Webex Teams Quick Start Guide

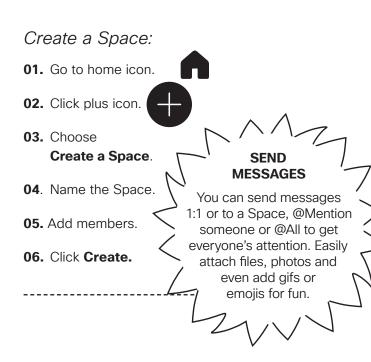
Upload a profile picture:

- **01.** Click on your profile image with your initials.
- **02.** Click inside the large profile image holder.
- 03. Select and upload your picture.
- 04. Click off the screen to save your changes.

Chat with colleagues:

- 01. Go to home icon.
- **02.** Click plus icon.
- **03.** Choose **Contact a Person** to enter their email or name.
- **04.** Then, just type and send your message.

The next time you message them, you can just select their name from the **People** filter.



Find People, Spaces, Messages, and Files:

- 01. Click Search.
- **02.** Enter the key word you're searching for.

You can easily filter the results using Spaces, Messages, or Files.

Flag content:



- 01. Hover over a message and click on the flag.
- **02**. To get back to the flagged message, just click **Search.**
- 03. Select Flags.

Click the flag again in the message to remove it.

Schedule virtual classroom meetings:

- **01.** Pick the space with everyone you want invited to the virtual classroom meeting.
- 02. Go to the activity menu.



- 03. Choose Schedule.
- 04. Select Schedule a meeting.
- 05. Add the date, time, and any other details.
- **06.** Send the meeting invite. Everyone in the Space will be included.

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Calling the class on the fly during class time:



- **01.** In the Space, click the activity menu button.
- 02. Click Meet, you'll start a call for the entire space.



03. Click anywhere in the notification to join the meeting.

Joining a scheduled video session from a video device:

01. Tap the Join button on the video device screen.

Start a whiteboard:

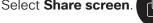
- **01.** During a meeting, click the activity menu.
- 02. Choose Whiteboard.
- 03. Select a whiteboard or click New Whiteboard.
- 04. Click Share in call to share the whiteboard.
- 05. Select the edit icon to draw on the whiteboard.
- 06. Click the **Stop Sharing** button when you're finished.



The whiteboard will be stored in the Space for students' later reference.

Share your screen or application:

01. Select Share screen.



02. Select the application from the list of open applications.

While you're sharing, you can select the following:

Share screen

To switch to another screen or application without needing to stop sharing first.

Annotate

To mark up what's being shared.

Stop

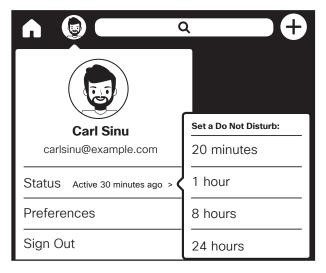
To stop sharing your screen.

Notifications you control:

- **01.** Click your profile picture.
- 02. Click on Status.

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- **03.** Choose how long you don't want to be disturbed.
- 04. When you're ready, click Off to change your status back to Active.



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Stop