


Job Aid: Using Webex Teams

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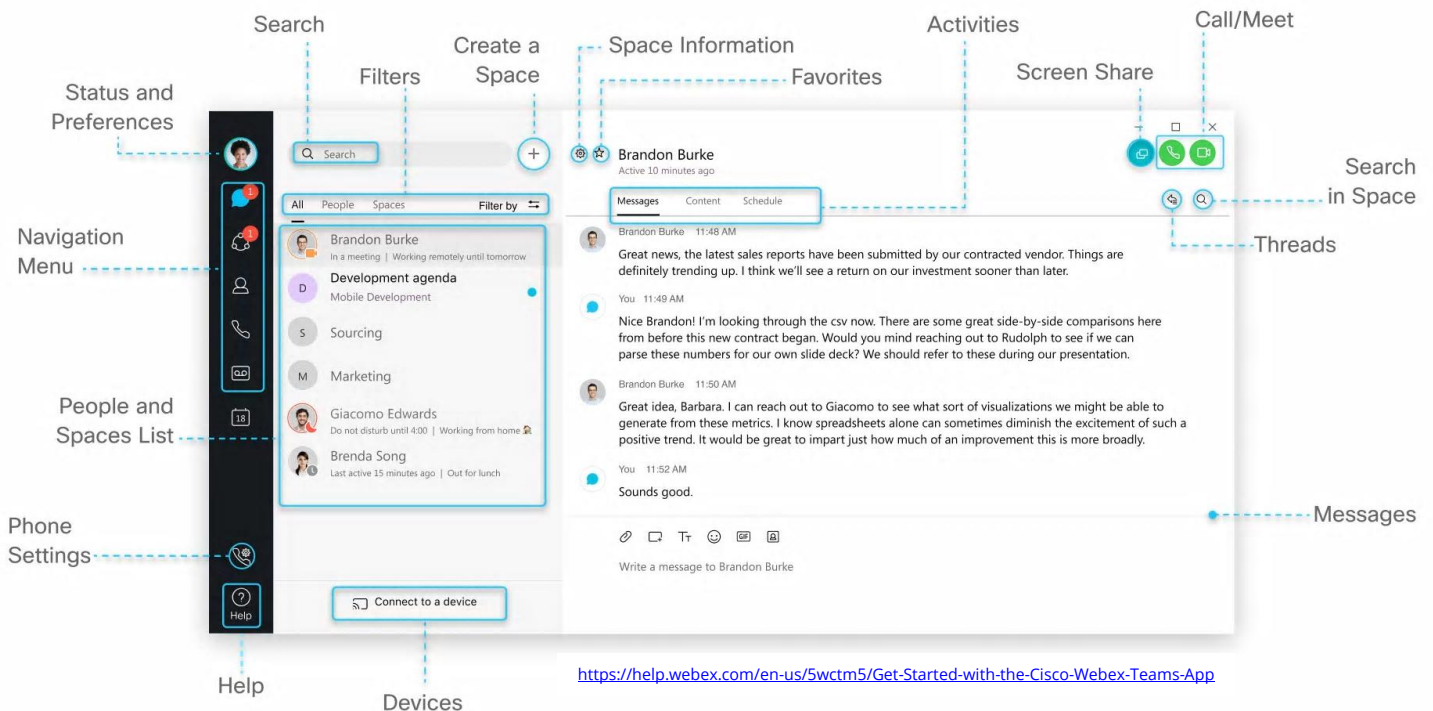
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Getting Started

Webex Teams is a collaborative tool that allows people to instant message, start a group conversation, share content, make a call, and start a Webex meeting.


1. Open the email invite from Cisco and follow the instructions.
2. Select the Help  Button on the bottom left corner to tour options in Teams or access the Help Center.

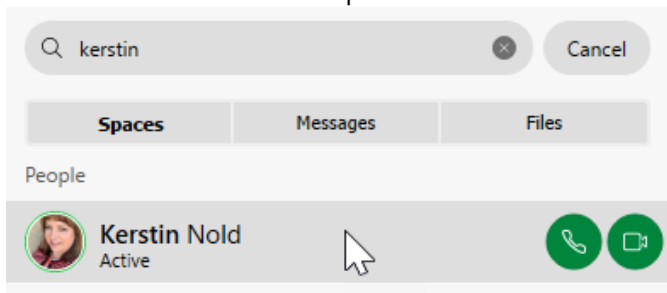
Common Webex Teams Controls:



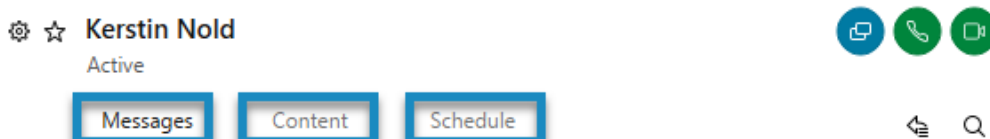
Direct Messages

People are able to send messages directly to other individuals to chat, collaborate, and share content.

1. Select the Spaces Chat Bubble  from the left navigation menu.
2. Search for the name of the person to contact and then select anywhere inside the highlighted area:



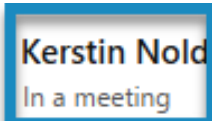
3. The chat window will appear on the right side of the screen with options to message, share content, or schedule a meeting:



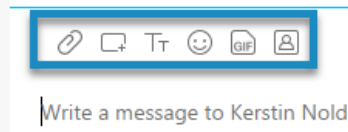
4. There are additional options to share screen or content, [audio call](#), or [video chat](#).



5. The [status](#) under their name will update to show if they are available, busy, or in a Webex meeting.



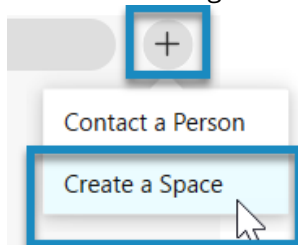
6. Within the direct messaging chat window you are able to write a message, [share a file](#), send a screenshot, change text options, add an emoji, send a GIF, or send your personal Webex room. Press enter when you are ready to send your message.



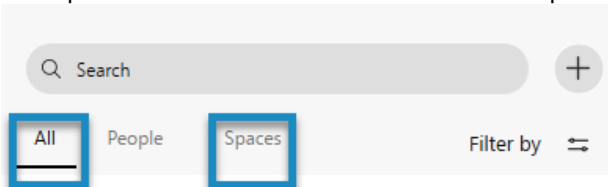
Project Spaces

Webex Spaces allow you to use all of the messaging functionality to a group of people collaborating on a specific project or task. You can create a space or ask to join a space that someone else created. The only spaces you will have access to are the ones you have created or joined.

1. Select the Spaces Chat Bubble  from the left navigation menu.
2. Select the Plus sign and Create a Space.




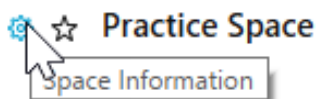
3. Enter a name for the space, choose people to add to that space, and select Create.
4. The space will now show under the All and Spaces categories of the Spaces window.



Teams

Webex Teams are categorize multiple spaces under a common theme or for a consistent group of people working together for a long period of time. You can create a team or ask to join a team that someone else created. The only teams you will have access to are the ones you have created or joined.

1. Select the Teams icon  from the left navigation menu.
2. To create a new team, select the plus sign followed by entering a name for the team and choosing the people who should be on that team.
3. To move spaces into a team, right click on the space name or access that space and select the Space information setting.



4. Select the option to Add this space to a team...

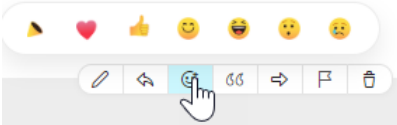
Editing, Forwarding, and Message Threads

In a direct message, space, or team, there are several options available.

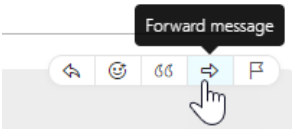
1. Hover over a sent or received message to find additional options. To edit a sent message, choose the pencil icon. A message with attachments, screen captures, or GIF's is not able to be edited.



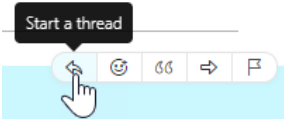
2. The smile icon has a list of emotions to apply to the message.



3. The forward arrow will bring up a separate window to choose a person or space to send the message to.



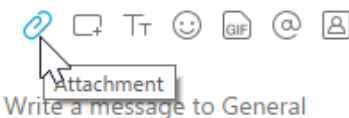
4. Use the thread arrow to start a thread on that message. All replies will show under that message to make it easier to follow a specific conversation.



Sharing Files

Add and view files, attachments, files, and videos to any message, space, or team.

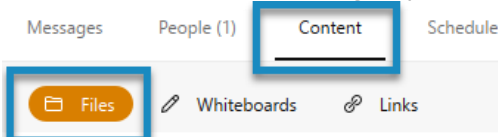
1. Drag and drop the file into the messaging area or select the attachment icon, choose the file, and press enter to send the file.



2. When a file is shared you are able to view it by selecting it or using the download icon to save it.



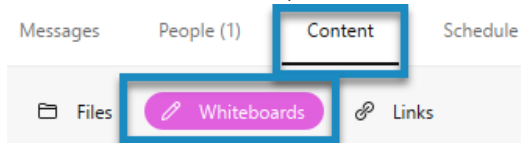
3. Access all files in that message, space, or team by selecting the Content menu option and then Files.





Using Whiteboards

The whiteboard tool is a way to draw an idea to share with a person, space, or team. Once a whiteboard is created, anyone in the space will be able to view or edit them.

1. To access whiteboards, select the Content menu option and then Whiteboards.



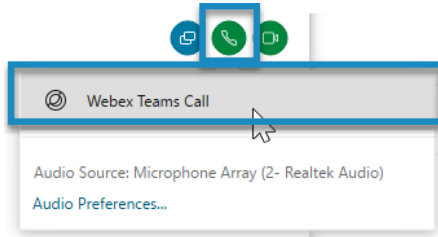
2. Select New whiteboard to begin drawing:

- a. Choose a marker color. 
- b. Use the undo arrow or eraser to remove certain objects or completely clear the board.
- c. Add text using the Sticky Note icon. 
- d. Use the arrow keys on your keyboard, mouse, or touchscreen to move around the whiteboard.

Calling People

In a direct message, you have the ability to call or video chat with someone.


1. Select the phone or video icon to call someone or bring up the Audio preferences to set your speaker and microphone settings.
2. Select the Webex Teams Call box to begin the call.



3. The Webex meeting window will display.

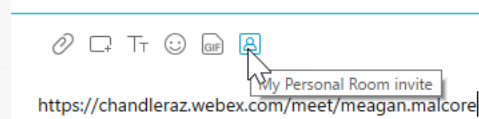
Start a Webex Meeting

Start a meeting with individuals, spaces, or teams at any time. At the time, Notes does not have the integration to schedule meetings from Webex Teams.

1. Select the meetings icon  from the left navigation menu and choose Start Meeting.



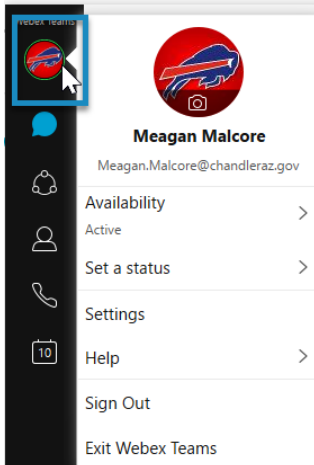
2. In the write a message section for the person, space, or team, choose My personal Room invite and press enter.



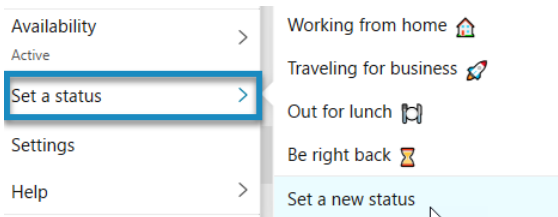
Settings

Access the settings menu to update your picture, availability, and preferences.

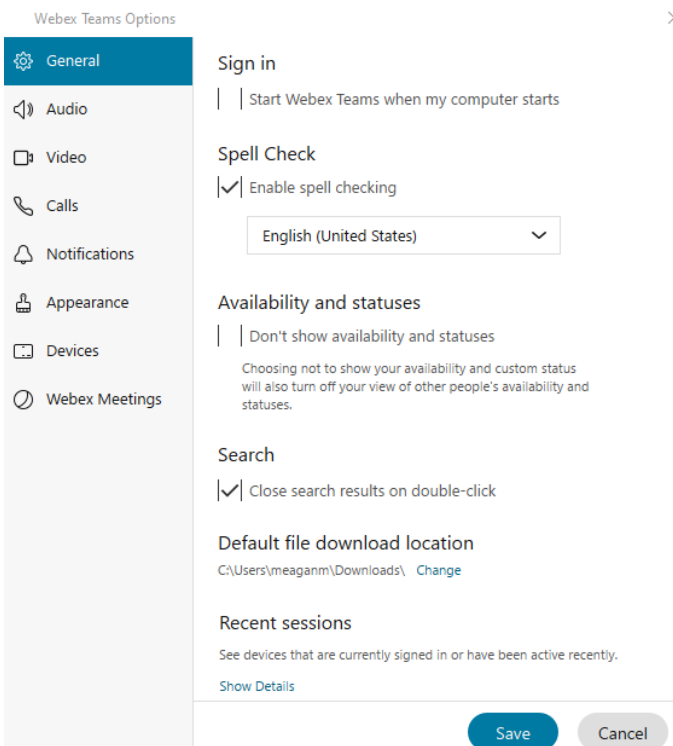
1. Select your profile icon to view all settings.



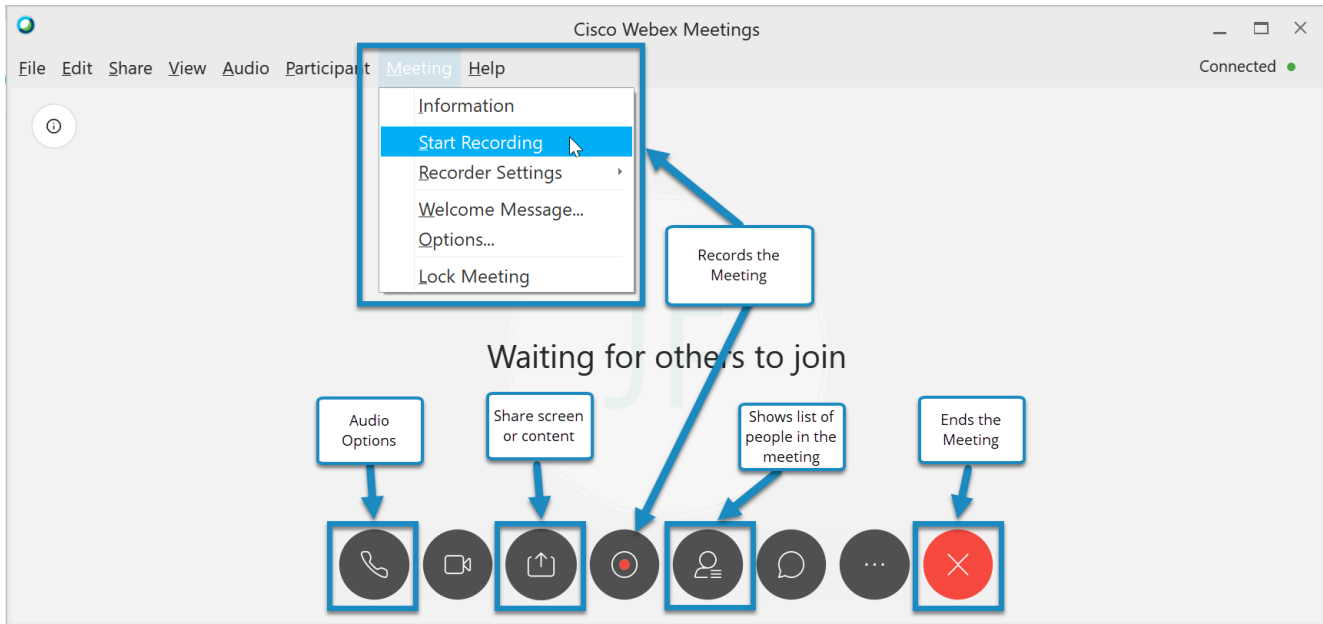
2. Set a status or choose a new status. Status of busy, right click on spaces or people to do things,



3. Access the Settings menu to modify audio and video preferences, notification, appearance, and more.



Webex Meeting Controls



References

- [Webex Teams Help Topics](#)
- [What's New in Cisco Webex Teams](#)
- [Get Started with the Cisco Webex Teams App](#)
- [Sign in to Cisco Webex Teams for the First Time](#)
- [The Cisco Webex Teams App UI](#)
- [Customize Your App](#)
- [Change the Color Theme](#)
- [Tips for Managing Notifications](#)
- [Add Your Profile Picture](#)
- [Read a Message](#)
- [Send a Message](#)
- [Edit Messages](#)
- [Forward Messages](#)
- [Follow Conversations More Easily with Threads](#)
- [Quote Someone's Message](#)
- [Spaces and Teams](#)
- [Create a Space](#)
- [Add People to a Space](#)
- [Roles on Teams and Spaces](#)
- [Filter Your Spaces and Content](#)
- [Let People Know You're Busy](#)
- [Manage Your Teams and Projects](#)
- [Moderate a Space](#)
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- [Create a Team Space](#)
- [View Files Shared in a Space](#)
- [Share Files with Others](#)
- [Create a Whiteboard in a Space](#)
- [Make a Video Call](#)
- [Make an Audio Call](#)
- [View Call and Meeting History](#)
- [View Upcoming Meetings in Cisco Webex Teams](#)
- [Join a Meeting from Your Spaces List](#)
- [Share Your Screen or Application in a Cisco Webex Teams Meeting](#)
- [Schedule a Cisco Webex Team Meeting from a Space](#)
- [Choose a Cisco Webex Device to Use with Cisco Webex Teams](#)