# Hey executive assistant!
Hangout with people like me

Bring together all the executive assistants to share knowledge and best practices with Cisco Webex. Use one space to store important procedures, emergency numbers, IT and facilities contacts.

Ask 'how do I' questions to your peers for fast answers you can read on any device. Use the powerful search feature to find any piece of information previously shared.

Use the space to give new co-workers a warm welcome and onboard them faster with up to date accurate information about how things work around here. Use it to organize social events and as a virtual watercooler to exchange experiences, news, and laughter.

With a tighter exec admin community, work is easier and more fun.
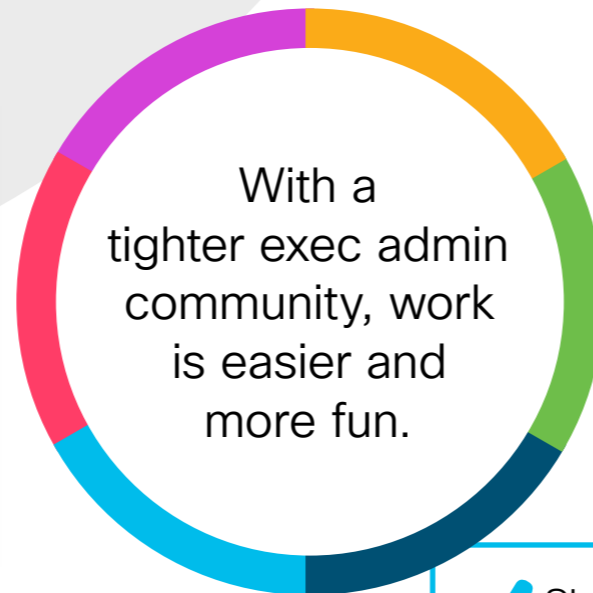
✔ Share best practices.
✔ Chat by a virtual watercooler.
✔ Have help and support on tap.

Build your community

Create a team for your network of admins and give it a descriptive, memorable name. Make different spaces for talking about different topics that are relevant to you.

How to create a space

Invite people

Invite your co-workers to join the space. It's private and invitation only, no one else in the company will know it exists. Write a message asking everyone to introduce themselves to get the conversation going.

Send a message

How to invite people to spaces

Help when you need it

When you want a second opinion or need help with a task, post a file or picture in the space. Share the things you've learned with your exec admin community.

How to upload files

Keep organized

Over time some content will be more important and have a longer life. Bookmark files and messages by flagging content to easily refer back to key documents and conversations.

How to flag content

Make work fun

With your colleagues, you can have a bit more fun. Use emojis, host digital events, or send gifs to encourage your teammates and react to events.

Share emojis and gifs

Love this?