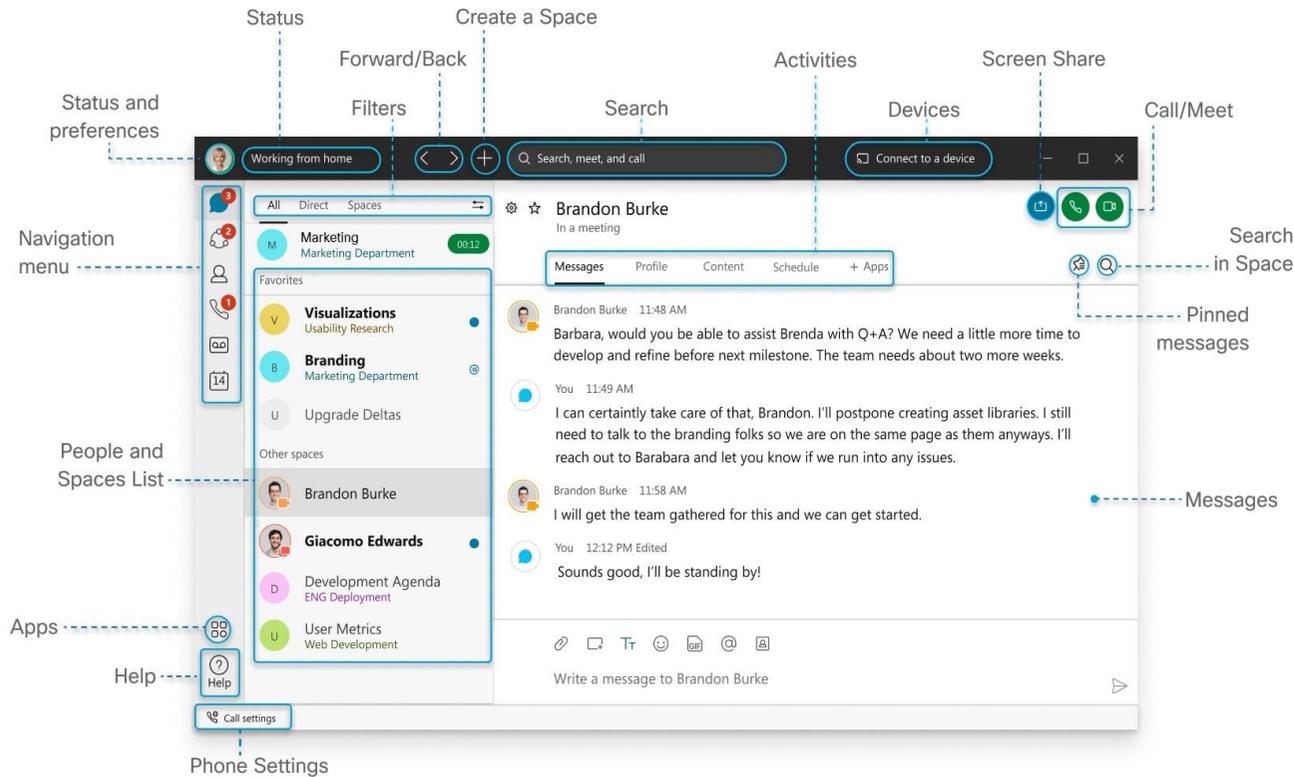


Getting started with Cisco Webex App

Webex App interface overview

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



Activities

Whenever you're in a space, click the activity menu tabs to get access to all the different activities you can do:

Messages: Messages are where you chat with colleagues. These messages are secured so you can feel confident sharing your work ideas in Webex.

People: See who's in the space, or if you're a moderator you can add people to the space

Content:

- Files** - find your shared files, photos, and videos.
- Lightbulb icon** - view files in a **List View** (☰) or a **Grid View** (☐☐☐☐)
- Whiteboards** - create and share content on whiteboards.
- Links** - see all links shared in the space.
- Recordings** - see all recordings shared in the space.

Schedule: create a meeting from the space or get a list of meetings already scheduled for the space.

Some screenshots/features may differ slightly, depending on the app version you are using.



Getting started with Cisco Webex App

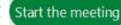
Meeting scenarios in Webex App

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

Schedule meetings in a space

You can schedule one-off meetings or 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 your shared documents, files and photos are there, so everything is in one place.

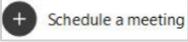
Start an impromptu meeting from within a space

1. Click **Meet**  this will launch a Webex meeting.
2. Click **Start the Meeting** .
3. When you start the meeting everyone in the Space will get a prompt to join the meeting.

Schedule a meeting from within a space

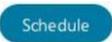
1. Click on the **Schedule** tab at the top of the space



2. Click on **Schedule a meeting** .
3. Fill in the meeting details.
4. Remove anyone you don't need to attend the meeting.
5. Click on **Check calendar** to check your attendee's availability.
6. Click **Schedule**.
7. The scheduled meeting will be posted to the messaging area of the space.
8. Attendees will also find the meeting in their Webex App calendar*, or Outlook calendar.

Schedule a meeting from the Webex App meetings calendar

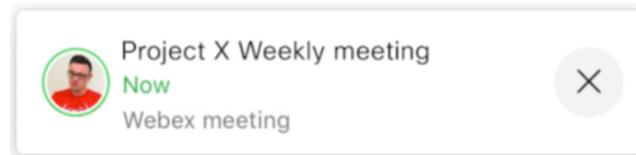
1. Click on the **Meetings** calendar .
2. Click on **Schedule a meeting** .
3. Name your meeting
4. Use either a 1-time meeting link and ID (if you want extra security) or use your Personal Room link.
5. Click on **Advanced settings**  to enable additional settings for your meeting.
6. Invite your **Attendees**

7. Click **Schedule** .

If you record the meeting, it will be stored in the **Recordings** tab in the space.

Join a scheduled meeting

1. Five minutes before a meeting starts, you'll see it appear at the top of your Space list.
2. Anyone invited can start or join the meeting by:
 - Clicking the green button which pops up next to the meeting (at the top of your Space list).
 - Clicking on the Webex pop-up reminder.



- Clicking on their Webex App calendar*, opening the invite, and clicking on the green button.
- Joining from their Outlook invite.
- If you have invited a video device into the meeting, such as a Webex Board, you'll find an alert to join directly from the device.

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.

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

To join, click the **Join with Video** button.

Tip: Any member of a 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.