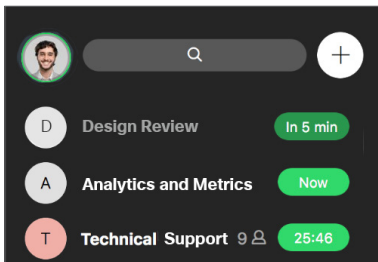# WEBEX TEAMS
QUICK REFERENCE GUIDE

Start or Join a meeting from Webex Teams

Start an instant meeting

From your space, click the **activity menu** ⠿ and then choose **Call** 🎥 .

Join a scheduled meeting

Next to the **Home** button, select the green join button next to the space or meeting name. The join button appears 5 minutes before the scheduled start time. At the scheduled start time, the label changes to inform you that the meeting is starting now. When someone else joins the meeting, the countdown appears on the button and you can see how many people have already joined.


View Team Spaces in Webex Teams

Spaces

Spaces work well for a group of people working on a specific topic. You come together to collaborate on a topic or idea (which might be something quick or long term), but the focus is more narrow and specific.

Teams

Webex Teams will help the group stay organized and keep all items (files, conversations, and other content) in one centralized workspace. You can also record audio/video sessions for others to view at their convenience. The information stays in the Team Space and you can invite external Webex users or vendors that work with UMB.

Sharing from Webex Teams

1. Click the **Share Screen** 🗗 button at the bottom of the meeting window.
2. From the pop-up window, you have the option to share your entire screen or a specific application.
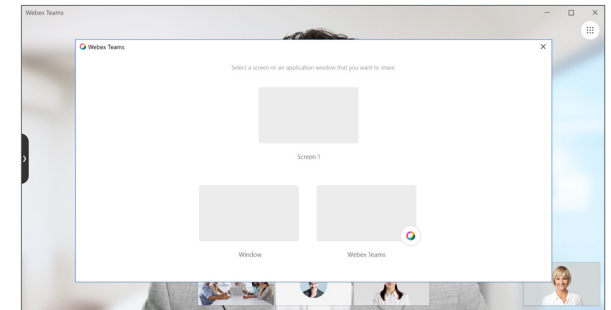
Sharing From Webex Teams

- Click the orange **Stop** Stop button on the top of your laptop screen.

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Navigating in Webex Teams

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.

- **Read new messages** - just look for the *bolded space name* and click one to read a message.

  After you read the message, the space name turns *light grey* in your Spaces list, letting you know that you're now up-to-date in that space.

- **Send a message** - You can send a message directly to just one person or to several people.

  To send a message to a person, click ⊕ and choose **Contact a Person**, enter their name or email address and press **Enter**.

  To send a message to several people, click ⊕ and choose **Create a Space**. First, name the space.

  Then select **Create**, and enter the names and email addresses of the people.

Sign Out

- If you would like to Sign Out, click on your **Initials** to the right of the **Home** icon and select **Sign Out** from the menu.

Multiple ways to access Webex Teams as a UMB Webex licensed user

Accessing Webex Teams

1. teams.webex.com
2. **Webex Teams Desktop Application**
3. **Apps are available for mobile devices in the Apple and Play Store.**

Application download for Webex Teams may be found by logging into the website above using your UMB email address and credentials.

Webex Teams overview

Navigation Menu — Status and Preferences — Search and Filters — Messages — Activity Menu

Spaces — Devices