

Introduction

Use this quick start guide to help you become comfortable using Webex Calling.

Sign in

To sign in to Webex:

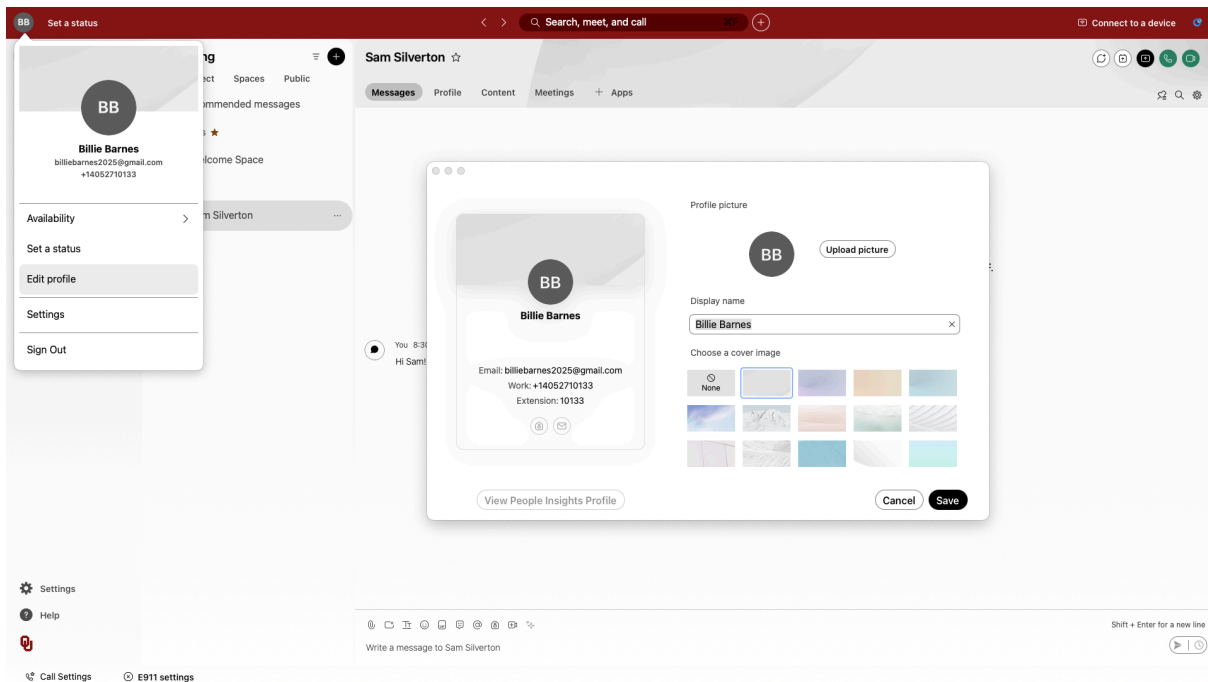
1. Open the Webex application and select **Sign in**.
2. Enter the **email address** associated with your account.
3. Click **Next**.
4. Enter your **password**.
5. Click **Submit**.

Update your profile

Make it easier for others to identify you by adding a profile picture and updating your display name.

To edit your profile:

1. Click your profile icon.
2. Select **Edit profile**.
3. To upload a picture, click **Upload picture**, choose an image, and click **Save**.
4. To update your name, edit your **Display name** and click **Save**.



Place a call

To place a call, click the **Audio** or **Video** call icon in the contact card or search results. You can also place a call using the **Dialpad** and enter a 10-digit number.

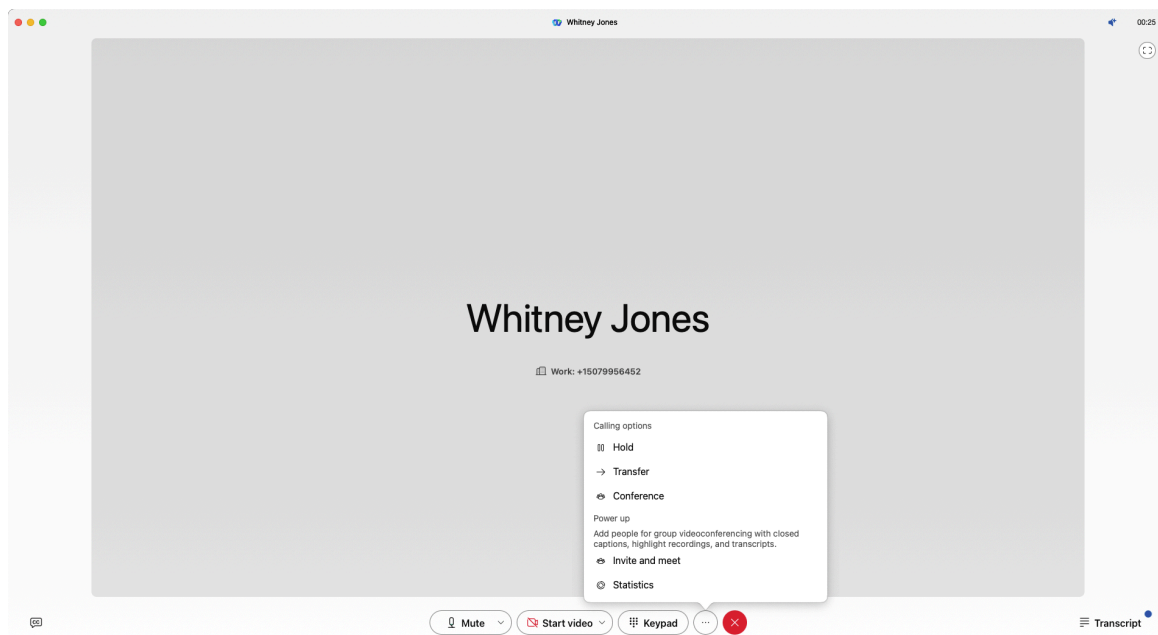
While on a call, you can:

- Turn your video on and off with **Start/ Stop** video.
- Share your screen.
- Access more options with the **More options (...)** icon.

Answer a call

When you receive an incoming call, a pop-up window appears. To answer an incoming call, select **Answer** and access video and call functions. To reject the incoming call, select **Decline**.

While on an active call, you can place the call on hold, transfer it to another user, or start a conference.



Transfer a call

To transfer a call to another contact or number while on an active call.

1. Click **More options (...)** > **Transfer**.
2. Enter a name or number.
3. To speak with the recipient first, select **Consult first**.
4. To complete a blind transfer, click **Transfer now**.

Initiate a conference

To create a conference call, while on an active call:

1. Click **More options (...)** > **Conference**.
2. Enter the other party's phone number and choose an **Audio** or **Video** call.
3. Once they answer, select **Merge** to start the conference.

Hold and resume a call

To place a call on hold, click **More options (...)** > **Hold**.

To return to the call, click **Resume** from the calling window.

Access your voicemail

To access your voicemail box, select the **Voicemail** tab. The **Inbox** tab shows all your voice messages. The **Unread** tab displays only unopened voicemail messages.

Create a Space

To collaborate with a group in Webex, you can create a space. Spaces work best for a group of people collaborating on a specific topic or project. In a space, you can send messages, make calls, have video meetings, share files, and use whiteboards.

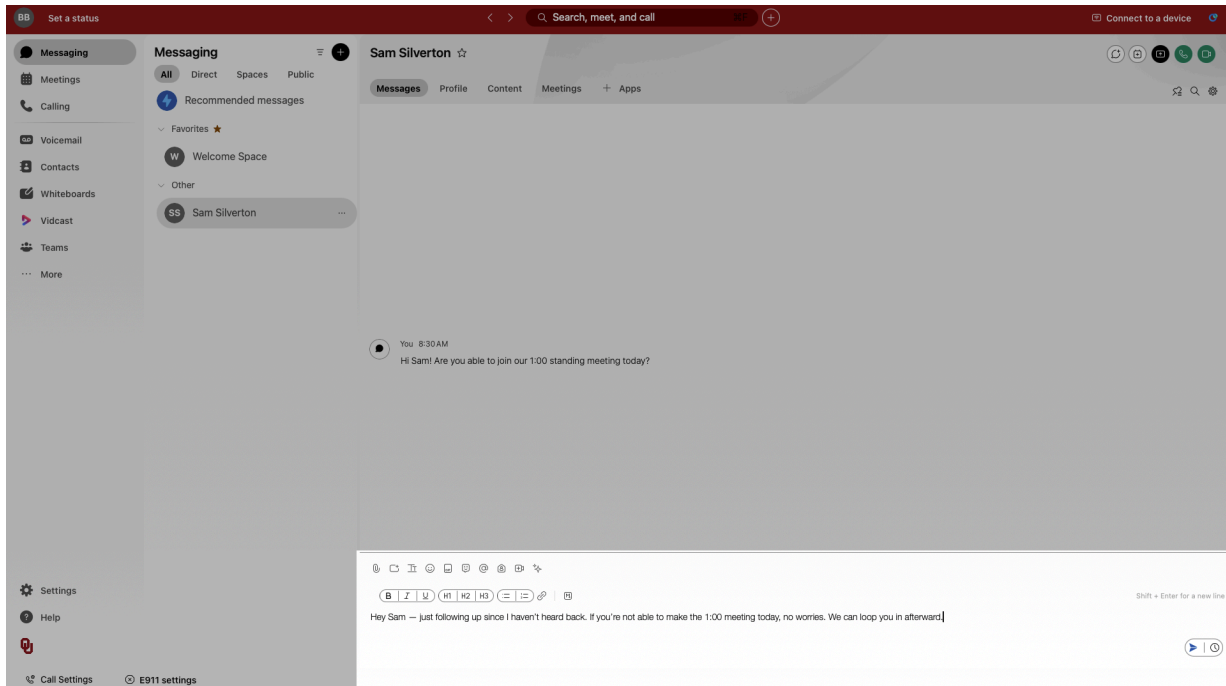
1. To create a space, in the app header, click the **Plus** icon.
2. Select **Create a space**.
3. Enter the name for the space.
4. Enter the email address or name for each person you want to add to the space.
5. Click **Create**.

Send a Message

Messages in Webex are where you chat with coworkers, exchanging content and ideas. You may send a message directly to a coworker or to a space you created.

To send a message directly to a coworker:

1. Select a person from your spaces list.
2. Click the message area and then type your message. You can include files, emojis, or animated GIFs, and also add formatting or markdown to make your messages stand out or be easier to read.
3. Press **Enter** to send your message.



To open a message:

1. Click on the pop-up notification.
 2. This brings you directly to the message space.
- or
3. From your People Spaces list area, locate the bolded items also with a dot. This shows you have a new message from a coworker or space.
 4. Click on the bolded space to access the new messages.