



Webex Teams Quick Start Guide

Get Connected to Webex Teams

1. Download the Webex Teams application to your computer at <https://www.webex.com/downloads.html> 
2. After installing, select **Get Started**. Enter your uw.edu email address and select **Next**. Enter your Net-ID and password. Webex Teams is connected to all Cisco products, so you will see calls made from your office phone.
3. By default, the Webex Teams app will open automatically when you start your computer.

Connect on any device: Use your phone or tablet by downloading the free **Webex Teams App**.  

Detailed help at uw.edu/icit/services/webex-teams.

Teams and Spaces: Building Blocks of Webex Teams



What is a team?

A team is for a group who will work together for a longer period of time or on a variety of projects. Teams can have many different spaces and members join relevant spaces within the team. Typically named after the long-term project or group they represent, like an Academic Department, Student Organization, or Administrative Office.



What is a space?

A space is a place for a group of people to work together. Spaces are given names that reflect their purpose and are generally organized around topics, sub-projects, or work-streams. Direct messages are spaces between you and one other person and are named after the person you contact.

Chat with other UW Whitewater Users

1. Go to the home icon. 
2. Click plus icon. 
3. Choose **Contact a Person** and enter their name or email.
4. Type and send your message. Someone from LTC is usually on Webex Teams, so message us to test!

Upload a Profile Picture

1. Click on your profile image with your initials.
2. Click inside the large profile image holder.
3. Select and upload your picture.
4. Click off the screen to save your changes.

Create a Space

1. Go to the home icon. 
 2. Click the plus icon. 
 3. Choose **Create a Space**.
 4. Name the Space.
 5. Add members and click **Create**.
 6. Click off the screen to save your changes.
- @Mention someone or @All to get attention

Schedule Virtual Meetings

1. Pick (or create) a space with everyone you want invited to the virtual meeting.
2. Go to the **Activity Menu**. 
3. Choose **Schedule**. 
4. Select **Schedule a meeting**. Add the date, time, and any other details.
5. Send the meeting invite with everyone included.

Share your Screen or Application

1. Select **Share Screen**. 
2. Select the application from the list of those open.

While you are sharing, you can select:

Share Screen: Switch to another screen or application.

Annotate: Mark up what's being shared. 

Start a Whiteboard

1. Click the **Activity Menu**. 
2. Choose **Whiteboard**. 
3. Select a whiteboard or click **New Whiteboard**.
4. If in a meeting, click **Share in call** to share.
5. Select the edit icon to draw. 
6. Click **Stop Sharing** when finished.

The whiteboard will be stored in the Space.



Webex Teams For Teaching & Learning

Inspiration Space

Keep students engaged by using a Webex Teams Space to share where they've seen classroom topics in the news or social media. Facilitating deeper learning and use this space to build community and connect.

Prepare for the Workplace

Utilizing technology tools increases digital fluency and develops other critical skills. These skills rank high among employer priorities for college learning outcomes.

Include More Voices

Invite a guest speaker, alumnus, or another professor to join your class virtually. Collaborate with other classes around the world.

Presenting at a Conference?

No need to cancel class! Schedule a virtual class meeting and don't miss a day of instruction.

Flexible Communication

Accommodate working students, commuters, athletes, and others by providing virtual office hours with video. Shared screens and whiteboards assist with learning.

Webex in Canvas

Authorize Webex in your classes in Canvas to keep Webex Teams activity connected. Using Teams means students can answer questions, too!

Foster Collaboration

Take the guesswork out of group work with one place to collaborate. Starting a video chat is easy and familiar. Add yourself to the group to keep an eye on activity.

Webex Teams In Your Department

Build Comradery

Informal messaging, emoji's, gifs, and quick responses make communicating with your team fun and personal.

Stay Connected

Traveling colleagues, busy team leaders, and remote workers stay connected with virtual meetings and mobile device access. Catching up is quick and easy.

Increase Efficiency & Ease of Communication

Creating topical communication threads using Spaces keeps everything together: files, thoughts, decisions. See who has viewed your messages in real time. Delete outdated files to eliminate confusion. New team members see all the history.