

#### STEP 04

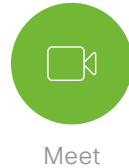
### Meet your co-worker in seconds.

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 activity menu button at the top of your space window.



- B** Click the **Call/Meet** button to be connected.



#### 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 activity menu button.

- B** Click the **Cog** icon at the bottom-right of the window.



- C** Click **Notifications**.

- D** Choose how you want to be notified from the pop-up window.

- E** Click **Save**.

#### STEP 06

### Create spaces and teams.

Create your own teams and spaces to share ideas, best practice 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

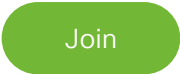
### Find content.

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 content to everyone during the meeting. Recordings are automatically shared in your space after.



## Hey field workers! Get started with Webex today





### Work how you do, but faster.

#### Delight customers by fixing problems faster.

Crowdsource from your team to get solutions quickly. It could be a workaround, quick fix or a simple answer. Delight your customers everytime with a rapid response.

#### Heard it through the grapevine.

No more fear of missing out with company news at your fingertips. Webex gives you access to all of the spaces, updates and latest information from your team or head office, all on your mobile phone.

#### See it. Say it. Fix it.

Use Webex to help take care of our facilities and environment by reporting equipment faults, hazards or even security breaches. You'll know exactly who, when and how many people have seen your message instantly, right from your mobile phone.

### 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 on the enlarged image again.
- C** Browse for the picture you want and upload.



Sam Black



### STEP 02

#### Connect with co-workers.

Start a 1 on 1 space when you need to reach your teammate. 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's seen a message.

- A** Click the plus icon at the top of the screen.
- B** Click **Contact a Person**.
- C** Start to type person's name under "Contact a Person".
- D** Click on their name.
- E** A space is created.



### STEP 03

#### Start conversations.

When sending a message in a space, use the rich text editor/markdown 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.

