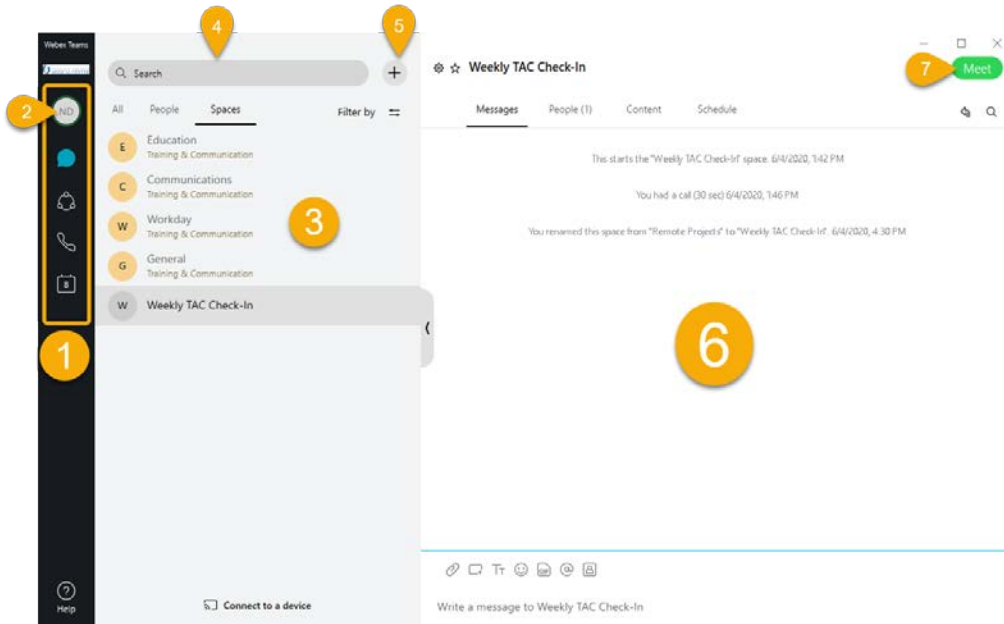


Quick Reference Guide



Webex Teams

Overview of the Environment



Number	Title	Description
1	Navigation Menu	Switch between Spaces, Teams, Calling, and Calendar menus
2	Status/Preferences	Add/edit profile picture, modify settings, and change status
3	Spaces Area	Group work takes place in Spaces. You can create groups or personal spaces. Most recently active Spaces are at the top. You can pin "favorite" Spaces or conversations to the top of the list
4	Search Bar	Use a predefined filter or type custom search criteria to find information that you need. You can search the entire history of the Space, regardless of when you joined that Space
5	Add Space or Contact	Create a new Space and invite co-workers to join or add contacts to your list
6	Messages Area	This is where messages, files, and whiteboards are housed
7	Meet/Activity tabs	Click on an activity tab to see the people in a Space, files and links shared within Spaces, whiteboards, and scheduling a meeting



You can also access Webex Teams using Chrome, Firefox, or Safari browsers at

<https://teams.webex.com>


Enter your current Webex credentials to log in.

(You can also download the Webex Teams app to your mobile device through the App Store or Google Play)


Creating Spaces

Within Webex Teams, everything is organized into Spaces. Spaces can be groups or individual conversations between 2 users. Within Spaces, users can send messages, share files and links, insert documents, and conduct meetings.

Creating a Personal Space (1:1 Space)

1. Click the plus sign  and click "Contact a Person"
2. Begin typing the name or email address of the contact and select them from the drop-down menu.

Creating Group Spaces

1. Click the plus sign  and click "Create a Space"
2. Name the Space
3. Type the name or email address of the contact and select them from the drop-down menu (repeat as many times as needed)
4. Click "Create"

Creating and Sending Messages

1. Tap the + icon to start a new 1:1 or group space, or use the search bar to find an existing space.
2. In the text editor, you can format messages with bold, headers, and markdown.
3. Use the paper clip icon to attach and share files with everyone.
4. Grab screenshots and share in the chat to give context to your conversation.



5. @Mentions are used to alert a particular person in a space. Begin by pressing the @ symbol and then choose the name from a drop-down menu.
6. Files of any type up to 2GB can be uploaded and shared within Spaces by clicking on the Paperclip icon.

Screen Sharing

1. From within the meeting, click the icon and select “Share your screen” or you can share a specific application.

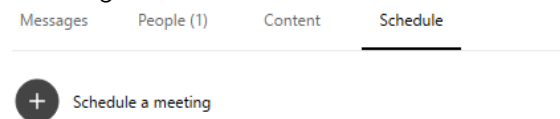


Organizing your Spaces

1. To keep your group discussions and projects organized, Teams can be created and more specified Spaces can be created within each Team. Think of “Spaces” as the messaging app on your mobile phone. It displays all conversations, group chats, individual exchanges, etc., while “Teams” only displays collaborative work, files, conversations, and other content related to a specific subject.
2. Example – A department can all be in one Space to communicate. Different teams within that department can create a Team Space to only communicate and work on their projects. Individual members of that team may only work on certain projects and not all (they don’t have to be included in those Team Spaces). Employees from any department in the UMMC network can communicate 1:1 or create their own Space.

Meetings

1. From within a Space, click the “Schedule” tab and then click “Schedule a Meeting”



2. You can access the meeting information such as the call in number or send more invites, by clicking “Space meeting Information”
3. To start a quick meeting, from within a Space, look for the green “Meet” Activity button to the upper-right of the screen



Searching

1. Search allows you to filter content to find exactly what you need. You can search in Spaces, Messages, or in Files.

Calling

1. Open the space with the person or group you want to call
2. Click the Green Call/Meet button



3. When prompted, select “Start with Video”
4. To join a call, if someone is calling you, you’ll see a pop up to “Answer” or “Decline” the call in the bottom right-hand corner of your screen.