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Getting Started and Working in Webex Teams

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Getting Started and Working in Webex Teams   KB000200636

👤 Authored by Jennifer Mendez • 👁 14 Views • 📅 about a year ago • ★★★★
★

Introduction
The following article describes how to get started and work in Webex Teams, an online conferencing applications available to all LSC students, faculty, and staff.

Instructions

Downloading and installing the Webex Teams app
Webex Teams is available for your computer, mobile device, or web browser. Install it on multiple devices and switch between them hassle-free because the app automatically knows which device you are using. Your content will always stay synced between your devices.

  1. Go to https://www.webex.com/downloads.html and select the Download button under the Cisco Webex Teams icon.
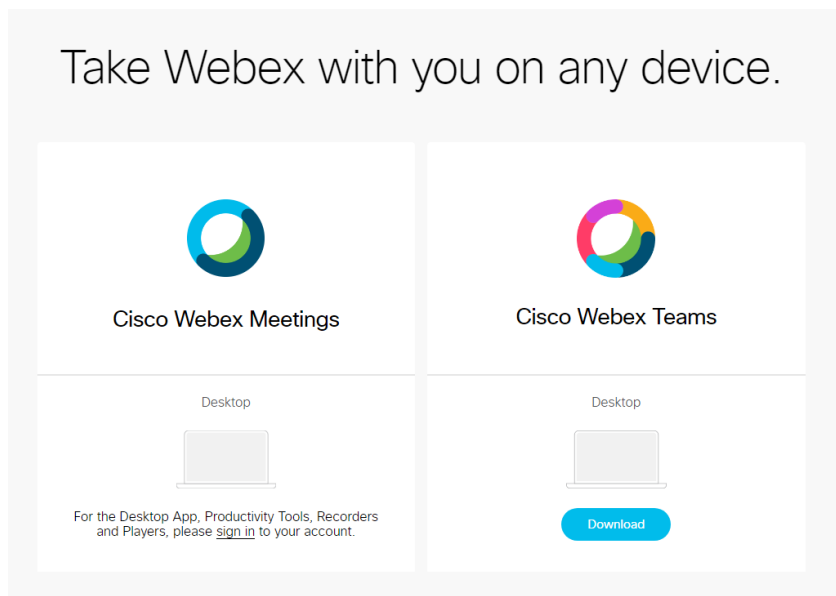
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    2. Follow the on-screen prompts to install Webex Teams.

    3. Once installed, open Webex Teams and login with your **official, primary LSC email** (not your alias if you have one) and password.

Tour of Webex Teams

Search/Filters   New   Messages   Activity Menu

Spaces   Attachments   @Mentions
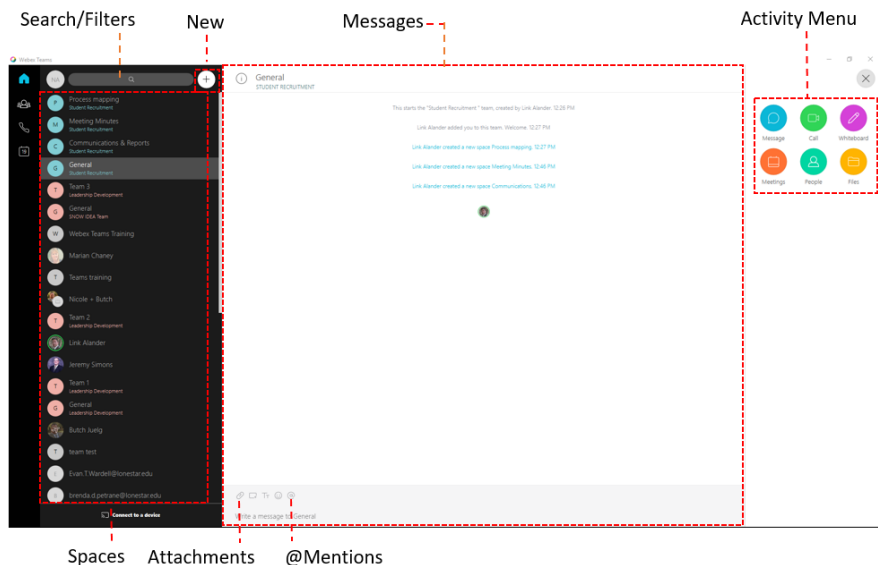
<u>Search/Filter:</u> Quickly search for content, conversations, and files. Available filters are shown when you first click in the Search bar.

<u>New:</u> Start a new Space or new Message with someone.

<u>Messages</u>: To send someone a Message, select the "New" Icon (the "+"). Here you will see the option to **Contact a Person** or **Create a Space**. To chat with just one person, select **Contact a Person**. This will create a conversation between you and only one other person. To chat with more than one person at a time, select **Create a Space.** You can then name the space and add people to it. Add attachments, screenshots, or "mentions" in Messages.

<u>Attachments</u>**:** Attach files to messages. Once a file is uploaded, it remains in the space and can be found in the **Files** folder found under the **Activity Menu**.

<u>@Mentions</u>: Tag someone in a message in a space by either typing "@" or clicking the icon in the menu bar of the message. Once the icon is selected or typed, a list of available people in the space to mention/tag will be displayed. **NOTE:** Mentions are only available in spaces, not one-on-one conversations.

<u>Spaces:</u> Webex Teams keeps track of all of your spaces in the **Spaces** bar. Your most recent spaces are displayed first.

<u>Activity Menu</u>: By default, the Activity Menu will be collapsed in a space or message. To access, select the ⠿ icon in the top right corner of the space. This will open the menu. Once open, you will be able to start a call with all people in the space/message, start a new or access previous whiteboards, schedule a meeting, view a list of people in the space and add new people (not available in one-on-one messages), and view files in the space or message.

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Working in Webex Teams

Messaging
As outlined above, it is easy to send messages in Webex Teams. To send a message to one person at a time, select the "**+**" icon, then **Contact a Person**. **NOTE:** When adding a person to Webex Teams, be sure to use their official, primary LSC email address.

To send to a group of people, select **Create a Space**. Webex Teams keeps track of all of your spaces and will move your most recent space to the top of the list so it is easier to find.
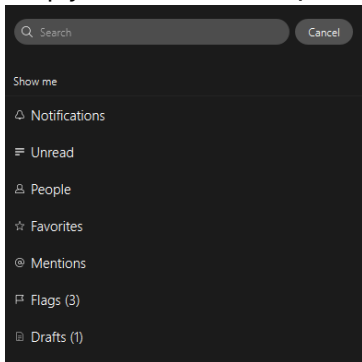
When a new message is received, the name of the space will be shown in bold.
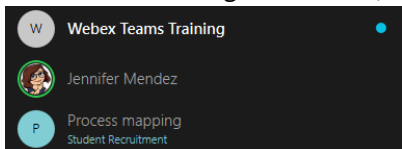
If you receive a message that is important, or needs to be followed-up on, you can flag that message. Simply hover over the message and select the flag icon:
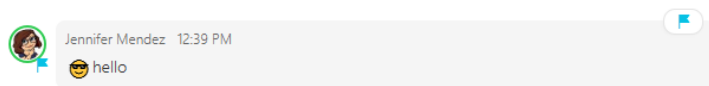
Up to 200 messages can be flagged at one time. To find your flagged messages, simply click in the **Search/filter** bar above your spaces.

If you wish to remove a flag from a message, you can select the flag in the message, or the list of flagged messages.

You can also quickly find any messages that you are mentioned in, unread messages, or saved drafts.

Meetings
Sometimes, the easiest way to share information or have discussions is in a meeting. With Webex teams, you can easily create meetings for groups to be held immediately, or in the future.

To schedule a meeting from a space, find that space in your spaces bar, then select the **Activity Menu**. Select **Meetings**, then **Create Meeting Invite**.

A separate Outlook meeting invitation window will pop-up. Change the start and end dates/times, then send the meeting invitation.

When it is time to start or join the meeting, you can do so from the calendar invitation within Outlook. Select **Join Webex Teams meeting**, then select **Open Webex Teams** from the web pop-up.


If you are the host, you will see the **Start The Meeting** screen. You can select to **Start with video**, or if you are connect to a Webex Teams board, you can select the **More Options** drop-down menu to start from a Board.

To join a meeting that has been started by the host, navigate to the spaces pane. You will see how many people are currently in the meeting and for how long it has been in session. Click the green oval to join, then select **Join with Video**.
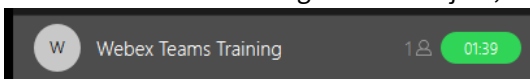
While you are in the meeting, you can mute your video and/or audio, see who is currently in the meeting, and add more people. Additionally, you can share your screen with everyone in the meeting.

Mute Audio   Mute Video   Share Screen   Add People   Leave Meeting
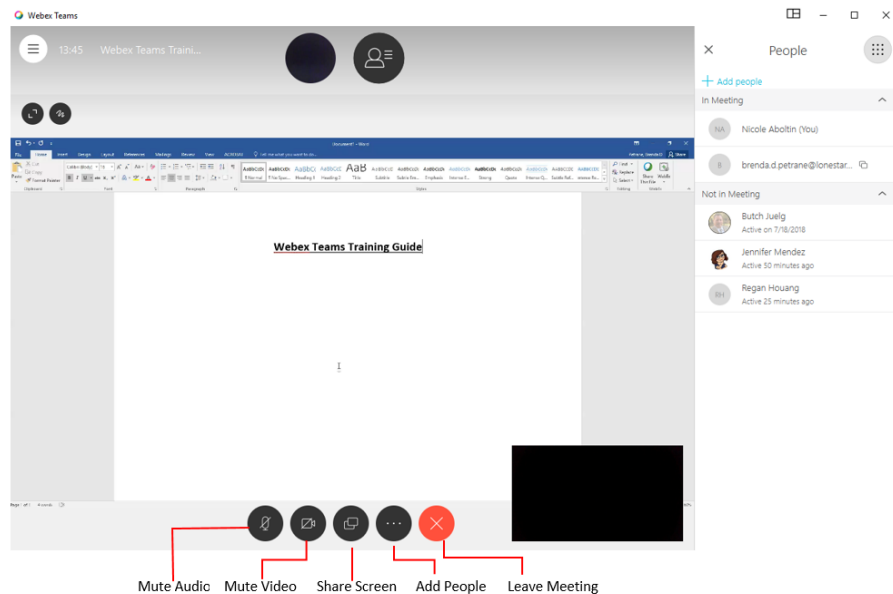
To share your screen while in a meeting, select the **Share Screen** icon. A list of all screens available will populate, select the screen you wish to share:
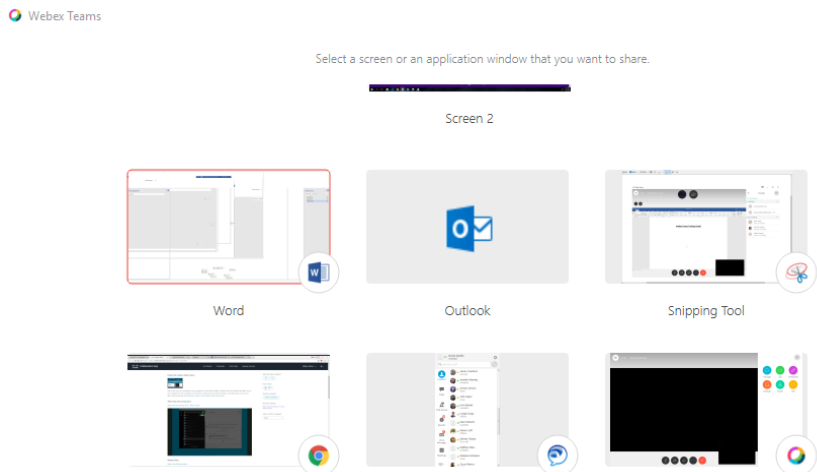
When you are sharing an application, the message "You are sharing [application name]" will be displayed at the top of the screen.
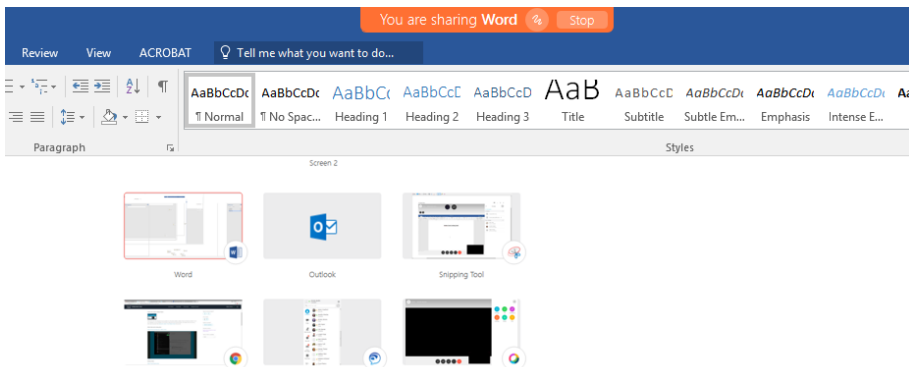

To take a snapshot of the screen and begin annotations, select the [icon] icon.

While in annotation mode, anyone can annotate on the snapshot. To stop sharing your screen, select **Stop**.

When the call has been completed, select the ⊗ icon to leave the meeting. The meeting will not officially close until all participants have left the meeting.

Calls

You can make a video call from Webex Teams whether you are already in a space with someone or not. If you know someone's phone number, the simplest way call them is to go to the **Call** panel by selecting 📞 in the left navigation area. This will bring up a list of your calls. Use the key pad to dial a phone number, or search for someone by name or email address:
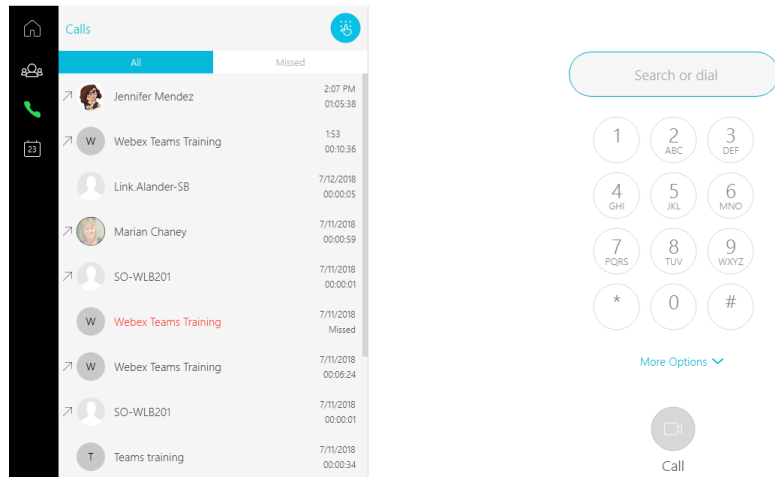
You can also call someone, or start a team call, from the Activity Menu in a space or message.
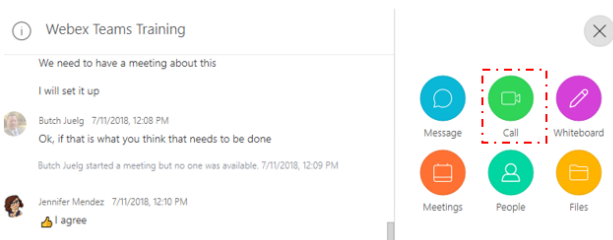
When someone calls you, answer or decline the call from the notification pop-up that appears. If you are on your desktop app and are busy but want to send a message to the caller, Webex Teams provides that capability. Let your caller know you are unable to take their call at the moment but you will reach out when you are free, by clicking the Message button. For more information, go to https://collaborationhelp.cisco.com/article/en-us/n19ix1l.
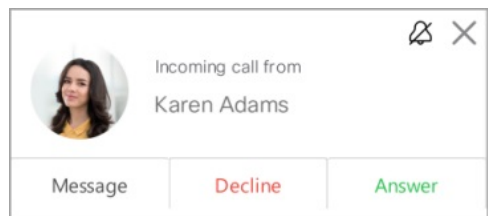
Contact the OTS Service Desk 24/7/365. We're happy to help!

Call 832.813.6600 (toll free 866.614.5014)
Click OTS Service Desk

Forgot your username or need to reset your password? Visit LoneStar.edu/Login for assistance.

Helpful? | Yes | | No | 100% found this helpful

Attachments

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