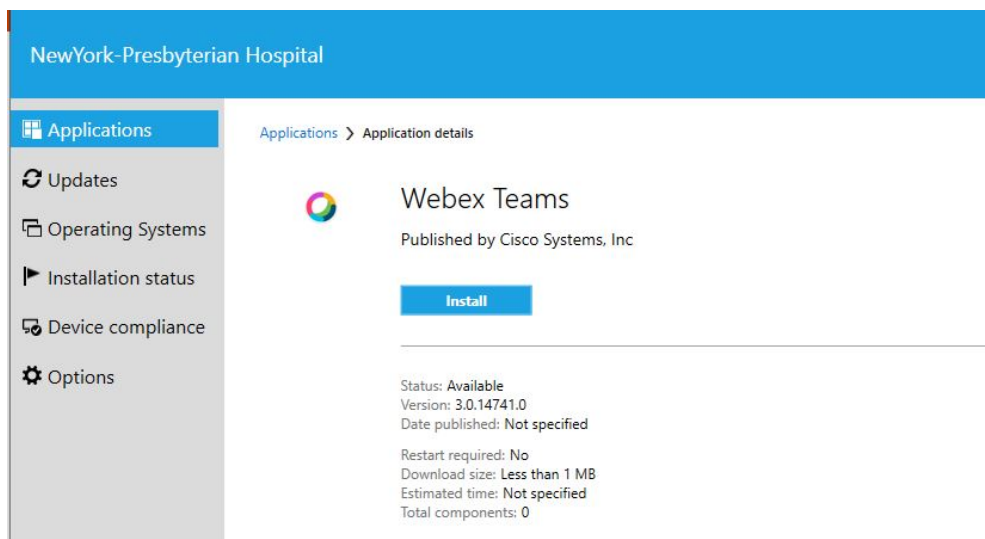
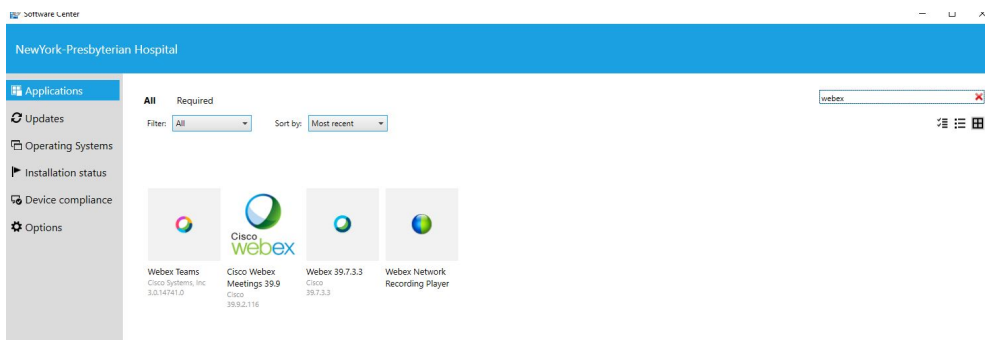
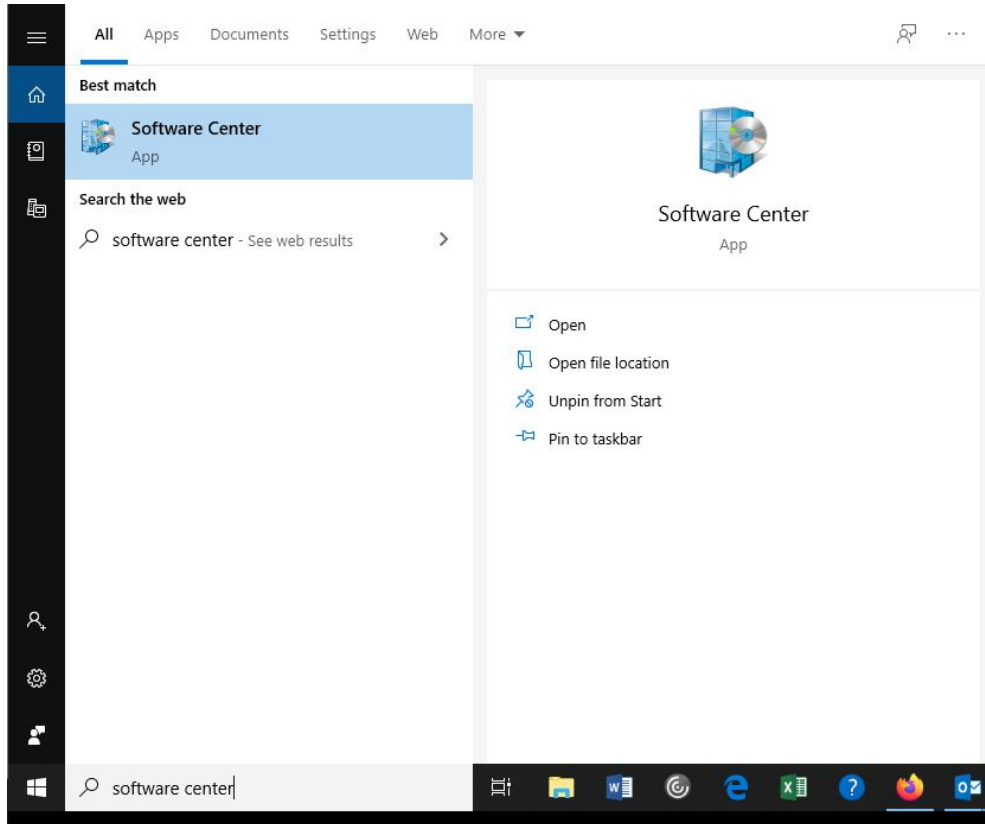


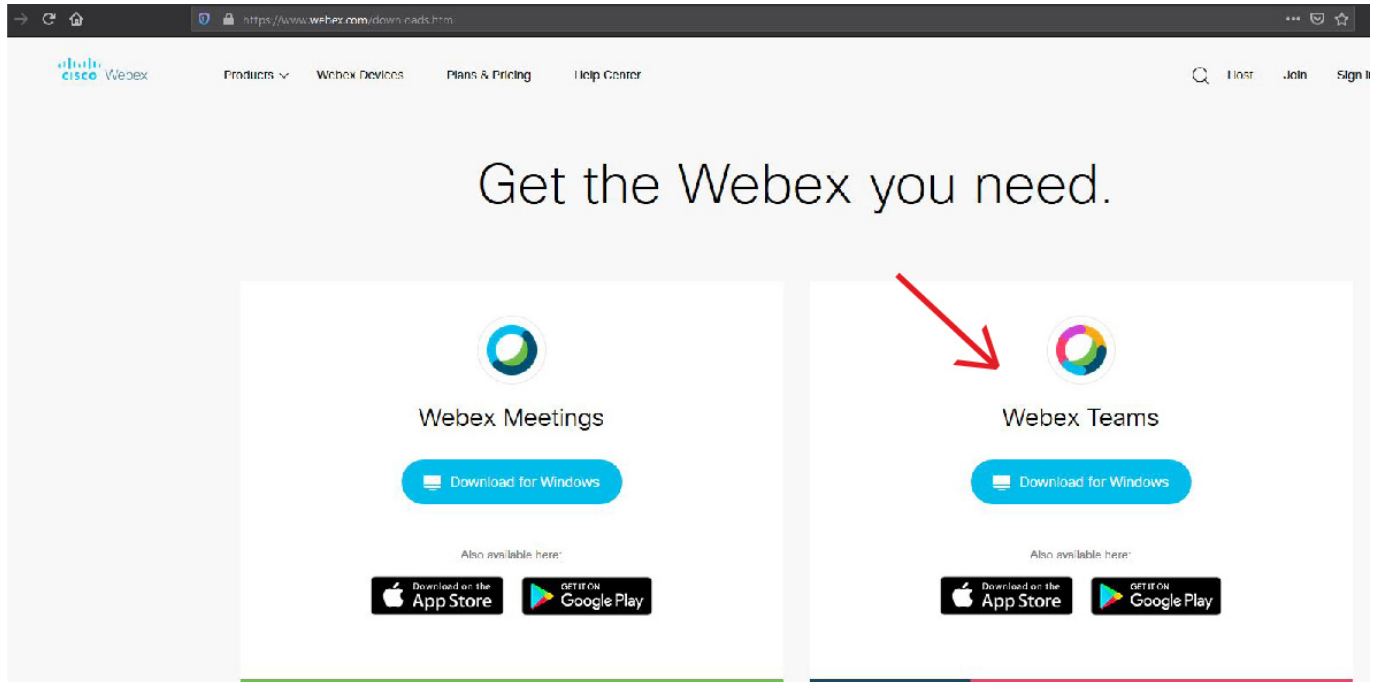
# Install WebEx Teams

- Start menu search for Software Center
- In Software Center search for WebEx Teams
- Hit Install WebEx Teams



# Alternative WebEx Teams Install

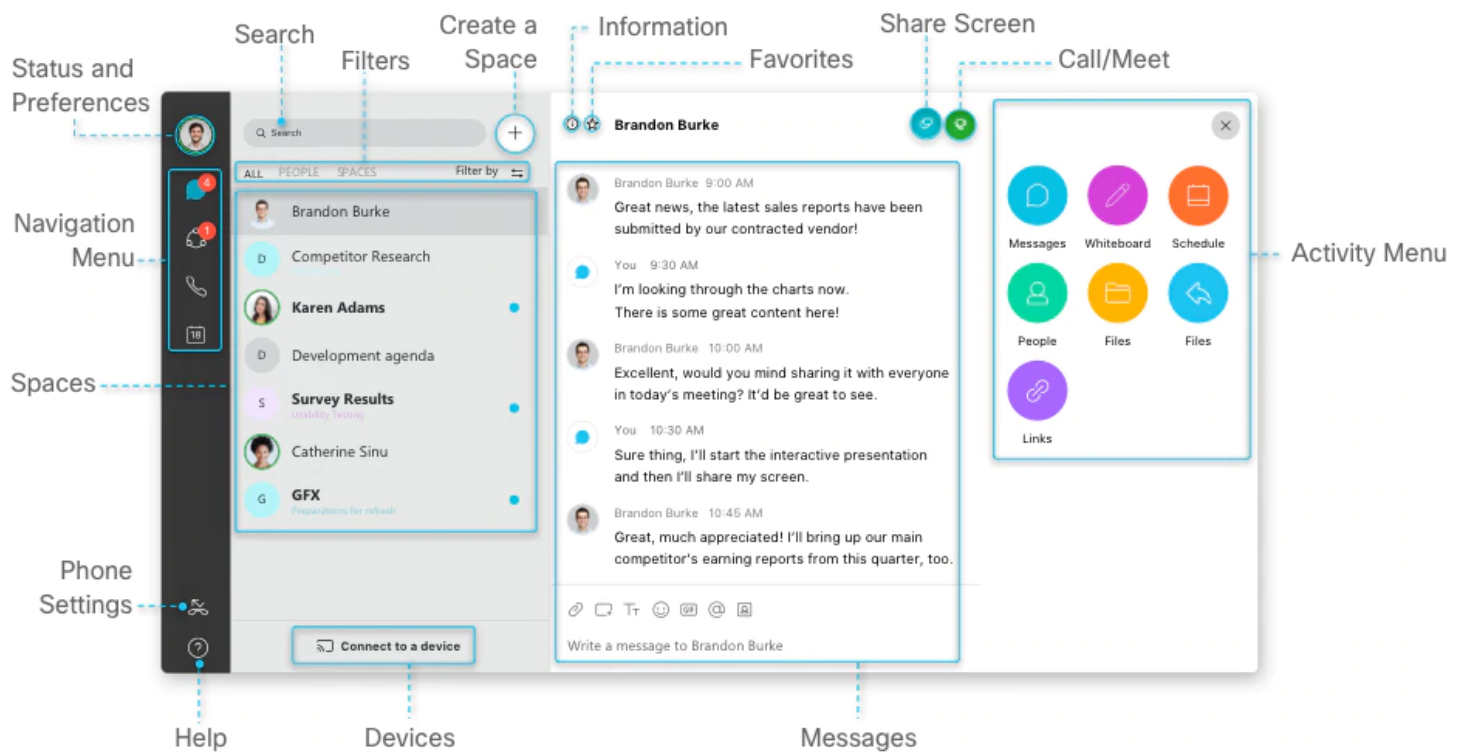
- Visit [www.webex.com/downloads](https://www.webex.com/downloads)
- Select webex teams



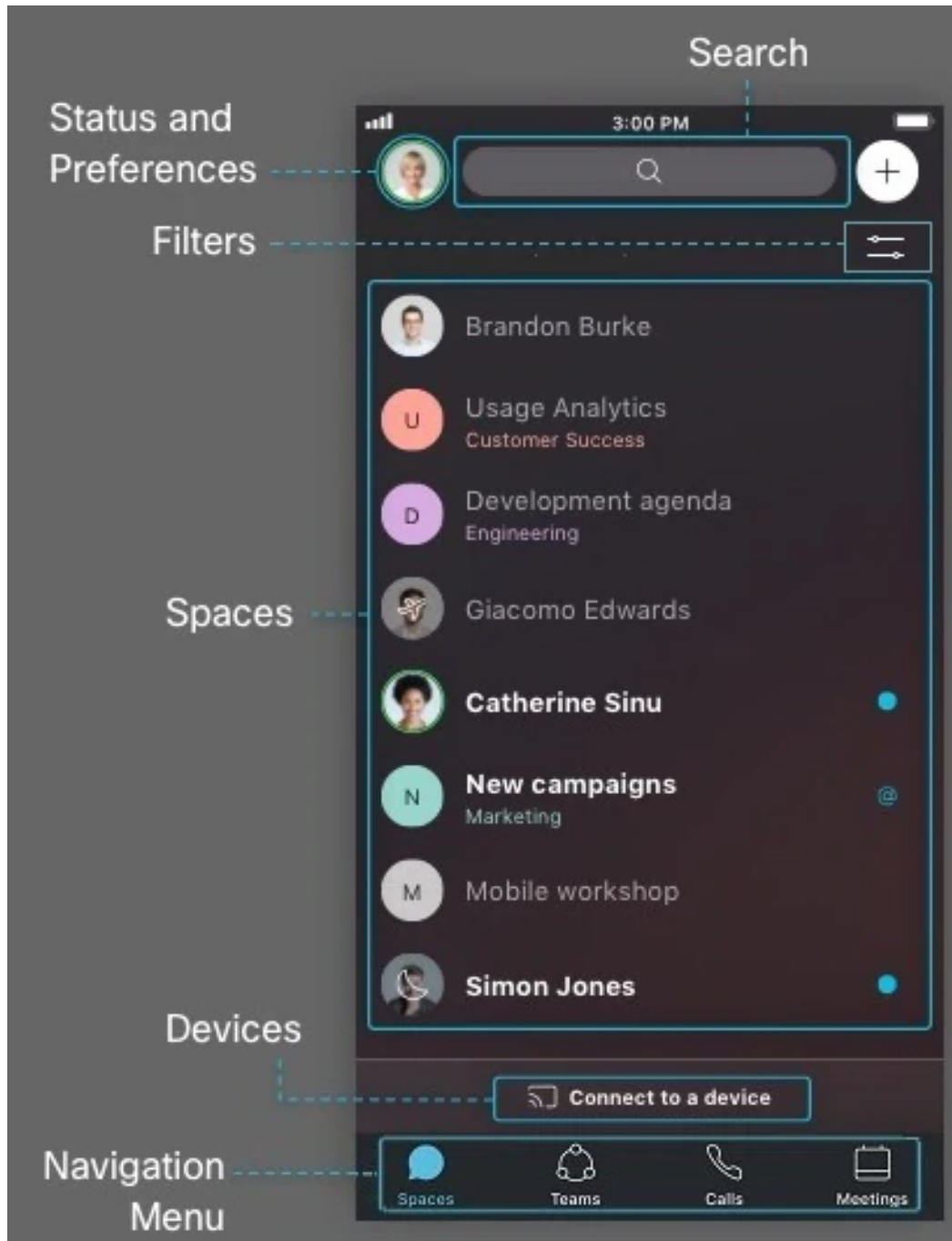
Welcome to the Webex Teams app.

Take a look around to get used to the app's interface and how we talk about it

### Webex Teams for Windows and Mac



# Webex Teams for iPhone



## Search and Filters

Status and Preferences

Filters

Spaces

Devices

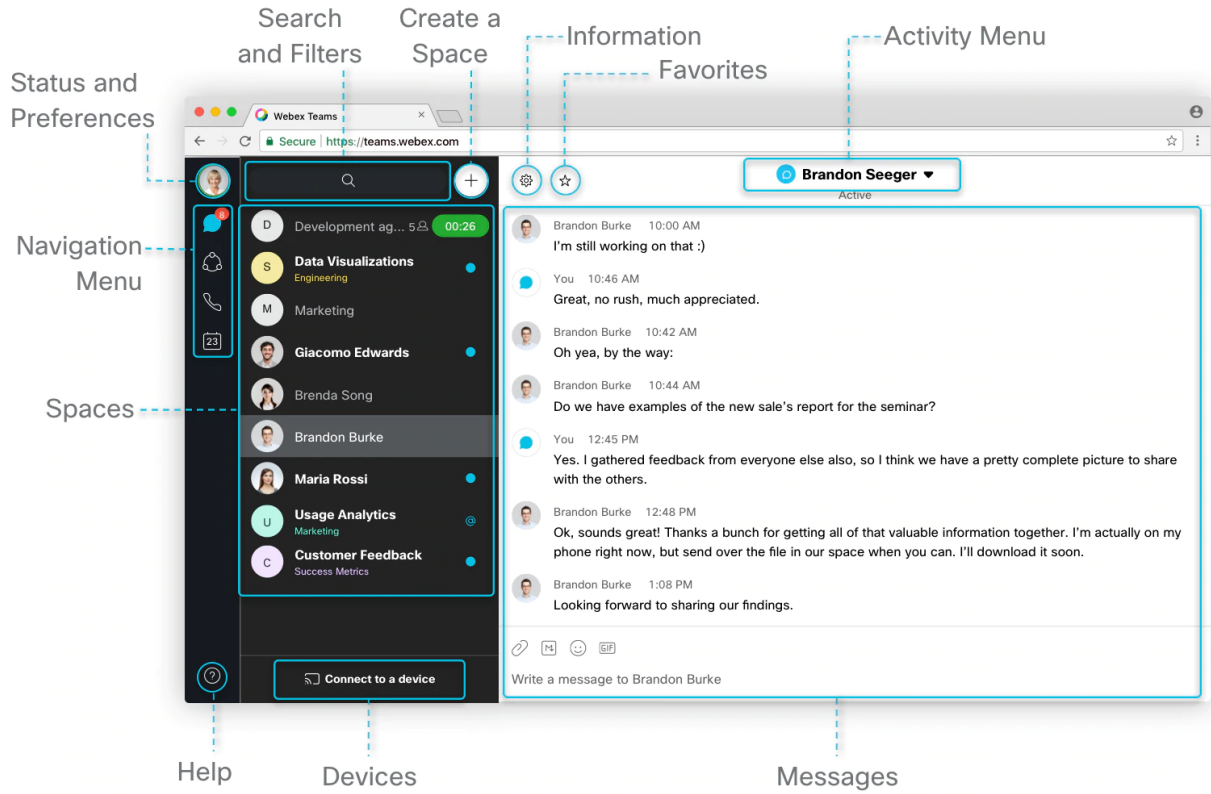
Navigation Menu

The screenshot displays the 'Search and Filters' interface. At the top right, the time is 4:00 PM. The main content area lists several spaces, each with a circular icon and a blue status dot on the right:


- Brandon Burke
- Customer Success Marketing (green icon)
- Mobile workshop (grey icon)
- Simon Jones (grey icon)
- Catherine Sinu (green icon)
- Development agenda Engineering (purple icon)
- Giacomo Edwards (grey icon)

A white plus sign is visible at the bottom right of the list. Below the list is a button labeled 'Connect to a device'. At the bottom, a navigation menu contains four icons: Spaces (blue circle), Teams (group of people), Calls (phone), and Meetings (calendar).

# Webex Teams for Web



## Help



On Windows and Mac, you'll see **Help**  at the bottom of your spaces list. By default, that link brings you to our Webex Teams page on our Collaboration Help site, but your administrator might customize that link to direct you to another site instead.

## Spaces

Your group work takes place in spaces, either in groups or in direct messages with another person. They display prominently so you can get to them whenever you need to. Your most recently active spaces are at the top. If anyone has added you to a new team or space, you'll see it here too. When someone's posted a new message in the space, you'll see the bolded space name.

You'll sometimes see icons letting you know what's happening in your spaces. These notifications give you information about new messages you've received and spaces you've been added to.


## Navigation Menu

Switch easily among your message, team, call, and meeting views. Messages appear by default, but your teams, calls, and meetings are just a click away. When you have unread messages in your spaces or teams, you'll see counters next to **Spaces**  and **Teams** .


## Status and Preferences


Click your profile picture to update your picture or name, access your settings and preferences, and set your status. If you have some important work to finish or are on a call, let people know that you don't want to be disturbed: whether that's for a few minutes or an entire day is up to you.

## Search


Just click **Search**  to search through the history of your conversations to find people you're talking to, spaces you're in, messages you received, and files you need.

## Filters

Click **Filter by**  to see the available filters. Then, select a filter to show just the messages or spaces you want to see.

Tap , on your mobile device to see the available filters. Then, select a filter to show just the messages or spaces you want to see.

## Create a Space

Just click , and select **Contact a Person** to create a direct message space between you and just one other person, or select **Create a Space** to start a group conversation.

## Messages










Messages are where you chat with colleagues. We keep these messages secure so you can feel confident sharing your work ideas in Webex Teams.


## Devices

On Windows and Mac, you can connect automatically with Webex devices from the **Connect to a Device** menu. When connected, you can share your screen, start a call, or open a space (on Webex Board). You can also connect to your desk phone from the menu to make calls and join meetings. If you have a lot of devices close by, you can set certain devices to not automatically connect.

## Activity Menu

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

-  **Message**—send a message to just one person or to many people in a space.
-  **Call**—make a direct call to a person. You'll see  **Meet**, if you're starting an instant meeting with everyone in the space.
-  **Schedule**—create a meeting from the space or get a list of meetings already scheduled for the space.
-  **People**—see who's in the space or Webex Teams meeting.
-  **Files**—find your shared files, photos, and whiteboard content.
-  **Whiteboard**—create and share content on whiteboards.
-  **My threads**—see threads you are a part of.
-  **Links**—see all links shared in the space.

 Although we didn't show these options on mobile, just click a space name from the list and click the activity menu to see these same choices.

## People List and Space Settings

On Webex Teams for Web, you can also see people in the space and update the space settings directly from the new activity area.