page on the [Anywhere Computing](#) site for guides and other useful information about Jabber.