

# Hey executive assistant! Always be there for your executive

There's no such thing as a typical day in the life of an executive assistant. You're constantly providing your executive with the information they need in the office and on the go. You send the quick, short confirmations and addresses. You find, edit and share the right reports and presentations at the right time. What if you could send all this content in one place that automatically alerts your executive? They can read it anywhere, anytime, and on any device. You can know for sure they've seen it. Here's how to do it with Cisco Webex.



Delight your executive by giving them the information they need all in one place.

- ✓ Reduce emails.
- ✓ Know what they've seen.
- ✓ Connect while mobile.

## Get started

Invite your executive to join a Webex 1 on 1 space with you. Use this single, secure space to have all conversations with your executive.

[Invite people to spaces](#)

## Stay in touch

Send messages and links to important information. If you're furiously messaging, escalate to a quick video call to have the best communication right away.

[Send messages](#)

[Call on the fly](#)

## Access what you need

Upload any file your exec needs access to. Everything you shared will be stored for later. They can find all your old messages and shared files with a simple keyword search.

[How to upload files](#)

[How to search](#)

## Stay organized

Simply flag key documents or messages. Teach your executive how to flag content so what they need is always at their fingertips

[How to flag content](#)

## Be the connection

Facilitate the conversations your executive needs to have quickly. Start a group space with you, your executive, and anyone else they need to connect with. You can ask the question the exec needs, and then the executive can immediately see the answer from the expert. @Mention your executive to make sure they see the response right away.

[Create a space](#)

[@Mention](#)