# How to Use Webex

Logging into Webex
1. Click on the Webex App from ZENworks to open the application (or open the App on your phone/tablet).

Webex

2. Click the **Sign in** button to log in.
3. Enter your **firstname.lastname@tbh.net** email address and click the **Next** button.
4. At the corporate login window enter **firstname.lastname@tbh.net** email address again along with your password and click the **Sign in** button.
5. first time login, may state, user doesn't exist, the software is validating your account, wait 1 min, and log in again.

Sending Messages:
1. In the Webex App, click on **Messaging**
2. In the **Search, meet, and call** field at the top, type the name of the person or team you wish to message.
   a. NOTE: You may also type or paste the link to the meeting space you wish to join.
3. Click the message area and type your message. You can include files, emojis, animated GIFs, and use text formatting to make your messages stand out.
4. Press **Enter**, on your keyboard, to send your message.
   a. NOTE: Messages, whiteboards and shared files are stored for 6 months.
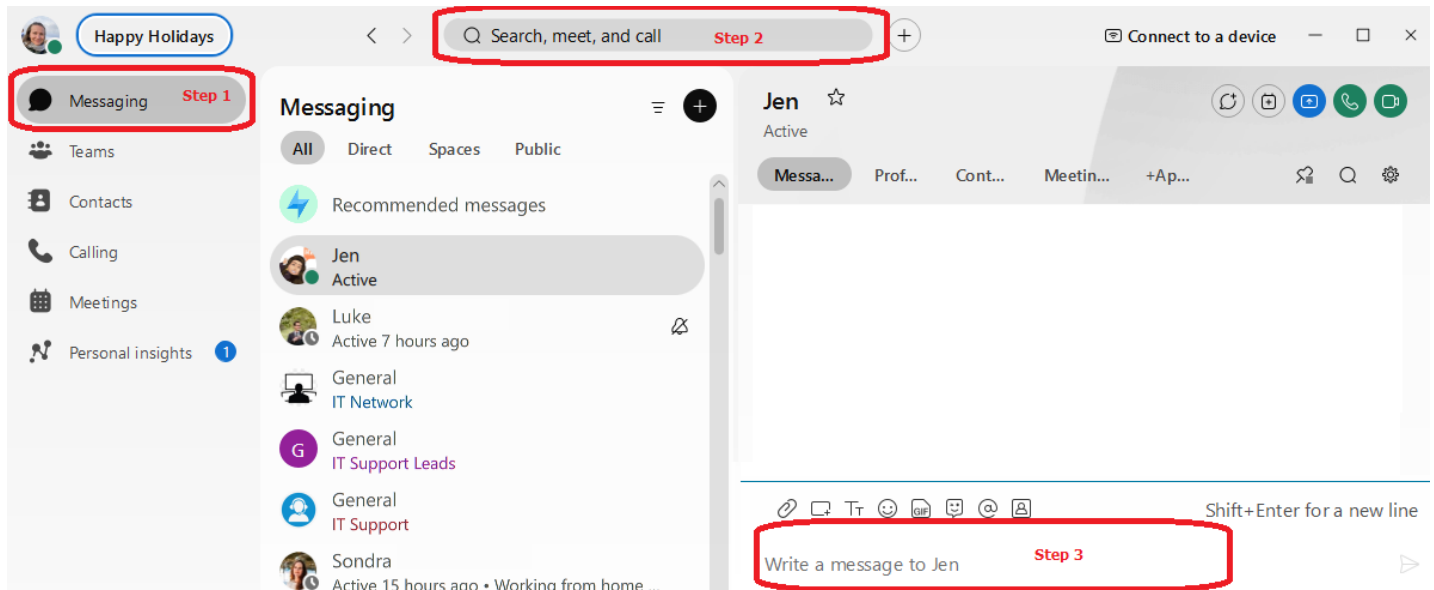
Adding a Profile Picture:
1. Select your profile in the top left corner of the Webex App.
   a. If you have not added a picture, you will see your initials in a circle.
2. Select **Edit Profile** and then **Upload Picture**.
3. Take a photo or choose a picture from file and click **Save**.
   a. Please follow corporate guidelines for pictures.

Setting Your Status:
1. Select your profile picture in the top left.
2. Select **Status**.
3. Choose a status from the list or tap the text box to manually type a new status. Click **Save**.

a. You can add up to five status options to the list, each with a maximum length of 75 characters and the ability to include emojis.
b. This feature allows you to communicate your availability and what you're up to, so your colleagues know how quickly you can respond to messages

Notifications:
1. Select your profile picture and select **Settings** then **Notifications**
2. Adjust your notification preferences, such as enabling or disabling specific types of notifications, choosing notification sounds, or setting up smart notifications for multiple devices
3. Save your changes.

Creating A Space or Team
1. In the Webex App, select the **Plus** sign, shown below
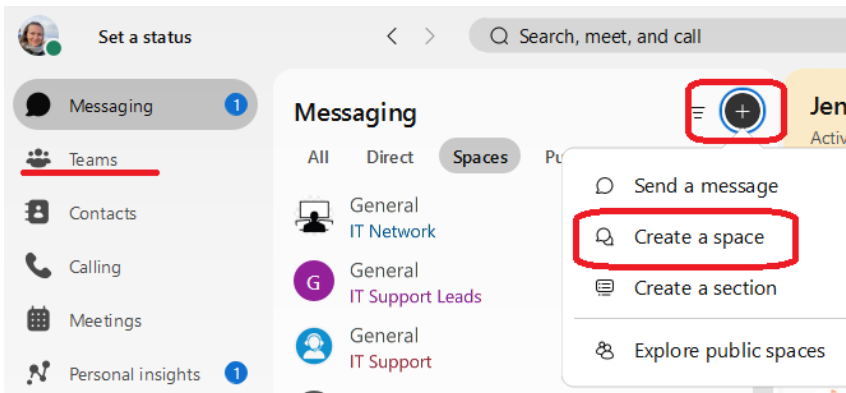
2. Select **Create a space**.
3. Give the space a name
4. Enter the names or emails of the people you want to add.
5. Select **Create** to create the space
6. If you are creating a team space, you can follow a similar process within the Teams section of the app.
7. You can organize and manage your spaces into sections that you create, such as **Favorites** and **Other** to keep specific project work spaces together.

In Webex, the main difference between a space and a team is their purpose and functionality.
- A **Space** is best for a group of people collaborating on a specific topic or project. It allows users to send messages, make calls, have video meetings, share files, and use whiteboards. It is more flexible and can be created by any user.
- A **Team** is a collection of spaces and are designed for larger groups working on ongoing projects. It provides a more structured environment for collaboration, allowing users to organize and manage all their spaces into sections that they create. Additionally, team spaces can be public and easily discoverable within an organization. Teams are also used to organize spaces and contacts for easier navigation.

For more detailed information, you can refer to the Cisco WebEx Messenger Guide. https://help.webex.com/en-us/article/nuayvai/Webex-App-%7C-Messaging