

## 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

**Cisco** Webex  
Teams

Hey people manager!  
Get started with  
Webex today





Work how you do, but faster.

Always be there for your team.

Cisco Webex is the single place to see all your team's messages, status updates, and files shared. With one flow of conversation, you will always know how your team members are doing and when you are needed.

Keep your finger on the pulse.

No longer are your resources disconnected. With Cisco Webex you have line of sight of the big picture and can keep your team on track. Your team can @Mention you when they need your attention.

Busy calendars aren't a barrier anymore.

Don't wait for your team's calendars to line up to start a discussion. Have open and constant communication with your team anytime. Brainstorm and build interest in an idea on the fly.

## 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.

- Click the plus icon at the top of the screen.
- Click **Contact a Person**.
- Start to type person's name under "Contact a Person".
- Click on their name.
- 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

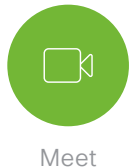
### Meet your co-worker in seconds.

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.

- Click the activity menu button at the top of your space window.



- 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.

- In any space, click the activity menu button.
- Click the **Cog** icon at the bottom-right of the window.
- Click **Notifications**.
- Choose how you want to be notified from the pop-up window.
- Click **Save**.

