

WebEx Teams: Getting Started

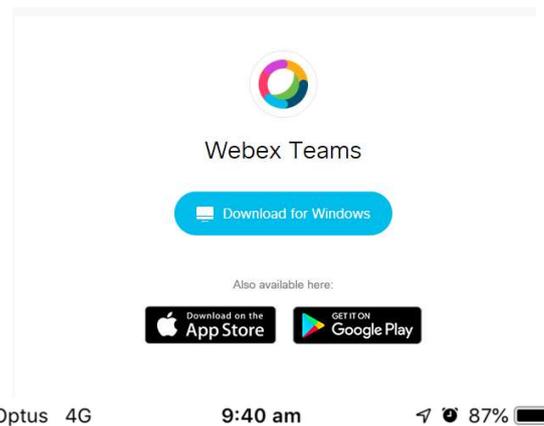
Sign up for your WebEx Teams Account

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

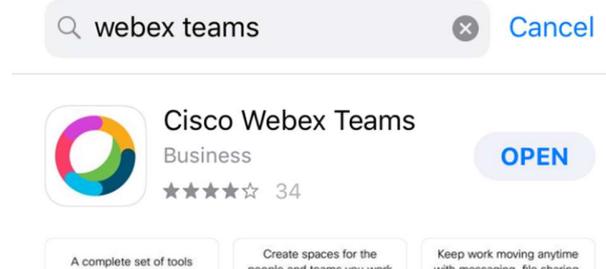
On your PC

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.



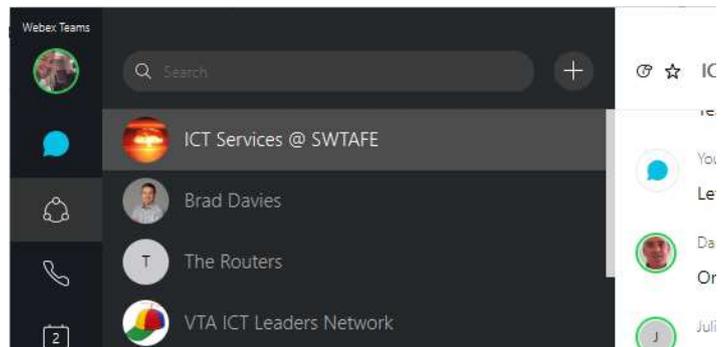
On your Device

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

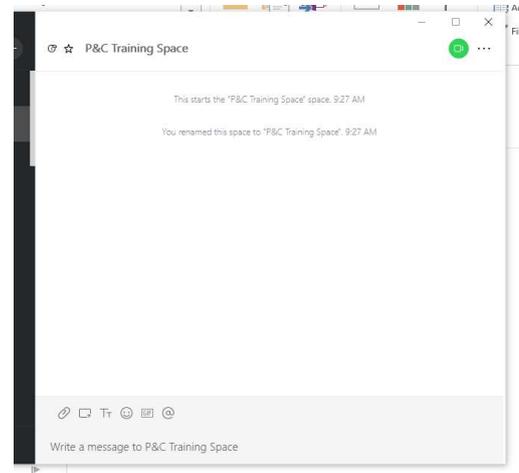
1. Click the + icon.
2. Click **Create a space**.
3. Name your space.
4. Add members (*you don't have to do this now, you can also do this later*).
5. The **Create** button will become active. Click it to move to the next step.



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Navigating WebEx Teams

1. The WebEx Space is a simple chat layout.
2. You can type messages in the bottom pane and add attachments and other objects (such as Emojis) to the chat session.
3. 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.



Teams Space Additional Features

1. Click the ... icon in the top right of the space to open the additional features pane

🔍 ☆ 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.

