

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 project manager! Get started with Webex today





Work how you do, but faster.

Effortless stakeholder management.

As project managers, we know how vital it is to keep sponsors and stakeholders constantly up to date with progress, risks, and issues. Use Webex to boost the signal and reduce the noise around stakeholder updates.

Get changes approved before submission.

Use Webex to bring together approvers, implementers, and project managers to review changes prior to formal submission. And keep your team informed of the progress as it happens in real time.

A new way of delivering projects.

Webex keeps all project communications and content in one place, with integrated messaging, meeting and file sharing. Create high-visibility of all activities with agile information exchange.

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**.

