

# Get to know Cisco Webex Teams

Quick reference guide

**Data#3**

  
**CISCO**  
Partner

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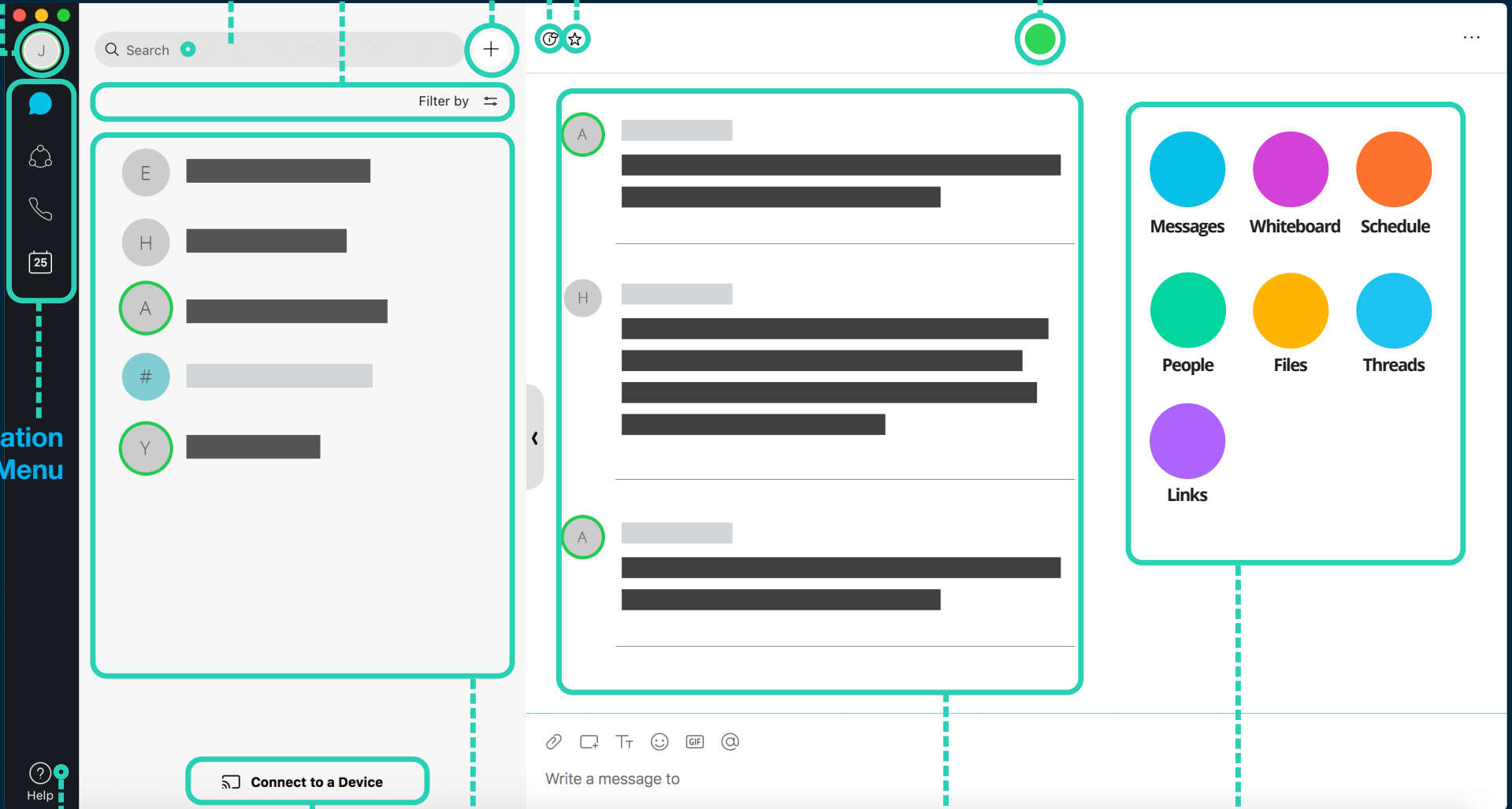
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# Getting Started

## Create a space

Click **+** and choose:

**Contact a Person** to start a conversation between you and just one other person.

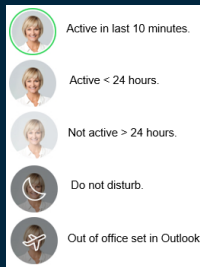
**Create a Space** to start a group conversation. You can add people before or after you create the space.

## Search

Quickly locate people, spaces, messages, files.

## Status & preferences

Click on your profile picture to update your details, system preferences, notifications and status. You can see someone's status information whenever you see their profile picture, send them messages, see them in a space or search for them.



# Mastering the Navigation menu

**Chats:** Access to your complete list of spaces with handy filtering options to quickly find what you're looking for.

**Teams:** Keep your discussions organised by creating new teams for your projects, department or company.

**Calls:** Reach out to recent contacts with one click or search and dial new numbers (other Webex Teams users only).\* Alternatively, select **Call/Meet** within any space to instantly connect with the members of that space.

**16 Meetings:** View, schedule or join meetings from one location.

*\*Note, you can only search among members of your own organisation and others you have already contacted outside the company. However, you may also call people, meetings or groups using their video (SIP URI) addresses, whenever applicable.*

# Get the most out of Messages

## Share Content

1. When in a meeting, click **Share Screen** at the top right.
2. Select the app you want to share or the whole screen.
3. To stop sharing, select **Stop**.

## Messaging

Add more personality with emojis or animated GIFs, or add formatting and Markdown to your messages to make the text stand out.

## @mentions

Help people notice important messages - type **@UserName** to tag them specifically or **@All** to notify the whole team.

## Add Contacts

Go to the Activity button within your desired message space, choose **People** and select **Add People**. Type the first letters of their name or email address and pick them from the list.

- Each space can have up to 5,000 people in it.
- You can even add people outside your organisation.

# Take a shortcut with Activities

To access, simply click the Activity button in any space.

- Message** the space.
- Whiteboard** with participants (even in a call).
- Files** that are posted as attachments are all collated here.
- People** that are in the space – you can moderate, add or remove.
- Schedule** meetings or find join information.
- My threads** – a list of threads you are a part of.

# Extend functionality with Devices

## CONNECT A PC / MAC

1. Start Teams on your computer - pairing starts automatically.
2. If pairing doesn't start, click Connect to a device (located at the bottom of your list of spaces) and type the name of the device to search.

## CONNECT IOS / ANDROID

1. You can see if the app is connected when the board's name shows up on your space list.
2. Tap the board name (listed at the top) to discover who else is connected in the room.

