

# Getting started with Webex Teams.



Download the desktop and mobile apps from [www.webex.com/downloads.html](http://www.webex.com/downloads.html).  
Or access Webex Teams in your browser visit [teams.webex.com](http://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

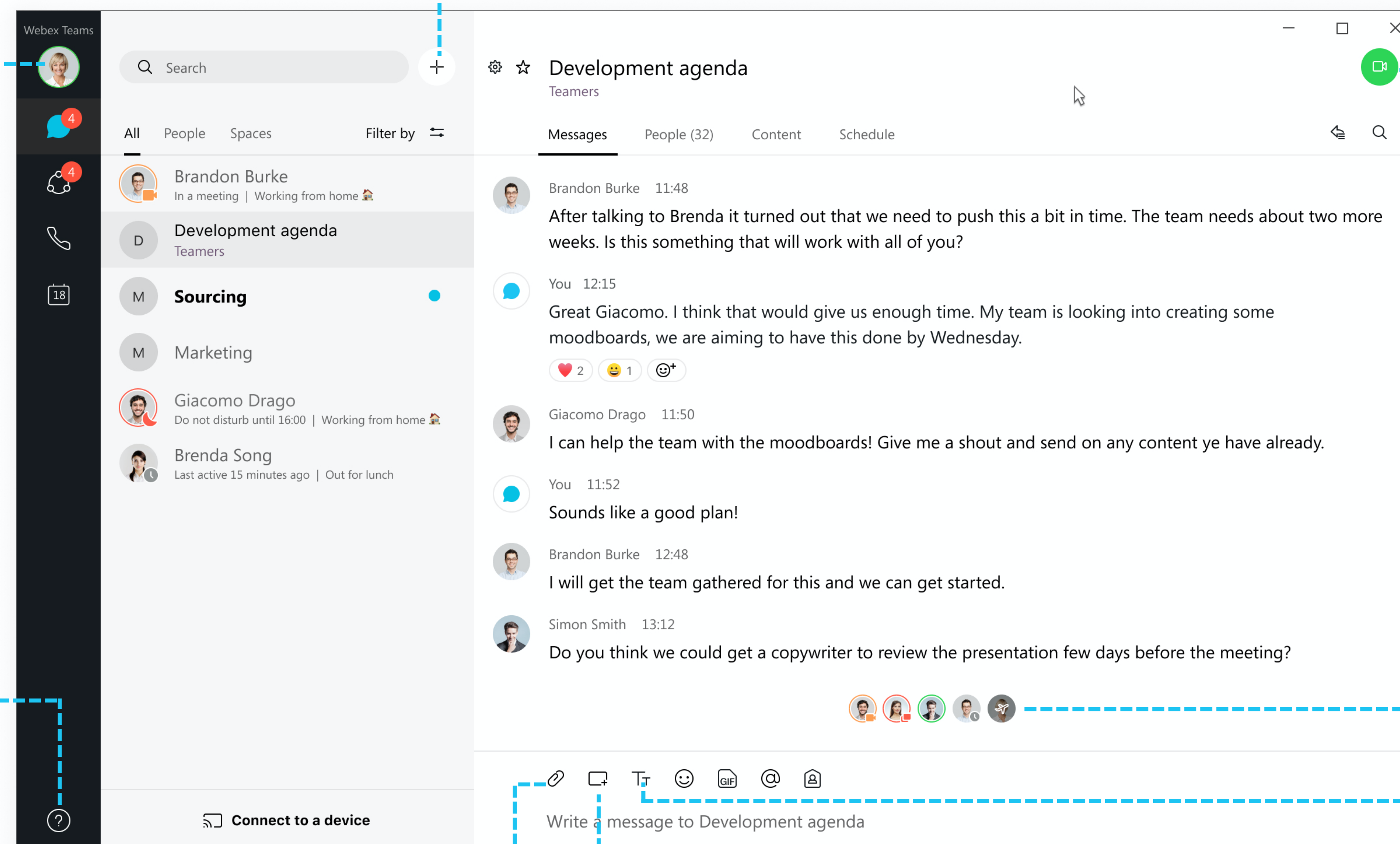
When you're in a space with one other person, click Call  and then choose how you want to reach that person: work number, mobile number, or make it a Teams call.

## Read receipts

Find out who's seen your message.

## Format messages



Use bold, headers, and markdown.

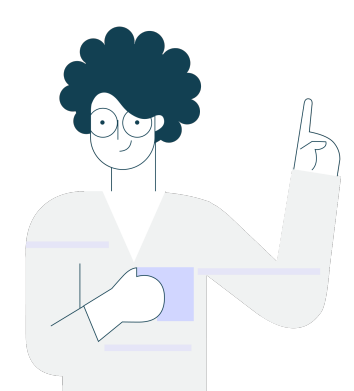
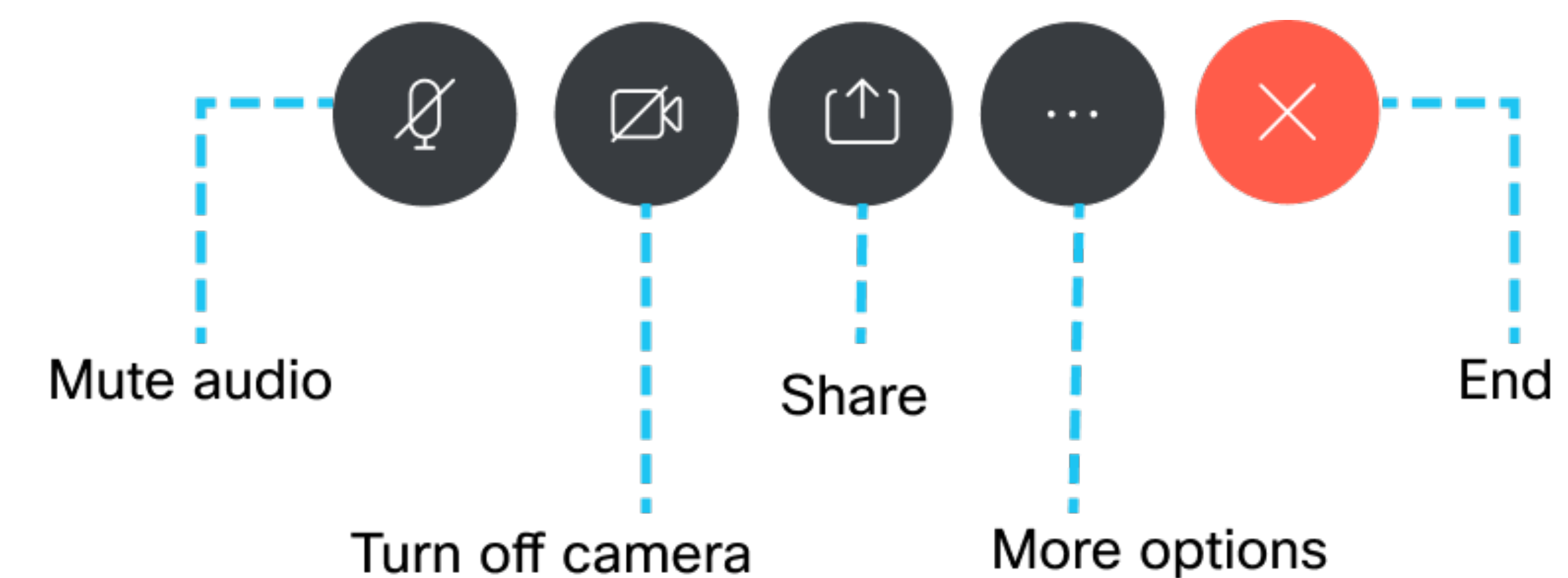
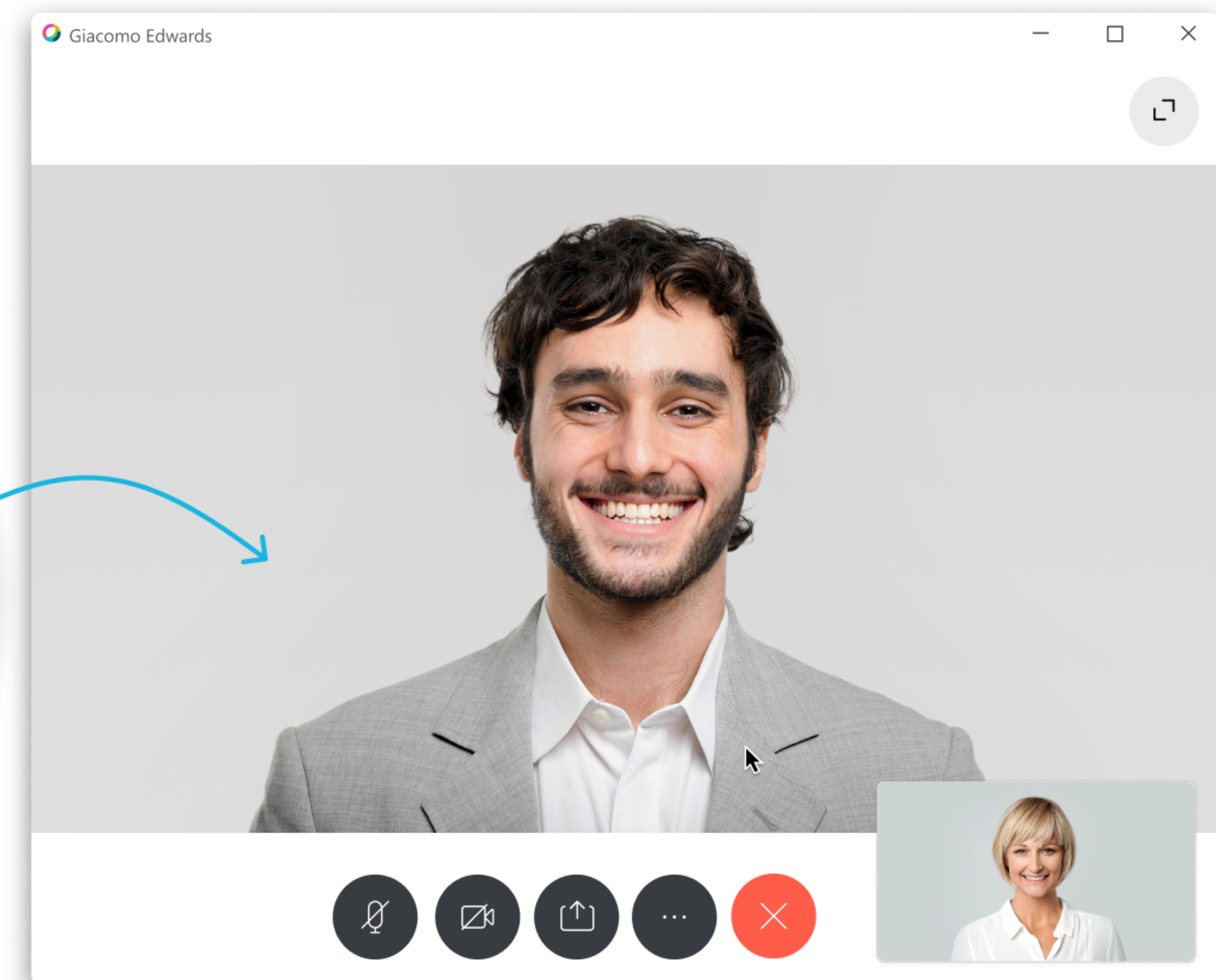
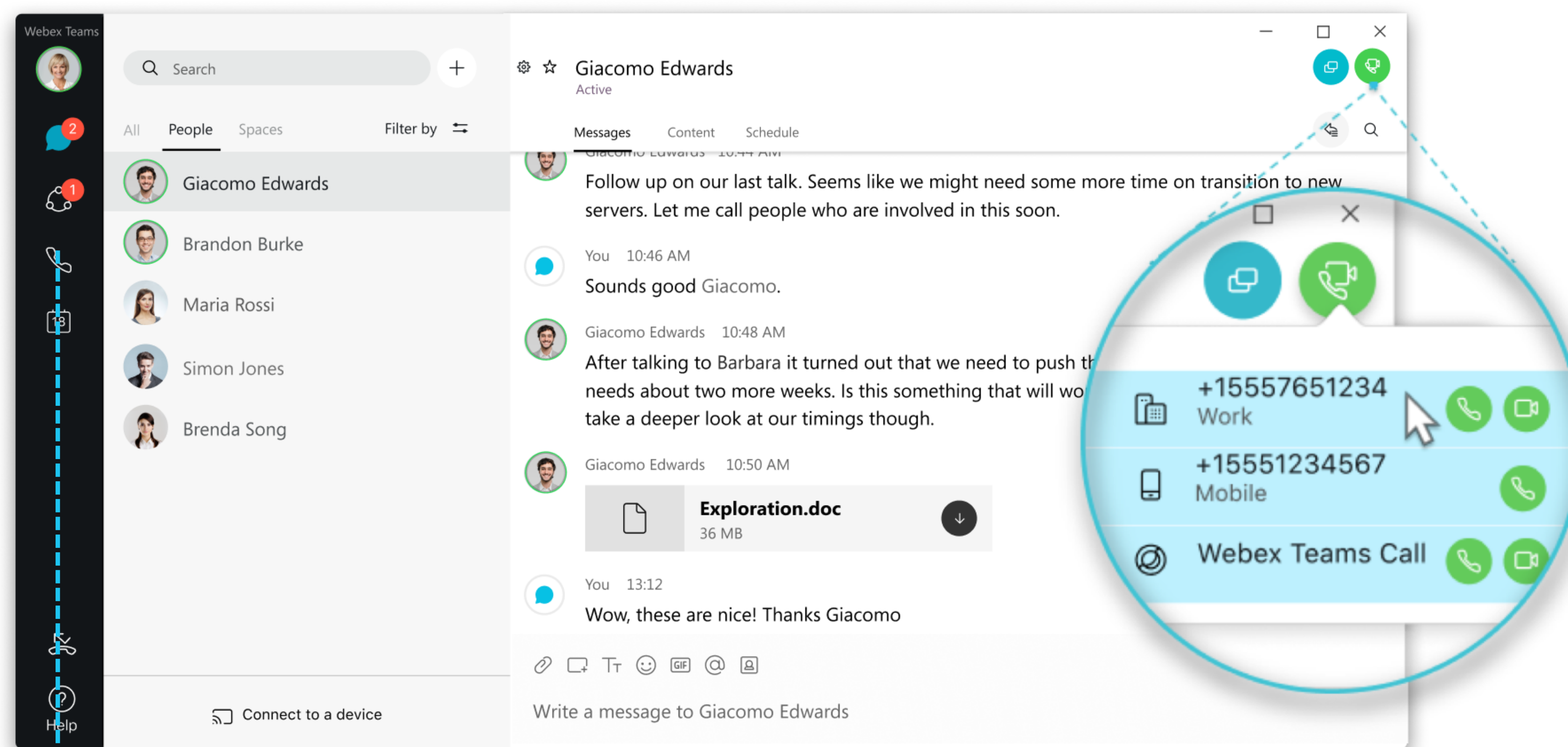




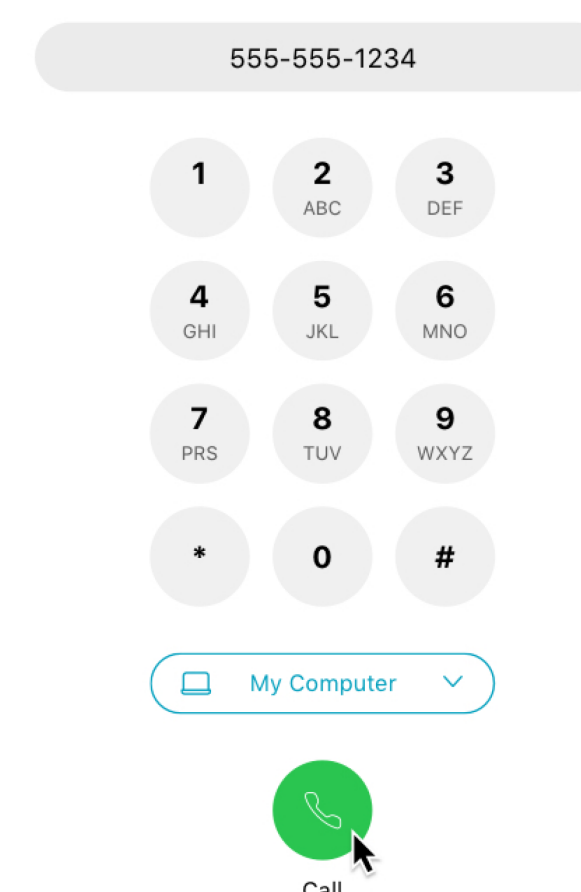
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## **Calling Experience in Webex Teams.** Make a call to someone in your organization.

- 1 When you're in a space with just one other person, click **Call** , and then choose how you want to reach that person: work number, mobile number, or Webex Teams call. You can choose whether you want to make an audio call or include video.
- 2 If you call a phone number you can click **More options**  to access more advanced calling features like **Transfer**.
- 3 You can call anyone else who has a Webex Teams account by choosing **Webex Teams call**. These are special types of calls that let you add guests to the call and share live whiteboards.



You can start a call with someone, including those outside your organization, using the dial pad in the **Calls** tab.

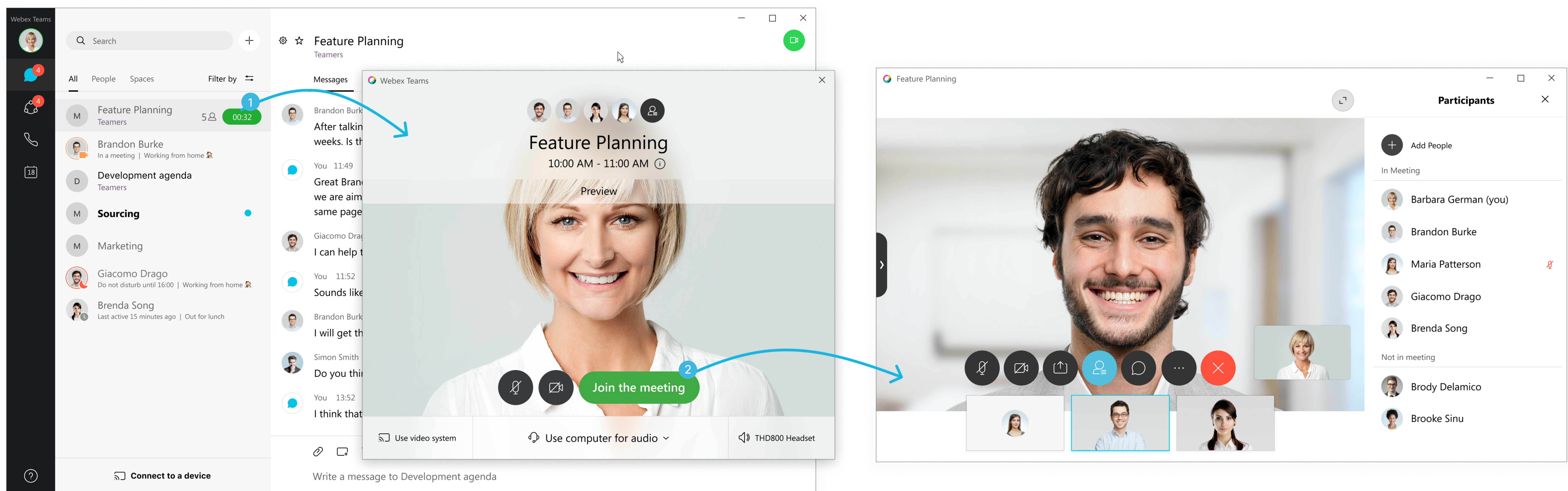





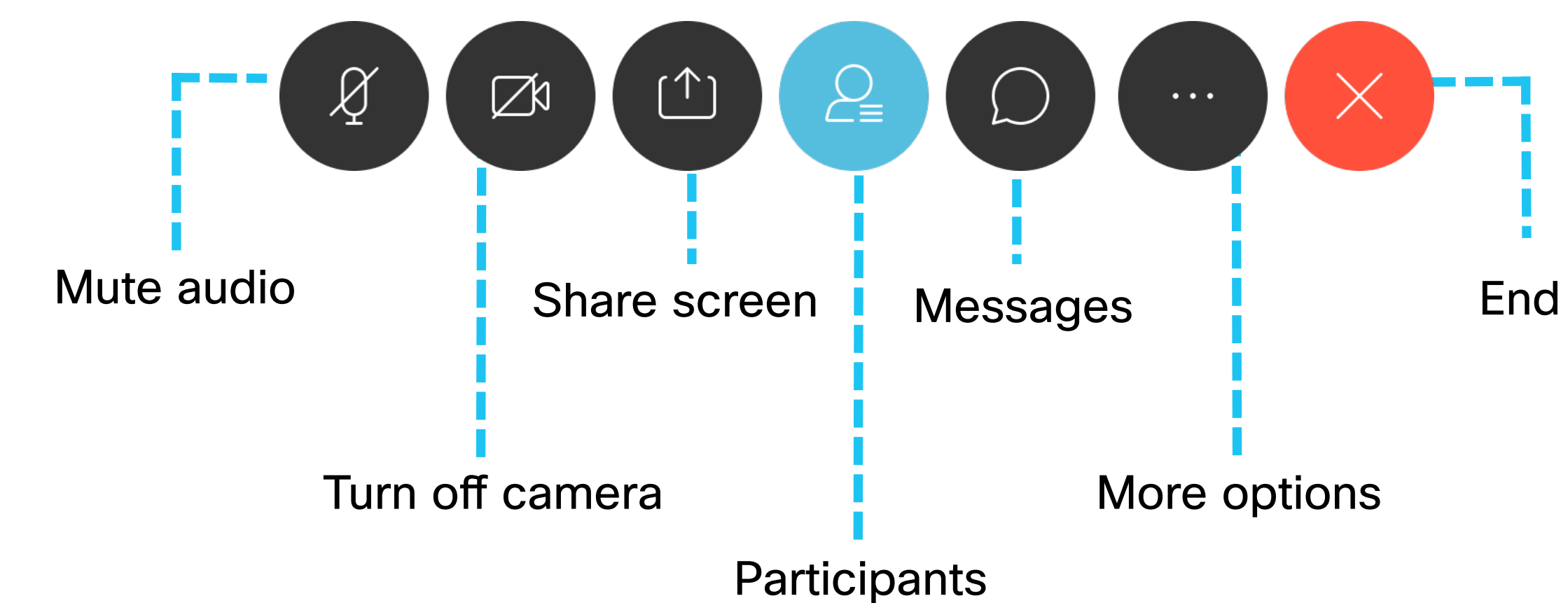
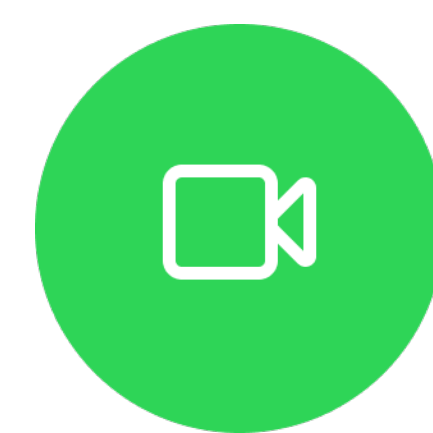
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## Webex Teams space meetings. Join an ongoing meeting in a space

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



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

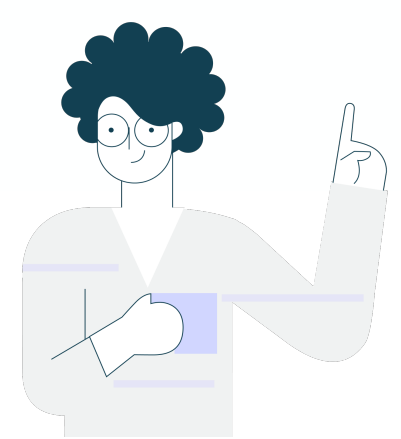
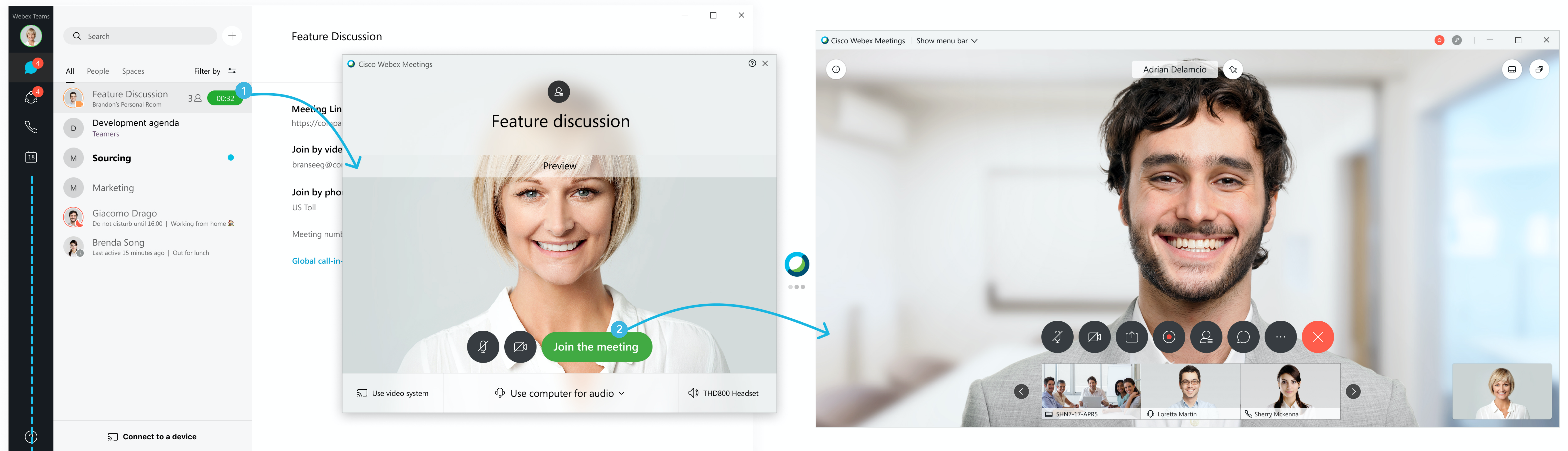




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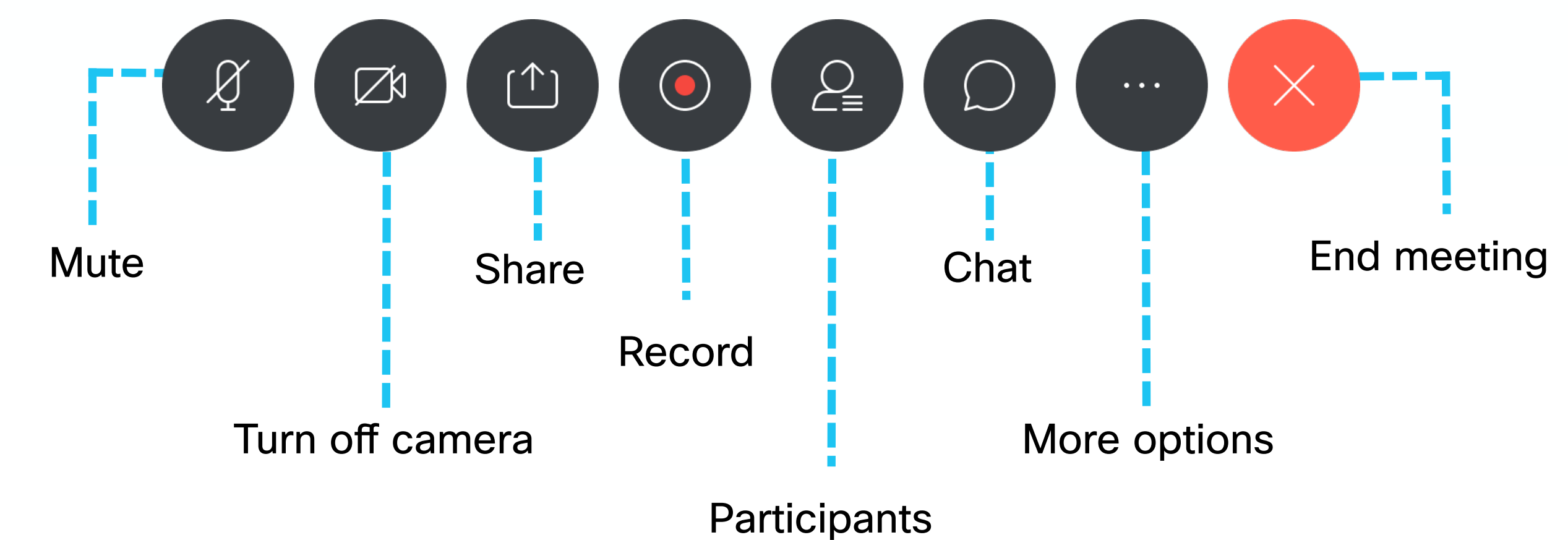
## Webex Meetings experience. Join a Personal Room meeting.

- 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

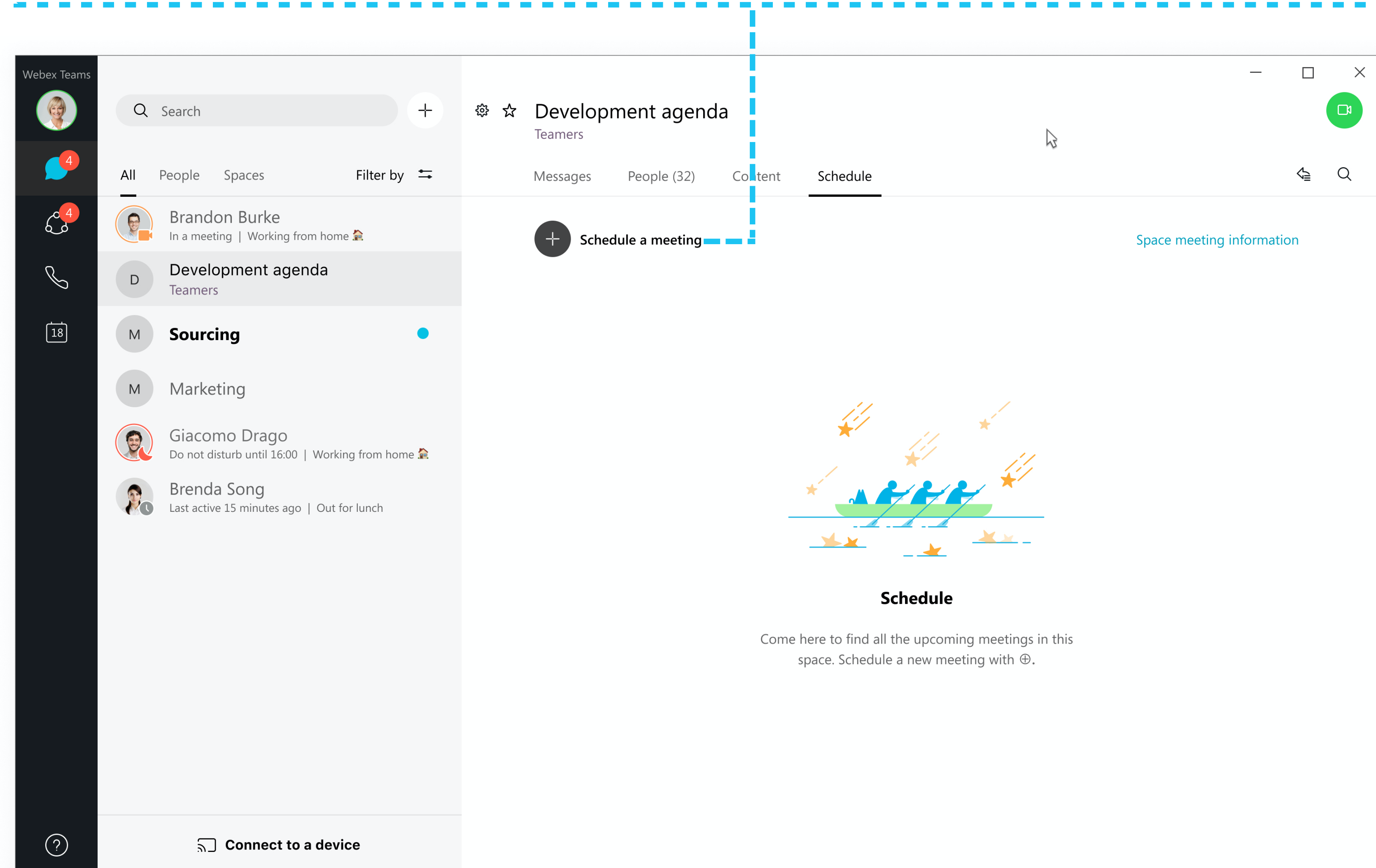




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## Schedule a meeting from from the Schedule tab in a space

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.



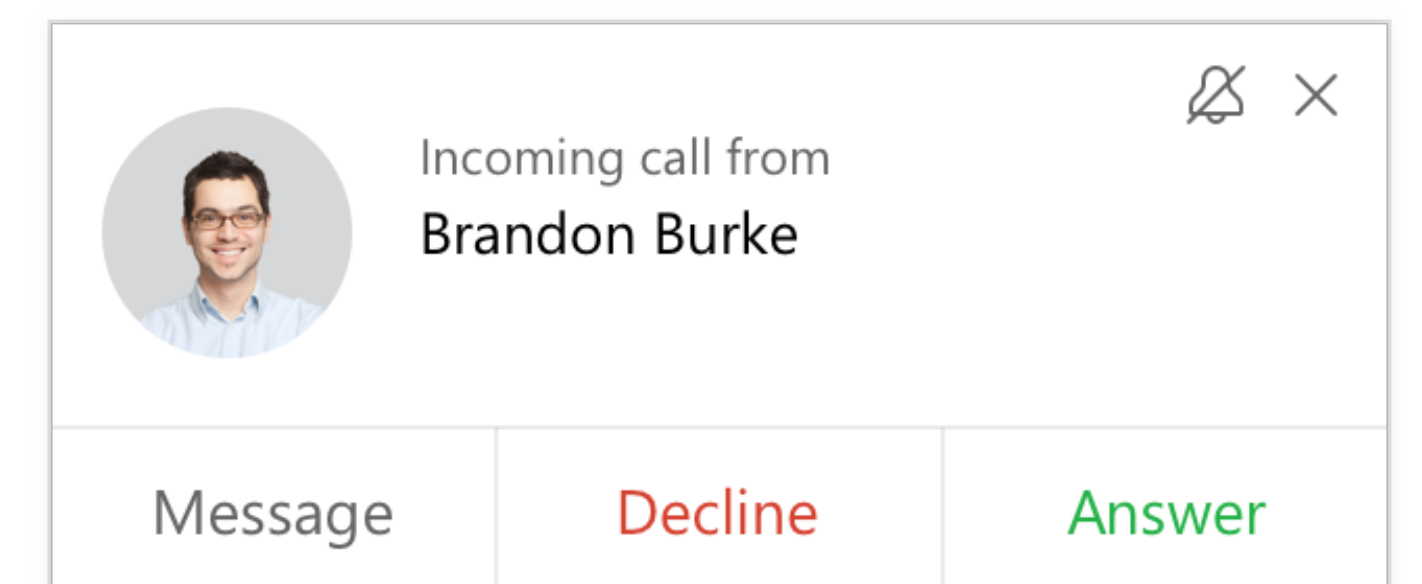
## Schedule a meeting in Outlook

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.



## Answer a call

When you get a call from another Webex Teams user, you can **Answer**, **Decline** or **Message** them 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 and calling tips

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

Need help getting started?

Visit [help.webex.com](https://help.webex.com)  
Download Webex today

