8x8 Work for Desktop

Set Profile Picture
1. Select the **Profile** Tab
2. Select the larger profile image to change

Set status message
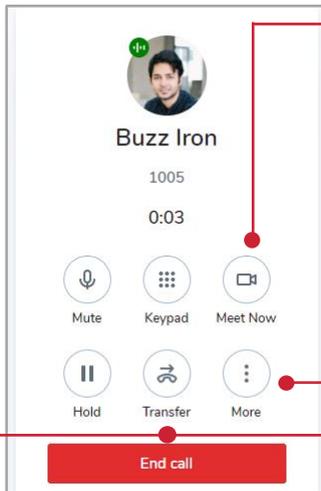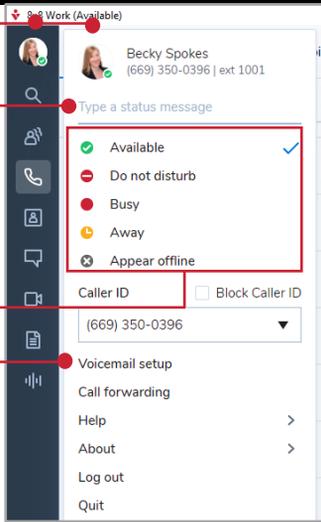Type a custom status into the text field

Set status presence
Calendar events will automatically update your availability

Set Voicemail greeting

Make a Call
1. Select the Search Tab
2. Type a contact name in the search field
3. Select the contact **Call** icon

Or
1. Select the **Calls** Tab
2. Dial a number on the **Keypad**

Flip Call
1. Dial ***88** on the **keypad** to swap an active call from another device to this one

Transfer
1. While on a call, select the **Transfer** icon
2. Hover over the contact you wish to transfer to
3. Select the Direct Transfer icon 🔀 or Voicemail ⌂ icon
4. The call is transferred to the contact directly, or to their voicemail box. You are disconnected
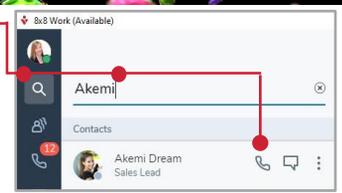
Promote Call to Meeting
Select **Meet Now**

Park Call
1. Select **More** then **Park** from the pop-up menu
2. Listen for the Park number and disconnect
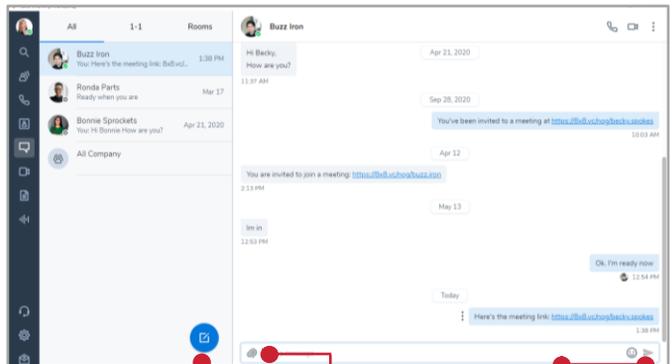3. To retrieve the call, dial the Park number from any 8x8 Work extension
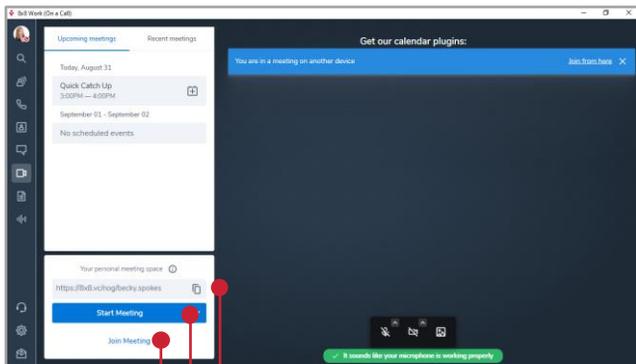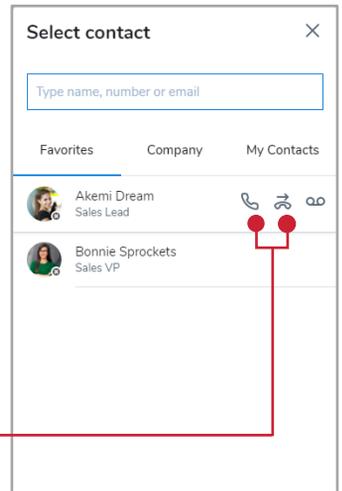
Copy Meeting Link

Start Meeting
Add participants once meeting begins

Join Meeting
Type name of a meeting, and select **Join**

Create Room
1. Select the **New** icon
2. Select Create Room
3. Name your room and select **Create**

Share Files
1. Select the **Paperclip** icon
2. Browse for files and select **Open**

Send Message
1. Select the **Messages** tab
2. Search or select the contact to chat with
3. Write your message
4. You can **@mention** another colleague to include in the discussion
5. Select the **Send** icon