

## 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 06

### Create spaces and teams.

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

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## 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.

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## STEP 08

### Find content.

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

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## 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.

Join

## Hey finance! Get started with Webex today





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

### Work how you do, but faster.

#### Plan your budget faster with Webex.

Reduce the pain of budget planning and unite your stakeholders to make the tough decisions. Stop wasting time on the “back and forth” of getting agreement. Use Webex to access your stakeholders’ plans and updates, in real time.

#### Always be there for your business partners.

Webex is the place to build trusting relationships. It’s a single place to see messages, status updates and all files shared. It’s secure and a place to give and get help from your co-workers instantly.

#### When it’s crunch time, connect faster.

It’s crucial to have the right information in the right place. Using Webex eliminates separate email streams, making it faster and easier to communicate with your team.

## 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.



## 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.



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**.

