Welcome to your first five days with Webex

We're thrilled that you're here!
We believe the best way to learn about Webex is to start exploring. Use this guide to navigate your first week and discover tips that will help you make the most of your Webex journey.

Let's get started!

Webex keeps you organized, efficient, and professional whether you're working at your desk or on the go.

Day 1: Download and get started

Download Webex for your desktop and mobile phone. Once you're set up, take a look around and familiarize yourself with the menus, contacts, spaces, and settings.

Download

Day 2: Personalize your profile

- Click your **profile** icon and select **Edit profile** to upload a photo, change your display name, and set a theme.
- Set a **custom status** to keep your network informed on your availability.
- Select **Settings** to adjust notifications for your spaces, meetings, and calls.

Day 3: Make and receive calls

There are lots of ways to place video and audio calls, but one of the easiest is by using the **Search** field.

1. Start typing the name of the person you want to call and the results list will show you matching contacts to select from.

2. Click the 📞 or 📹 call icon to place your call.

Day 4: Send messages and files

With Webex, you can interact one-on-one or in a group of people.

- Read and reply to messages
- Start or join spaces or teams for specific topics or projects
- Attach files to your messages or capture your screen to share it.

Day 5: Schedule and start a meeting

Go to the **Meetings** tab to schedule, start, or join a meeting.

You can also start an ad-hoc meeting with the people in a specific space by clicking **Meet** in the space itself.

Move a call to a meeting
You can easily turn your active call into a meeting at any time to add people, access more advanced features, start a whiteboard, take a poll, and more.

Meet your AI Assistant

Simplify the way you work even further with AI Assistant. Catch up lightning-quick with message summaries, say exactly what you mean with message rewrite, and get instant translations.

- **Summarize spaces** - Get a recap of an entire space instantly. Recap the past hour, day, week, or however long you need.

- **Rewrite messages** - Nail the tone, grammar, and length of your messages all at once with message rewrite.

- **Live translation** - Less confusion, more connection. Use live translation to bridge the language gap for your international teams in real time.

Learn more

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