Webex
Quick Start Guide

Upload a profile picture:

01. Click on your profile image with your initials.

02. Click edit profile then Change Picture.

03. Select and upload your picture.

04. Click off the screen to save your changes.

Chat with colleagues:

01. Go to **Messaging** and then click the plus icon. ⊕

02. Choose **Send a Direct Message** to enter their email or name.

04. Then, just type and send your message.

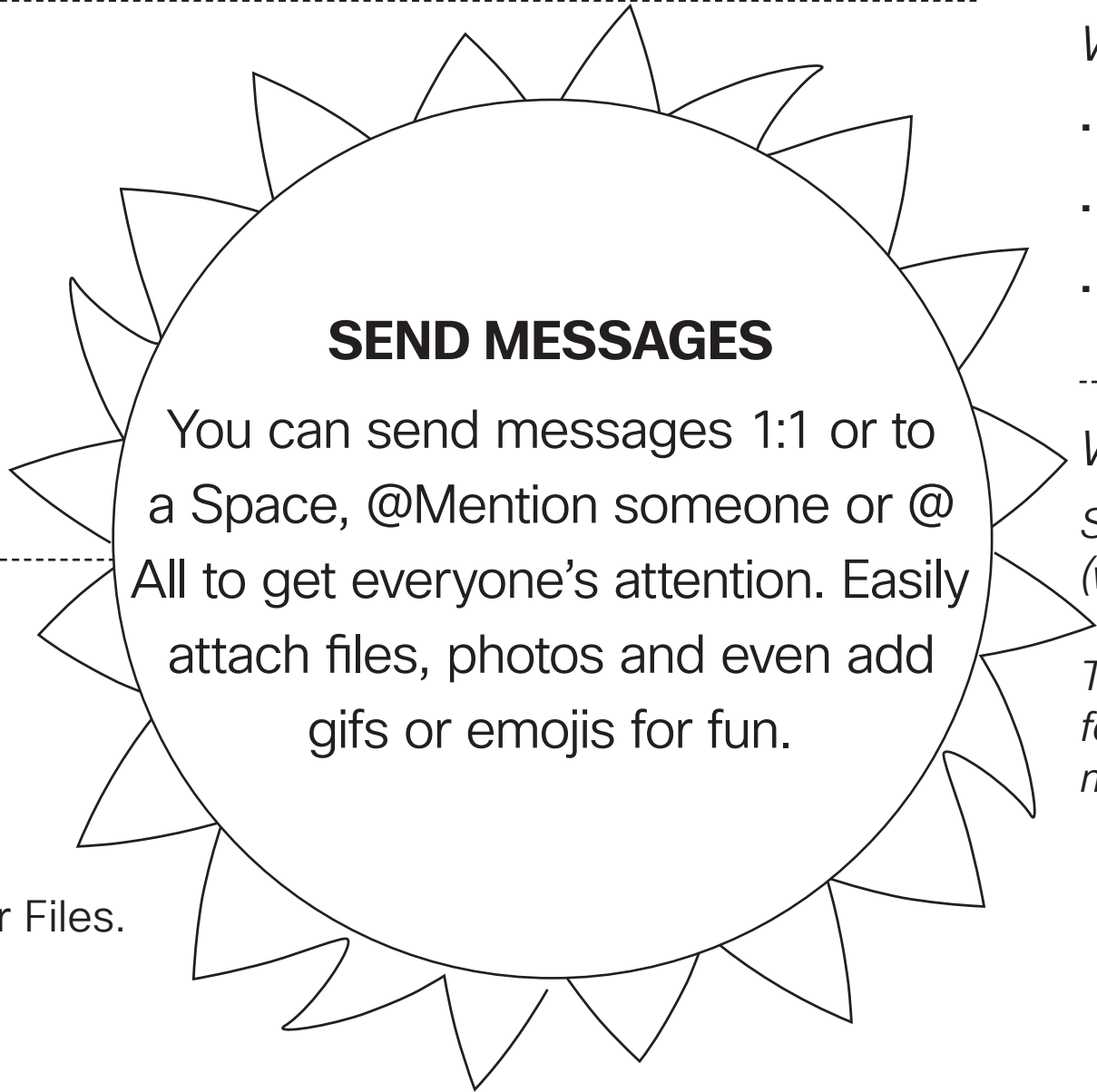The next time you message them, you can just select their name from the **Messaging** filter.

Create a Space:

01. Go to **Messaging** and then click the plus icon. ⊕

03. Choose **Create a Space**.

04. Name the Space.

05. Add members.

06. Click **Create.**

Find People, Spaces, Messages, and Files:

01. Click **Search**.

02. Enter the key word you're searching for.

You can easily filter the results using Spaces, Messages, or Files.

Flag content:

01. Hover over a message and click on the flag. ⚑

02. To get back to the flagged message, click on **Filters..**

03. Select **Flags**.

Click the flag again in the message to remove it.

Accessing content from Webex

01. *Go to* **Messaging**.

02. Chose a sapce.

03. Click **Content.**

04. Then select **Files**.

When you hover over a file you can do the following:

· Show in Messages.

· Download, and then click Show in folder .

· Update file share—If the file is shared from Microsoft Onedrive or Sharepoint Online.

What is the difference between spaces and teams?

Spaces work well for a group of people working on a specific topic. You come together to handle this topic (which can be something quick or long term), but the focus is more narrow and specific.

Teams help you keep everything organized by putting multiple spaces under a common theme. Teams are great for a consistent group of people who are going to be working on a topic for a long time. That topic can involve many activities, or could be subprojects happening at the same time.

SEND MESSAGES

You can send messages 1:1 or to a Space, @Mention someone or @ All to get everyone's attention. Easily attach files, photos and even add gifs or emojis for fun.