**Hub Window**

You can create up to three custom status messages for each availability state. Insert your cursor in the status message field and enter your new status message.

**Recents**

The Recents tab shows a list of recent and missed calls. Hover your cursor over a missed call and select the Call icon to call back. Right-click items to delete them.

**Voice Messages**

The Voice Messages tab lets you access, play, and manage your voice messages. Right-click voice messages to delete or call back.

**Making a Call**

To call people, you can:

- Enter their phone number in the Search or Call bar
- Right-click over their name in your contact list
- Select the Call icon in a chat window with the user

**Chat Window**

Chat windows contain:

- The search or call bar
- Tabs for multiple chats
- Contact picture and availability state
- Chat controls and collaboration controls

**Chat Controls**

Use chat controls to:

- Send a screen capture
- Send a file
- Insert an emoticon
- Edit the font size and color
- Add participants to create group chats
- Pop-out the window to show the chat in a new window

**Call Controls**

Call controls let you do the following:

- Go full screen
- Show self view
- Open a keypad to enter digits
- Mute your audio
- Adjust volume
- Access the following additional controls:
  - Hold calls
  - Transfer calls
  - Merge calls
  - Create conference calls
  - End calls

**Incoming Calls**

When you receive an incoming call, you can reply with a chat message, answer the call, or decline the call.

**Collaboration Controls**

Chat windows can also include controls to:

- Add people to your contact list
- Start a meeting
- Share your screen
- Start a phone call

**Phone Controls**

Phone controls let you select an available phone and set up call forwarding.

**Custom Status Messages**

You will see notifications on the hub window when you miss calls or receive new voice messages.