

WebEx Teams: Getting Started

Sign up for your WebEx Teams Account

- 1. Go to the address teams.webex.com/signin or click the link in your email (if you have an invitation) to sign up for a WebEx Teams account.
- 2. Follow the steps to create your account.

Install WebEx Teams

On your PC

- 1. In your web browser, go to www.webex.com/downloads.html or Google "WebEx Teams Download".
- 2. Click "Download for Windows".
- 3. When the popup appears, click RunB
- 4. Sign In with the details you created earlier.

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On your Device

- 1. Open the Apple App Store or Google Play.
- 2. Search for WebEx Teams.
- 3. Tap Install or Get.
- 4. Sign in with the account you created.

Create a new space

- 1. Click the + icon.
- 2. Click Create a space.
- 3. Name your space.
- 4. Add members (you don't have to do this now, you can also do this later).
- 5. The **Create** button will become active. Click it to move to the next step.



WebEx Teams

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Navigating WebEx Teams

- 1. The WebEx Space is a simple chat layout.
- You can type messages in the bottom pane and add attachments and other objects (such as Emojis" to the chat session.
- You can add documents into the space that "belong" to the space by clicking the Paper Clip icon.
- 4. You can start a video conference by clicking the **green camera** icon.

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Teams Space Additional Features

1. Click the ... icon in the top right of the space to open the additional features pane - \square \times

⑦ ☆ P&C Training Space

Additional Space Functionality

Message Returns you to the WebEx Teams Space.

Whiteboard

An interactive whiteboard.

Meetings

Schedule a Video / Audio meeting through the space.

People

See who is in the Space, or Add / Remove members.

Files

See the files in the Space that have been loaded in the space.



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