

Cisco Webex Teams

Getting Started with Cisco Webex Teams App

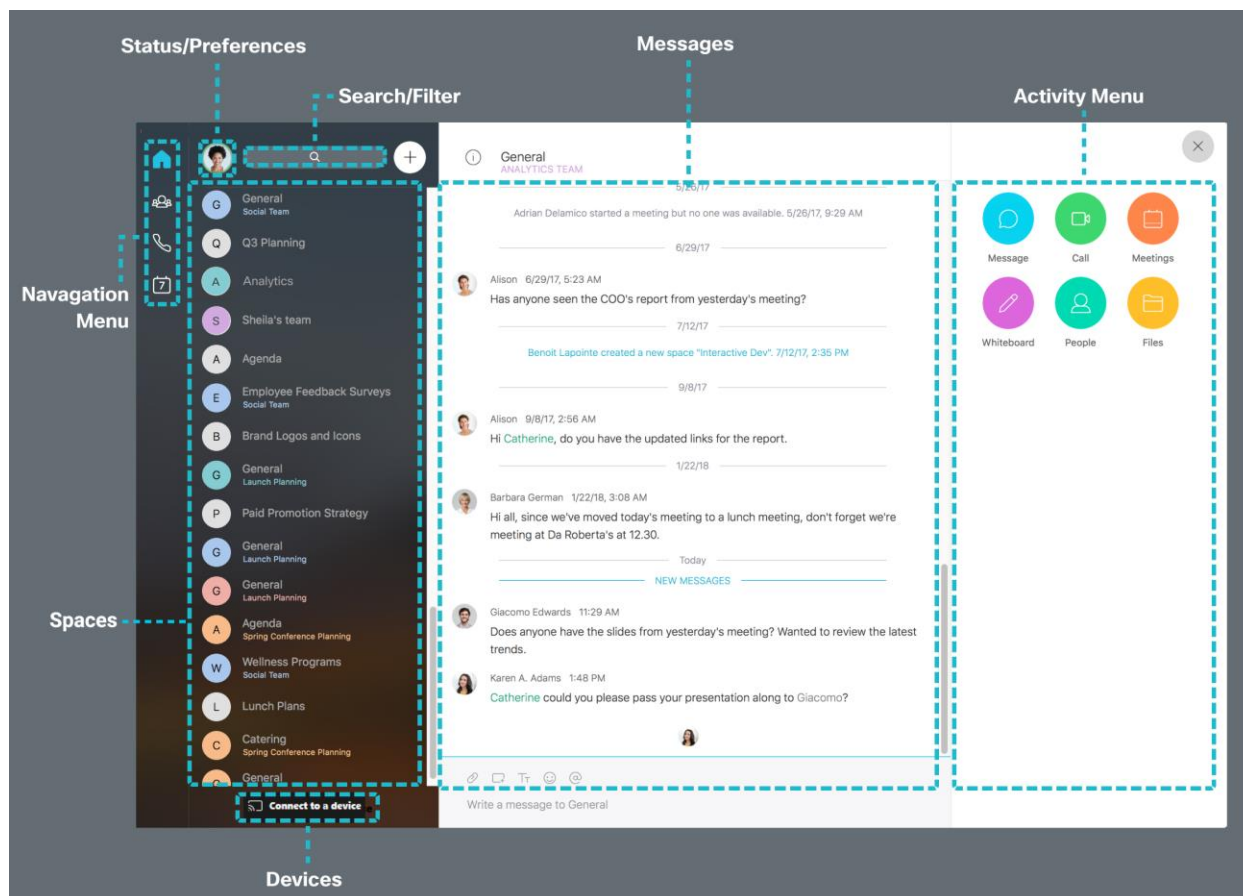
Webex Teams brings together all your people and communication tools in one secure and easy-to-use app. You can create, share, and get work done with your team regardless of where you are located.

Download the Webex Teams App

If someone invited you to Webex Teams, you should have received a welcome email with instructions.

Otherwise, you can download the app and set up an account on your own.

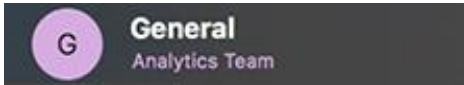
The Webex Teams app is simple. Find navigation on the left, activities on the right, and messaging in the center.



Read and Send Messages


Get started right away in Webex Teams by reading and sending messages to people directly or to everyone on your project team.

Read new messages—just look for the bolded space name and click one to read one.

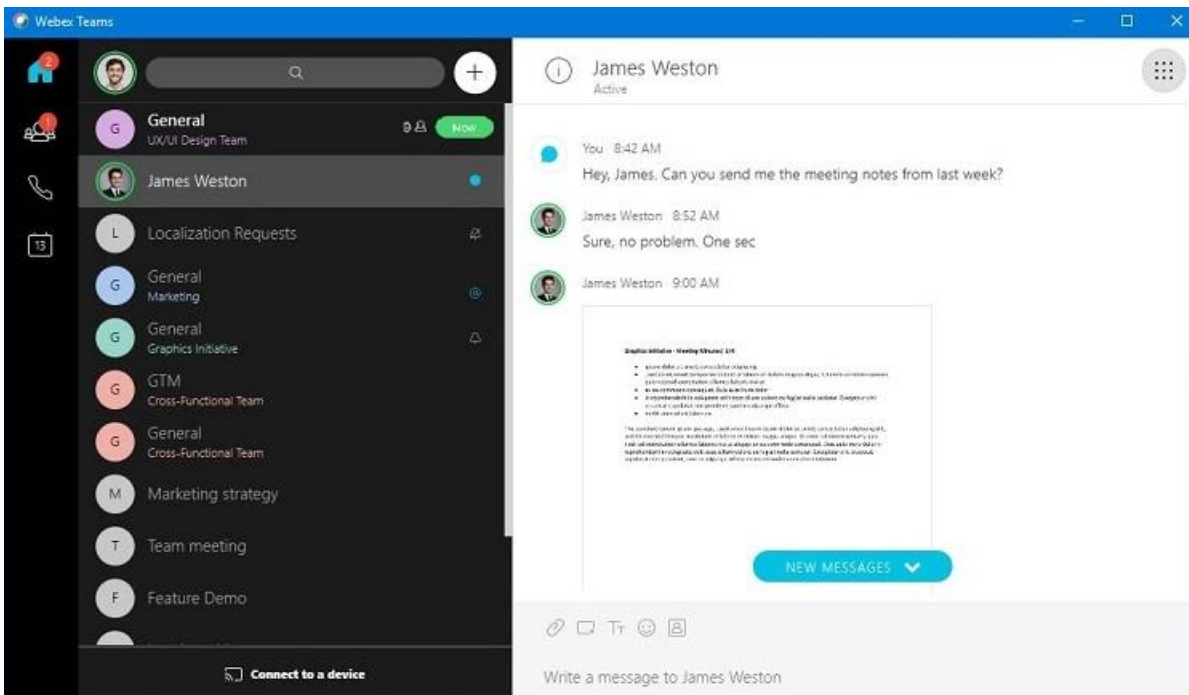


Send a message—You can send a message directly to just one person or to several people.

To send a message to a person, click  and choose **Contact a Person**, enter their name or email address and press Enter.

To send a message to several people, click  and choose **Create a Space**. First, name the space. Then select **Create**, and enter the names and email addresses of the people.


The next time you want to send a message, you can just select the name from your spaces list.



Meet and Call People



You can handle video calls and schedule meetings right from Webex Teams, whether you're using it on your computer or mobile phone.

Answer calls—when your app rings, just select **Answer** when you're ready to answer the video call.

If you don't want anyone to see you, click  to turn off your video.

Call someone using their email, name, or phone number—Go to Call  and enter that info to call them.



Call someone from a direct message—In a conversation just with that person, go to the activity menu  and choose Call .



If you do this in a space with several people, everyone's app will ring, and you'll start a call for the entire space.

Schedule a meeting with other people in a space—Go to the activity menu , choose Meetings  and follow the instructions in the app.

Share Files and Whiteboards

Get input on meeting agendas, presentations, or share photos from your last off-site visit. Sharing files, photos, screen captures, videos, and whiteboards is simple in Webex Teams.

Share files—Drag and drop your file into the space, and then press **Enter**.

View shared files—Go to the activity menu , choose Files , and scroll through the available files.

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Files (6)

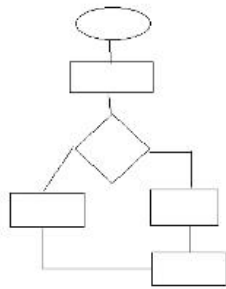


Event planning tracker.xlsx
Alison Cassidy • 3/8/2017



Event planning tracker.xlsx
Alison Cassidy • 3/8/2017

Create whiteboards—Go to the activity menu  , choose **Whiteboard**  , and then select **New**.



All whiteboards New



Post snapshot