

## Cisco Webex (formerly Webex Teams) Quick Start Guide

### Download the Cisco Webex app

Cisco Webex simplifies communication and enhances productivity by unifying presence, instant messaging, video, voice messaging, desktop sharing, and conferencing capabilities into a secure easy-to-use app. **You can download the app from your agency software center or contact your agency desktop support center for installation assistance.**

### Log in to Webex

Log in with your email address



Welcome to Webex.  
It's nice to meet you.

Next

Need help signing in? [Get Help](#)

Sign in on the authentication page using your NCID and password.



## North Carolina Authentication Site

Sign in with your state assigned account

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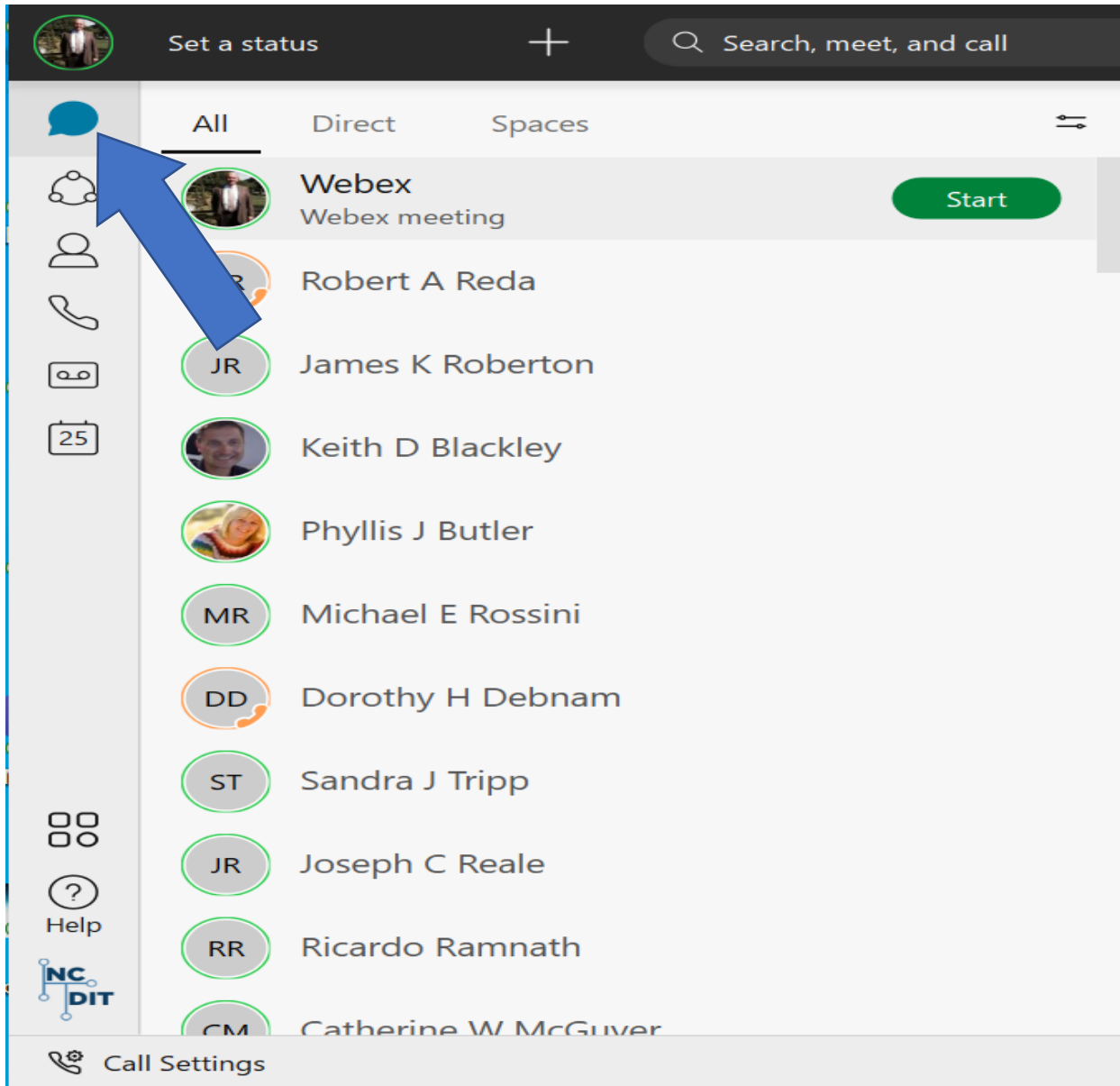
Password

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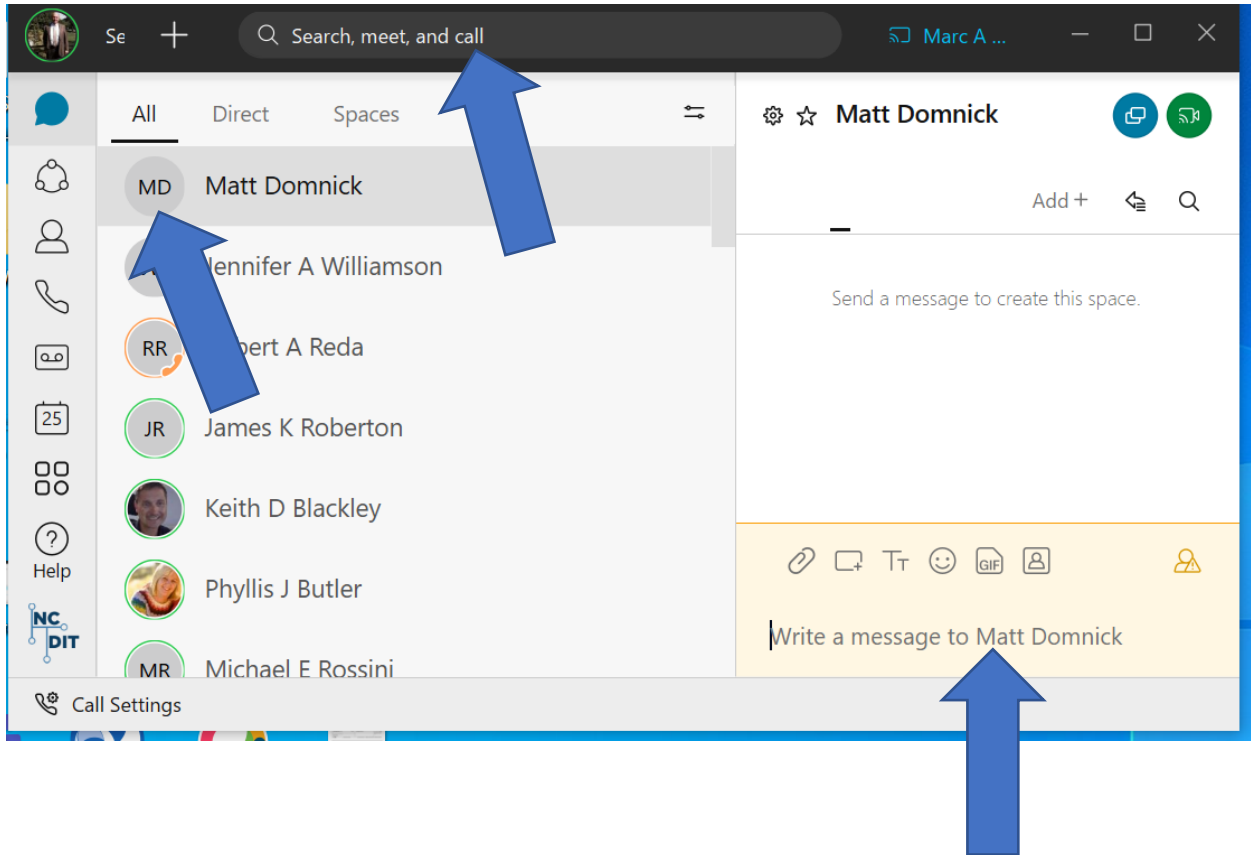
Sign in

## Send/Receive a message

Click on the chat bubble to start a chat session or send an instant message

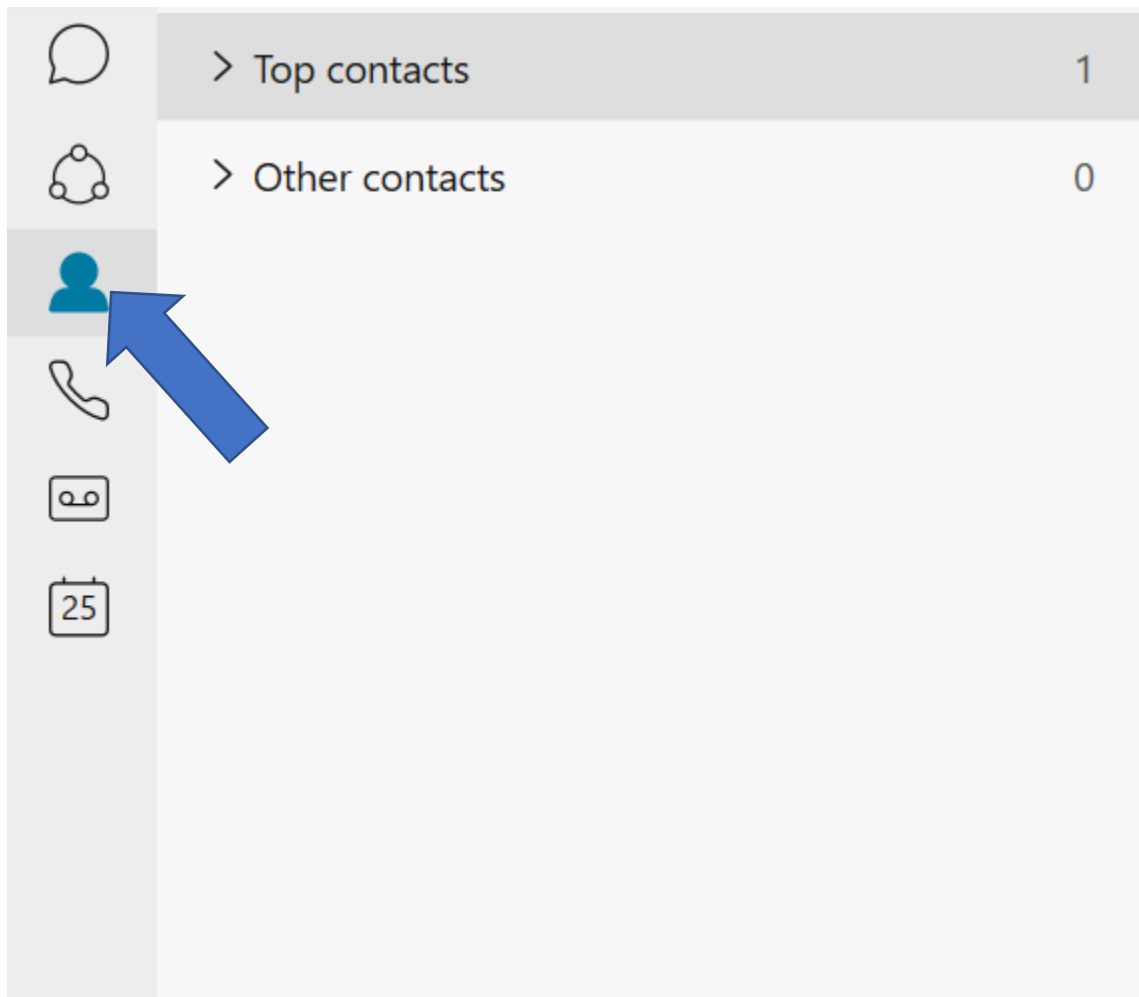


Click on any user and the chat box will open or begin typing in the search box and users will appear. Type your message in the text box and hit enter and your message will be sent



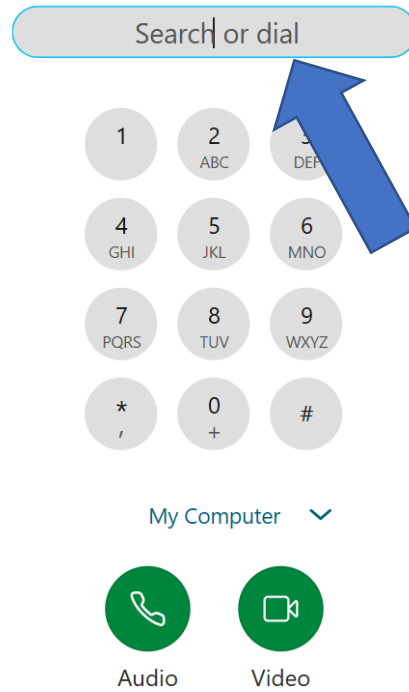
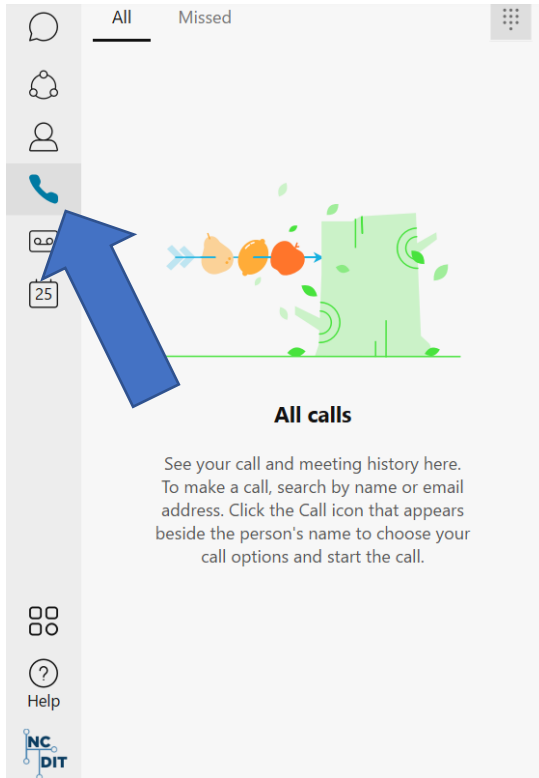
## View and add contacts

Click on the contacts bubble to view and add contacts



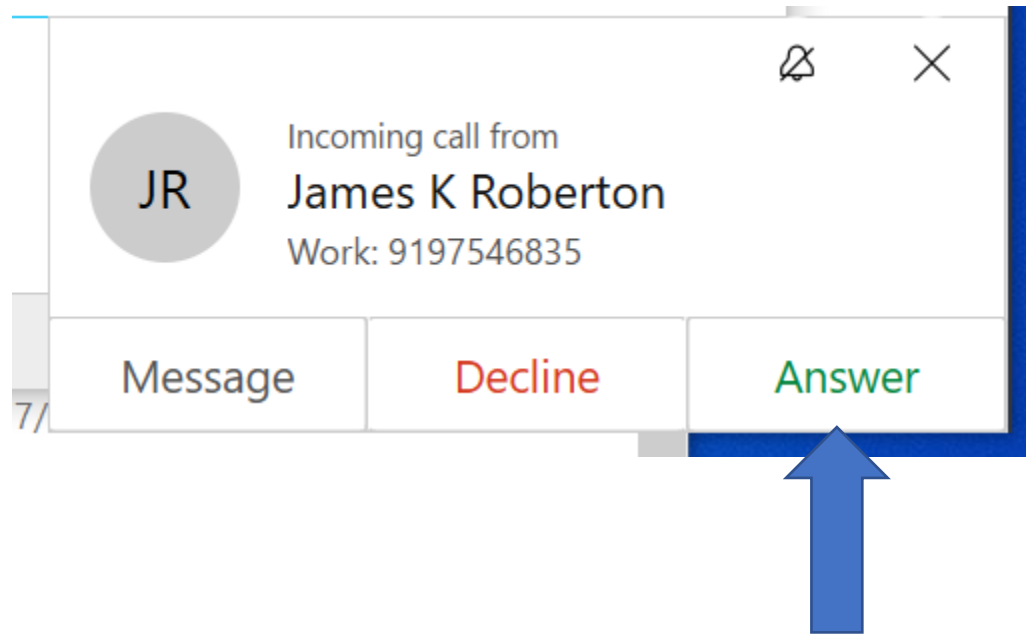
## Place an outgoing call

Click on the call bubble to make a call. You can either select an existing contact or type in the telephone number you want to call.



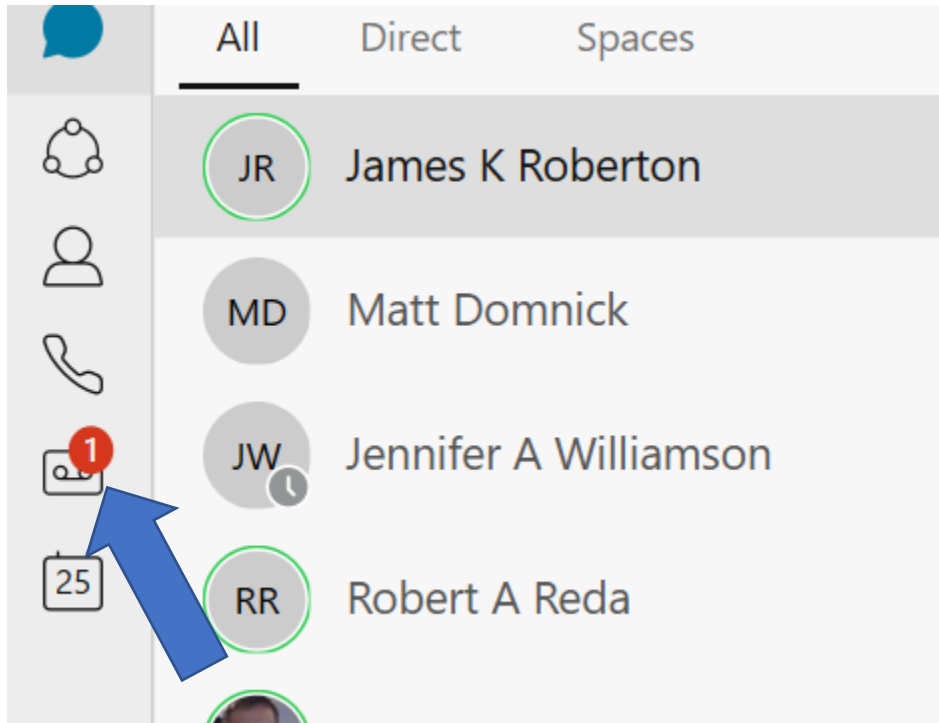
## Answering a call

Click on answer button when the pop up appears to answer your incoming call.



## Voicemail

If you have a voicemail, a number will appear in red over the voicemail icon indicating how many voicemails are in your box



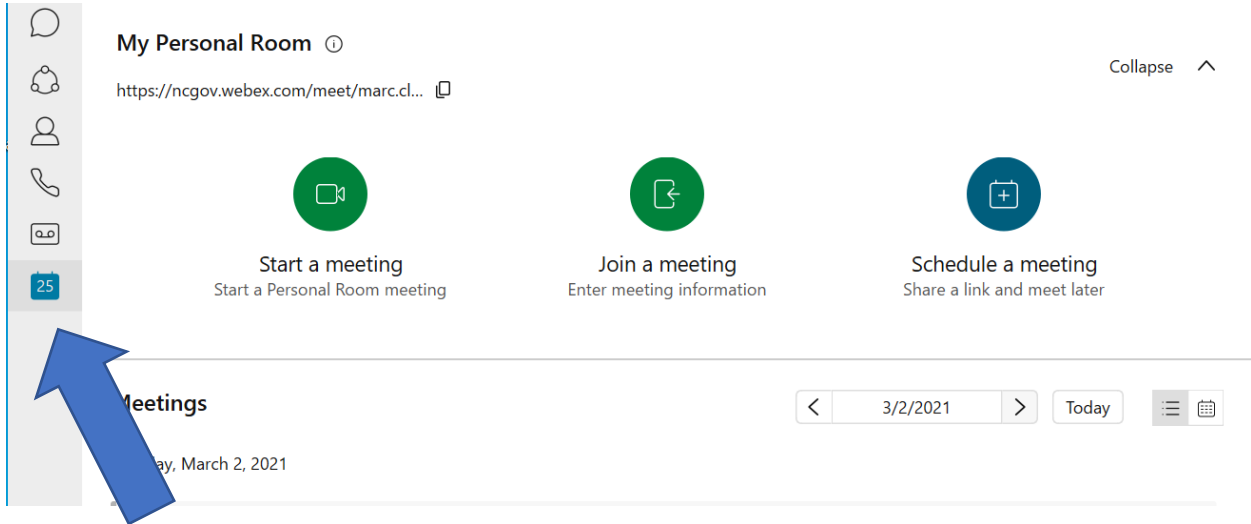


Click on the voicemail you want to listen to and then click on the play button to listen to your voicemail.

The screenshot shows an email client interface. On the left is a sidebar with navigation icons: a speech bubble with a red '1', a bell, a person icon, a telephone with a red '1', a calendar icon with '25', a grid icon, and a 'Help' button. The main area is divided into two panes. The left pane shows an 'Inbox' with an 'Unread' message from 'Phyllis.Butler@nc...' at '3:48 PM' with a duration of '00:03'. A blue arrow points to this message. The right pane shows the details of the message, including the sender's name 'Phyllis.Butler@nc.gov', phone number '+19197546877', and the recipient 'To: marc.cloutier...'. Below this is a voicemail player with a play button (a blue circle with a white triangle) and a progress bar from '0:00' to '0:03'. A second blue arrow points to the play button. At the bottom of the player are four icons: 'Audio' (green phone), 'Video' (green video camera), 'Delete' (grey trash), and 'More' (grey three dots).

## Meetings

Click on the meetings button to view meetings, start a meeting, join a meeting or schedule a meeting



The screenshot displays the Webex interface for a 'My Personal Room'. The top section shows the room name 'My Personal Room' with a help icon and a 'Collapse' button. Below this is the room URL: <https://ncgov.webex.com/meet/marc.cl...>. Three main action buttons are visible: 'Start a meeting' (with a green video camera icon), 'Join a meeting' (with a green arrow icon), and 'Schedule a meeting' (with a blue calendar icon). Below these buttons, the 'Meetings' section is partially visible, showing a date filter for '3/2/2021' and a 'Today' button. A blue arrow points to the 'Meetings' button in the left sidebar.

**My Personal Room** ⓘ Collapse ^

<https://ncgov.webex.com/meet/marc.cl...>

**Start a meeting**  
Start a Personal Room meeting

**Join a meeting**  
Enter meeting information

**Schedule a meeting**  
Share a link and meet later

**Meetings** < 3/2/2021 > Today ☰ 📅

ay, March 2, 2021

## Settings

Click on your picture to open the settings menu or set a status

