

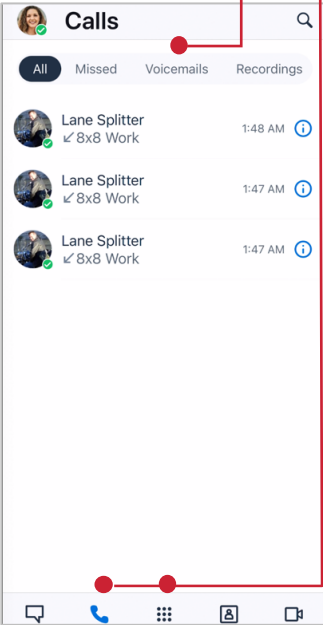
# 8x8 Work for Mobile

## Make a Call

1. Select the **Phone** tab
2. Select a Phone icon in the call log, or the **Dial pad** to type a number

## Voicemail

Select the **Voicemails** tab to access messages

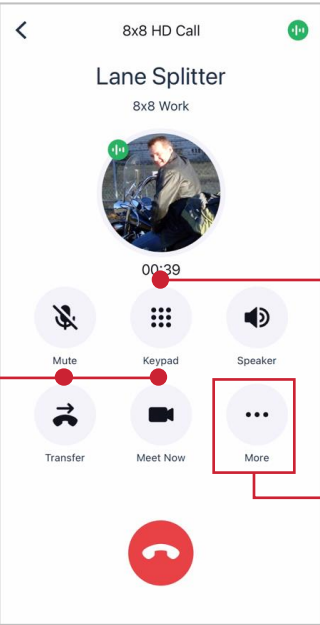


## Promote Call to Meeting

While on a call, select **Meet Now**

## Transfer

Direct transfer, warm transfer, or transfer to Voicemail



## Mute Notifications

Turn off calls and notifications for a selected period

## Set Business Hours

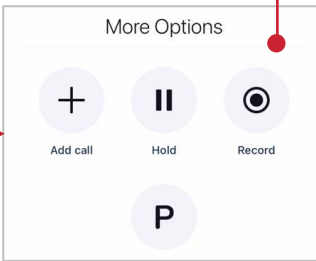
Calls and notifications will be off outside business hours

## Flip Call

1. Select the **Dial pad** icon
2. Dial **\*88** to swap an active call from another device to this one

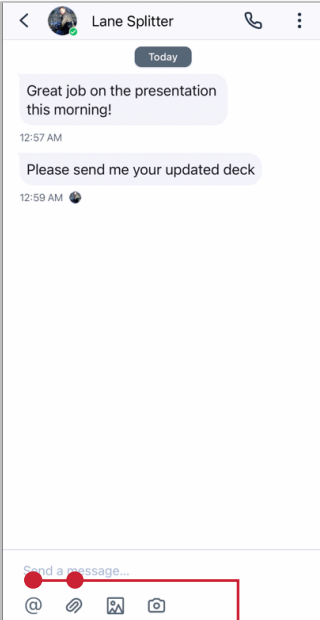
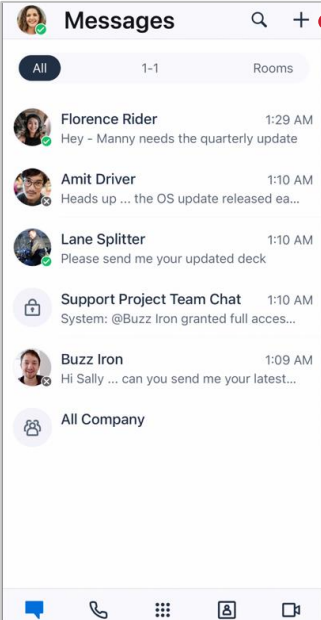
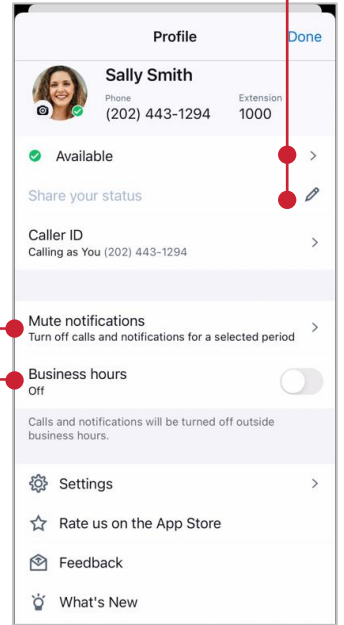
## In-call controls

Add another call to a live call, park a call, or record a call through the **More** icon



## Change your status

1. Select your profile picture in the header
2. Type or select a status on the **Profile** page

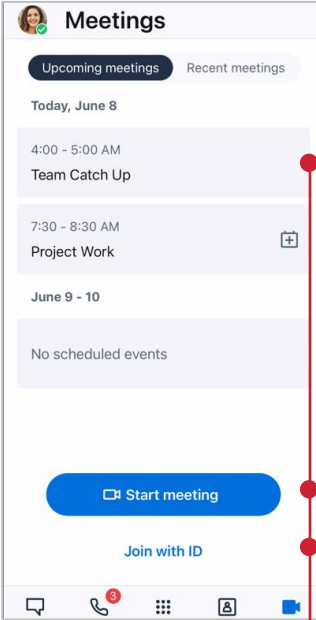


## Send a Message

1. Select the **Messages** tab
2. Search or select the contact to chat with
3. Add a file with the **clip** icon
4. Include a colleague using **@mention**

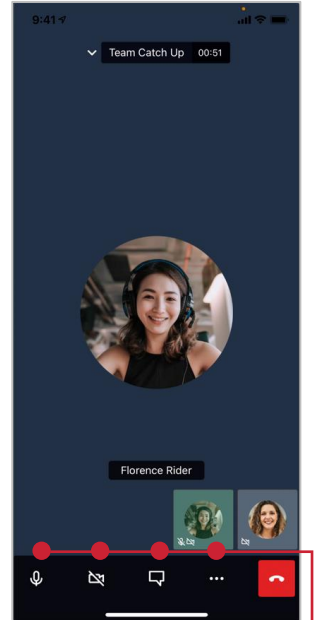
## Create a Chat Room

1. Select the **New** icon
2. Select **Create Room**
3. Name your room, set **Public** or **Private**, and select **Create**



## Join or host Meetings

See upcoming meetings, Start a Meeting, or review recent meeting recordings here. If you have the Meeting ID, select **Join with ID**



## In-meeting controls

Turn your video or microphone on/off, send messages, and access more options