

Cisco Webex Teams



Official Cisco Resources:

<https://help.webex.com/en-us/>

<https://collaborationhelp.cisco.com/article/en-us/ghmde9>

<https://collaborationhelp.cisco.com/tutorial/section/Cisco%20Webex%20Teams>

<https://www.webex.com/faqs.html#faqs-teams>

Summary

Provided below are instructions for joining, configuring, and utilizing Cisco Webex Teams. Cisco Webex Teams is a collaboration tool licensed for all BCOM users.

“Webex Teams is an app for continuous teamwork with video meetings, group messaging, file sharing and white boarding.” – Cisco

Cisco Webex Teams is available for Windows, Mac, iPhone, iPad, and Android.

Prerequisites

- Webex Teams Invitation Email
- Google Chrome, Mozilla Firefox, or Webex Teams application

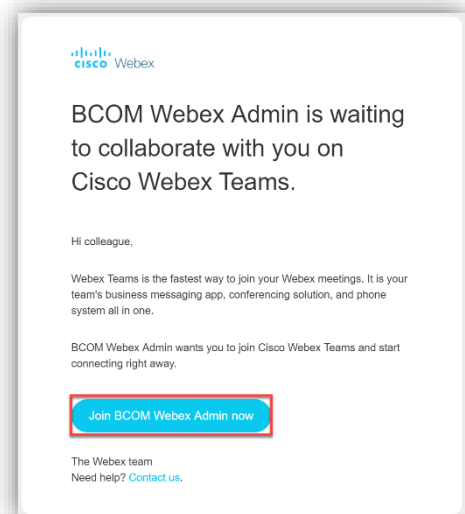
Notes

- Webex Teams does not work in Microsoft Edge or Internet Explorer currently.

Sign-Up from Invitation

To begin using Cisco Webex Teams, you will need to create an account.

1. Locate the invitation email that you received from “Cisco <webex_comm@webex.com>”.
2. Click the “Join BCOM Webex Admin Now” button.
3. Your default browser will open and you will be prompted to enter your email. **You must enter your BCOM email address.**
4. You will then be routed to BCOM’s SSO (single sign-on) Office 365 portal.
5. Enter your BCOM credentials (full email and email password).
6. The Webex Teams web portal launches giving you a brief tour.

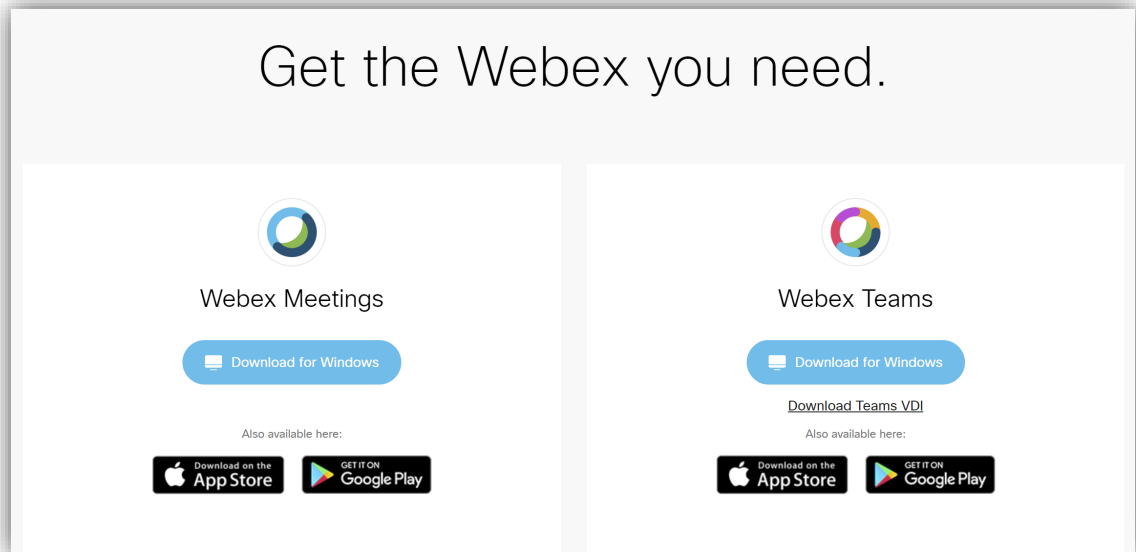


7. Read each pop-up and click “Got It” a few times to begin using Webex Teams.
8. Webex Teams (web) can be relaunched by visiting <https://teams.webex.com/>

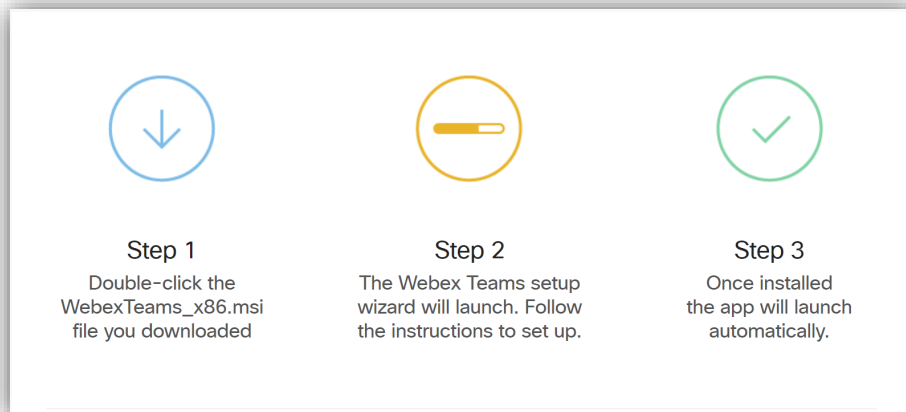
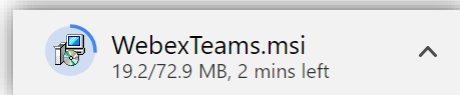
Install Webex Teams PC Application

These steps will guide you through the process of downloading and installing Webex Teams on your computer. Webex Teams will also run through Google Chrome and Mozilla Firefox without a download but with limited functionality.

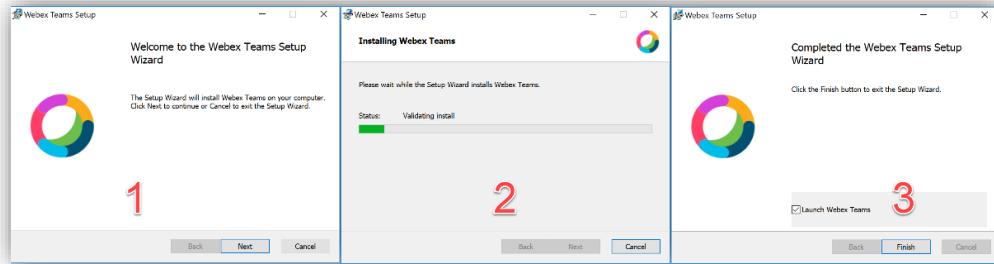
1. Visit <https://www.webex.com/downloads.html>
 2. Click on the Download button found under the Cisco Webex Teams section.



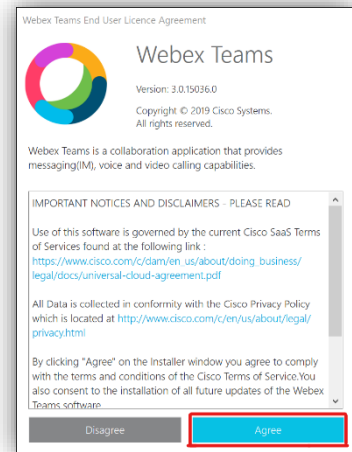
3. Double-click on the WebexTeams_x86.msi file that was downloaded.
 - a. Alternatively, simply click the download once it is completed in Google Chrome.



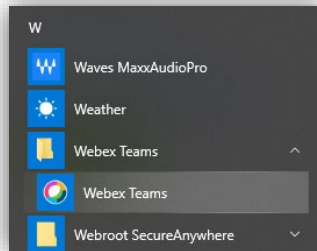
- The Webex Teams setup wizard will launch. Follow the instructions to set up.



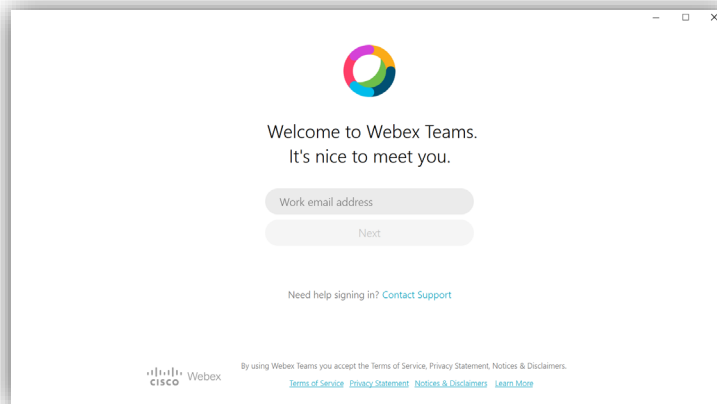
- Once installed, the app will launch automatically.
 - When launching the application for the first time, you will need to agree to the Webex Teams End User License Agreement



- To launch it again, double-click the Webex Teams icon on your desktop or in your Start menu.



- You should then be able to sign in.



Spaces


Cisco Webex revolves around “spaces”. There are 3 types of spaces: people, spaces, and teams. For suggestions on how to use the types of spaces, please visit this article:

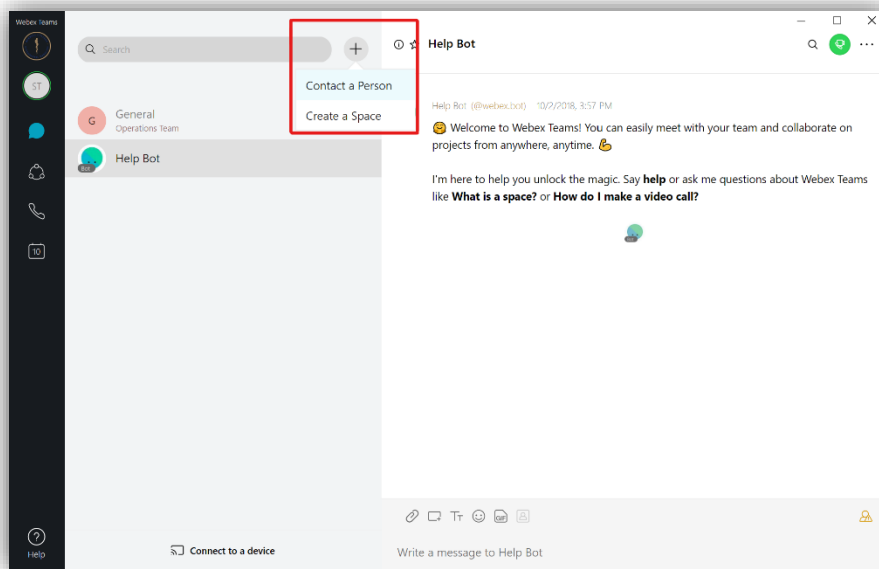
<https://collaborationhelp.cisco.com/article/en-us/4eawbp>

Any space has the capability of messaging, sharing files, whiteboarding, and holding video meetings.

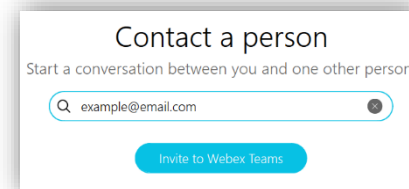
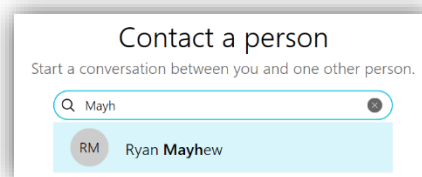
People

Chat and collaborate with a single person in a private session:

1. Click the  button and select “Contact a Person”




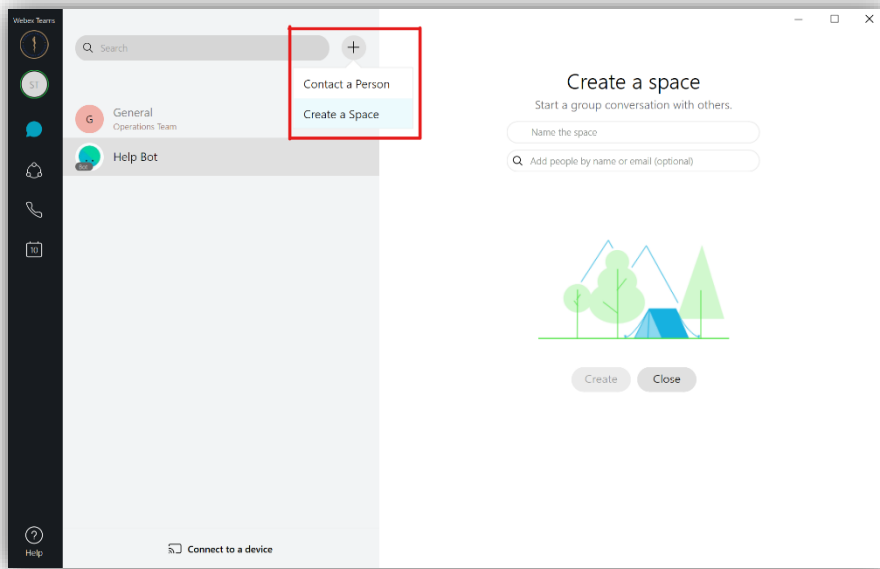
2. Search for the person by entering their name or email.
 - a. Typing their name will only work for people within the organization.
 - b. Type an email for people outside the organization to invite them to Webex Teams.



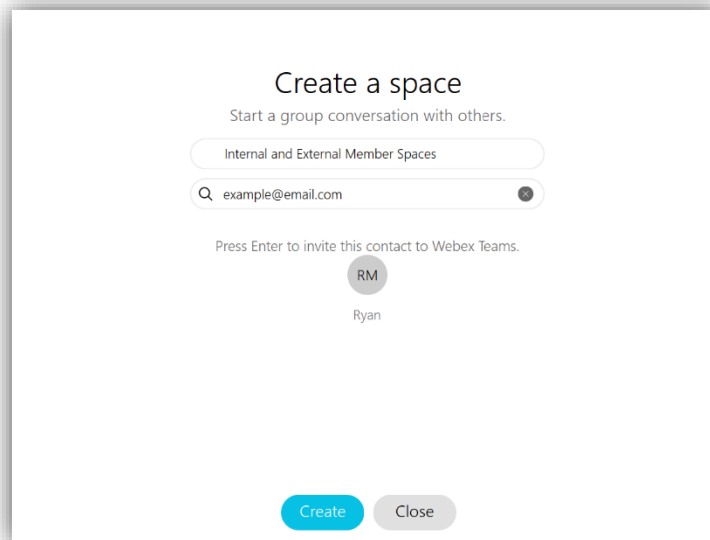
spaces

Chat and collaborate with multiple people in a shared space:

1. Click the  button and select “Create a space”




2. Name the space and (optionally) add people by name or email.
 - a. Typing a name will only work for people within the organization.
 - b. Type an email for people outside the organization to invite them to Webex Teams.

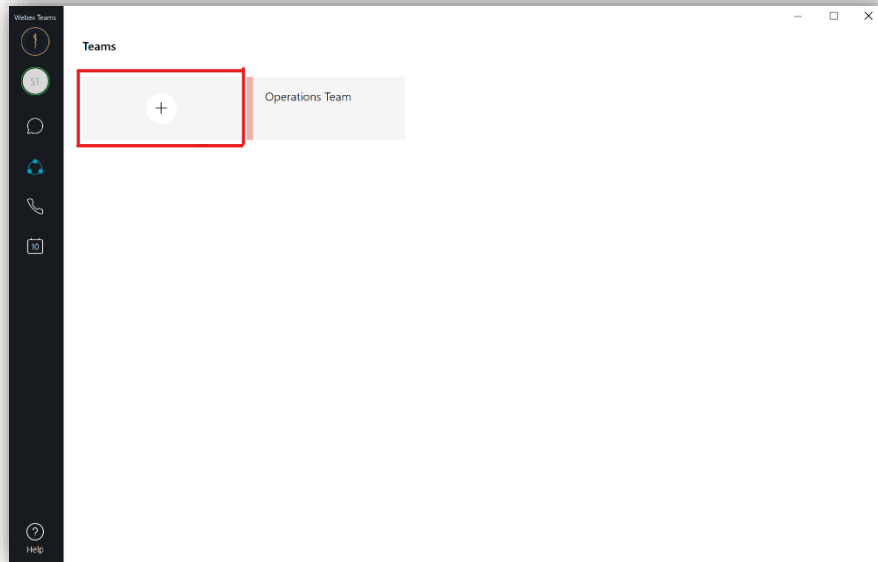



In the example above, I have invited Ryan (Internal) and will press Enter to invite example@email.com (External) to join Webex Teams.

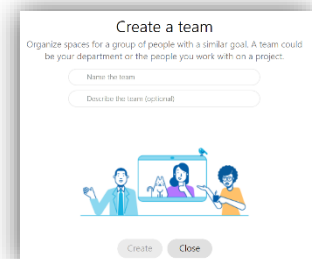
Teams

Chat and collaborate with multiple people in a shared team space that allows for multiple shared spaces within. This allows for better organization of topics.

1. Click the  (Teams) icon to switch to the Teams window.
2. All teams you are a part of will be listed here, you can see I am already a part of the Operations Team. To create a new team, click on “+ New Team” in the top right.

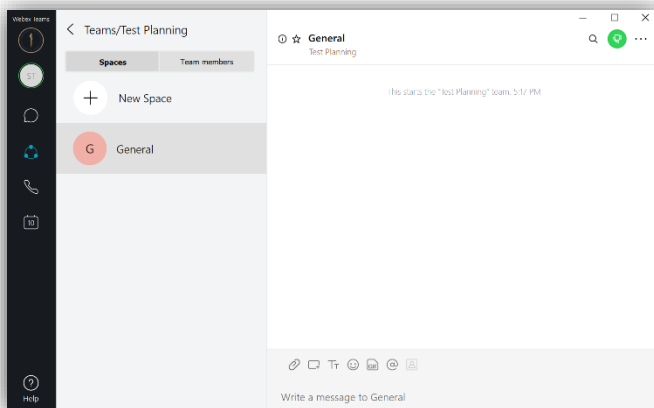


3. Name your team and optionally add a topic or description of the team.
4. Click on your team that appears. Teams are laid out in a grid format.
5. When you create a new team, a “space” called General inside the team is created by default. You can create new “Spaces” by pressing the  button. Think of “Spaces” within a Team as different topic boards, or project

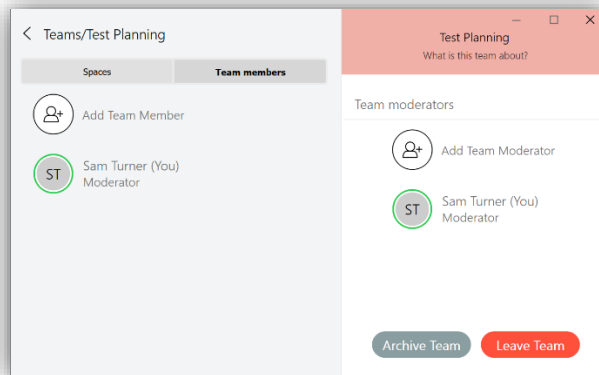
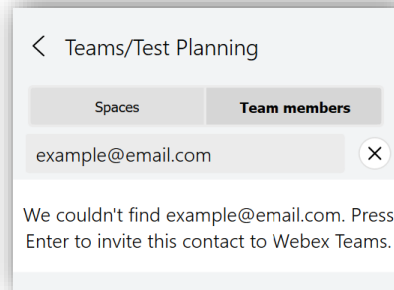
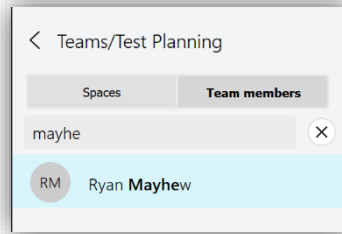


boards. So if you had a Team for your department, you may have a “Space” where you just discuss planned events, curriculum changes, future test dates, a major project, etc. This helps manage information.

Example: Someone may send the deadline date of a project, this will be much easier to find in the future if it is in the “Project” space, rather than in the “General” discussion space.



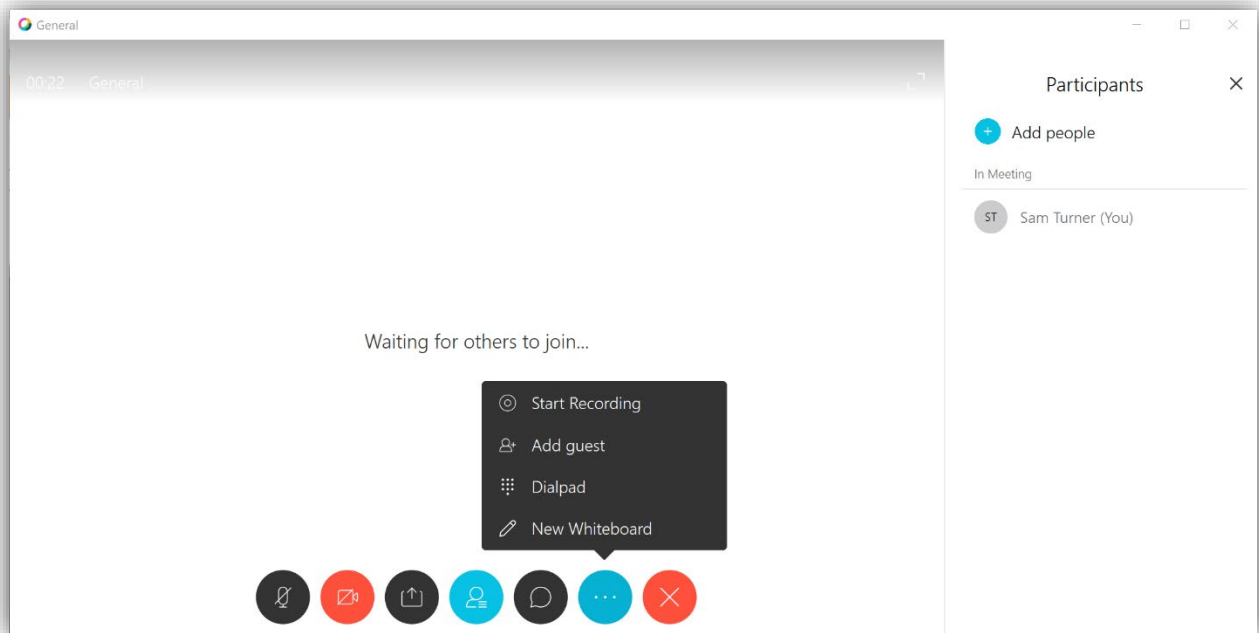
6. You can add Team Members under the “Team members” tab.
7. Search for the person by entering their name or email.
 - a. Typing their name will only work for people within the organization.
 - b. Type an email for people outside the organization to invite them to Webex Teams.
8. The Team moderators section allows you to add more team moderators, remove a team moderator, archive a team (closes a team for all members), and leave a team. You cannot leave a team if you are the only moderator.



Video Meetings

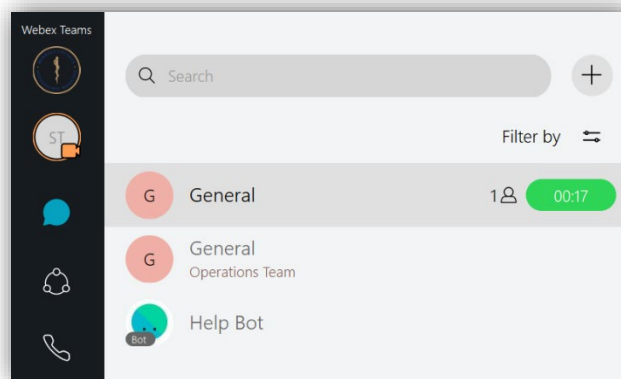
Webex Teams allows you to do video meetings directly from within any space. **Please note that the online web version of Webex Teams does not support Video Meetings.**

Video Meetings Overview



Mute Mic | Mute Video | Share Screen | Hide/Shown Meeting Members | Chat | More | End Call

When any one member of the space begins a meeting, you will see a timer in green next to the space title in your space list. You can click directly on this timer to join the video meeting.



Launch directly into a meeting

You can instantly create a video meeting or join one in progress.

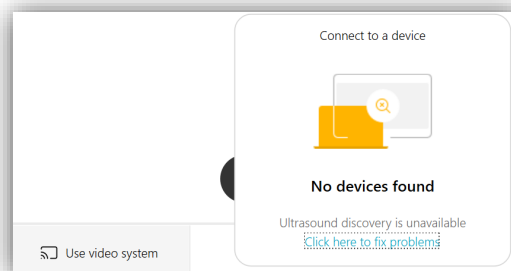
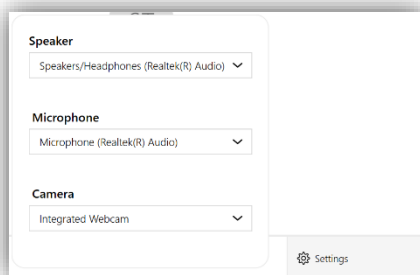
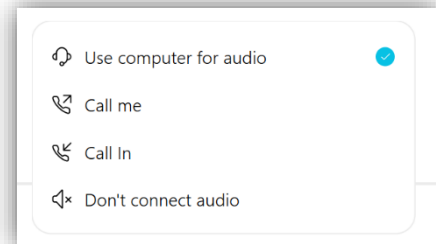
1. Click on the space in which you wish to hold the video meeting.
 - a. Only members of the space can join your video meeting automatically.

2. Click on the  Call icon on the top right.

3. You will see your webcam (if applicable) as well as a “Start Meeting” button. You can click both the video and microphone buttons to turn your video or microphone on/off.



4. Click the “Use computer for audio” dropdown menu allows you to use your phone for audio (instead of your PC’s speakers and mic) as well as search for nearby Cisco video teleconferencing devices.
5. The “More Settings/Headphone/Microphone” button lets you choose your Microphone, Headset, and Speakers. You can also cast to devices using the “Use video system”.





6. Once you click “Start Meeting” button, you will be joined into the call.

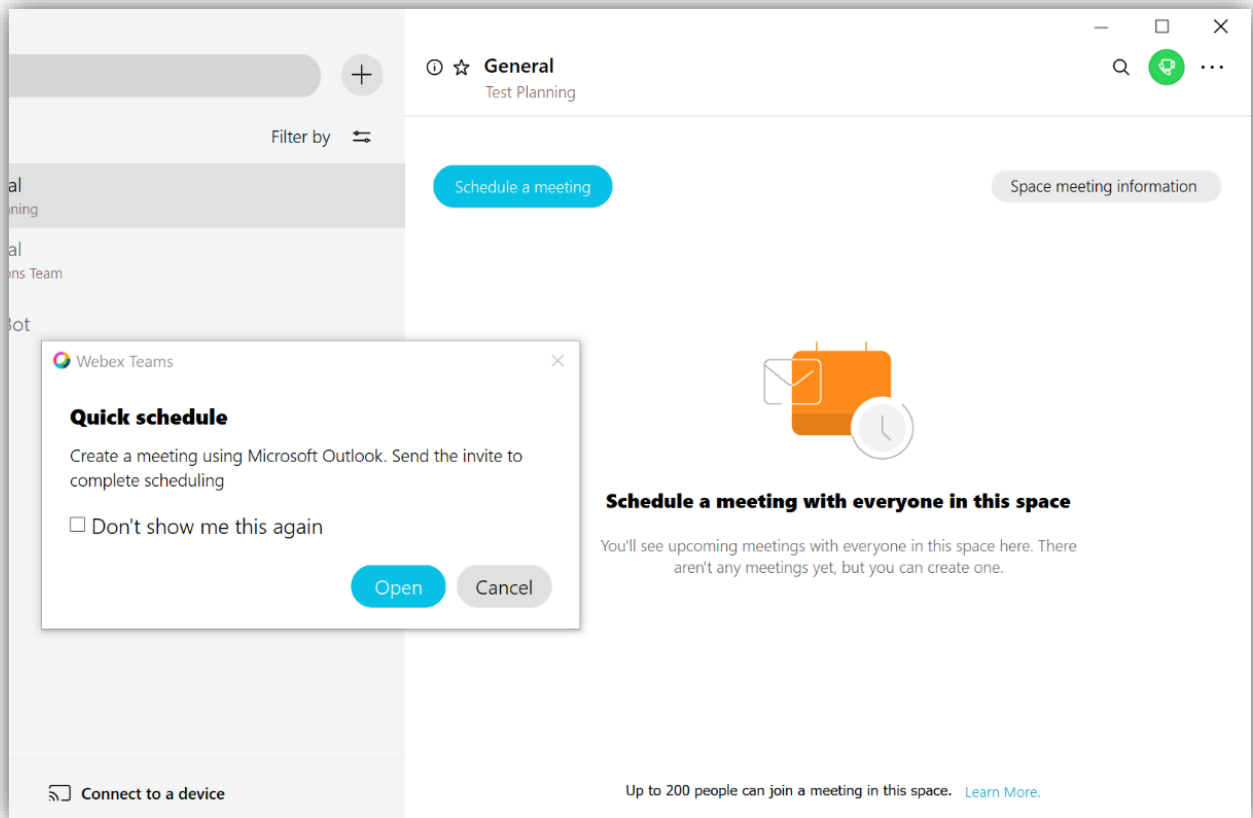
Schedule a meeting

You can schedule a video meeting for a future time or get the information for a meeting.

1. Click on the space in which you wish to schedule the video meeting.

- a. Only members of the space can join your video meeting automatically.


2. Click on the  Activity icon, then click  Meetings icon.
3. Click “Create Meeting Invite”.

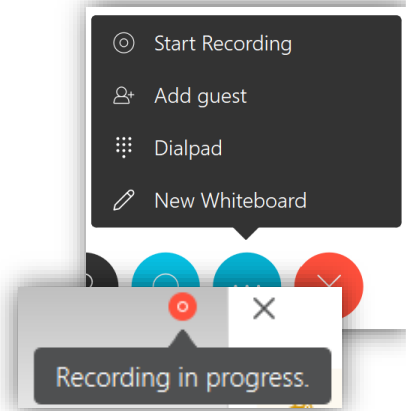


4. Depending on your email/calendar programs, it will launch into a meeting invite with all the details needed to join your video meeting. Choose a time and date and invite others as you normally would for any meeting.
5. At the time of the meeting, join the video meeting using the Meeting Information provided in the meeting invitation.

Record a video meeting

You can record your video meetings to share or revisit the meeting later.

1. Once in a video meeting, click the  More icon.
2. Then click on Start recording.
3. A recording symbol will appear on all participant's screens.
4. Anyone can then pause or stop the recording in the More menu.
5. Recorded meetings will appear in the chat dialogue of the space when ready. The URL and password can be copied and shared. When a recording appears depends on the length of the meeting.




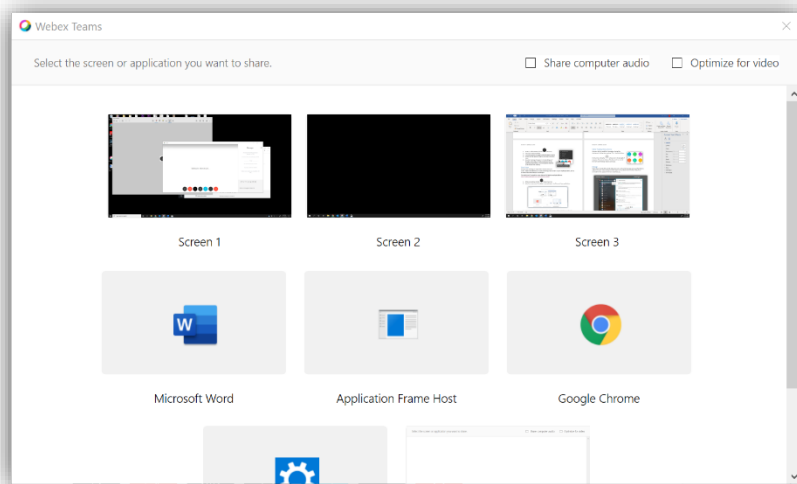
Share Screen

During a video meeting, you might find it useful to share your screen. Webex Teams allows you to share everything on your screen, or just a single application, such as an email or document that you're working on.

This article from Cisco explains screen sharing in full detail on multiple platforms:

<https://collaborationhelp.cisco.com/article/en-us/i62jfl>


1. While in a meeting, click the  Share screen icon.
2. Select from any screen (if multiple) or any application. Scroll to see all open applications.

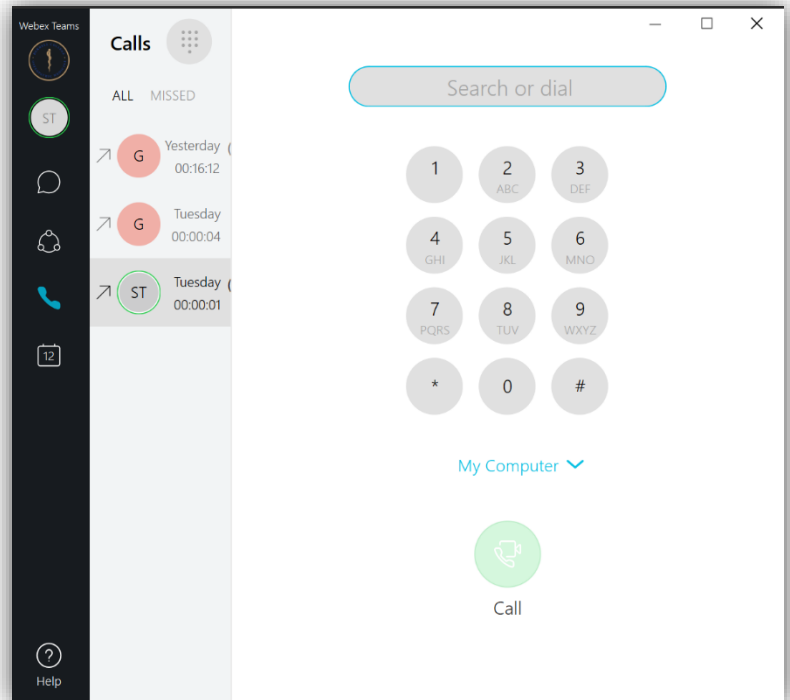
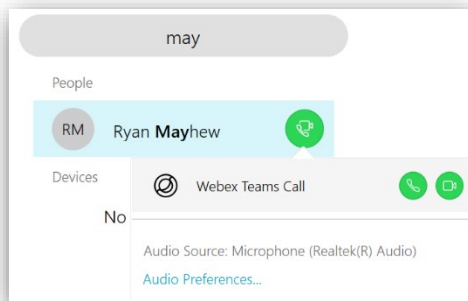


3. An orange box will appear around your entire screen or around the application you chose to share. A small orange toolbar appears at the top of your screen detailing what you are sharing, a button to change the screen being shared, an annotation tool, and a stop button to stop sharing.




Calls

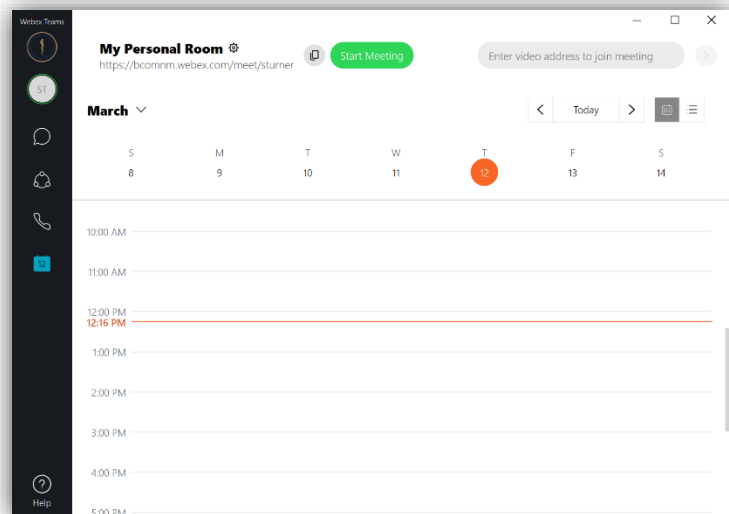
You can also call individuals directly through Webex Teams using the Call  tab on the left. You can then search by name for people within the organization, or you can dial a number directly. If you search by name you can then click the “Call” icon next to the name.



Meetings

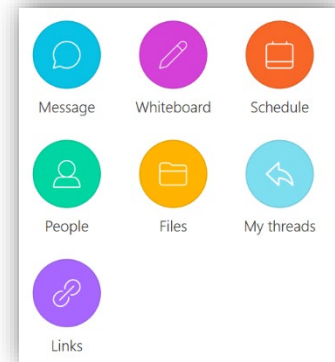
Webex Teams will also show you any meeting you have scheduled through


Webex under the Meetings  tab on the left. It also provides a link to your specific Webex Meeting Room. More information about how WebEx Meetings works and can be scheduled can be found in the “Hot-To” document for Webex Meetings on the website. These Meetings will show up in Webex Meetings and should show up in your Outlook Calendar (there is a slight delay with this).



Other Activity Menu Items

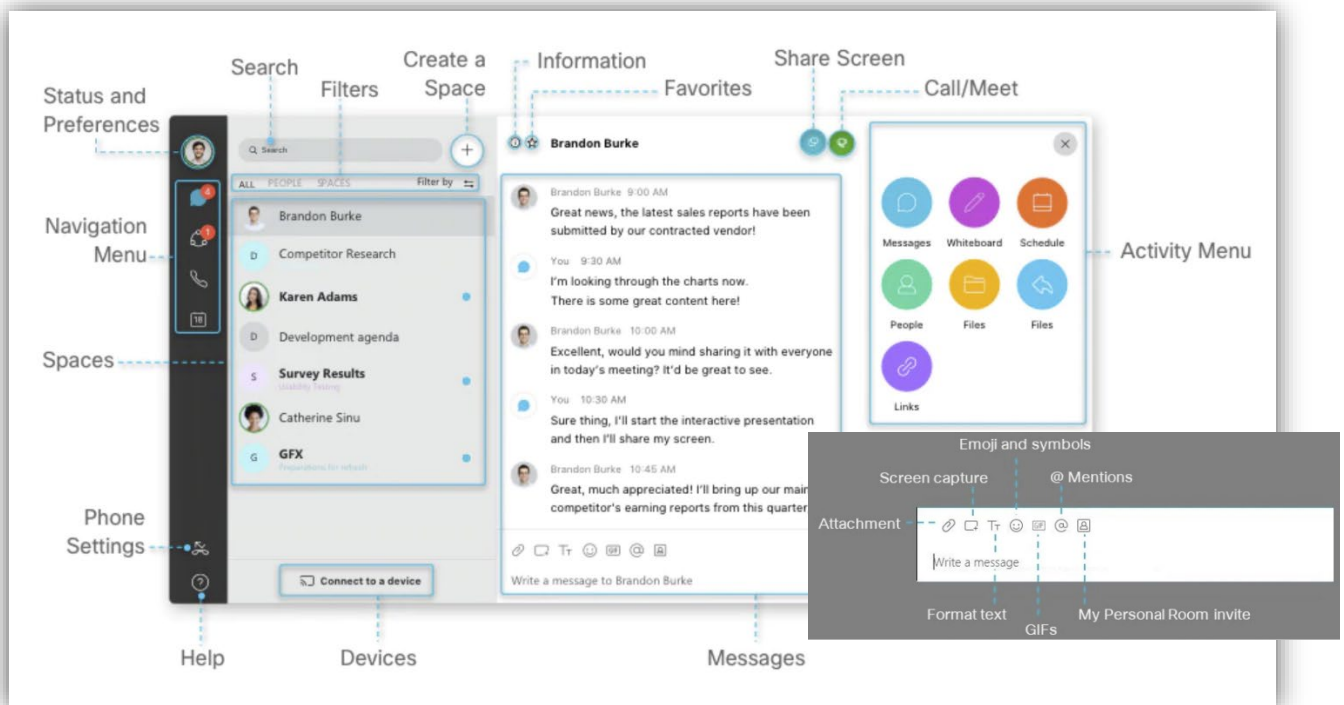
Any space has the capability of messaging, sharing files, drawing, and holding video meetings. This is the Activity Menu.



It is found by clicking the  Activity icon in the top right of any space. There are six buttons. This document has covered the “Call” and “Meetings” buttons previously.

Message

This is where the bulk of the activity takes place and is archived. All messages are saved, files that are added will remain, video meetings recorded appear in-line, details of who has been added to or removed from the space and when are noted here, etc.



In Cisco’s example photo, we see the general layout of spaces and messages. Along the bottom of the messages section, there are number of button icons that allow you to attach files, take a screen capture, format your text, add Emojis, and a shortcut to add @mentions to get someone’s attention. Webex Teams has since added GIFs as well.

For more on messaging, visit: <https://collaborationhelp.cisco.com/tutorial/article/en-us/nuayvai>

Whiteboard

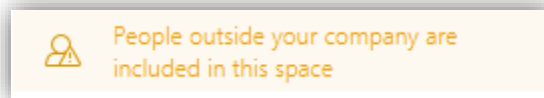
Whiteboards allow you to freely draw and create on whitespace as you would on a whiteboard with dry erase markers. Click on “New Whiteboard” to launch a new whiteboard, or select a previously created whiteboard to continue using it.

For full details on whiteboards, visit: <https://collaborationhelp.cisco.com/article/en-us/ne9qdcz>

People

The People section allows you to view current moderators and participants in a space. Moderators can add people by clicking the “Add people” button. They can also promote others to moderators, remove others, or quickly send a private message to any participant by right-clicking their name. Moderators can also remove moderator abilities of other moderators.

This section will also include a warning if this space includes people outside your company.



Files

All files that have been previously attached in-line will appear in the Files section for easy organization. Also, snapshots shared during a video meeting, GIFs, images, or videos shared via chat are also located here. Files can be downloaded from this section.