Webex Teams
Quick Start Guide for Parents

Download the Webex Teams app:

For PC, Laptop or Apple Mac, go to:
https://www.webex.com/downloads.html

For iPhone or Android phones:

01. Open up the App store of Google play store.

02. Search for **Webex Teams.**

03. Download and open the app.

04. Type your **email address**, click or tap **Next.**

05. Webex Teams will send you an **Activation Email.**

06. Follow the steps to create a password and sign in.

Upload a profile picture:

01. Click on your profile image with your initials.

02. Click inside the large profile image holder.

03. Browse for the picture you want to use and upload.

04. Click off the screen to save your changes.

Message a teacher 1 to 1:

01. Go to home icon.

02. Click plus icon.

03. Choose **Contact a Person** 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 **People** filter.

Flag important messages and files:

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

02. To get back to the flagged message, just click **Search.**

03. Select **Flags**.

Click the flag again in the message to remove it.

Find People, Spaces, Messages, and Files:

01. Click **Search**.

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

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

Joining a video meeting:

01. Select the **Join** link in your email invitation.

Your web browser will open a new page and load the meeting information.

02. Enter the required information.

03. Click **Join Meeting.**

Or click on the notification popup if you've already downloaded the Webex Teams app.

CLASSROOM SPACES

You may have been added to your childs classroom space. You can now send messages to the class, @Mention someone or @All to get everyone's attention.

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