

## STEP 01

### Make your presence felt.

You're on Webex Teams. What now? First, upload your profile picture because people are more likely to connect and respond when they can see it's you.

- A** Click on your profile image with your initials.
- B** Click inside the large profile image holder.
- C** Browse for the picture you want to use and upload.
- D** Click off the screen to save your changes.



Sam Black



## STEP 06

### Create spaces and teams.

Create your own teams and spaces to share ideas, best practices and collaborate to achieve common goals and outcomes.

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## STEP 07

### Flag content.

See a message, file or image you want to come back to because you're too busy? Flag it and view your flagged list by clicking into the search bar.

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## STEP 08

### Find content.

Search for anything and filter by files, people, spaces and messages to narrow the results.

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## STEP 09

### Start meetings.

Use Webex Teams to create and join online meetings. Get notifications of upcoming meetings and join with one click. Send messages and share content to everyone during the meeting. Recorded meetings are automatically shared in your space, after.

Join

**Cisco** Webex  
Teams

# Hey team!

## Get started with Webex Teams today





## We're reimagining the way we work.

### Meet in a flexible, agile way from anywhere.

Schedule HD video meetings with anyone in any company. Nurture and cultivate relationships at a distance. Solve problems with your team faster thanks to video.

### Always be in the know.

Amplify your voice and share what you know easily, by creating and joining teams and spaces. Collaborate with colleagues, customers, and partners. Use messaging, notifications and content sharing to keep your finger on the pulse.

### Hangout with people like me.

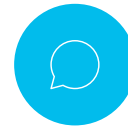
It's not just about work. Create spaces to organize social events, set up special interest groups, and connect with co-workers with a shared interest, issue, or cause.

## STEP 02

### Connect with co-workers.

Start a 1 on 1 space when you need to reach your team member. Exchange ideas quickly. All your conversations and documents will be saved in the space for later reference. Unlike email, there's a visual indication of who has seen a message.

- A** Click the plus icon at the top of the screen.
- B** Click **Contact a Person**.
- C** Type the person's name.
- D** Hover over their profile picture.
- E** Choose to **Message** or **Call** them.



Message



Call

## STEP 03

### Start conversations.

When sending a message in a space, use the rich text editor to write longer, formatted messages with attached files. There's also a neat way of taking screenshots that are automatically placed into the message stream.

## STEP 04

### Meet your co-worker in seconds.

Many instant messages are a prelude to a real-time call. In a video call, you can communicate more in five minutes than you can in hours via email. It takes two clicks.

- A** Click the space activity button top right in the app window.
- B** Click the **Call** button to be connected.



Call

## STEP 05

### Manage notifications.

You'll already be in a few spaces. Some of these will be very active. Control alerts and notifications to minimize interruptions and see the content you want. Here's how.

- A** In any space, click the icon at the top left in the spaces screen.
- B** Click **Notifications**.
- C** Choose how you want to be notified from the pop-up window.
- D** Click **Save**.

