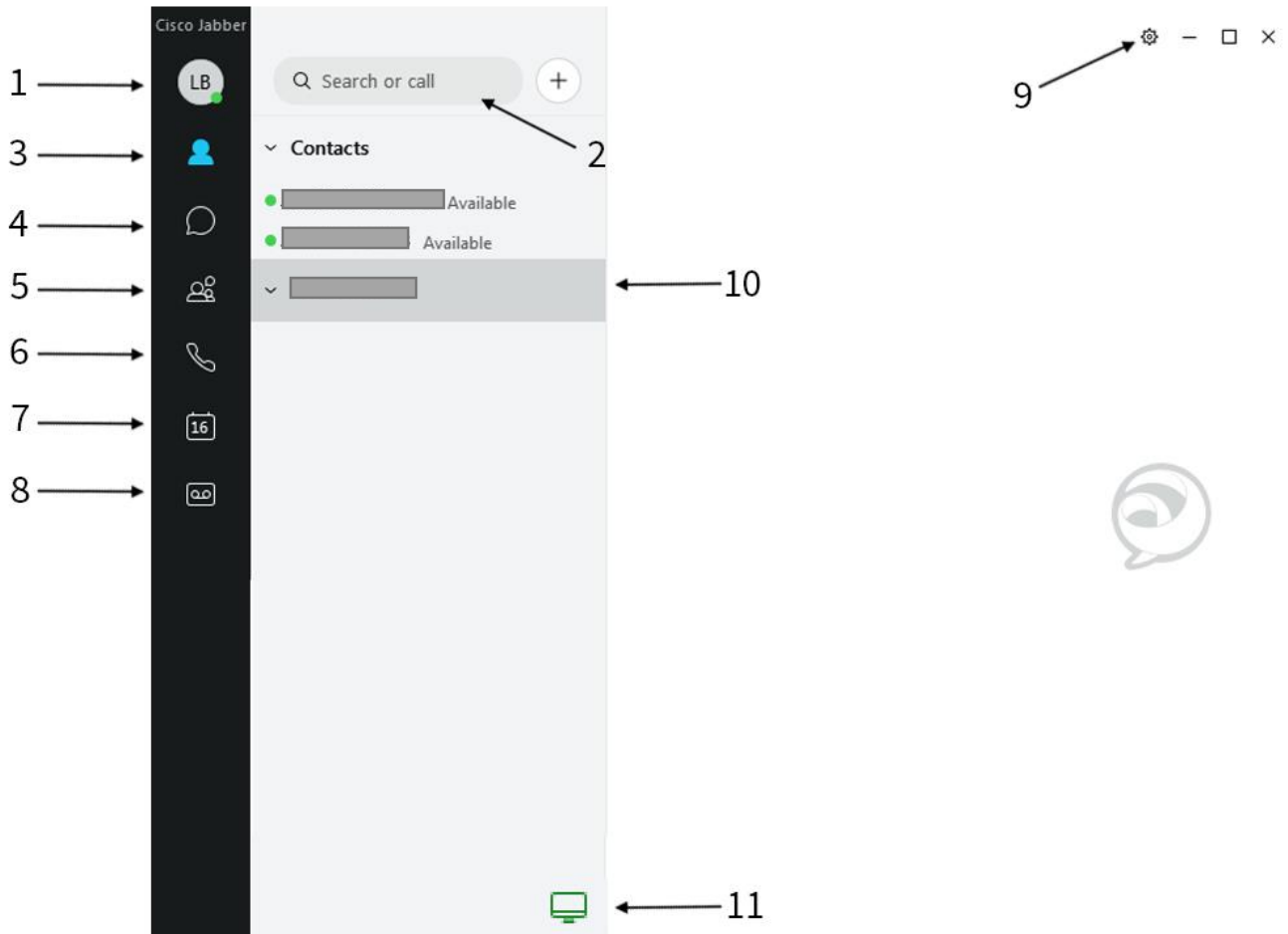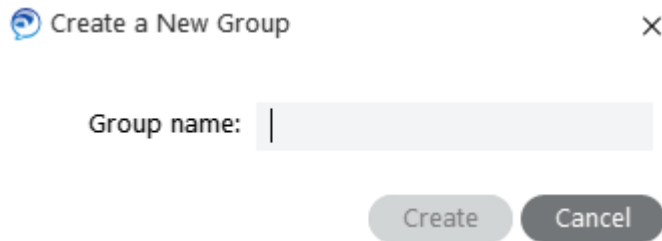HUDSON COUNTY COMMUNITY COLLEGE

Jabber Guide

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Information Technology Services
Support Phone: (201) 360-4310
Support Email: itshelp@hccc.edu
Website: www.hccc.edu/its

Create Group

1. Click the **Menu** (gear) icon and select **File > New > Group**.

   Create a New Group   ✕

   Group name: |

            Create   Cancel

2. Type the name of the contact list group name you'd like in the **Group name:** field.
3. Click **Create**.
   The new contact list group appears in your Jabber hub under Contacts.

Move Contact to Group

1. Right click the contact name in your Jabber hub and select:
   • **Copy to group** and select the group from the drop down menu to copy the contact into the new group and keep it in its existing group(s).
   • **Move to group** and select the group from the drop down menu to move the contact into the new group and remove it from its existing group.

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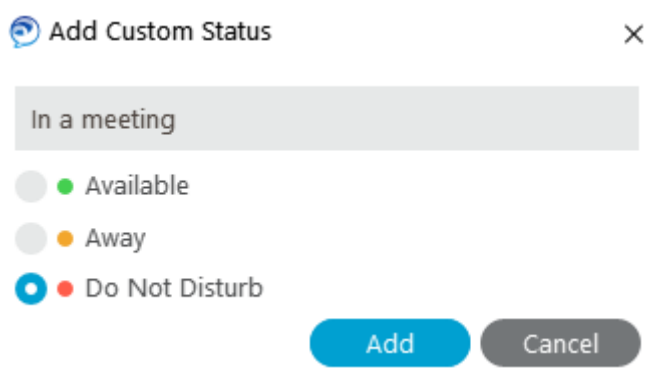Website: www.hccc.edu/its

Changing Status Message

The default status message is set to Available. To change your status message:

1. In the Jabber hub, click your initials in the top left to see your status. Click the **>** next to your status message.

2. Select among the available options. The default are Available, Away, Do Not Disturb. Your status is changed to that option.

CUSTOM STATUS MESSAGE

You can add other status messages to the default list. To add a custom status message:

1. In the Jabber hub, click your initials in the top left to see your status. Click the **>** next to your status message.

2. Select **Add Custom Status**.

3. Type the custom status you'd like and select which of the default color status setting you'd like to associate with it.

4. Click **Add**.
   The new custom status becomes your current status and is available in the future as a default option in the status drop down menu.