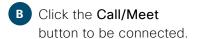## STEP 04

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.

◎ **Your space name** ▾

B Click the **Call/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 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

Join

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.

Cisco Webex

Hey human resources!
Get started with Webex today

Cisco Webex brings everyone and everything together in one simple-to-use, secure place. Moving work forward has never been easier.

Scale your HR organization.

Before, we were stretched. Now we add more value across the business.

Don't spend all your time answering questions, move your manual and repetitive tasks to Webex. Free yourself up to work on strategic initiatives and improve company culture.

Uncrack the code to identifying and onboarding the best talent.

Reduce interview and onboarding time. Don't be slowed down by email, calendars and disjointed processes. Streamline all this and more by using Webex today.

Turn employees into teams

With more employees spread across the globe it's getting harder for teams to work together and collaborate. With Webex be more social and less siloed. Enjoy being more connected and have a real team culture.

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.

SB

Sam Black

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.

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.