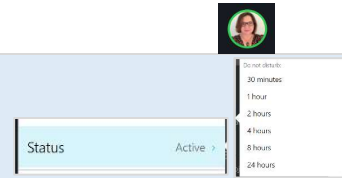




## Change Your Status to Do Not Disturb

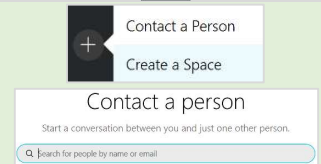
1. Click your **Avatar**
2. Select **Status**
3. Select the duration you do not want to be disturbed



## Create a Space

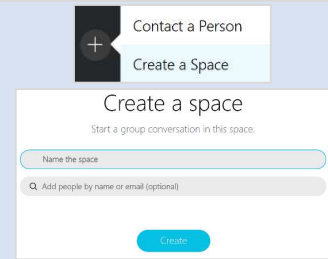
### One to One 1:1 Space (Single Person, cannot add additional)

1. Click the Plus + icon and select **Contact a Person**
2. Enter the person's name or email
3. Select the result that displays
4. Press **Enter**



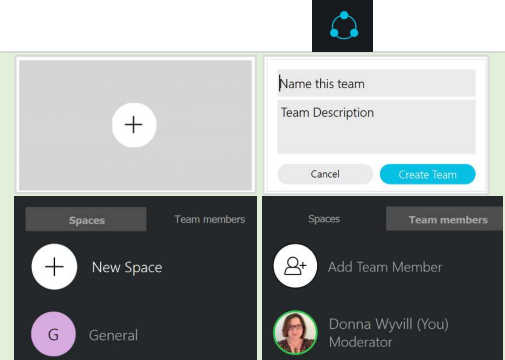
### One to One 1:1 Space (Single Person, cannot add additional)

1. Click the Plus + icon and select **Create a Space**
2. Enter the **Name** of the Space
3. Enter Names and Emails of people you want in the space
4. Select the results that display
5. Click **Create**



## Create a Team

1. Click the Plus + icon
2. Enter a **Name** and **Description** for the Team
3. Click **Create**
4. Select **Spaces** and click the **New Space** Plus + icon to add Spaces to the Team
5. Select **Team Members** and click the **Add Team Member** Person icon to add people to the Team



## Messaging

1. Select a Space
2. Type message and press **Enter**

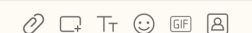
Other things you can do in a Space: Add Attachment, Screen Capture, Format Text, add Emojis and Symbols, add a GIF, tag someone with an @mention, add your Personal Room URL.

Once the Message is created, you have some options. You can Edit the message (if it's your own), start a Thread, add a reaction Quote the message, Forward the message, Flag the message, and Delete the message (if it's your own).

### Space (Multiple People)



### Direct Message (1:1)



Write a message to Donna



## Create a Meeting

### Ad-hoc Meeting

1. Select a Space
2. Click the **Meet** icon

Everyone in that space receives a notification that a meeting has started.



### Scheduled Meeting

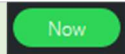
1. Select a Space
2. Open the **Activity Menu**
3. Click the **Schedule** Icon

Your Calendar opens with everyone in the Space already in the invitee list. If you add additional invitees, they are added to the meeting, but are not added to the Space.



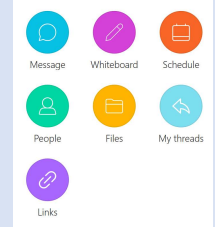
## Start or Join the Meeting

Click **Now** button in Teams next to the meeting



## Activity Icons

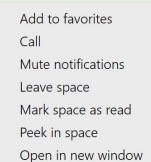
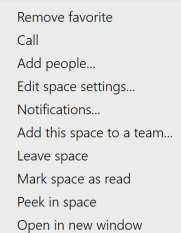
- **Message** – Takes you back to Space messaging
- **Whiteboard** – Shows previously created Whitboards and add more.
- **Schedule** – Prompts Calendar to schedule meeting
- **People** – View people in Space and Add people to Space
- **Files** – View Files added to Messages
- **My Threads** – View list of threads you are a part of in Space
- **Links** – View the list of links you have shared with the Space
- **Share Screen** – Allows you to choose Screen or Application to share with Space and prompts Ad-hoc meeting
- **Meet** – Prompts Ad-hoc meeting



## Space Functions

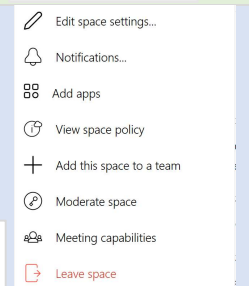
You can **Right-click** on a Space to perform functions specifically to that Space.

- Add or Remove favorites
- Ad-hoc Call the Space
- Add People to the Space
- Edit Space settings, such as the Name or Avatar image
- Choose if you want to be Notified for a space or only specific types of Notifications
- Add the Space to a Team
- Leave the Space
- Mark Space as read
- Peek in Space
- Open in new window



You can also select the Information icon to perform functions specifically to that Space. Functionality available depends on the type of Space and who owns it.

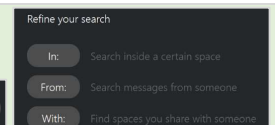
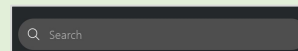
- Edit Space settings
- Control Notifications to a Space
- Add Apps, which can give added functionality to a Space
- View the Space polity
- Add the Space to a team
- Become the Moderator of the Space
- View the Meeting capabilities of the Space
- Leave the Space



You can also select the **Star** icon to tag the space as a Favorite.

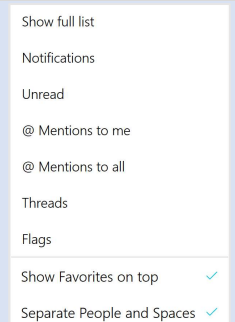
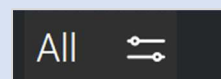
## Searching and Filters

Use the **Search** field to find specific keywords or phrases. Once selected, you can further refine searches **In** a certain Space, **From** someone, or **With** people you share spaces.



Use Filters to limit what you see or to see **All**.

- Notifications – Spaces you asked to be Notified
- Unread – Messages you haven't read yet
- People – Only displays 1:1 Spaces
- Mentions to Me - @mention for you only
- Mentions to All - @mention for All
- Threads – Threads of messages you are a part of
- Flags – Messages you've flagged
- Show Favorites on top
- Separate People and Space



**Want More Information?** Go to <https://help.webex.com> and click the **Getting Started** icon, or [Click Here](#).