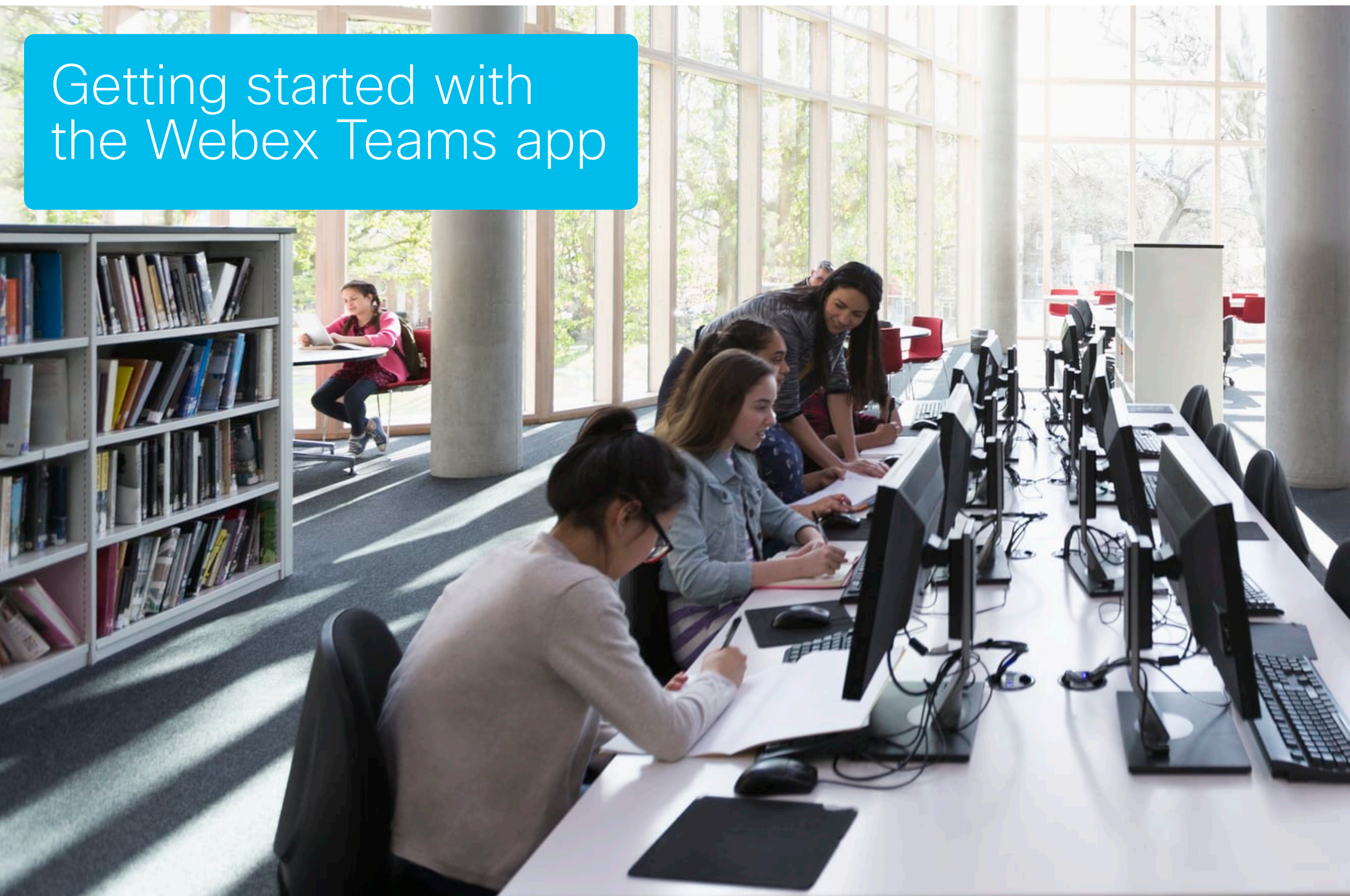


Getting started with the Webex Teams app





Get started, download and sign in

Step 1

Go to the [download page](#).

Step 2

Download Webex Teams for Windows, Mac, iPhone, iPad, or Android.

Step 3

Type your work email address.

Step 4

Click or tap **Next**.

Step 5

Open your email program.

Step 6

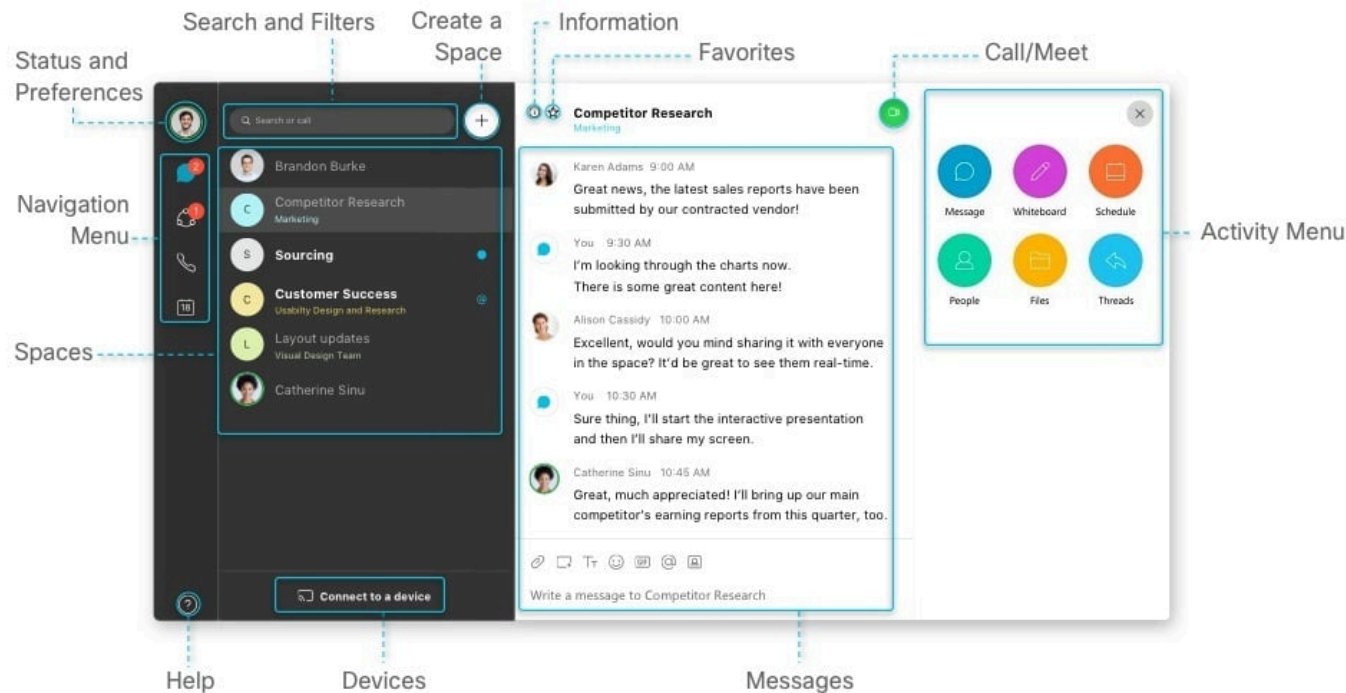
Click on **Get started now** in the email called **Activate Your Cisco Webex Teams Account**.



Also available from here:



Get to know Webex Teams



Click the activity menu to access the Space features



Message

Send a message to just one person or to many people in a Space.



Meet / Call

Place a quick call to everyone in the Space. You'll see Call if you're making a direct call to a person.



Whiteboard

Create and share content on the whiteboard.



Schedule

Schedule a meeting or check Space meeting information.



People

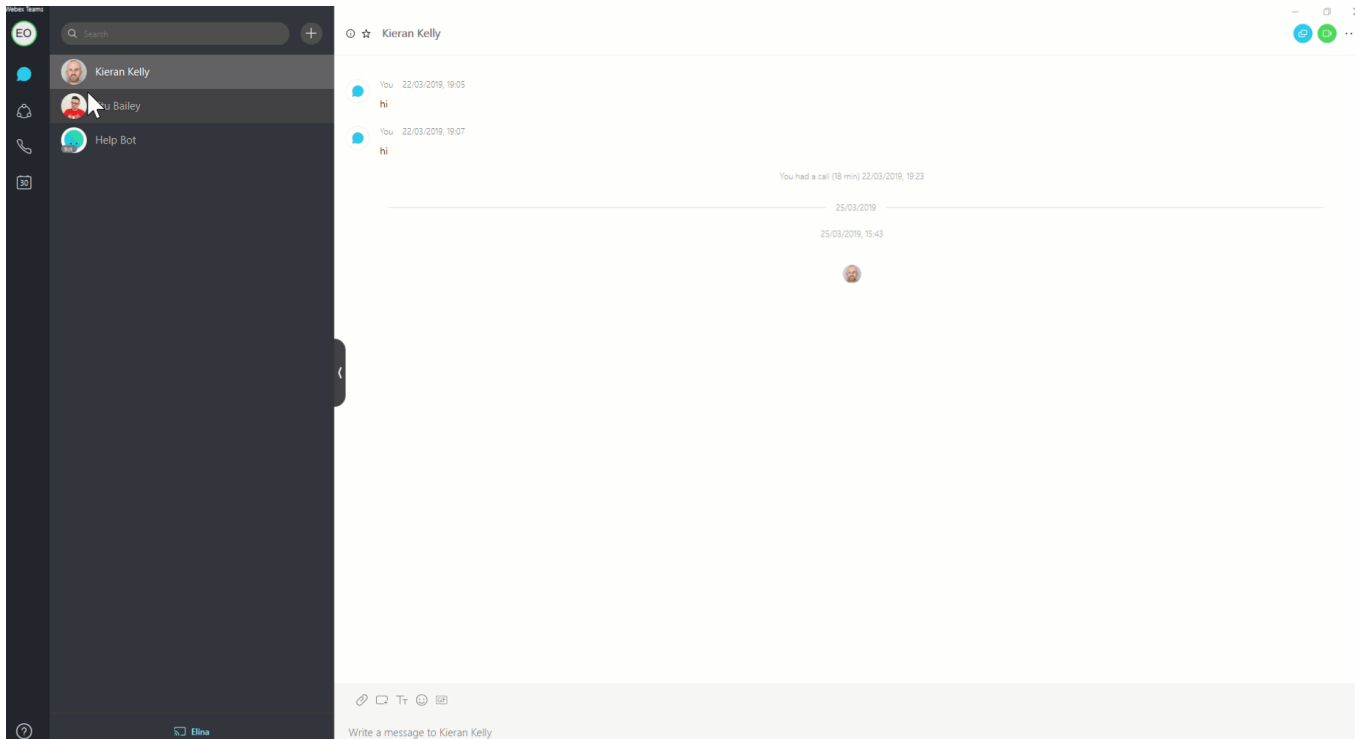
See who's in the Space or Webex Teams meeting.



Files

Find your shared files, photos, and whiteboard content.

Customize the app



Add a profile picture

A clear picture of you makes it easier for others to reach out to you.

Step 1

Click on your initials on the top left corner.

Step 2

Click on your initials in the window that opens.

Step 3

Select a picture.

Step 4

Change the email address to your name, just under the profile picture.

Tip

By clicking on the profile picture and clicking **Settings** you can customize even further.

To manage notifications, your camera, and audio settings, click on your profile picture and select **Settings**.

Notifications

Set your notifications to stay up-to-date.

Step 1

Click on **Notifications**.

Step 2

Select the notifications for your Spaces, scheduled meetings, and calls.

Step 3

Select your notification sounds.

Step 4

Click **Save**.



Check your camera

Select which camera you want to use in calls and meetings, if you have more than one connected to your computer (in-built, external).

Step 1

Click **Video**.

Step 2

Select your webcam from the drop-down list.

Step 3

Click **Save**.

Test your audio

Make sure it's working properly and that you hear the audio notifications at all times.

Step 1

Click **Audio**.

Step 2

Select which device will be used for the microphone, speaker and ringer.

Step 3

Click **Save**.

Change your color theme

Choose the color theme that you find easier to read.

Step 1

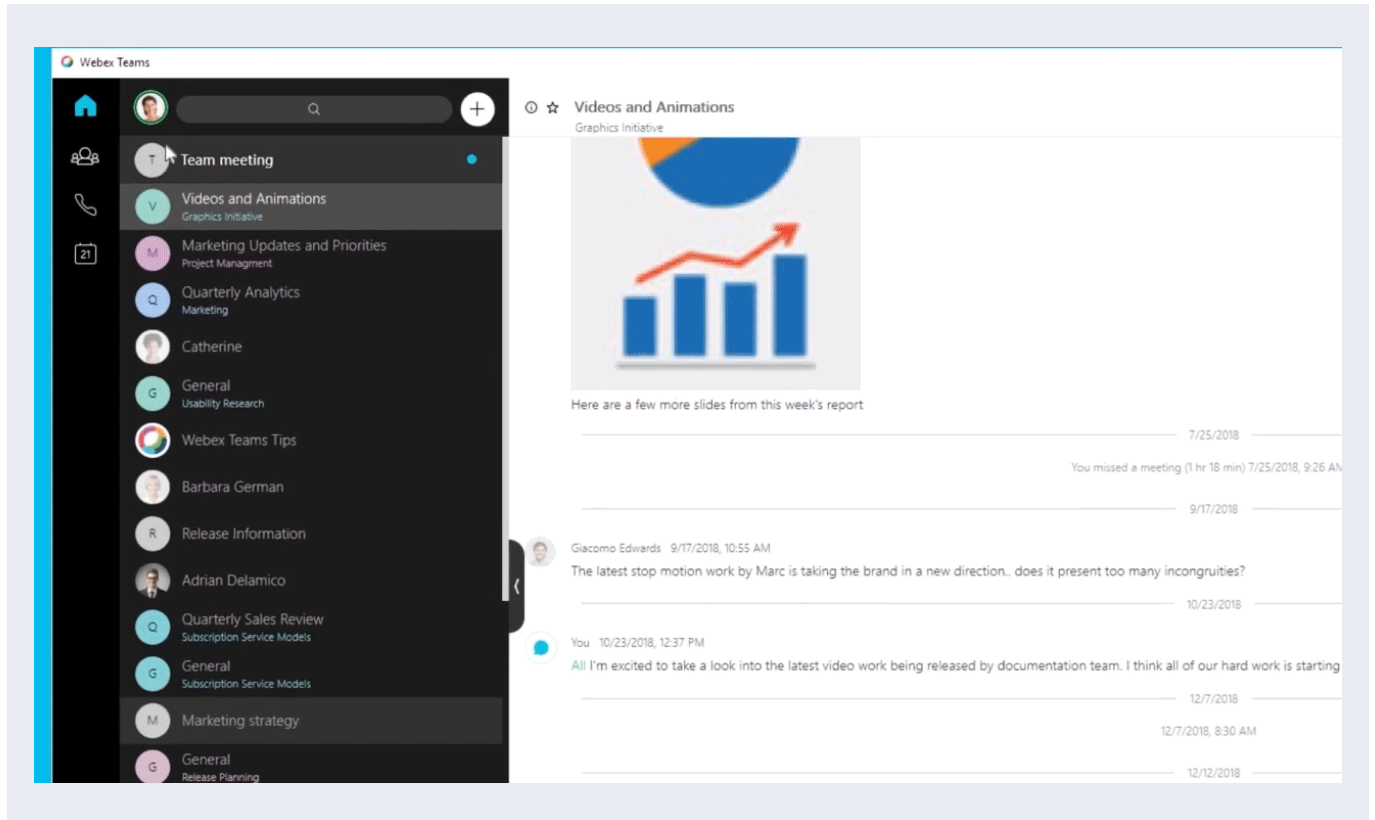
Click **Appearance**.

Step 2

Select the theme that works best for you.

Step 3

Click **Save**.



Create a Space

With Cisco Webex Teams, you can interact 1-1 or you can collaborate with a group of people using Spaces.

Step 1

Click the **+** sign next to the **Search** field.



Step 2

Click **Create a Space**.

Step 3

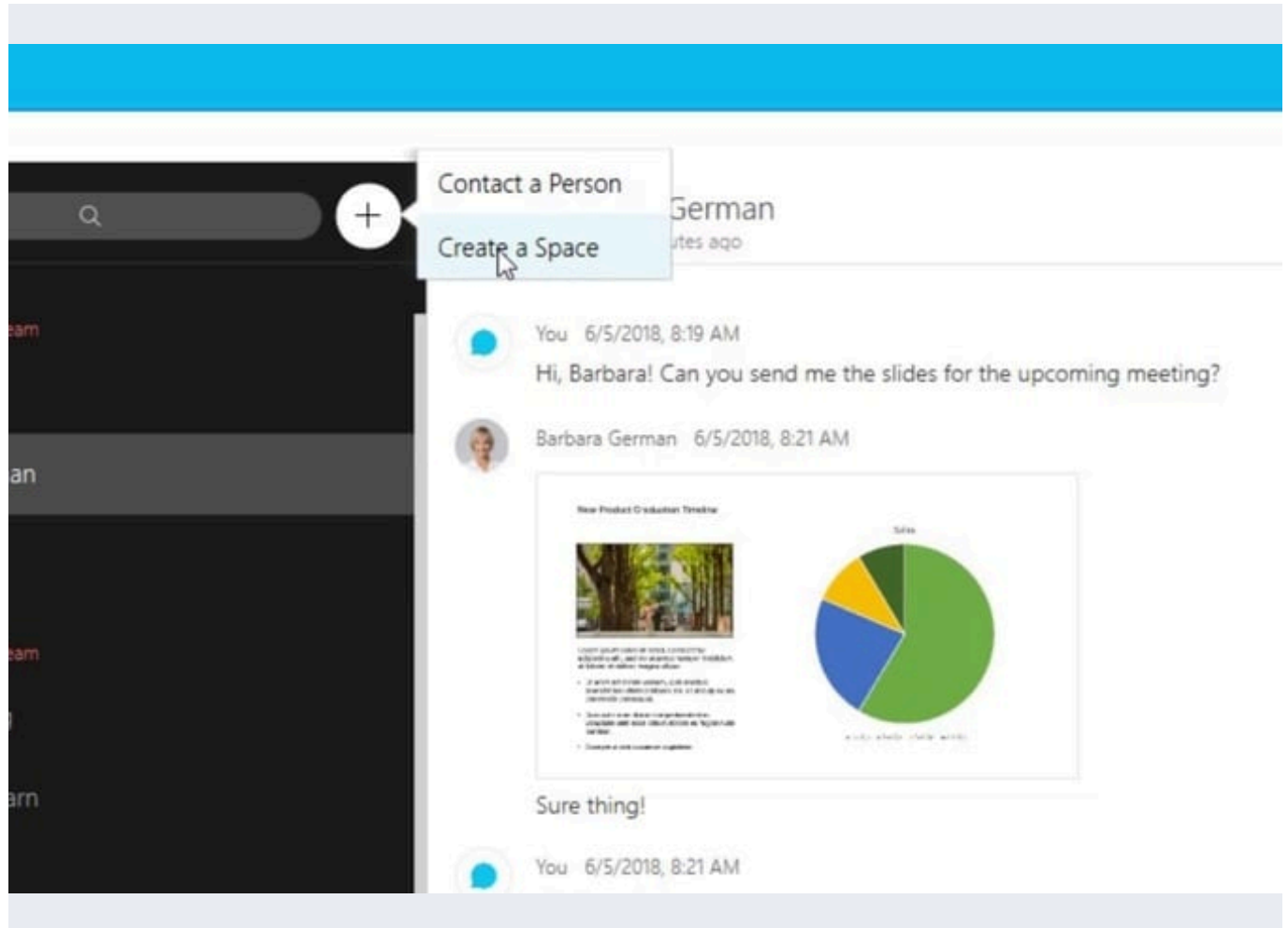
Type a name for your Space.

Step 4

Enter the names of people you want to invite.

Step 5

Click **Create**.



Connect with people like you, add Eurl to your Space

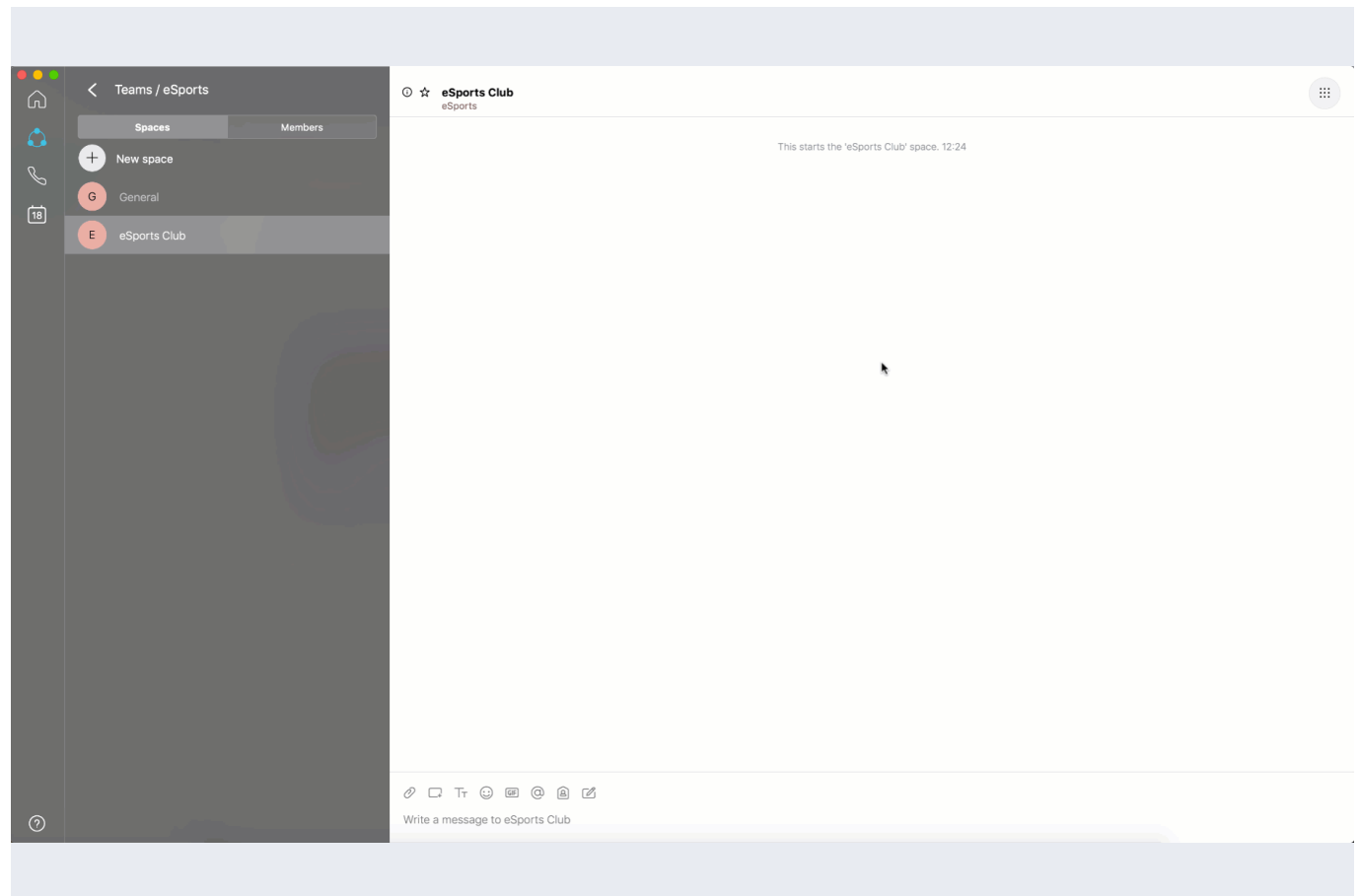
Why not create a Space and invite like-minded people to join up. Take away the hassle of trying to find people who share the same interests, let them come to you!

Add the Eurl bot to your Space to make it public, so people can join and find the Space by themselves. Get a simple, short URL or a QR code, share it on social media, over email or print a poster. With one click or scan, people will join your space and connect in an instant.

How to add Eurl:

1. Go into the Space where you want to add Eurl.
2. Click on the activity icon, in the top right of the Space.
3. Click the **People** icon.
4. Click **Add** people.
5. Type **Eurl** to find the bot.
6. Click **Eurl**.
7. Click **Add**.

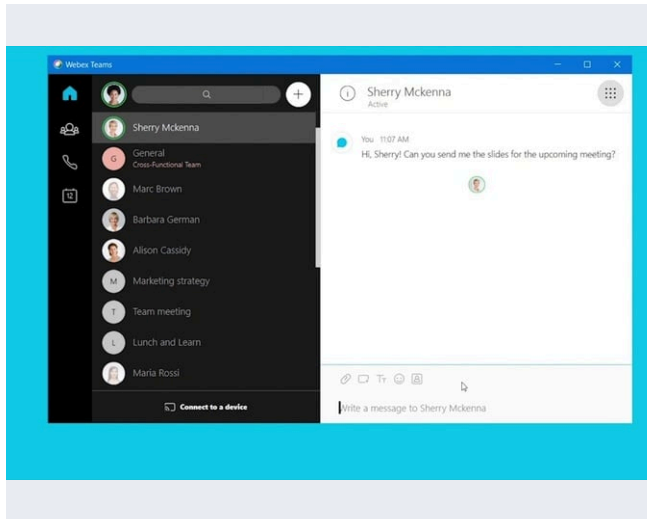
Eurl will now display a list of commands you can ask the bot to do, by typing @Eurl and then the command. Type **@Eurl url** to get your shareable short URL and share away.





Messaging
and search

Powerful messaging



Send someone a message

You can easily contact internal or external people using the chat panel for 1:1 interactions or group communications in Spaces.

Step 1

Type the name of the person or Space in the **Search** field.

Step 2

Click the person or Space name.

Step 3

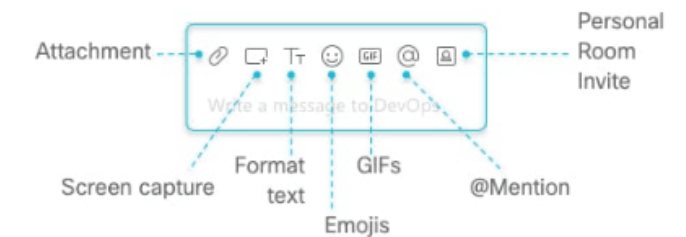
Type your message and press the enter key.

@Mention

To grab someone's attention **@Mention** their name. They will see @ against the Space, showing that their name has been tagged.

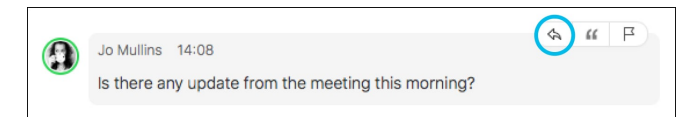
Customize your message

You can customize your message by formatting the text, inserting emojis and gifs, or adding attachments and screen capture.



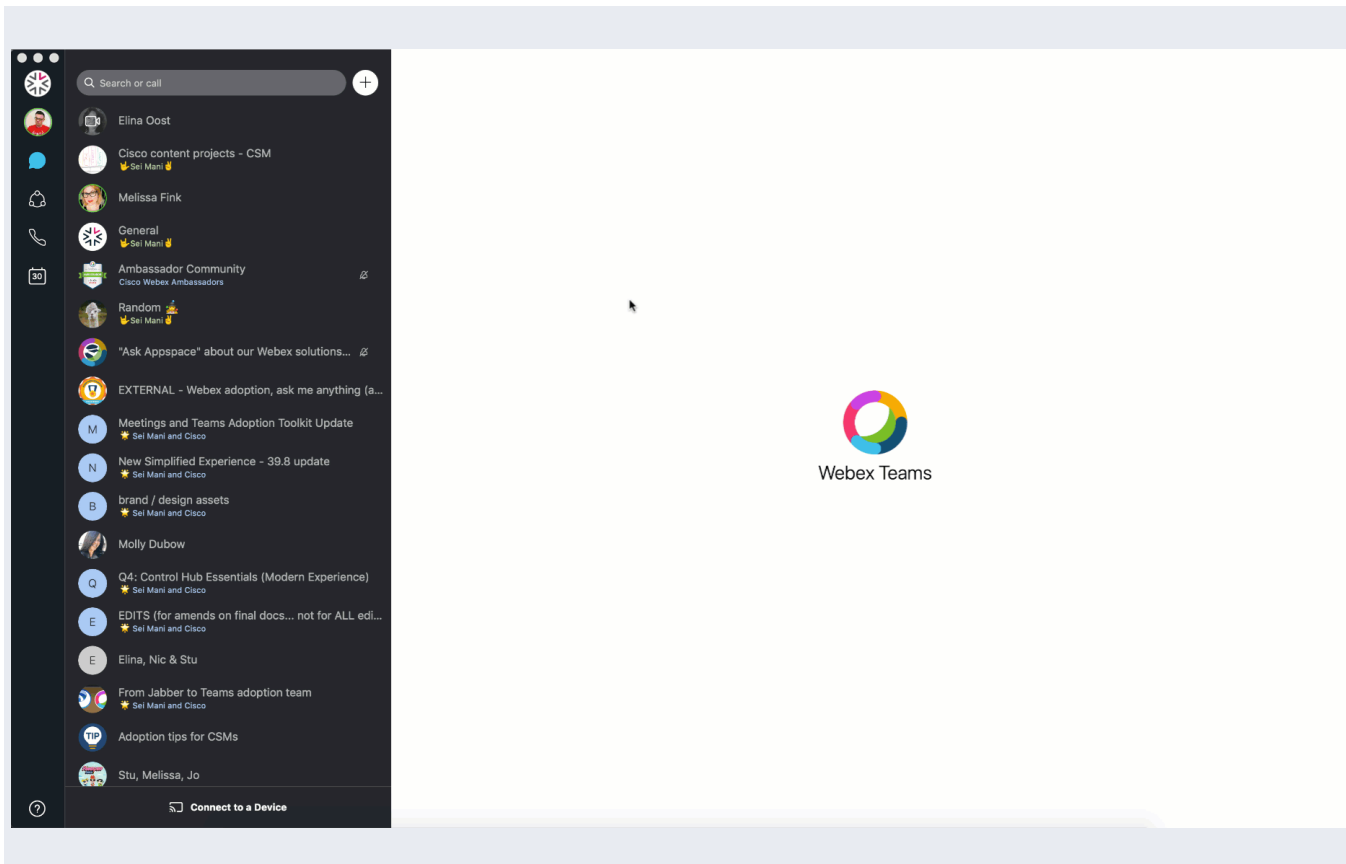
Answer a specific message in a thread

Slide your mouse above the message and use the arrow option.



Sort messages

To help zoom in on priority items and avoid information overload, simply click the **Search** field and select:



Notifications: shows a list of all Spaces where you have notifications.

Unread: shows all unread messages.

People: shows a list of all people you've collaborated with in order of the last contact.

Favorites: shows a list of all Spaces you marked as favorites by clicking the star on the top left corner of a Space.

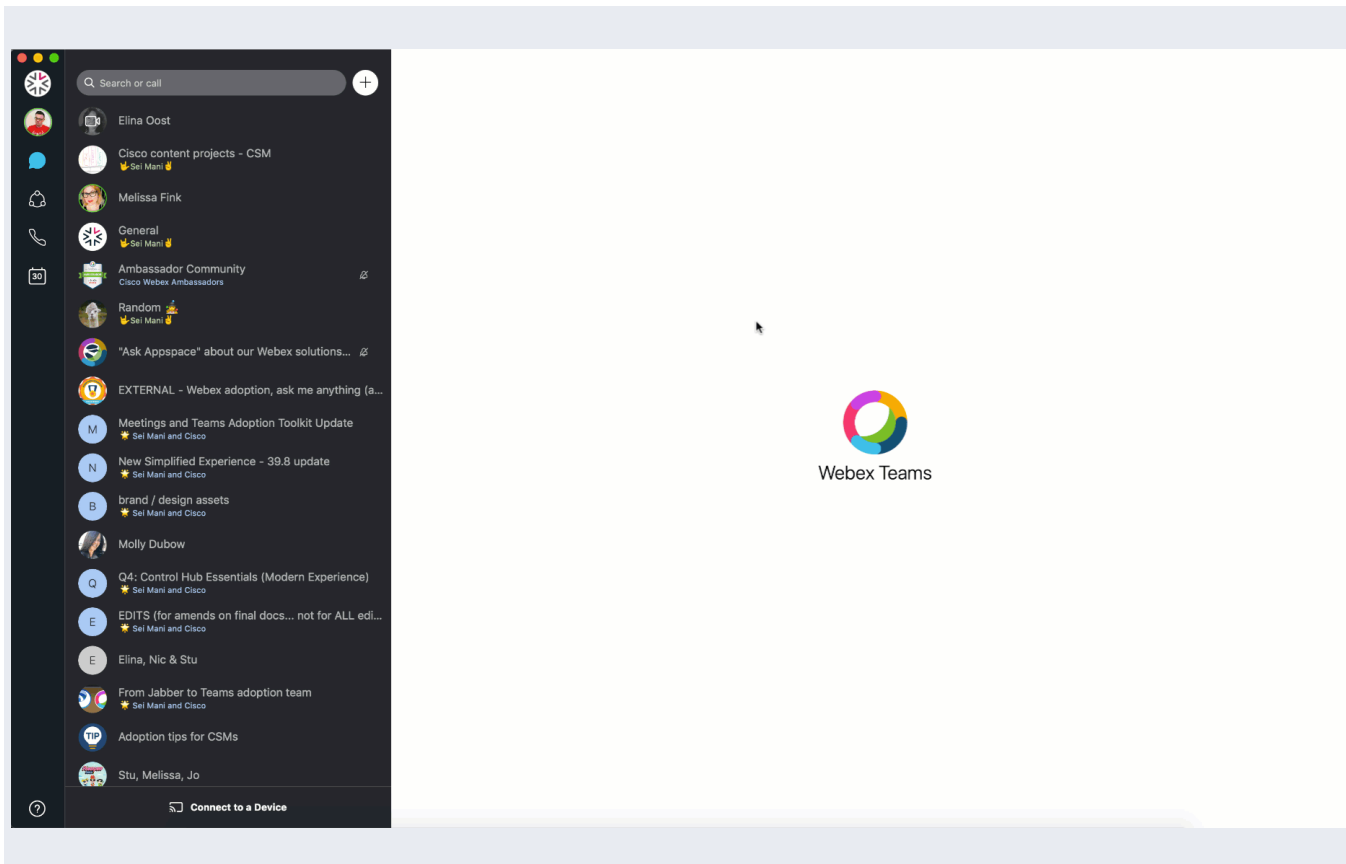
@Mentions to me: shows a list of all messages you have personally been @Mentioned in.

@Mentions to all: shows a list of all messages where everyone was @mentioned in Spaces you are a member of.

Flag: shows a list of all messages you've flagged. Every message can be flagged for action later by clicking its flag icon.

Search messages, files, and people

Thanks to the advanced search feature, you can easily rediscover people, Spaces, messages, and files.



Step 1

Start typing the person, document name, or remembered words from a chat into the **Search**.

Step 2

If you are looking for a person or Space, results will appear below. If you are looking for a chat message or file, select the **Messages** or **Files** tab.

Step 3

If needed, refine your search by first typing one of the following:

- **In:** Enter the name of the Space and choose a Space from the list.
- **From:** Enter the person's name and select the person from the list.
- **With:** Enter the person's name and select the person from the list. The results include Spaces you are in with this person.

Call and schedule

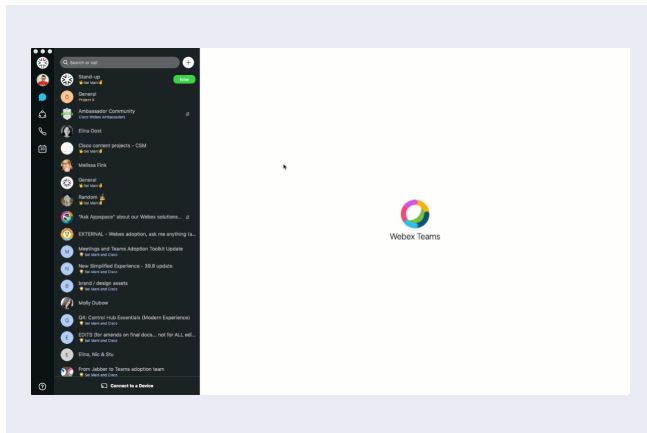


Starting and answering calls

In Webex Teams, you can start video calls with individuals or whole teams in Spaces. Audio-only calls are possible too.

Start a call

There are different ways to call in Webex Teams. One easy way is to:



Step 1

Click the **Search** field.

Step 2

Start typing the name of the person or Space you want to call.

Step 3

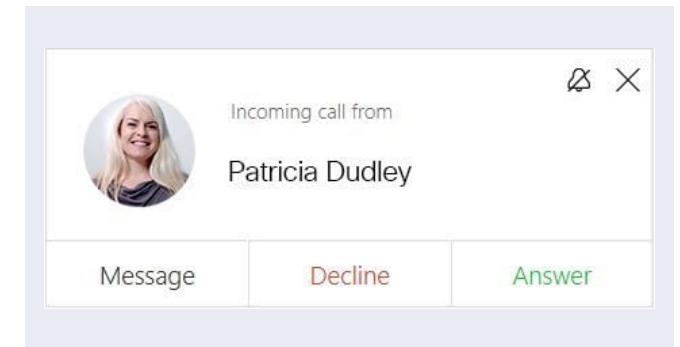
Click the name of the person or Space in the results list.

Step 4

Click the **Call** icon at the top right of the Space.

Step 5

Click **Start with video**.



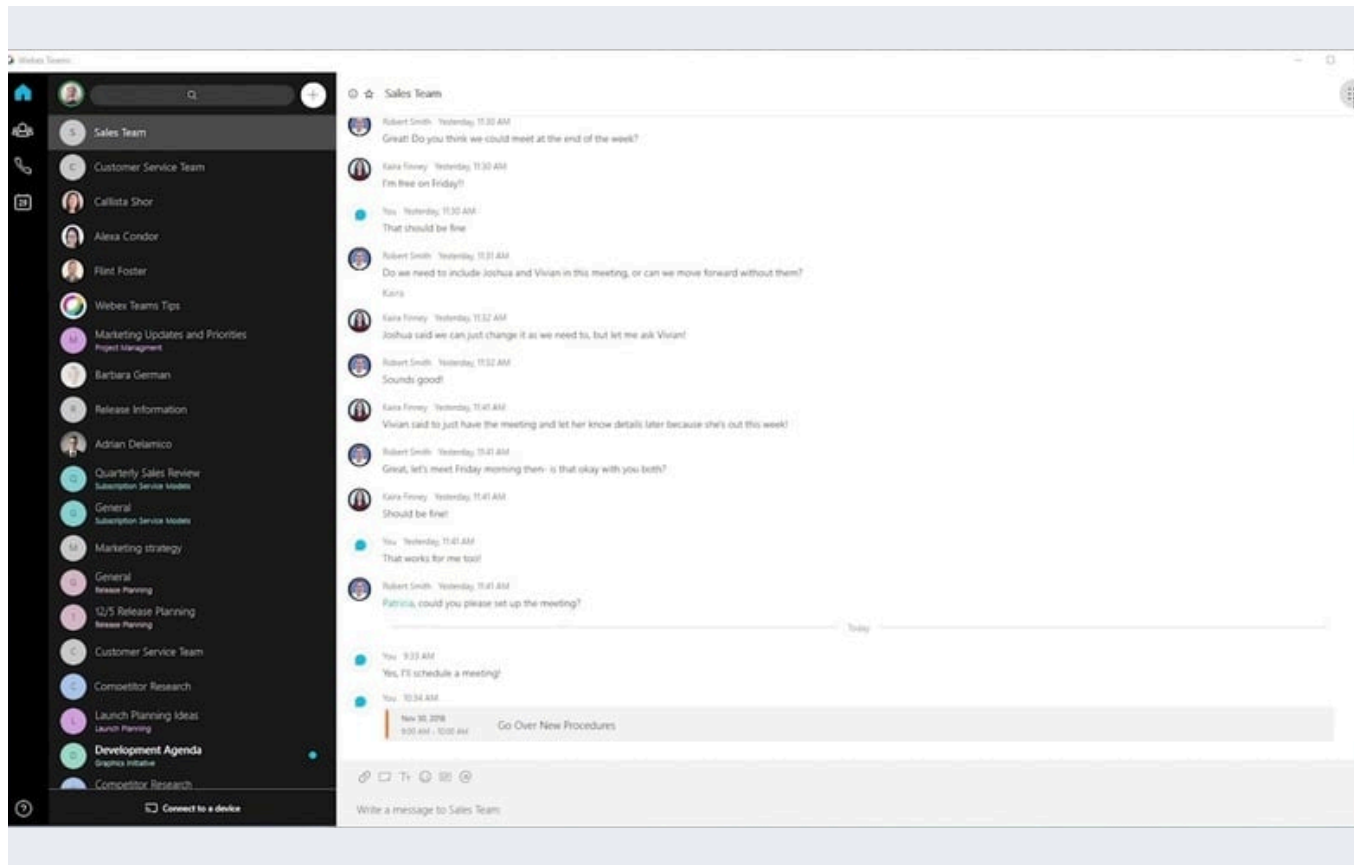
Answer a Call

When you receive a call, you'll see a notification allowing you to:

- **Answer:** to take the call.
- **Decline:** if you can't answer now.
- **Message:** if you want to answer with a chat message instead.

Schedule a meeting from a Space in Webex Teams

You can schedule a meeting directly from a Space in Webex Teams and easily invite all the members.



Step 1

Click the activity menu.

Step 2

Click **Schedule**.

Step 3

Click **Schedule a meeting**.

Step 4

Click **Open**. This will open an invitation in your calendar app.

Step 5

Enter the meeting title, date, and time.

Step 6

Click **Send**.

Schedule a meeting from your work calendar

Your administrator needs to set up Cisco Webex Hybrid Calendar Service for this scheduling method to work.

Step 1

Go to your calendar app, schedule a meeting, and invite some people.

Step 2

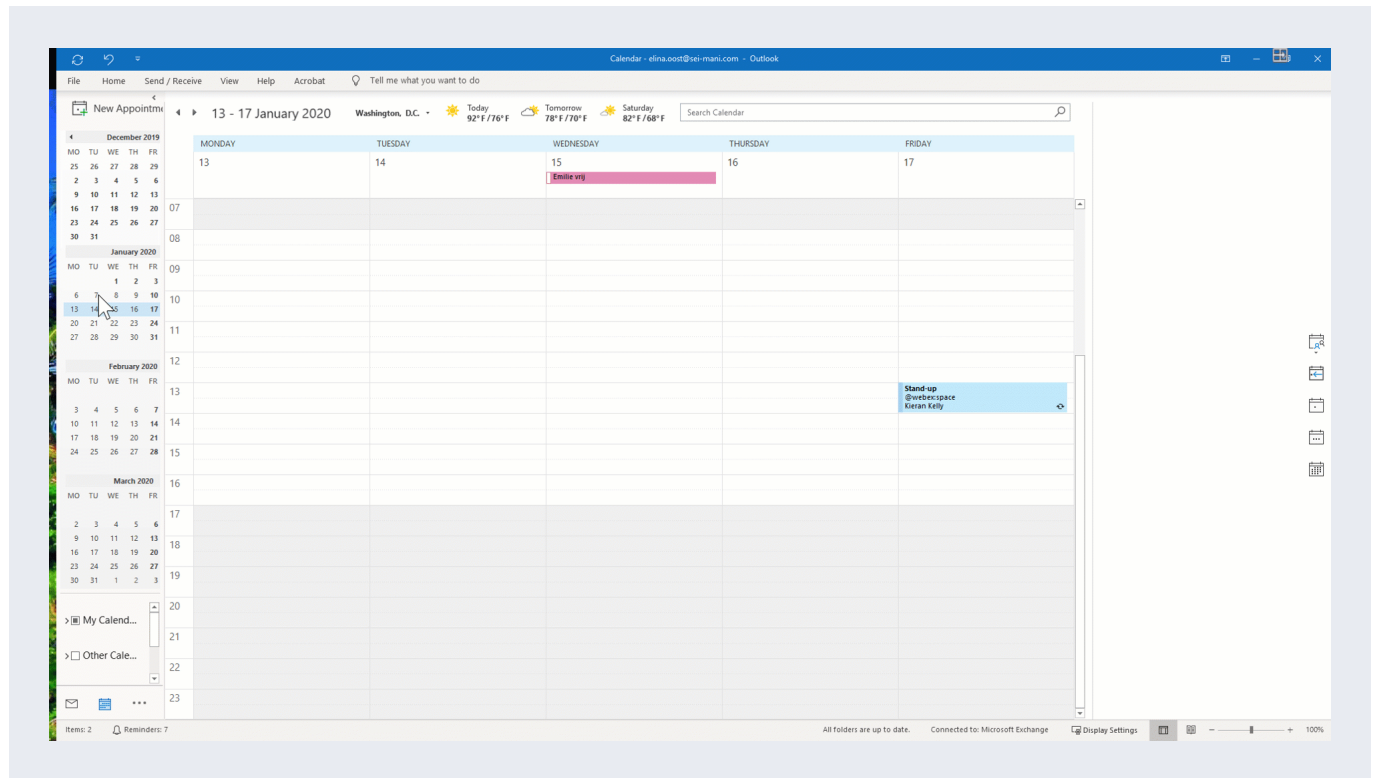
Enter the meeting title, date, and time.

Step 3

Enter @meet in the **Location** field. This tells the system to create a Webex Teams meeting and will automatically add the meeting details after you send it.

Step 4

Click **Send**.



Invite someone from within a call

When a call is running in a Space, you may wish to invite someone as a guest but not add them to the Space. To do this when on the call:

Step 1

Click the ... icon in the meeting window.

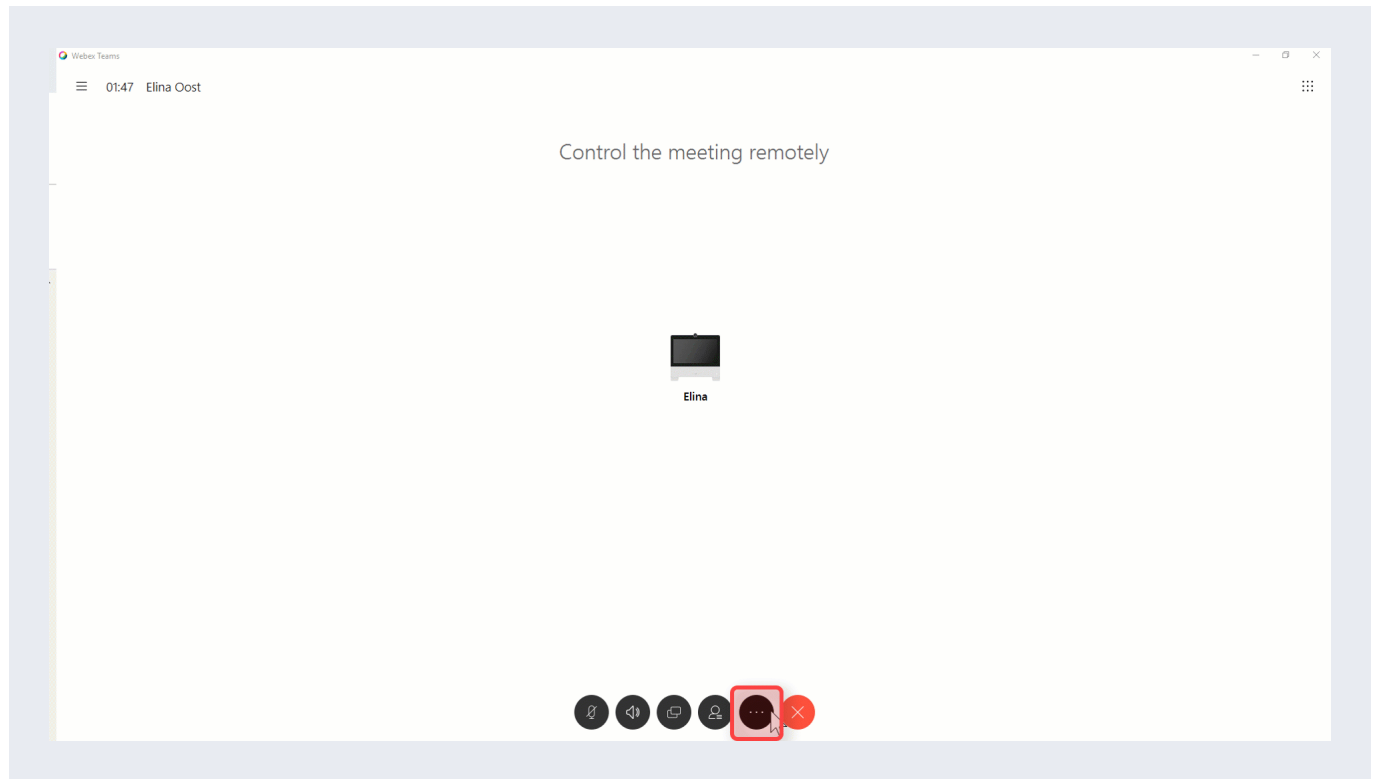


Step 2

Click **Add guest**.

Step 3

Type the name of the person you want to invite or their email address.



Whiteboard

Whiteboards are powerful and simple tools to convey visual ideas and brainstorm on projects. Within Webex Teams you can share whiteboards both during and outside a meeting.

Within a meeting

Step 1

Click the ... icon in the meeting window.



Step 2

Click **New whiteboard**.

Step 3

Use the annotation tool to draw on the whiteboard. You can also continue an existing whiteboard previously shared in the Space.



Outside a meeting

Step 1

Click the Space where you want to share the whiteboard.

Step 2

Click the activity menu.

Step 3

Click **Whiteboard**.

Step 4

Click **New whiteboard**. Alternatively, you could re-open a whiteboard already shared in that Space.

Step 5

Use the annotation tools to draw on the whiteboard.

Step 6

Click the **Share** icon.



Step 7

Click **Post snapshot** for your whiteboard to appear in the chat thread.

Share screen

In Webex Teams you can share your screen with others, including streaming videos.

Step 1

Click the **Share screen** icon.



Step 2

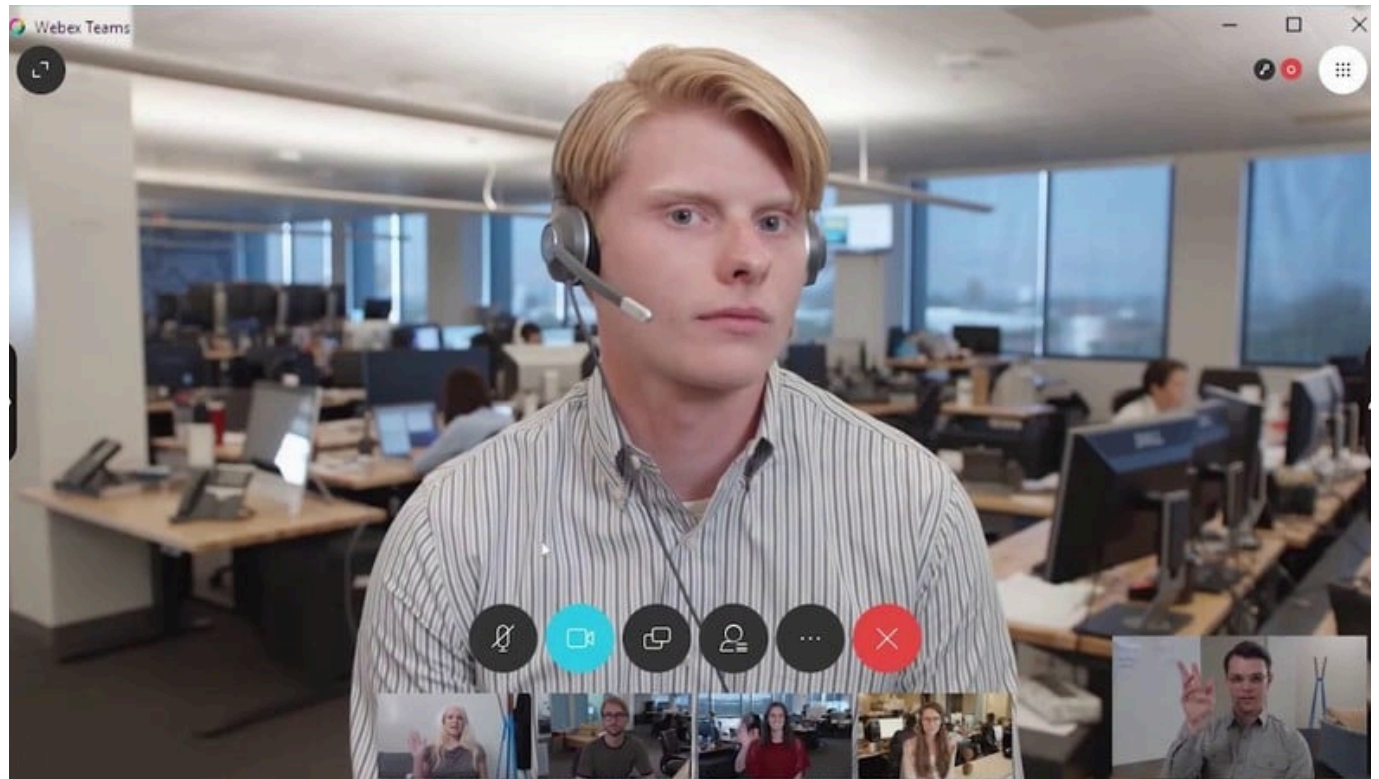
If you are planning to share a video, check **Share computer audio** and **Optimise audio** on top of the screen.

Step 3

Select the screen you want to show.

Step 4

Click **Stop** in the orange bar to stop sharing.



Tips and tricks





Spaces tips and tricks

Add an external participant to a Space

With Webex Teams you are not limited to communicating with your colleagues, you can also invite external people like vendors or customers to collaborate with you in Spaces. And on the lower right corner of the Space, an icon will appear if external participants are included.



Add a Space to your favorites list

You can be more engaged in Spaces that in others. To keep a closer eye on those Spaces that truly matter, you can add them to your favorites list by clicking the star in front of the Space name.



EXTERNAL - Webex adoption, ask me anything (about

Add integrations to your Space








You can see directly in the Webex Teams Space if someone added something new in your CRM, or updated specific documents in dropbox? To get all the information you need in one place, jump to the [Cisco Webex App Hub](#) to check the available integrations.

Can't find what you need?

Jump to [developer.webex.com](#) to build your own.

Check people status

Knowing if people are available is important when you need to communicate with them. With Webex Teams, just use the **Search** field to find someone and hover over their picture to get more information.

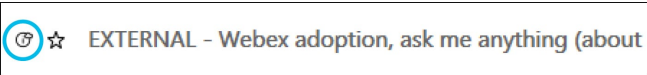
Picture appearance	Status
	Green border—Active in the last 10 minutes.
	No border—Active in the last 24 hours.
	Translucent profile picture—Not active for more than 24 hours
	Moon—Do not disturb.
	Airplane—The out of office reply is set in Microsoft Outlook
	Video—In a meeting or on a call. Can't be seen when using the mobile app.
	Sharing—Sharing a screen or application. Can't be seen when using the mobile app.

Turn on announcement mode

What if you need to dispatch information to an audience without a long thread of reactions? Switch on **Announcement** mode.

Step 1

Click information in front of the Space name.



Step 2

Click **Moderate** Space.

Step 3

Click **Yes**.

Step 4

Click information in front of the Space name.

Step 5

Click **Turn on Announcement** mode.

Step 6

Click **OK**.





In-meeting tips and tricks

Separate the Teams app and the meeting window

When attending a meeting in Webex Teams, the meeting window appears integrated within the chat window. If you prefer to have 2 distinct windows and pop up the meeting window separately, just click the **Undock video** icon in the top right.



Lock your meeting

Anyone with the meeting link can enter your meeting unless you lock your meeting. Uninvited people will be placed in a lobby where you can decide whether you want to let them in or not. To lock the meeting:

Step 1

Click the ... icon.



Step 2

Select **Lock meeting**.

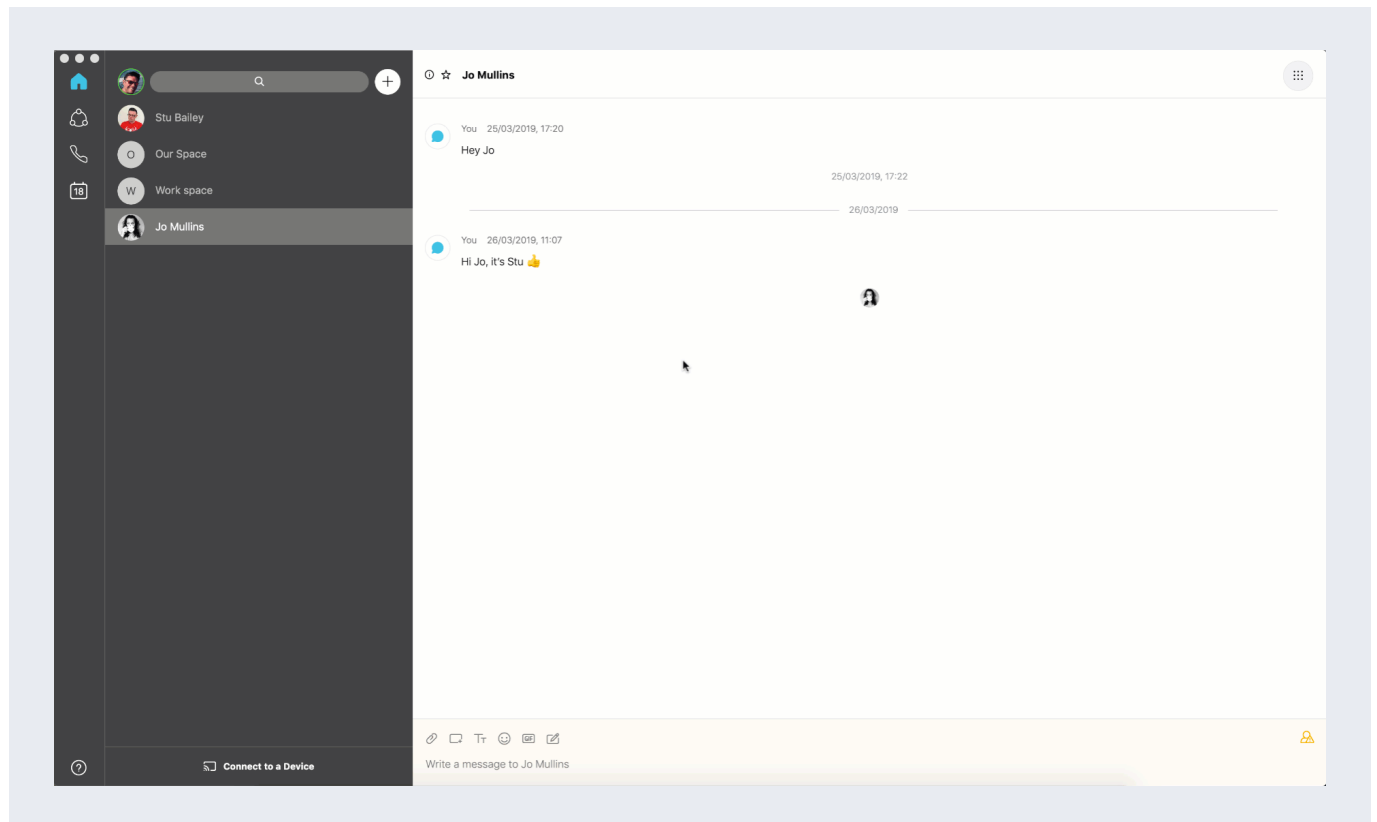
Get on-demand help from the Help Bot

Learning how to use a new tool isn't always easy, especially when you have a ton of other things to do! Try messaging the Help Bot in Webex Teams for help to get you up, running, and ready to go in no time.

Contact the Help Bot:

1. Go to the **Home** button.
2. Click the plus icon.
3. Select **Contact** a person.
4. Type in the Help Bots display name, which is Help Bot.
5. Choose the bot from the results list to start your Space.

Pro tip: In your new Space with Help Bot, simply say 'help'. The bot will send you a greeting and some options to help you out in specific areas. Pick one or ask your own question. Get a virtual helping hand whenever you need it.



Connect with people like you

Why not create a Space and invite like-minded people to join up. Take away the hassle of trying to find people who share the same interests, let them come to you!

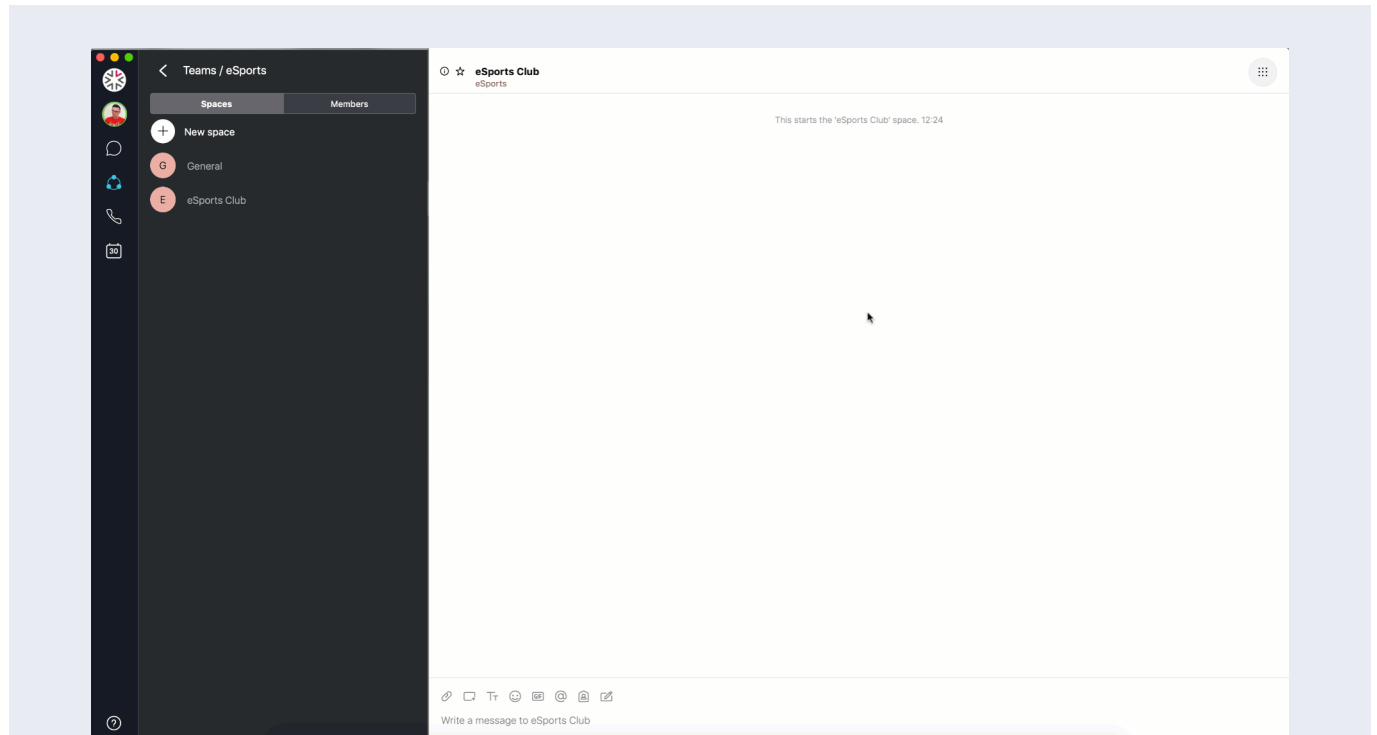
Add the Eurl bot to your Space to make it public, so people can join and find the Space by themselves. Get a simple, short URL or a QR code, share it on social media, over email or print a poster. With one click or scan, people will join your space and connect in an instant.

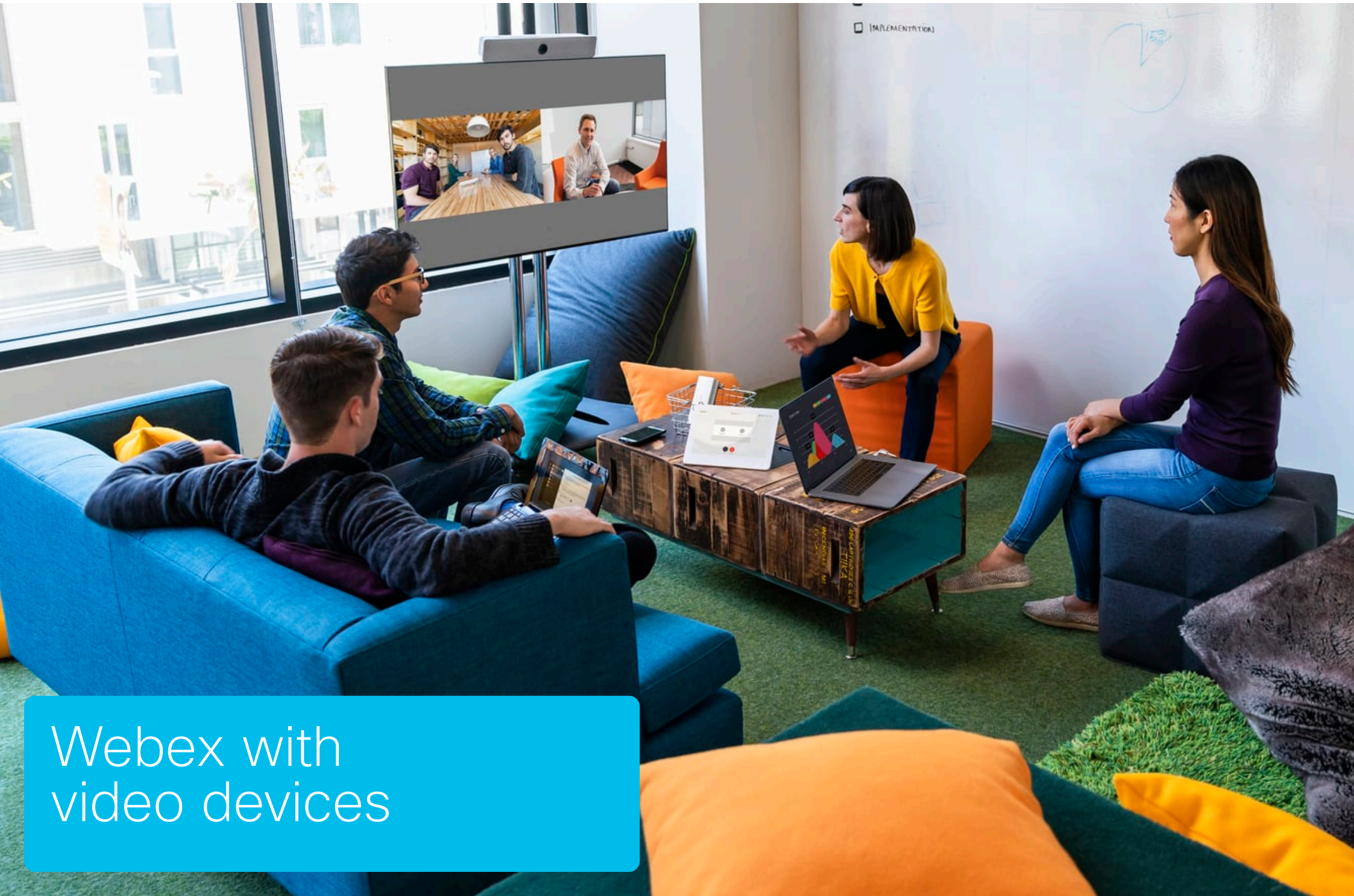
Add Eurl to your space:

1. Go into the Space where you want to add Eurl.
2. Click on the activity icon, in the top right of the Space.
3. Click the **People** icon.
4. Click **Add** people.
5. Type Eurl to find the bot.
6. Click **Eurl**.
7. Click **Add**.

Eurl will now display a list of commands you can ask the bot to do, by typing @Eurl and then the command.

Type **@Eurl url** to get your shareable short URL and share away.





Webex with
video devices



Webex Teams with video devices

Webex Teams allows attendees to join from Cisco video devices. If your device is connected to Webex Cloud, it will automatically detect your Webex Teams app so you can join your calls on the device.

Joining a meeting using a Cisco video device

Step 1

Join the meeting from your computer.

Now

Step 2


Click **More options**.


 Join with video

More options ▼

Step 3

Select the Webex device you want to use.

 Use Phone for Audio

 My Computer

 Webex Room device

Step 4

Click **Join with video** button.

 Join with video

Switch from mobile to Webex device

It's easy to start a meeting on your mobile and switch anytime to a Cisco Webex device.

Step 1

Tap the ... icon.



Step 2

Tap **Move call**.

Step 3

Tap the Cisco Webex device you want to use (only cloud-connected devices will be detected).

Step 4

Tap **Move**.

For more on using Webex Boards, check out the [Webex Boards Essentials](#)



Share content on a Webex device wirelessly

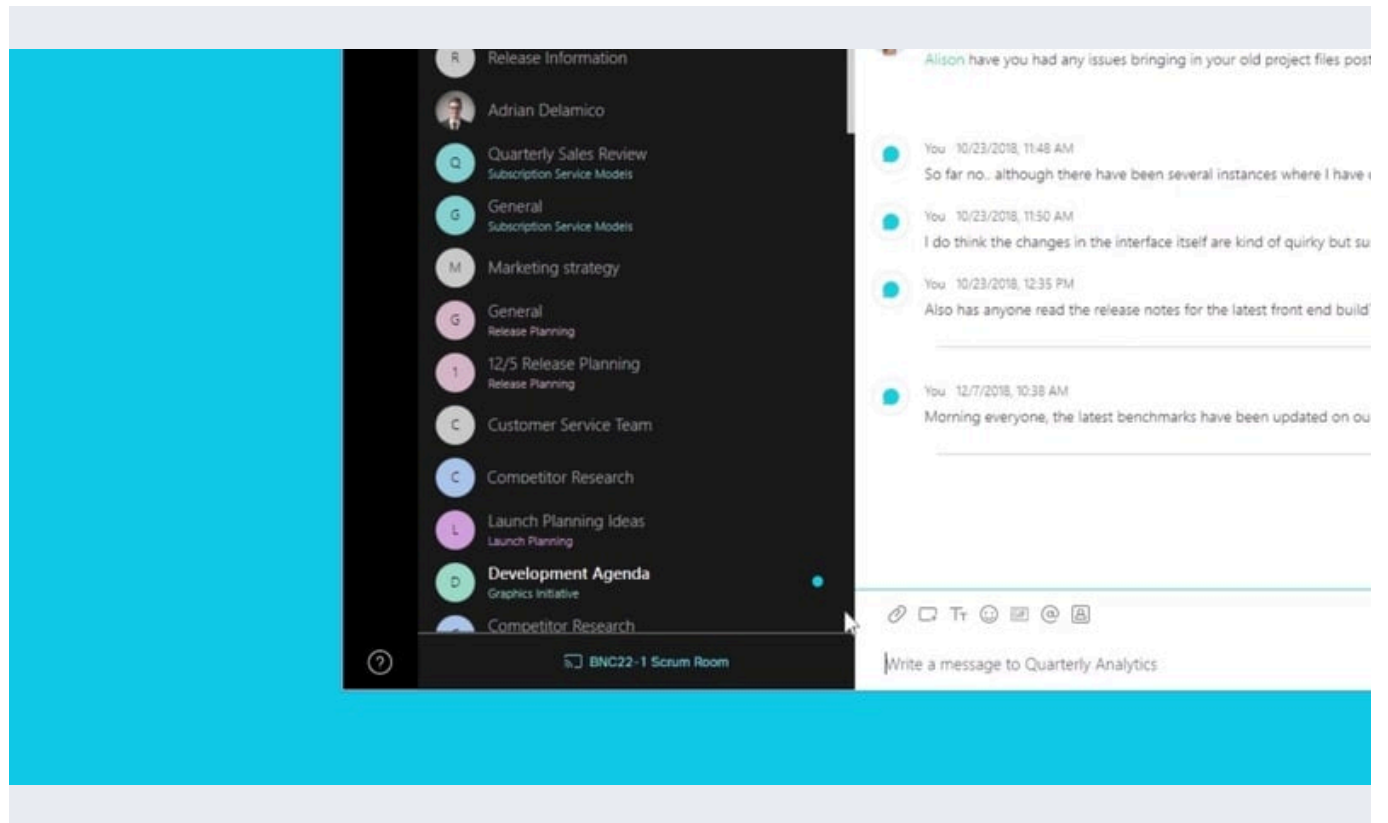
What if you could use Webex Teams as a wireless projector when you want everybody in the room to see what you are sharing, directly on the connected Webex device?

Step 1

Search or click the device in the lower-left corner.

Step 2

Click the **Share**.



A blurred office background showing several people working. A woman with curly hair is in the foreground, smiling and looking towards the right. A man is partially visible on the right, and another person is in the background on the left.

Getting more out of Webex Teams

Resources to learn more about Webex Teams

To learn about more options and gain expertise:

- [1. Access step by step tutorials.](#)
- [2. Attend free training sessions.](#)
- [3. Join the Webex Community.](#)
- [4. Check the latest improvements.](#)



Thank you for reading

Faculty and student Webex essentials

