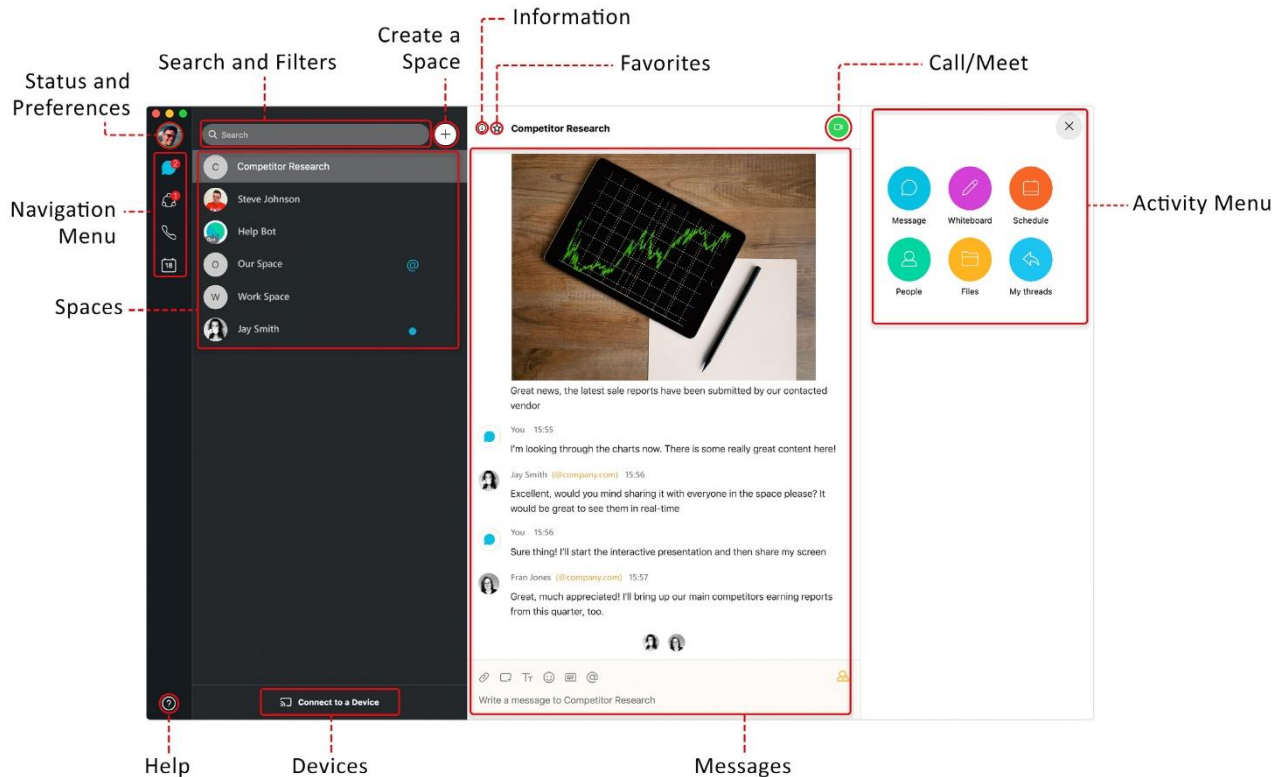# Cisco Webex Teams Quick Start Guide

Webex Teams interface overview

Webex Teams is the ultimate collaboration app to help your team stay organised. It's a workspace for real-time collaboration and communication with your colleagues through calling, meetings, chats, file and app sharing, and even the occasional emoji.

Click the activity menu to access the space features

Messages: Send a message to just one person or to many people in a space.

Whiteboard: Create and share content on a whiteboard.

Schedule: Schedule a meeting or check space meeting information.

People: See who's in the space or Webex Teams meeting.

File: Find your shared files, photos and content.

My threads: See all your threads at a glance.

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Cisco Webex Teams Quick Start Guide

Meeting scenarios in Webex Teams

There are a few different ways you can schedule or conduct meetings within Webex Teams. From recurring meetings to one-off meetings. Webex Teams has you covered.

Schedule meetings in a space

You can schedule one-off meetings, recurring meetings in a space. You can also call the space if you need to have a quick discussion or need a little inspiration. plus, all of your shared documents, files and photo's are there, so everything is in one place.

Schedule meetings outside of a space

There will be times when you need to schedule meetings that don't need a space. Such as 1-2-1 meetings, or a client or customer meetings. Or even just to want to have a meeting but don't need to share files or photo's. For these types of meetings, we recommend you use your **Personal Room**.

Your **Personal Room** is like having your own virtual office.

Schedule a meeting from a space

Use the Webex Teams app to create calendar invites for new meetings and have the email addresses of everyone in the space added automatically.

Step 1

In the **space**, click the **activity menu**. · · ·

Step 2

Click **Schedule**.

Step 3

Click **Schedule a meeting**.   Schedule a meeting
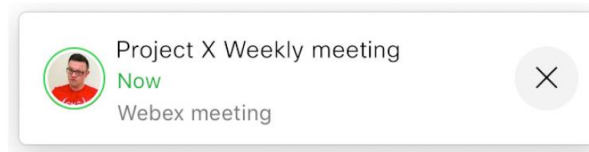
Step 4

Your calendar app will open with the meeting details. Enter the meeting title, date, time and recurrence if needed, then click **Send**.

Step 5

At the time of the meeting join via: **Webex Teams app** or click on the **pop-up reminder**.

Project X Weekly meeting
Now
Webex meeting   ✕

Step 6

Click the **Join with Video** button.

Add a video device into your scheduled meeting invite

You can use your Personal Room to schedule one-off Teams meetings.

If you have a meeting room with a video device installed, such as a Webex Board or DX80, you can invite the video device by adding that room to your meeting invite.

When the room is added to the meeting the screen is automatically attached to the meeting as well.

When it's time to start the meeting click on the green **Join** button from the video device.

Tip: Any member of the space can start the meeting.

Note: You can add people not in your space to your calendar invite, however they will not be able to start or record the meeting, or access the features of the space such as message, files, whiteboard, etc.

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