![webex by CISCO]

SHARING CONTENT

HELPFUL TIPS AND TRICKS
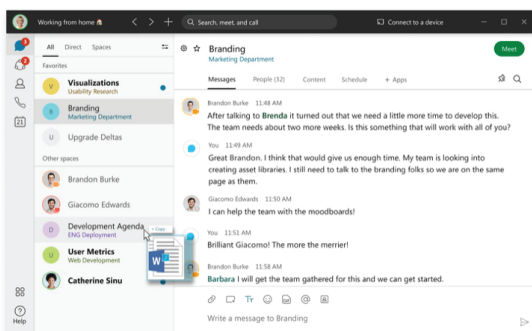

1 Drag and drop a file or choose a file source, to share them to the space:

Drag and drop a file:
- Go to **Messaging**, then select the files you want to share and drag and drop them to any space in the spaces list, or you can drag and drop files directly to the message area.

- When you are in a space you can also click **Content** > **Files**, select the files you want to share and drag and drop them to the **Files** tab.

The message area opens automatically so you can confirm that you want to copy them into the space.

⭐ You can drag and drop up to ten files at a time. Files types include: .doc, .docx, .csv, .key, .ppt, .pptx, .gif, .jpge, .pdf, .xls, .xlsx, .mp3, .mp4, .mov, .mpg, and .wmv.
Folders and .tif files are not supported at the moment.

Select a file source:
- Click 📎 **Attachment** to select a file.
- Click 🖵 **Screen capture** to select a part of your screen to capture.

2 Then, click ▷ to send the file.

Messaging
- Tap the ⊕ icon to send a direct message, create a group space, or use the search bar to find an existing space.

- Use the 📎 icon to attach and share files with everyone.

- Grab screenshots and share them in the chat to give context to your conversation.

Give your messages some personality
You can customize your messages by formatting the text, inserting emojis and GIFs, or adding attachments and screen captures. Let someone know how you feel about their message using emoji reactions.


Meet with someone in an instant
- Open the Webex desktop app.

- To start a meeting on the fly, click **Start a meeting**.

- To join a scheduled meeting, tap the big green **Join** button next to the meeting you want to join.

Mute your microphone
To reduce background, use the mute button to mute yourself if you don't want others to hear your background noise.

Share your screen
From within the meeting, click the ⬆ icon and select **Share your Screen** or an application.