

STEP 04

Meet your co-workers in seconds.

Many instant messages are a prelude to a real-time call. In a video call, you can communicate more in five minutes than you can in hours via email. It takes two clicks.

- A** Click the space activity button top right in the app window.
- B** Click the **Meet** button to be connected.



Meet

STEP 05

Manage notifications.

You'll already be in a few spaces. Some of these will be very active. Control alerts and notifications to minimize interruptions and see the content you want. Here's how.

- A** In any space, click the icon at the top left in the spaces screen.
- B** Click **Notifications**.
- C** Choose how you want to be notified from the pop-up window.
- D** Click **Save**.



STEP 06

Create spaces and teams.

Create your own teams and spaces to share ideas, best practices and collaborate to achieve common goals and outcomes.

STEP 07

Flag content.

See a message, file or image you want to come back to because you're too busy? Flag it and view your flagged list by clicking into the search bar.

STEP 08

Find content.

Search for anything and filter by files, people, spaces and messages to narrow the results.

STEP 09

Start meetings.

Use Webex to create and join online meetings. Get notifications of upcoming meetings and join with one click. Send messages and share content to everyone during the meeting. Recorded meetings are automatically shared in your space, after.

Join

Cisco Webex

Hey executive assistant!

Get started with Webex today



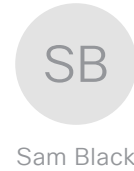


STEP 01

Make your presence felt.

You're on Webex. What now? First, upload your profile picture because people are more likely to connect and respond when they can see it's you.

- A** Click on your profile image with your initials.
- B** Click inside the large profile image holder.
- C** Browse for the picture you want to use and upload.
- D** Click off the screen to save your changes.



STEP 02

Connect with a co-worker.

Start a 1 on 1 space when you need to reach your team member. Exchange ideas quickly. All your conversations and documents will be saved in the space for later reference. Unlike email, there's a visual indication of who has seen a message.

- A** Click the plus icon at the top of the screen.
- B** Click **Contact a Person**.
- C** Type the person's name.
- D** Hover over their profile picture.
- E** Choose to **Message** or **Call** them.



Message

Call

Work how you do, but faster.

Hangout with people like me.

Bring together all the executive assistants to share knowledge and best practices. With a tighter executive assistant community, work is easier and more fun.

Always be there for your executive.

Use Webex to delight your executive by giving them the information they need all in one place.

Error-free travel and event planning.

Webex can bring together people from inside and outside the company to work on every detail. Put travel conversations and content all in one place, so your executive has all the information at hand.

STEP 03

Start conversations.

When sending a message in a space, use the rich text editor to write longer, formatted messages with attached files. There's also a neat way of taking screenshots that are automatically placed into the message stream.