Meet your AI Assistant for messaging

From recapping conversations to rewriting your messages to be more fun or more French, the Cisco AI Assistant for Webex helps you save time, stay informed, and be heard. Here's how to put it to work for you.
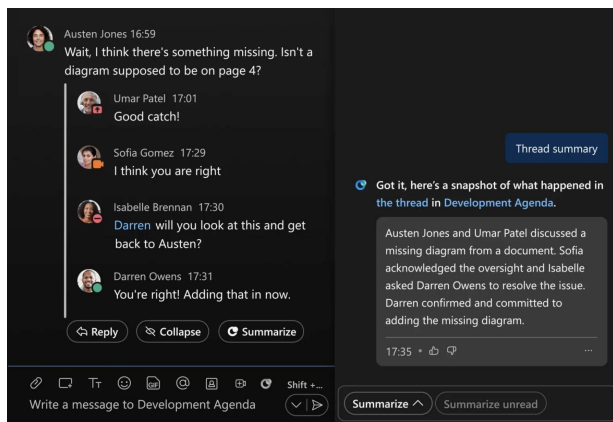
Catch up fast with space and thread summaries

Who has time to read all the back and forth?
Get up to speed quickly by summarizing long threads or an entire space.

To summarize a thread:

Go to Messaging ⬭ and select a space in the Webex app.

On a message thread, click **Summarize** ◑.

In the mobile app, press and hold any message in the thread, then select **Summarize thread**.

Tip: Click the ◉ to close and reopen the AI Assistant panel. Your summaries will be saved here until you restart or sign out of the app.
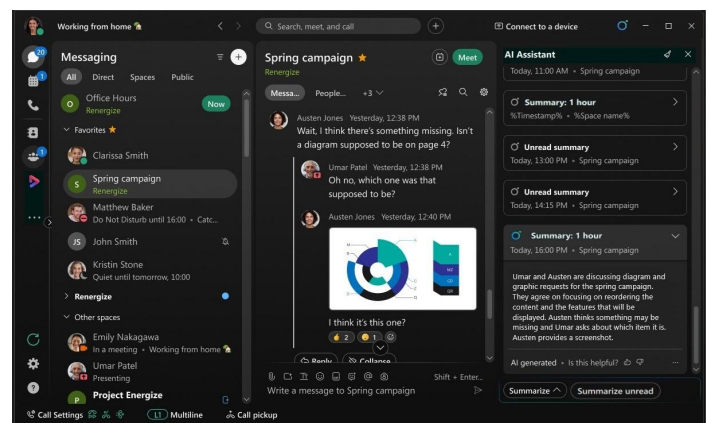
To summarize a space:

Click **AI Assistant** ◉ in the top right corner.

Select **Summarize unread** or **Summarize** and choose what time period you'd like to recap:
- 1 hour
- 1 day
- 1 week
- Custom – set a specific time period

You can cancel any summary by clicking **Stop generating**.
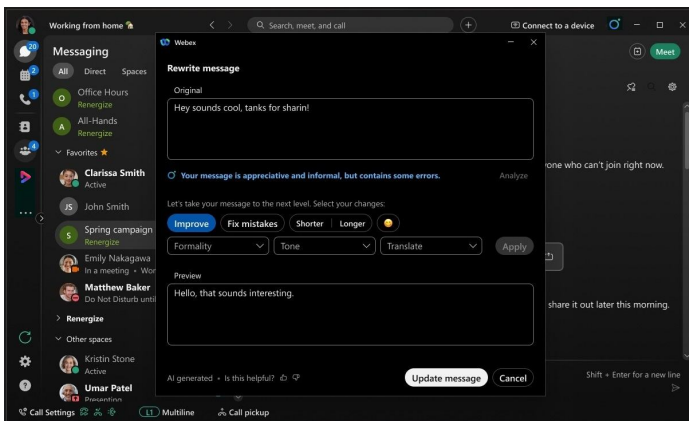
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Say it better with message rewrite

You've got news to share and not much time to figure out the right words. The AI Assistant can rewrite your message to nail the tone, get to the point, polish grammar, and more.

Try it out:
- Type the message you want to send.
- Click **Rewrite message** ✨ in the message tools tray.
- Select **Rewrite, Improve, Fix mistakes, Shorter** or **Longer**, depending on your goal.
- You can choose change the tone to casual, formal, confident, empathetic and more, or add emoji.
- Click **Apply** to see a new version of your message. You can regenerate more versions or **Undo** if you want to go back.
- Once you're happy with your message, click **Send** ▷.

Break down language barriers with translations

Working with teams around the world just got easier. The AI Assistant will translate any message or all messages in a space in real time.

First, enable translation in settings:
- Go to Settings ⚙ in the bottom left corner of the app.
- Select Messaging and Messaging translation.
- Choose your language from the drop-down list and click Save.

Translate a message:

Select a message you need translated, click **More actions** ⋯ and **Translate message**.

Translate a space:

At the top of the space, select **space settings** ⚙ and **Start live translation**. All messages in the space will be translated within seconds.

Got questions about how we're handling AI? We've got <u>answers</u>.

Want more? Explore our help center to see all that AI Assistant can do for you.

Take our <u>Webex AI Foundations online training</u> to get familiar with AI and how it's used in Webex software and Cisco devices.

Learn more

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