

Getting started with Webex Teams.



Download the desktop and mobile apps from www.webex.com/downloads.html.
Or access Webex Teams in your browser visit teams.webex.com.

Direct and group messaging

Click the + icon to start a new direct message or group space or use the search to find an existing space.

Manage your profile

Change your status or app settings.

Help and support

Click to see tours or go to the Help Center.

Share files in a space

Click the paper clip icon to select the file you'd like to share.

Screenshot and share

Grab screenshots and share in the space to give context to your conversation.

Start a meeting

In a group space, click **Meet** to open the meeting setup screen where you can choose video, audio and device options and start a meeting with everyone in that space.

Make a call

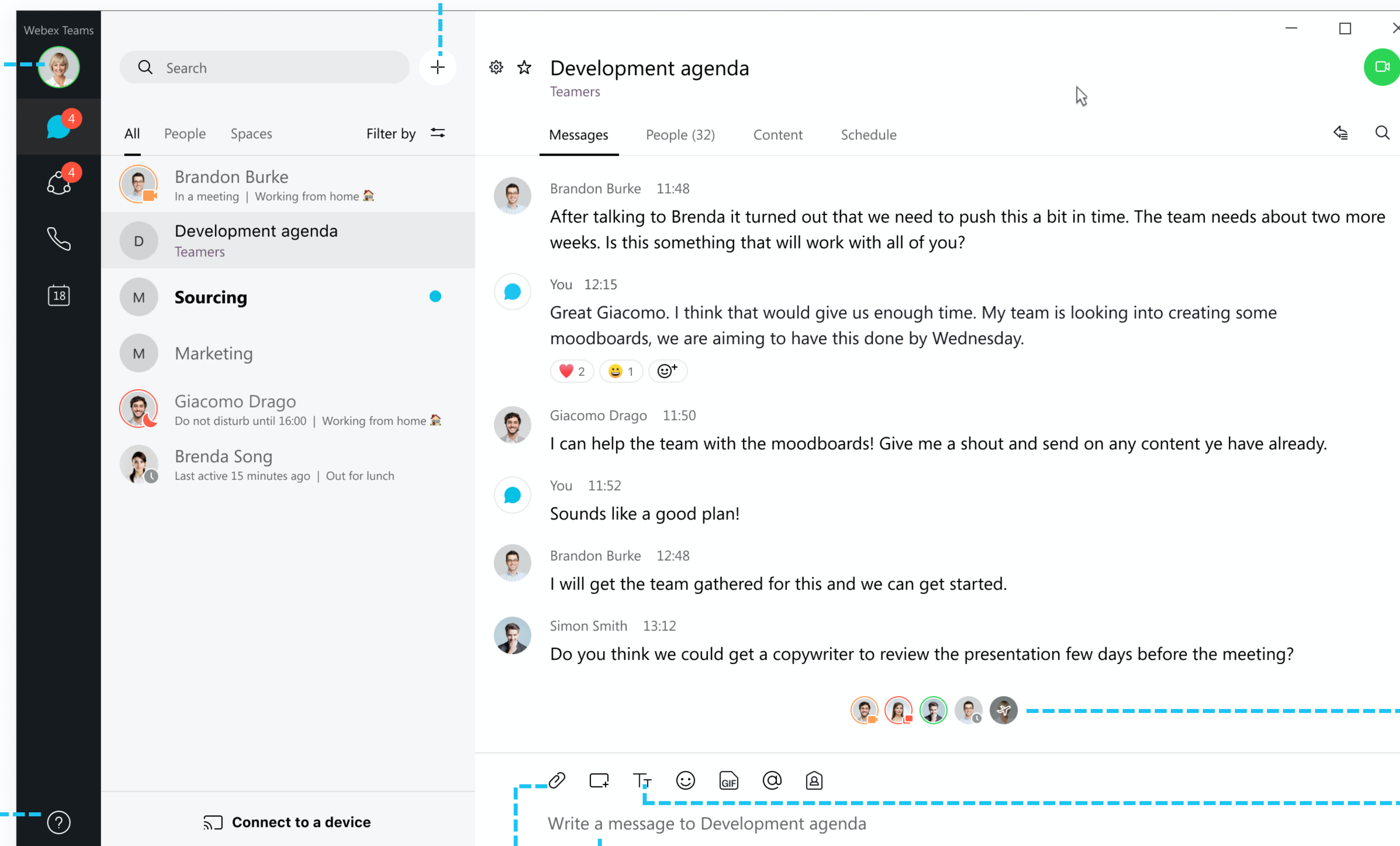
When you're in a space with one other person, click **Call** and then choose from video or audio options

Read receipts

Find out who's seen your message.

Format messages

Use bold, headers, and markdown.



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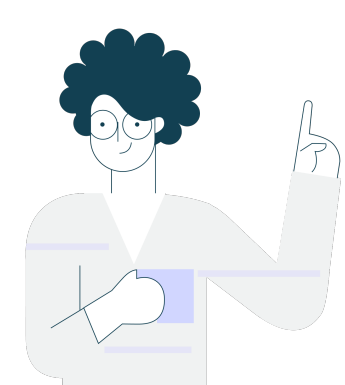
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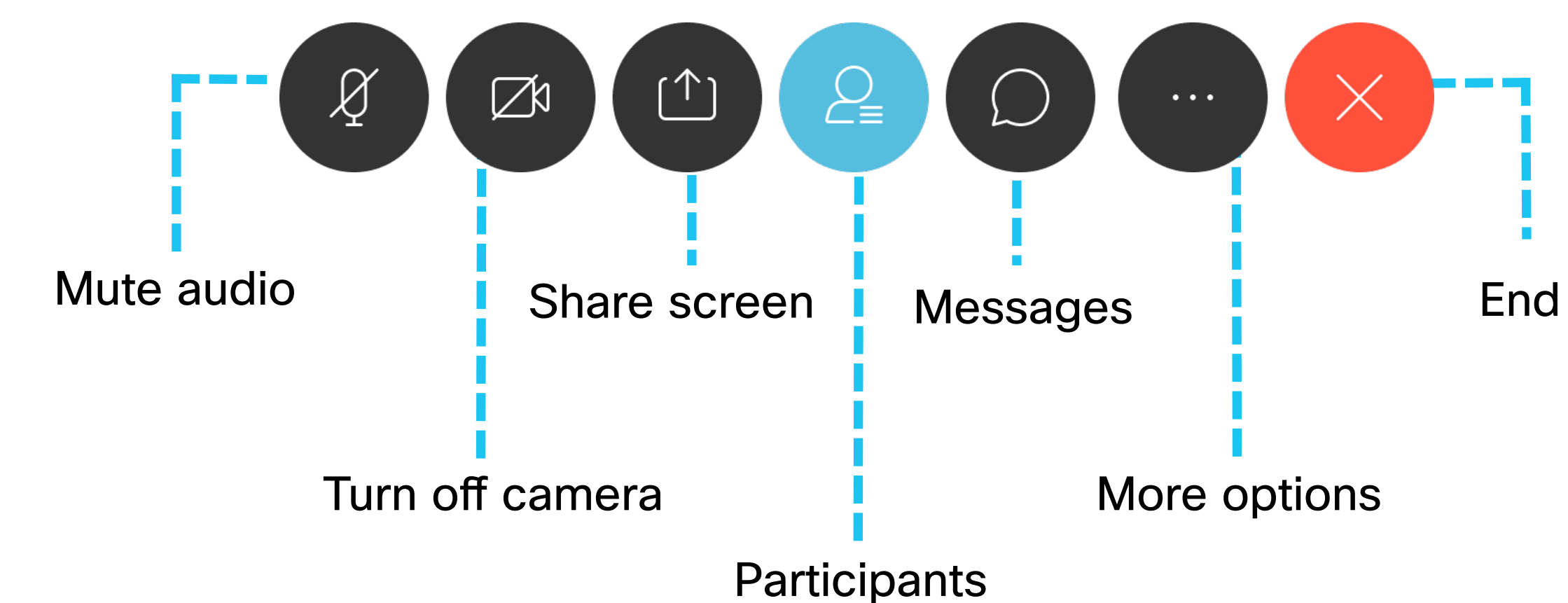
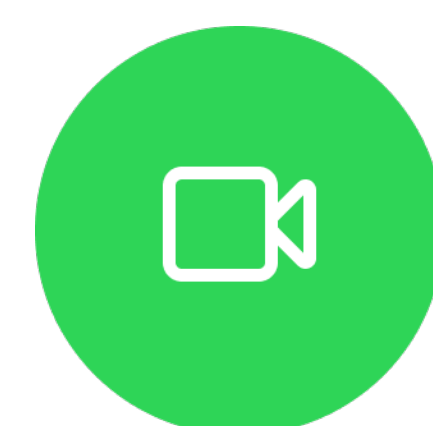
Webex Teams space meetings. Join an ongoing meeting in a space

- 1 Click the green join button to choose your audio and video settings.
- 2 Click **Join the meeting**.

The image shows two screenshots of the Webex Teams interface. The left screenshot shows the 'Feature Planning' space with a list of members and a 'Join the meeting' button. A blue arrow points from the 'Join the meeting' button to the right screenshot. The right screenshot shows the 'Feature Planning' meeting in progress, with a large video feed of a man and a list of participants on the right. A blue arrow points from the 'Join the meeting' button in the left screenshot to the 'Join the meeting' button in the right screenshot.



To start an instant meeting in a space, click **Meet**



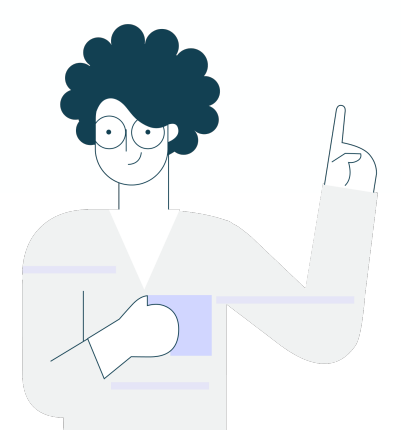
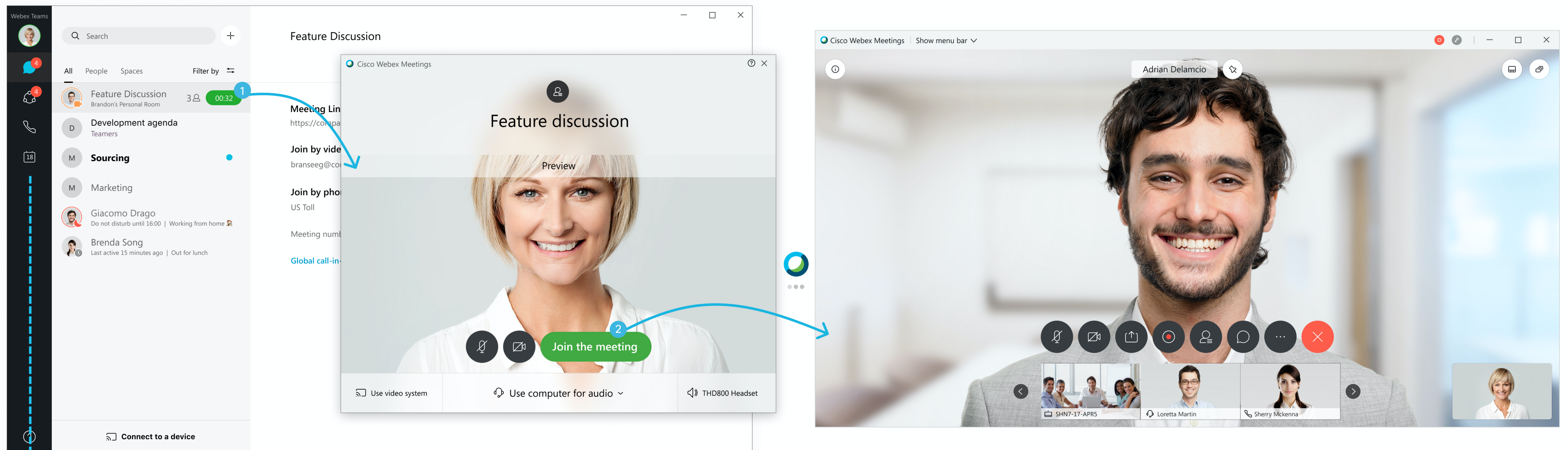
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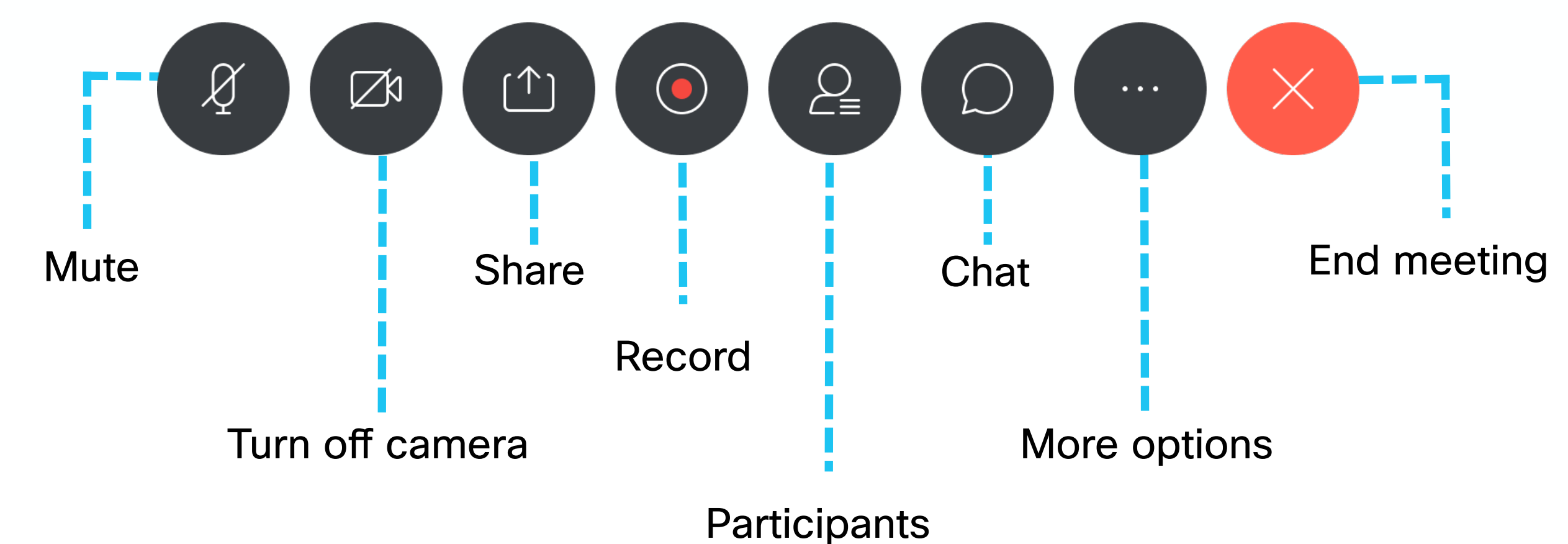
Webex Meetings experience. Join a Personal Meeting Room

- 1 Click the green join button to choose your audio and video settings.
- 2 Click **Join the meeting**.



To start a meeting in your Personal Room go to the meetings tab and click **Start Meeting**

Start Meeting



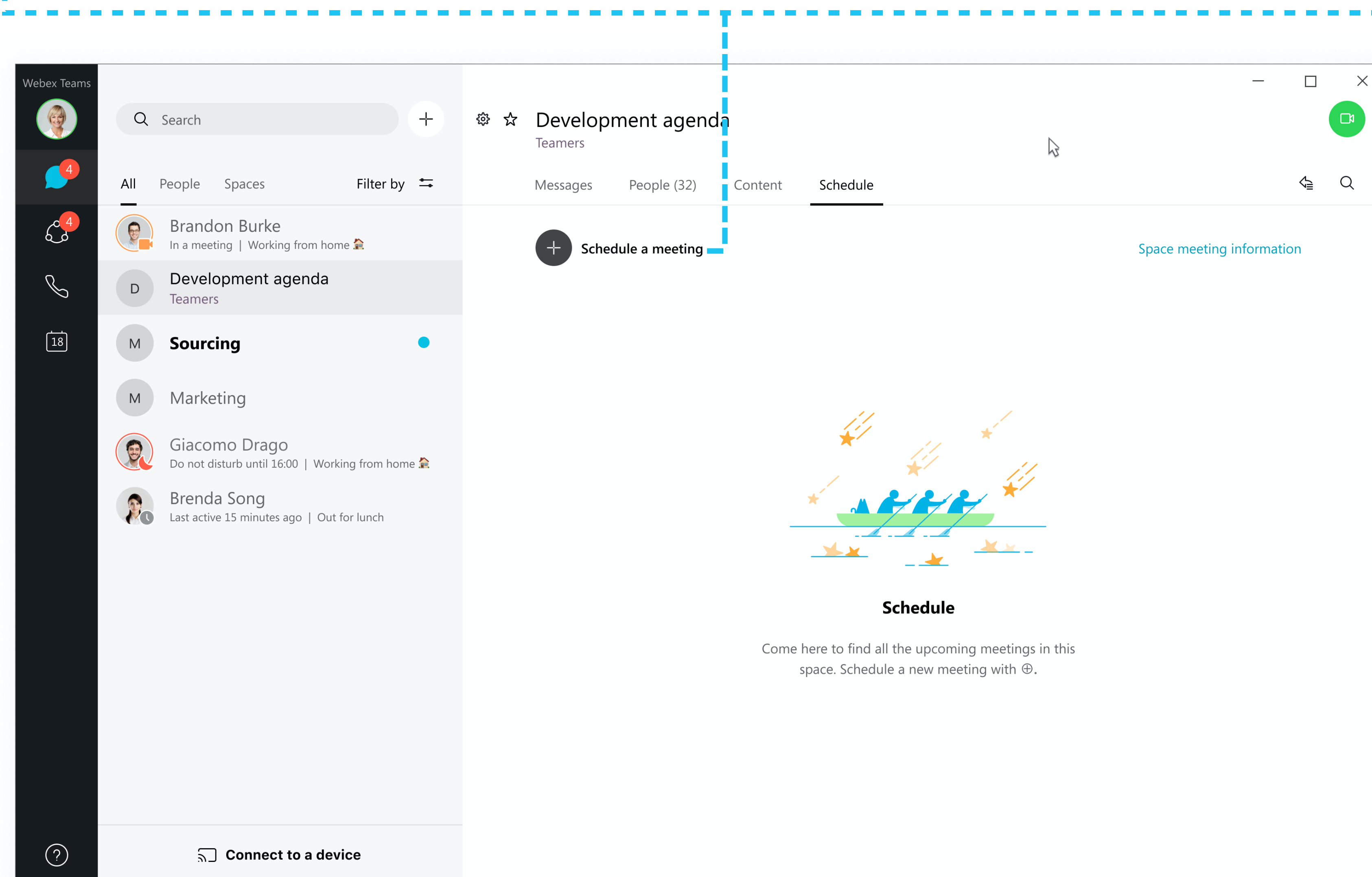
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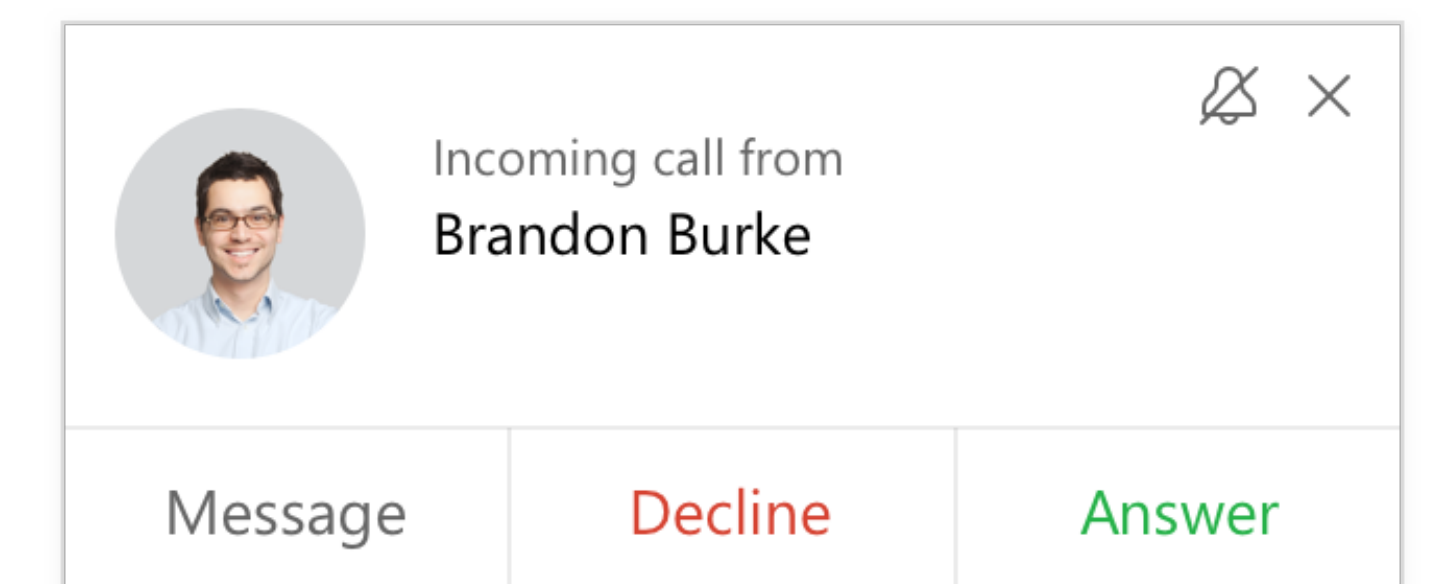
Schedule a meeting from a Webex Teams space

In the schedule tab in a space click **Schedule a meeting**. Webex Teams will open a calendar invite in Microsoft Outlook that automatically includes email addresses for everyone in the space, the space name as the subject, and "@webex:space" in the Location field.



Answer a call

When you get a call you can **Answer** or **Decline** the call from the pop up



Work from home checklist:

- Remember to take 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 and comfortable
- Remove clutter in the background that might distract others.
- Use natural light or a lamp, so your team can clearly see you
- Use noise cancelling headphones or a headset for the best audio experience.
- Discourage others in the home from doing high bandwidth activities

Meeting tips

- To reduce background noise, use the mute button to mute your microphone when you are not speaking.
- Make sure your video is turned on. If you have low bandwidth, you can turn off your video to improve quality.

Schedule a meeting in Outlook

Scheduling a meeting is easy! Create a new meeting in Outlook using **@webex** as the location. The invite will auto-populate instructions to join your personal room.



Need help getting started?

Visit help.webex.com
Download Webex today

