

WebEx Teams offers workspaces to share, create, and interact with team members.

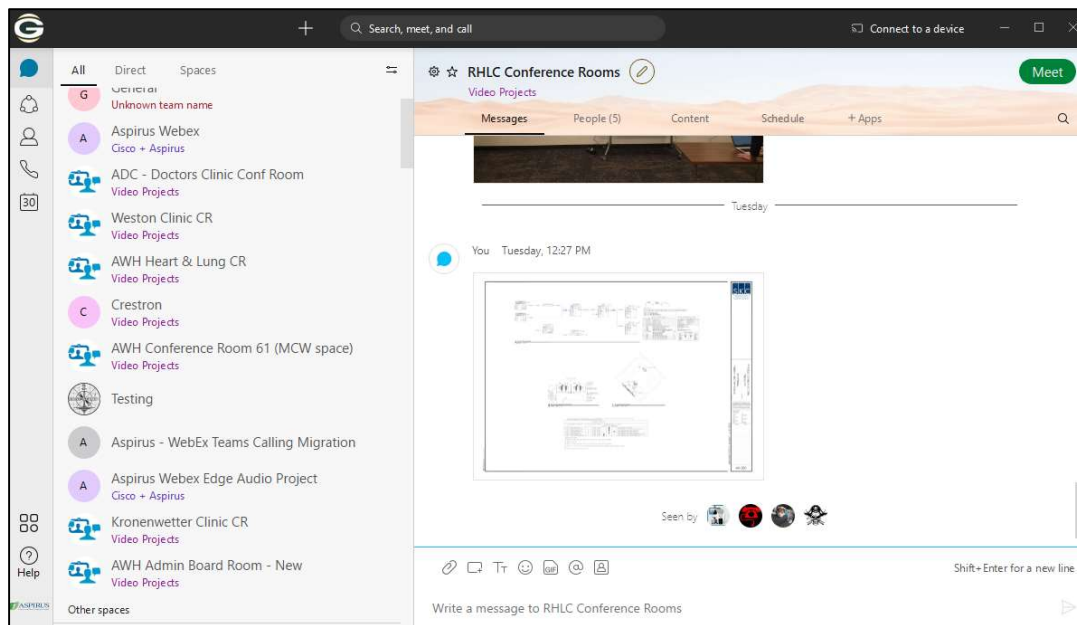
**\*\*\*WebEx Teams is available using a laptop, PC, or mobile device.**

Laptop or PC navigate to <https://teams.webex.com/signin>

Mobile Device – download the WebEx app in your app store.

Once your account is set-up you will receive an email from Webex Teams inviting you to start collaborating. Select the link to begin.

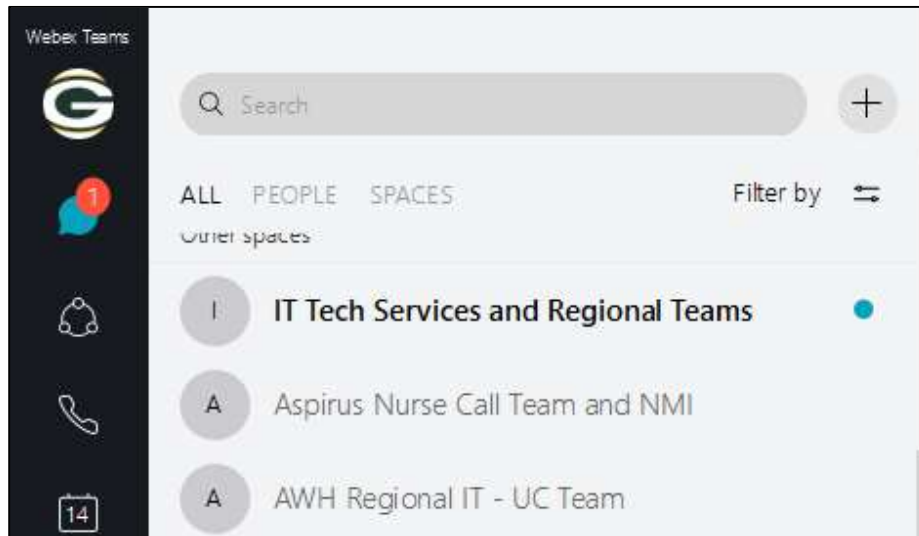
1. The Webex Teams app interface has 2 portions. Navigation on the left, space activities links on the right.



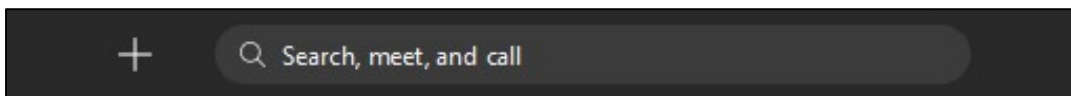
## Read and Send Messages

Get started right away in Webex Teams by reading and sending messages to people directly or to everyone on your project team.

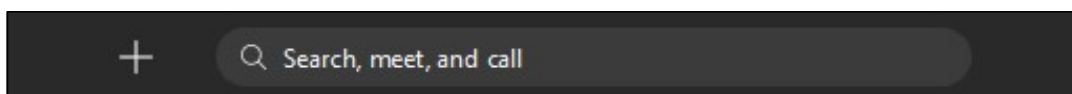
1. Read new messages—just look for the messages with the blue dot on the right of the name and click to read it.



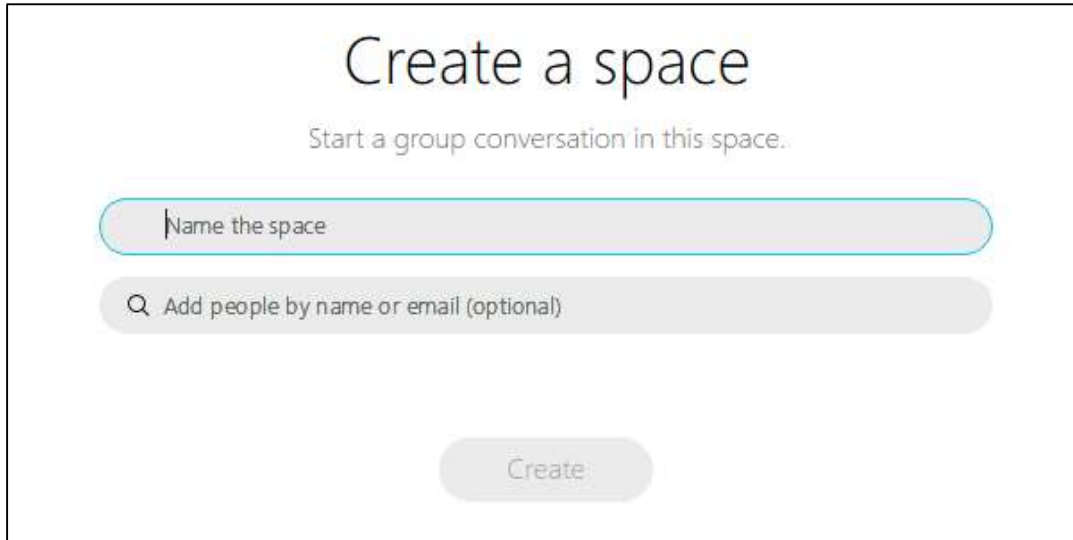
2. Send a message—You can send a message directly to just one person or to several people.
  - a. To send a message to someone directly, go to the “Search, meet, and call” box and enter a name.



- i. Then, type and send your message.
- b. To send a message to several people, go to the “Search, meet, and call” box and choose “Create a Space”.



- c. Name the space, add users by name or email addresses, then select “Create”.

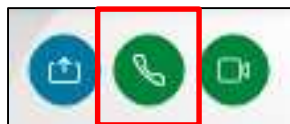


3. The next time you want to send a message, you can just select the name from the People or Space list.
  - a. Double click to open the space and see all the previous conversations and documents.

## Meet and Call People

You can handle video calls and schedule meetings right from Webex Teams, whether you are using it on your computer or mobile phone.

1. To call a person you are messaging go to the activity menu and choose “Call”.



2. To call someone using their email, name, or phone number go to the “Search, meet, and call” box type the information. Then select “Call” next to their name.



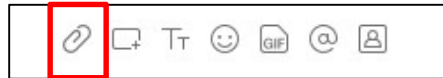
\*\*\*If you select “Meet” in a space with several people, everyone's app will ring, and you'll start a call for the entire group.



## Share Files and Whiteboards

Sharing files, photos, screen captures, videos, and whiteboards is available with Webex Teams.

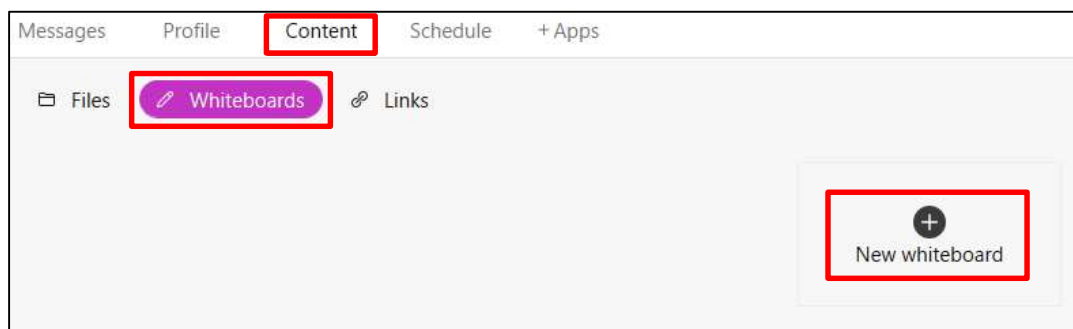
1. To share files, photos, or videos, drag and drop them into the space or use the attachment paperclip icon, and then press enter.



2. To share screen captures, use the screen capture icon, take a screen capture, and then press enter.



3. To create a whiteboard, go to the “Content” tab, choose “Whiteboards”, and then select “New whiteboard”.



If you have questions about this process or would like more information, please contact the Ascension Help Desk at 877-640-1416.