Webex Teams
Quick Start Guide for Administrators

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.

Create a Space:

01. Go to home icon.

02. Click plus icon.

03. Choose **Create a Space**.

04. Name the Space.

05. Add members.

06. Click **Create.**

SEND MESSAGES

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

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.

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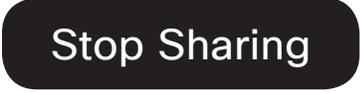
The whiteboard will be stored in the Space for students' later reference.

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.

Stop

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**.

	Q	+

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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