Webex Teams
Quick Start Guide for Students

Download the Webex Teams app:

For PC, Laptop or Apple Mac, go to:
https://www.webex.com/downloads.html

For iPhone or Android phones:

01. Open up the App store of Google play store.

02. Search for **Webex Teams.**

03. Download and open the app.

04. Type your **school email address**, click or tap **Next.**

05. Webex Teams will send you an **Activation Email.**

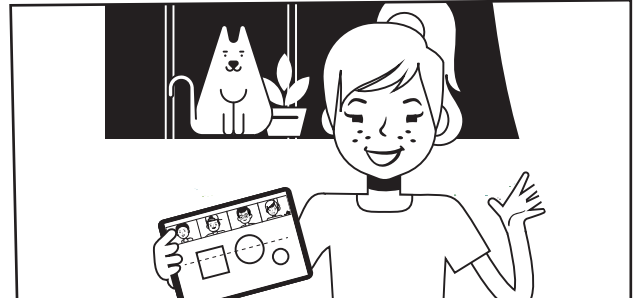**06.** Follow the steps to **create a password** and **sign in**.

Upload a profile picture:

01. Click on your profile image with your initials.

02. Click inside the large profile image holder.

03. Browse for the picture you want to use and upload.

04. Click off the screen to save your changes.

Connect with classmates:

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.

Flag crucial assignments from your teacher or files you don't want to lose:

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.

SEND MESSAGES
You can send messages 1:1 or to a group, @Mention someone or @All to get everyone's attention. Easily attach files even add gifs or emojis for fun.

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Trying to remember a past assignment or due date? Find People, Spaces, Messages, and Files:

01. Click **Search**.

02. Enter the keyword of what you're looking for.

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

Joining a virtual classroom:

If you can't make it into school, your teacher can call your Space and start the lesson, meaning you can join the lesson from anywhere.

When the call starts:

01. Click or tap anywhere in the notification.

02. Click or tap the **Start with video** button to join the lesson.

◻️ Join with video

A scheduled virtual classroom:

01. Click anywhere in the notification to join the meeting. Or click **Snooze** to get reminded at the meeting start time or click the **cross** to stop getting reminded.

> **C** **Design Review**
> In 5 minutes
> Colors in usage
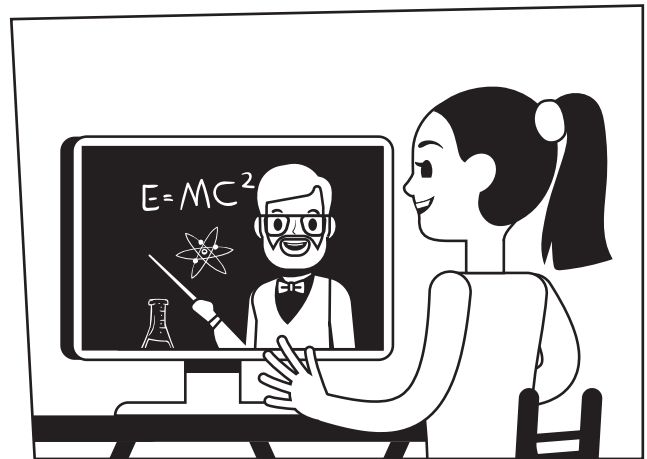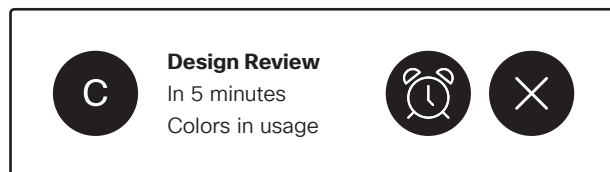
Notifications you control:

01. Click your profile picture.

02. Click on **Status**.

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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Carl Sinu
carlsinu@example.com

Status   Active 30 minutes ago >

Preferences

Sign Out

Set a Do Not Disturb:

20 minutes

1 hour

8 hours

24 hours

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