



Be heard by everyone quickly

Get messages out to your class or research team quickly. Ensure everyone has the same, consistent message with no confusion.

Open a Webex announcement Space.



PRO TIP

Notify everyone you've posted the latest news or resources by tagging @All.

1. Establish your groups

Create Spaces for each group, like classes or peer faculty. It's easy to open a Space with all class members in the LMS webpage.

2. Welcome message

Create a welcome message and post it in each Space. Explain what the chat Space is going to be used for.

3. Include documents

Upload files or images to the announcement Space to keep everyone on the same page.

4. Announcement only?

Do you want open discussion, or just your announcements? Your choice. Make yourself a Space moderator and turn on 'announcement only' mode.

Share all updates and files to the right people, at the right time, in one easy place.

Cisco Webex