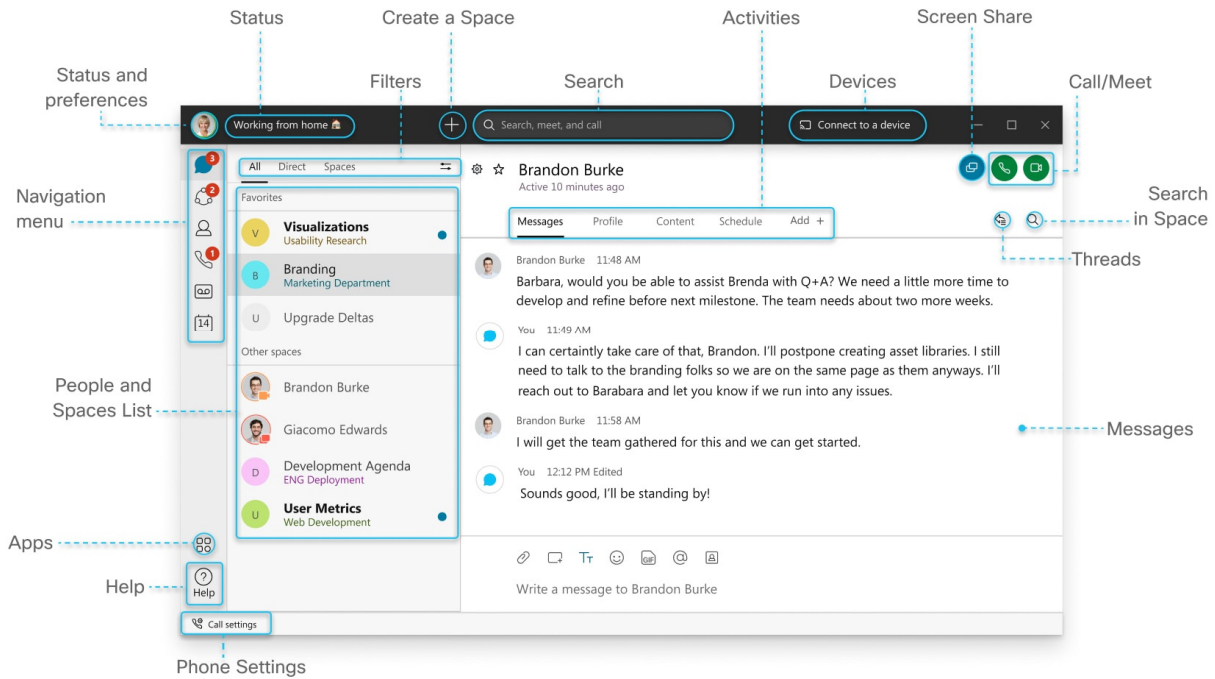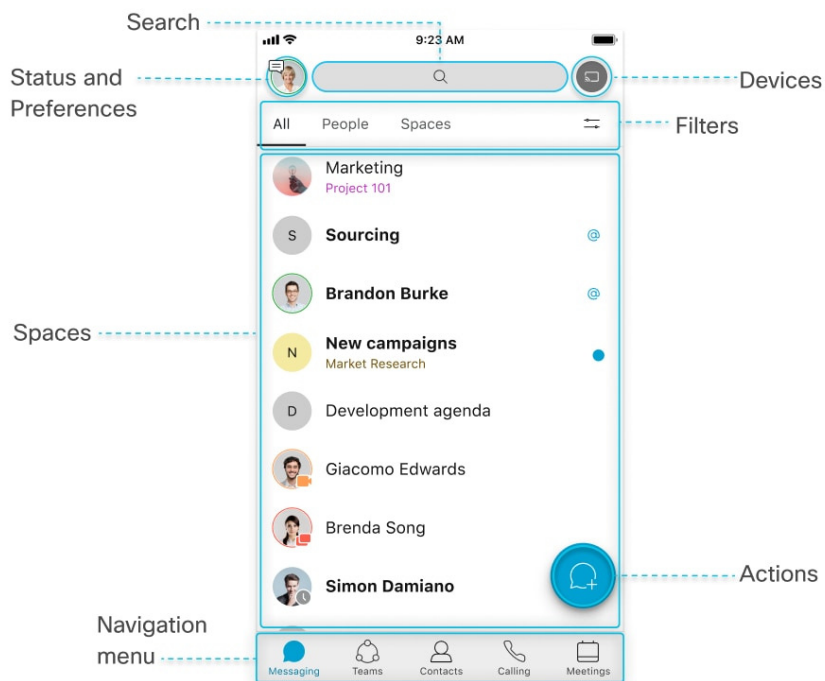# The Webex Teams User Interface

Welcome to the Webex app. Take a look around to get used to the app's interface and how we talk about it.
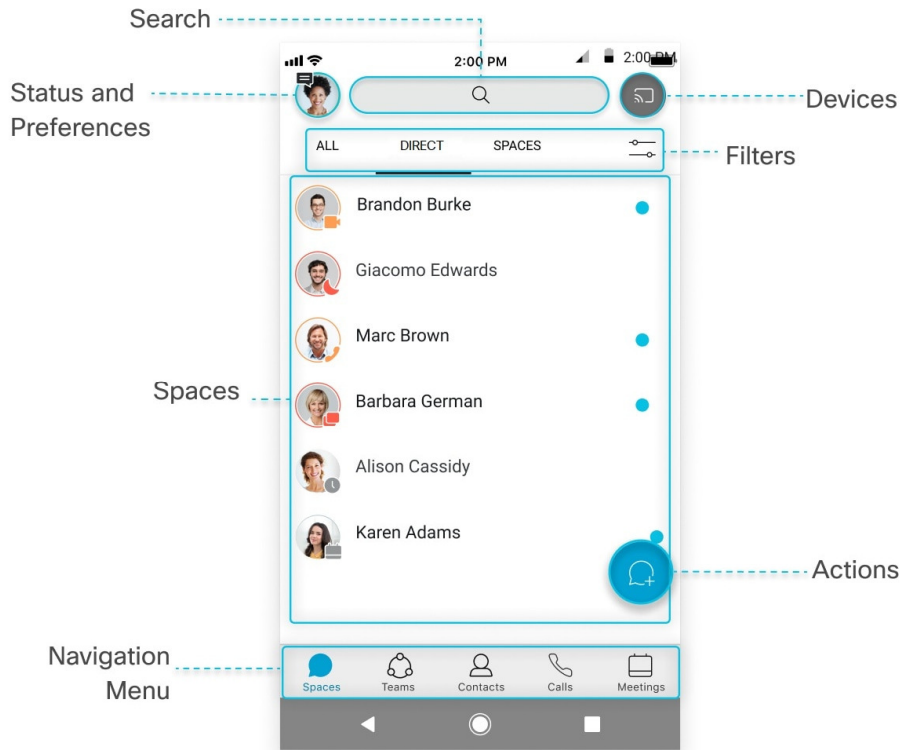
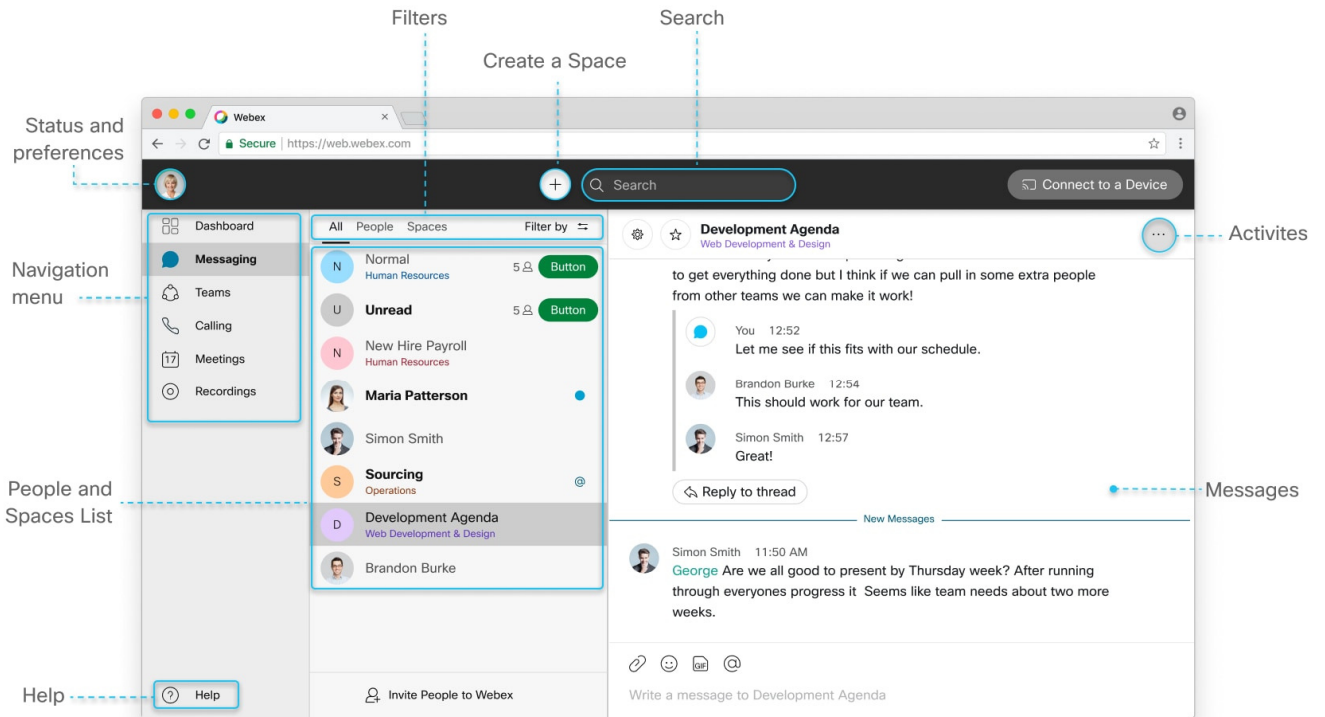## Webex for Windows and Mac

Webex for iPhone

Webex for Android

Search

Status and Preferences

Devices

Filters

Spaces

Actions

Navigation Menu

Spaces	Teams	Contacts	Calls	Meetings

ALL DIRECT SPACES

Brandon Burke

Giacomo Edwards

Marc Brown

Barbara German

Alison Cassidy

Karen Adams

Webex for Web

Filters

Search

Create a Space

Status and preferences

Navigation menu

People and Spaces List

Help

Activites

Messages

Dashboard

Messaging

Teams

Calling

Meetings

Recordings

All People Spaces   Filter by

N	Normal	5	Button
	Human Resources		
U	**Unread**	5	Button
N	New Hire Payroll		
	Human Resources		
	Maria Patterson		
	Simon Smith		
S	**Sourcing**		@
	Operations		
D	Development Agenda		
	Web Development & Design		
	Brandon Burke		

Invite People to Webex

Development Agenda
Web Development & Design

to get everything done but I think if we can pull in some extra people from other teams we can make it work!

You 12:52
Let me see if this fits with our schedule.

Brandon Burke 12:54
This should work for our team.

Simon Smith 12:57
Great!

Reply to thread

New Messages

Simon Smith 11:50 AM
George Are we all good to present by Thursday week? After running through everyones progress it Seems like team needs about two more weeks.

Write a message to Development Agenda

Help

On Windows and Mac, you'll see **Help** ⑦ at the bottom of your spaces list. By default, that link brings you to our Webex page on our Help site, but your administrator might customize that link to direct you to another site instead.

Spaces

Your group work takes place in spaces, either in groups or in direct messages with another person. They display prominently so you can get to them whenever you need to. Your most recently active spaces are at the top. If anyone has added you to a new team or space, you'll see it here too. When someone's posted a new message in the space, you'll see the bolded space name.

You'll sometimes see icons letting you know what's happening in your spaces. These notifications give you information about new messages you've received and spaces you've been added to.

Navigation Menu

Switch easily among your message, team, call, and meeting views. Messages appear by default, but your teams, calls, and meetings are just a click away. When you have unread messages in your spaces or teams, you'll see counters next to **Messaging** ⬭ and **Teams** ⌘.

Profile and Preferences

In the app header click your profile to update your picture or name, access your settings and preferences, and set your availability. If you have some important work to finish or are on a call, let people know that you don't want to be disturbed: whether that's for a few minutes or an entire day is up to you.

Status

In the app header click **Set a status** , select a status from the list or create and share any status you want, so your colleagues know what you're up to.

Search

In the app header, just click 🔍 **Search, meet, and call** to search through the history of your conversations to find people you're talking to, spaces you're in, messages you received, and files you need.

Filters

Click ⇌ to see the available filters. Then, select a filter to show just the messages or spaces you want to see.

Tap ⇌, on your mobile device to see the available filters. Then, select a filter to show just the messages or spaces you want to see.

Start a Conversation, Make a Call, or Add a Contact

In the app header, click ⊕ , and select **Send a direct message** to create a direct message space between you and just one other person, or select **Create a Space** to start a group conversation. You can also select **Make a call** , or select **Add a contact** .

Tap 🔵 , on your mobile device and select **Send a direct message** to create a direct message space between you and just one other person, or select **Create a Space** to start a group conversation.

Devices

In the app header on Windows and Mac, you can connect automatically with Webex devices from the **Connect to a Device** menu. When connected, you can share your screen, start a call, or open a space (on Webex Board). You can also connect to your desk phone from the menu to make calls and join meetings. If you have a lot of devices close by, you can set certain devices to not automatically connect.

Activities

Whenever you're in a space, click the activity menu tabs to get access to all the different activities you can do:

Messages — Messages are where you chat with colleagues. We keep these messages secure so you can feel confident sharing your work ideas in Webex.

People —see who's in the space, or if you're a moderator you can add people to the space.

Content :

- —find your shared files, photos, and whiteboard content.

- —create and share content on whiteboards.

- —see all links shared in the space.

Schedule —create a meeting from the space or get a list of meetings already scheduled for the space.

Call/Meet

 Audio—make an audio call to a person.

 Video—make a video call to a person.

 —start a meeting with everyone in the space.

My threads

—see threads that you are a part of in the space.

Search in space

Click to search through the conversation history of the space you're in, to find messages you received, and files you need.

> Although we didn't show these options on mobile, just click a space name from the list and click the activity menu to choices.