Say it in a message

Collaboration doesn't always require a meeting.
Keep work moving by sending a message!

Send messages

There are several ways to send a message
in the Webex App.

Send a direct message

When you need to reach out to someone one-on-one, send a direct message.

To send a direct message to someone you haven't messaged before, click the ⊕ icon, click **Send a direct message**, and enter their name.

Click the message area to create your message.

If you've messaged someone before, locate and click their name from the Messaging tab. You will see a history of the conversation and can create a new message.

Once your message is ready to send, hit **Enter** on your keyboard or click the ▷ icon.

Send a group message in a Space

Keep work moving as quickly as possible by messaging in Spaces to keep everyone in the loop. Spaces work best for a group of people collaborating on a specific topic or project.

Select the space from the Messaging tab. You will see a history of the conversation and can create a new message.

Create or join spaces

To create a new space, click the ⊕ icon and click **Create a space**.

Enter a name for your space.

As you enter the name for your space, you may see a list of similar spaces that you're already in. If one of those suits your needs, click the space name to go to that space.

Enter the email address or name for each person you want in the space.

Click **Create**.

Respond to a message

Keep conversations together by replying to a message in a thread.

To start a new thread, hover over the message and click **Start a thread**.

Or, if a thread has already been created, click **Reply to thread**.

Notify others about your message

When you need to get someone's attention or if you'd like to notify someone of your response, use @mentions.

When creating your message, type **@all** to notify everyone in the space.

Or, **@mention** someone's specific name to notify that specific person. If they aren't in the space, they'll be added to it automatically.

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Keep your workday moving faster

Add your personality

Customize messages by formatting the text, inserting emojis and GIFs, or adding attachments and screen captures.
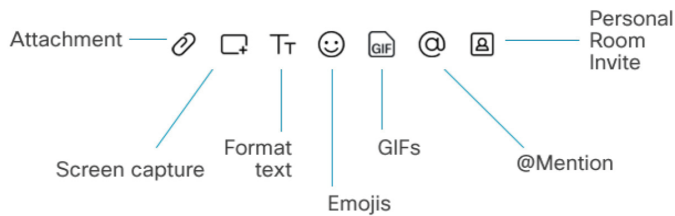
Search for messages

Search through your conversations in Webex App to find people, spaces, messages, files, and more.

In the app header, click **Search, meet, and call**, and enter the keywords you'd like to search.

Sort through the results using the lists of Messages, Files, People, and Spaces that match your keywords.

Flag important messages

You can flag important messages so that you can follow up on them later or keep them as a reference.

Hover over the message and click **More actions** and click **Flag message**.

Refer back to that flagged message anytime. Just click **Filter** by to view your filters, then go to **Flags**.

Pin messages to a space

You can pin messages in a space so that others can easily access important content, such as, files and links, no matter when they were shared.

Hover on a message and click **More Actions** and then **Pin message**.

Get back to your drafts

The Webex App keeps drafts of your messages so you can get back to them if you don't send them right away.

Click a space with the ✎ icon next to the name to view the draft message you want to complete.

Peek at a message

You can peek into a space to view the space without marking it as read or sending a read receipt so you can come back to it later.

From the Messaging tab, right-click an unread space, and then click **Peek**.

Save a space as a favorite

Mark your important spaces as favorites so you can easily find them later from your space filters.

Click the star icon to the right of a space name or right-click on a space in your spaces list and select **Add to favorites**.

Create space sections

Organize all of your spaces into custom sections and easily drag and drop spaces to those sections to to keep specific project work spaces together.

Expand and collapse sections to give your space list a clean look.

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