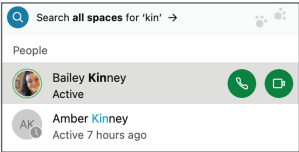


How to find people/spaces

- ▶ The search bar is located at the top of your screen.



- ▶ You can start a Webex call directly from here by clicking on the video icon.

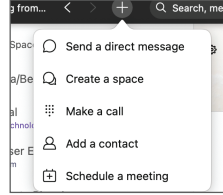


- ▶ Spaces you are a part of will also show up in the search bar.



How to direct message people

1. To create a 1:1 chat, click the + next to the search bar and then the option **Send a direct message**.



2. If you would like to message multiple people, you will need to create a space from the same drop-down menu.

Here you can name your space as well as add your members. See next on how to create teams and spaces formally for maximum organization.

How to create a team

Teams are your main spots for organizing large groups of people. Think of a team as an office and spaces as individual meeting rooms.

1. First, on the left of your screen click on the icon shown to the right.



2. Then, click the large plus button.

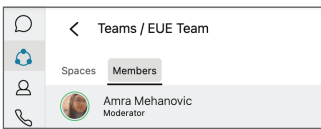


3. From here you can name your team, add a description, and add people to the team!

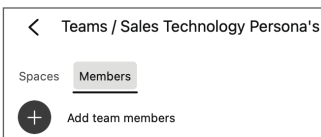
How to add more people to a team

Once you make your team, you can still add more people to it.

1. Inside the team, click the **Members** column to see everyone in the team.



2. From here you can add more members to your team.

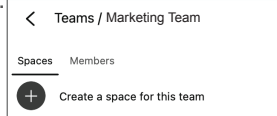


NOTE: You must be a moderator to add people to a team.

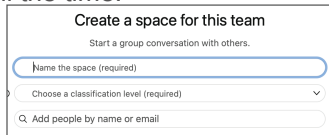
How to create a space

- ▶ After your team is created, you can make spaces within the team to organize people into smaller groups.

From the spaces column you can click **Create a space** within your team.

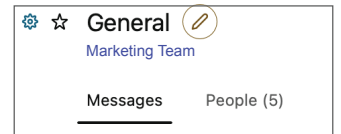


- ▶ You can name your new space and add specific people to this space that might work closely all the time.



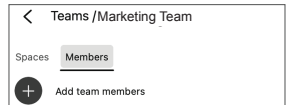
How to add people to a space

- ▶ You can add more members to your space by simply clicking on the **People** tab under the space name.



NOTE: The space name in this case is "General" and the team name is "Marketing Team".

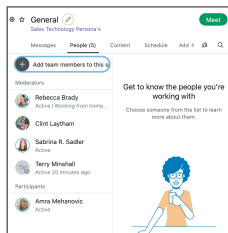
- ▶ Use the **Add team members** action to add up to 30 people at a time to a space.



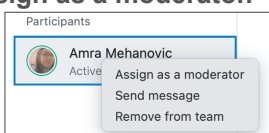
How to make people moderators on teams/spaces

In order to manage Teams/Spaces you will need to be a moderator. Only moderators can assign this role to others.

1. In the people tab, you can see who is a moderator and who is a participant.

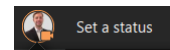


2. To add someone as a moderator, right click their names and click **Assign as a moderator**.

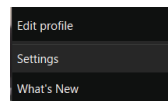


How to turn off meeting notifications

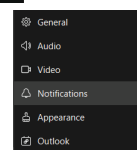
1. Left click on your picture in the top left of the app.



2. Navigate down to the **Settings** section from the drop-down menu.



3. From settings, go to the **Notifications** section within the options.



4. From Notifications scroll down to the **Schedule Meetings** section and select the **Off** radio button to disable your pop-ups

