Send a Broadcast Message in Cisco Jabber

You can select multiple contacts from your contact list and send a broadcast message to them all at once. You only need to send the message once, but your contacts receive it as a normal one-to-one chat.

Windows

1. From the hub window, select all the contacts that you want to IM. If you want to send a message to an entire group, select the header for the contact group.

2. Right-click on the selected contacts and click Send broadcast message. The Send Broadcast Message dialog box is displayed.

3. Enter your message in the text box. If you want to add more people to the broadcast message, you can search for them in the To field and add them.

4. Click Send.

Mac

1. From your contact list, select all the contacts that you want to send a broadcast message. If you want to send a message to an entire group, select the header for the contact group.

2. Right-click on the selected contacts and select Send broadcast message. The Send broadcast message window displays.

3. Enter your message in the text box. If you want to add more people to the broadcast message, you can search for them in the People field and add them.

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4. Select Send.

iPhone and iPad

1. From your contact list, press the Group Contact Name icon and choose Send Broadcast Message.

2. Enter your message in the Broadcast Message field and then tap Send.

Android

1. From the Contacts screen, tap Group Contact Name, and then chooseSend broadcast message.

2. Enter your message in the Broadcast message text box and tap Send.