

Welcome to your first five days with Webex

We believe the best way to learn about Webex is to start exploring. This guide will help you navigate your first five days and point out tips that will help you make the most of your Webex journey.



Day 1: Get started

If you're asked to download Webex, you can [download it here](#), then click on 'Get started now' in your [account activation email](#). Now that you're active, take a look around and familiarize yourself with the navigation menus, contacts, spaces, and settings.

Day 2: Make and receive calls

You can [start video and audio calls](#) in many ways, but one of the easiest uses the Search field. Start typing the name of the person you want to call and the results list will show you matching contacts to select. Next, click the **Audio** or **Video Call** icon at the top right to place your call.

Day 3: Perfect your profile

Click on your profile icon and select [Settings](#) to define notifications for your spaces, scheduled meetings, and calls. Test out your [video](#) and select which camera you want to use in calls and meetings if you have more than one connected to your computer. Make sure your [audio](#) setup is working correctly and notification sounds are activated.

Day 4: Create a space

With Webex spaces, you can interact one-on-one or in a group of people you collaborate with regularly. Click the + sign next to the search field, then [create a space](#) with any name you like. Next, add all the people you want to join your collaboration space.

Day 5: Schedule and start a meeting from a space

It's good to talk, so if your discussion needs to jump from messaging to a meeting, you can [start an ad-hoc meeting](#) by clicking **Meet** in your space. Click the **Schedule** tab to open your calendar app, pick the date and time, and then send your invitation to your participants.

If you've flown through these suggestions, why not [dive deeper](#) and try more great features designed to improve your Webex experience.

[Get started](#)



Day 1 Top Tip: Why not start a chat with your favorite colleague and have some fun with [gifs](#), [@mentions](#) and [reactions](#).

Day 2 Top Tip: Ask a colleague to call you with Webex, and you can practice [answering or declining a call](#) when the notification pops up

Day 3 Top Tip: Try uploading a [picture](#) and let everyone know you're online and ready to share.

Day 4 Top Tip: [Share a file](#) in your space and invite participants to view, download and discuss it to experience super-fast collaboration.

Day 5 Top Tip: Any member of the space can start the meeting, so why not ask someone else to schedule a meeting and see what the invite looks like.