Webex quick start guide

Download the Webex app

For PC, laptop or Apple Mac, go to:
https://www.webex.com/downloads.html

For iPhone or Android phones:

1. Open up the App store or Google play store.
2. Search for **Webex.**
3. Download and open the app.
4. Type your **email address**, click or tap **Next.**
5. Webex will send you an **Activation Email.**
6. Follow the steps to create a password and sign in.

Upload a profile picture

1. Click on your profile image with your initials.
2. Click edit profile, proceeded by change picture.
3. Browse for the picture you want to use and upload.
4. Click off the screen to save your changes.

Message 1 to 1

1. Click plus icon.
2. Choose **Send a direct message** to enter their email or name.
3. Then, just type and send your message.
4. In a group message, @mention someone to get their attention, or @all.

The next time you message them, you can just select their name from the **People** filter.

Flag important messages and files

1. Hover over a message and click on the flag.
2. To get back to the flagged message,click **Filters.**
3. Select **Flags.**

Click the flag again in the message to remove it.

Find People, Spaces, Messages, and Files

01. Click **Search.**
02. Enter the key word you're looking for.

You can easily filter the results using Spaces, Messages, or Files.

Joining a video meeting

01. Select the **Join** link in your email invitation.

Your web browser will open a new page and load the meeting information.

02. Enter the required information.
03. Click **Join Meeting.**

Or click on the notification popup if you've already downloaded the Webex app.

Your bank Space

You may have already been added to a Space with those you are working with at the bank. Say hi, once you've logged in, so they can help you.

Cisco Webex