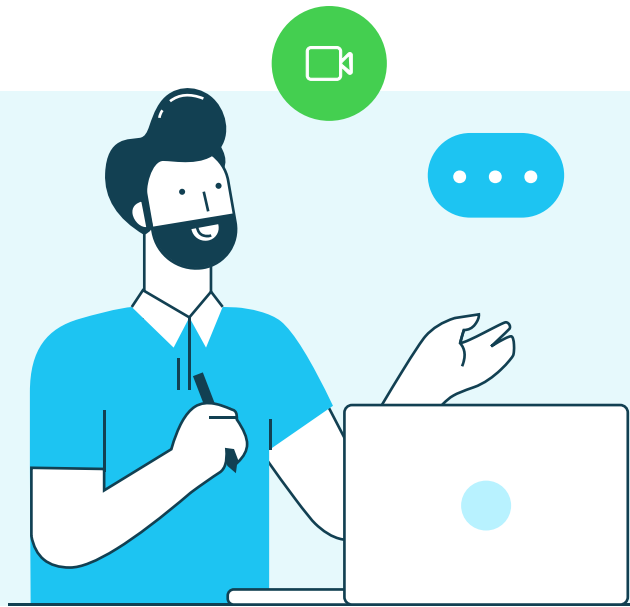


Getting started with Webex Teams



Download the desktop and mobile apps from
www.webex.com/downloads.html

Or access Webex Teams in your browser by
visiting teams.webex.com

Direct and Team Messaging

- ✓ Tap the “+” icon to send a direct message or create a group space or use the search bar to find an existing space.
- ✓ In the message area, you can format messages with bold, headers, and markdown.
- ✓ Use the “📎” icon to attach and share files with everyone.
- ✓ Grab screenshots and share them in the chat to give context to your conversation.

Meet with someone in an instant

- ✓ Open the space with the person or group you want to meet.
- ✓ Click the Green Call/Meet “📞” button.
- ✓ When prompted select Start meeting.

Answer a call

If someone is calling you, you’ll see a pop up to “Answer” or “Decline” the call in the bottom right hand corner of your screen.

Join an ongoing meeting

Click Join or Answer when prompted, when the meeting starts.

OR

If you have calendar service configured, you will see a green Join timer button in your Spaces list. Click on this green button and select “Join” from menu on the popup modal.

Mute your microphone

To reduce background noise, use the mute button to mute yourself if you don't want to others to hear your background noise.

Turn on your video

Make sure your video is turned on. If you have low bandwidth, you can turn off your video to improve quality.

Share your screen

From within the meeting, click the “🖥️” icon and select share your screen or a specific application.

Need help getting started? Visit help.webex.com.

Work from home checklist:



- Remember to take chargers for laptops or other equipment you need from your office.
- Make sure your computer and apps are up to date.
- Double check your home internet connection and update your VPN.
- Dedicate a workspace in your home that’s ergonomic, comfortable, and productive.
- Remove clutter or personal items in the background that might distract others.
- Face a window for natural light, or use a lamp, so your team can clearly see you on video.
- Use noise canceling headphones or a headset for the best audio experience.
- Discourage others in the home from doing high bandwidth activities, like streaming video.

Get Webex Teams

Download