

STEP 01

Start a conversation.

With persistent chat, all of your conversations are stored in the cloud so you can pick up where you left off. One-to-one and team chats, it's all there. Continue the conversation anytime, anywhere, on any device.



To learn more about messaging, visit cs.co/messagemode

STEP 04

Get someone's attention.

When you are in a space with several colleagues you can @mention them to get their attention. They will be notified and prompted to respond, making it easier to collaborate and keep the conversation alive.

STEP 05

File sharing made easy.

Quickly share files to your spaces so your whole team can view and provide feedback all in one place, saving you time and effort. You can even see who has seen your messages with read receipts.

STEP 06

Create a space for your team or project.

Add the people to a space that you need to get started. From there you'll be able to send messages or share files to everyone at once making it easy to collaborate with your teammates no matter where they are.

STEP 07

Searching just got simple.

Never waste time searching through your emails again. With the handy search function in your new Jabber app, you can search for people, spaces, messages and files all in one place.



Welcome to the new Jabber experience



What we had before was great, but the new version of Jabber has more features to make your life easier. Never wait until someone's online to send a message. No more disappearing chats. You can always search past conversations for what you need.



STEP 02

Create spaces to get work done.

Instead of group chats, create “spaces” where you can add everyone on a project, internal or external. Make these spaces your hubs for getting work done. Message, meet, share files, and so much more.

- 1 Click on the plus icon.
- 2 Add the people by name or email address.
- 3 Click **Create Space**.
- 4 Send a message to let everyone know what the space is for.



Teamwork made easier.

The new Jabber experience will change the way you work as a team. Use spaces to bring your project team together to take an assignment from start to finish without ever leaving the app. Use a space for each project to share to store all the important files, documents, and conversations.

Connecting colleagues down the hall or across the globe.

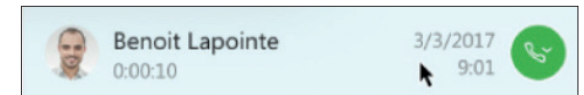
Spaces give you a way to foster authentic connections as a team. Use them to organize social events or as your virtual watercooler to exchange experiences, news, and laughter.

STEP 03

Meet your co-worker in seconds.

Many instant messages are a prelude to a real-time call. In a video call, you can communicate more in five minutes than you can in hours via email.

- 1 Hover over the person or space you want to call.
- 2 Click the call icon.
- 3 Connect with your co-workers.



To learn more about participating in meetings, visit cs.co/teamsmeeting