Get started with Webex Teams today

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.

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.

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.

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.

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.

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.

STEP 08
Find content.
Search for anything and filter by files, people, spaces and messages to narrow the results.

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.