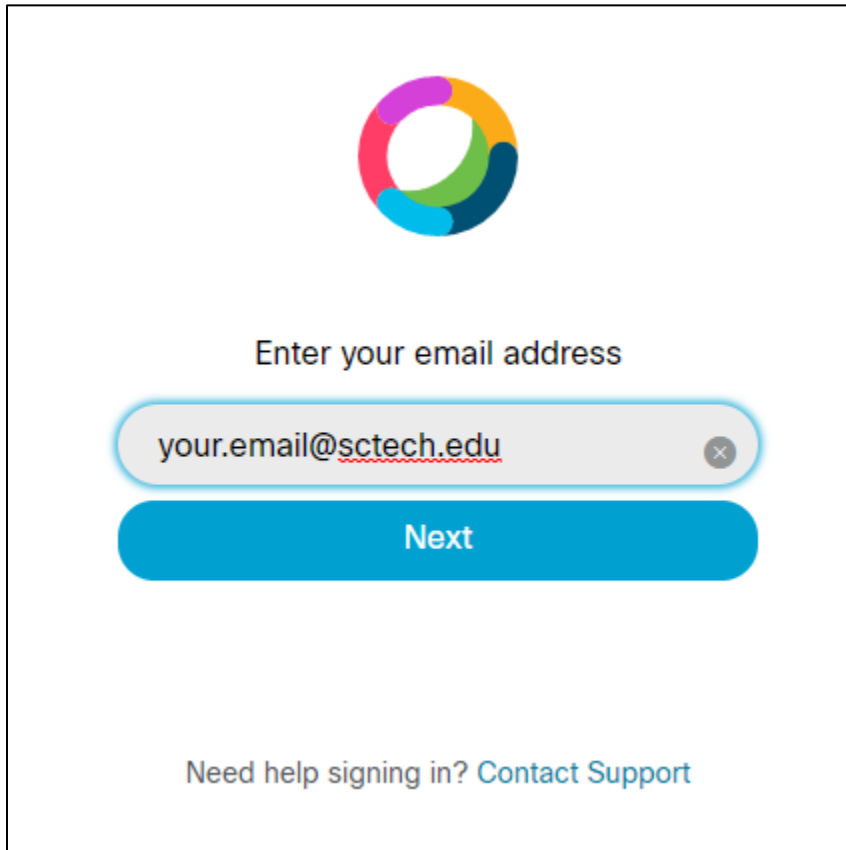


Webex TEAMS

1. Go to <https://teams.webex.com>
2. Login with your SCTech email address:

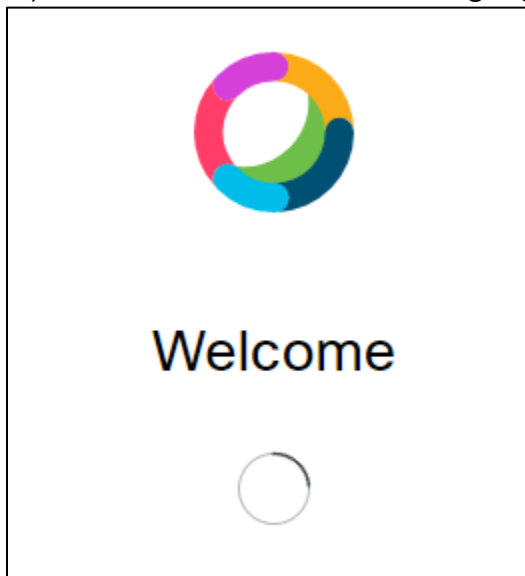


Enter your email address

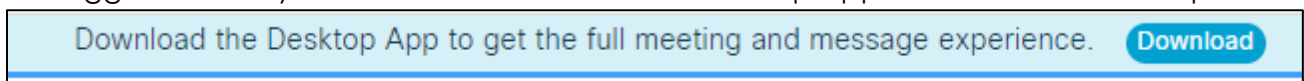
Next

Need help signing in? [Contact Support](#)

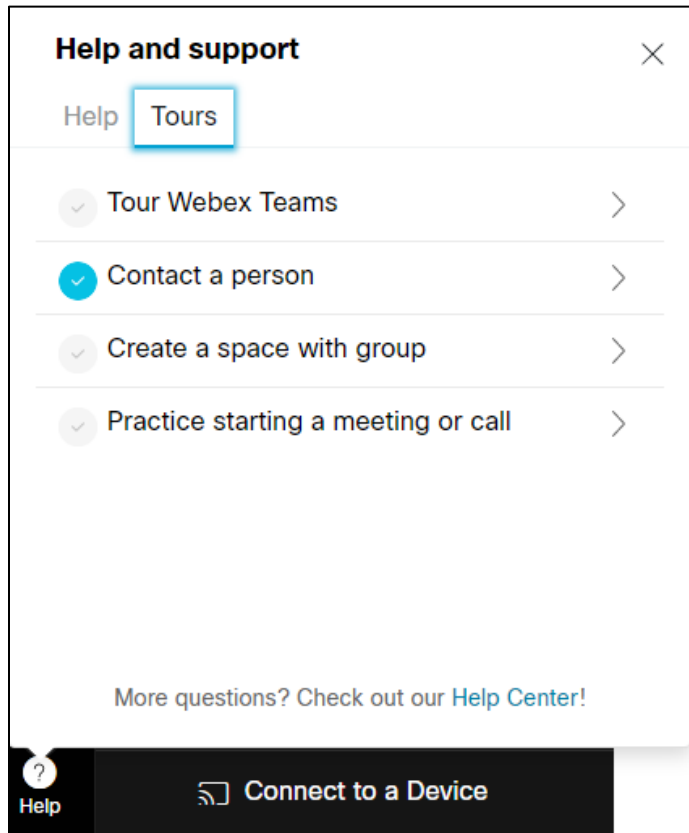
3. It should redirect you to the Microsoft Login page. If for some reason it does not, please put in a helpdesk ticket at <https://helpdesk.sctech.edu>
4. If you are successful, the following logo and message should appear:



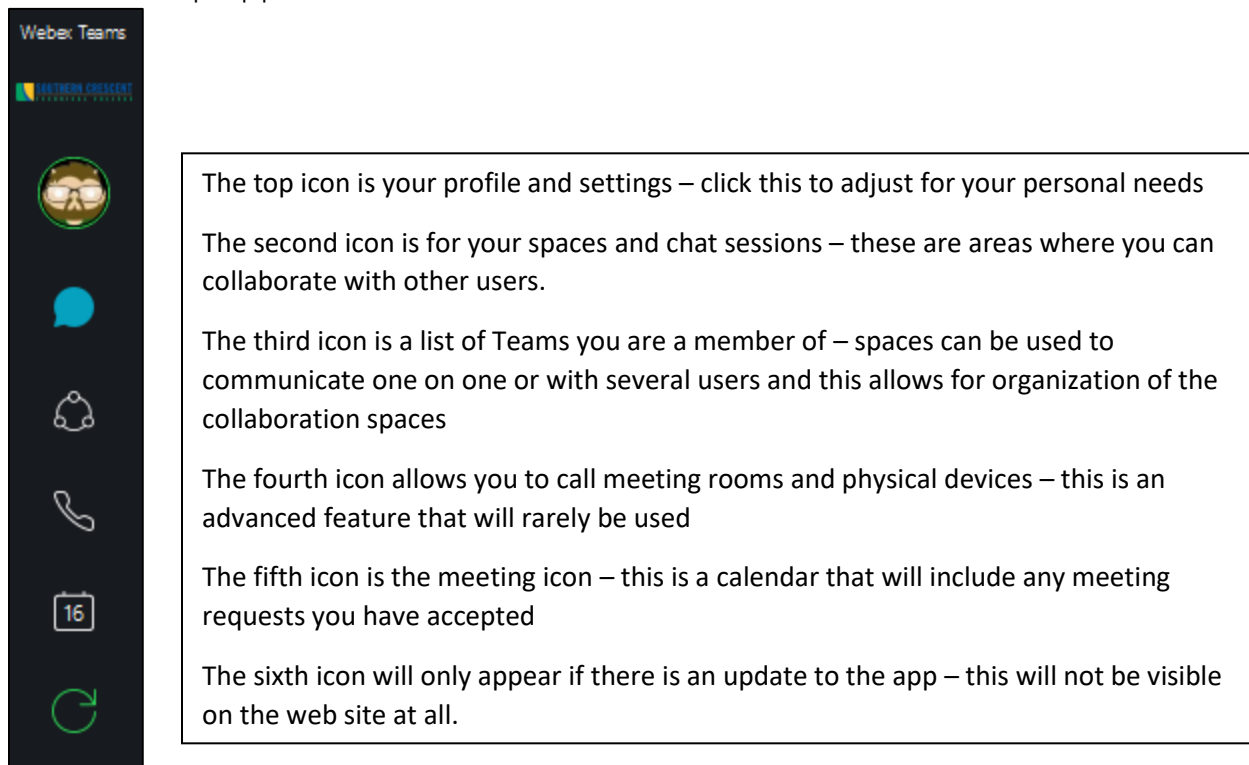
5. It is suggested that you download and install the desktop app – however it is not required:



6. If needed, there is a great help and tours section available at the bottom left hand of the web site or the desktop app:

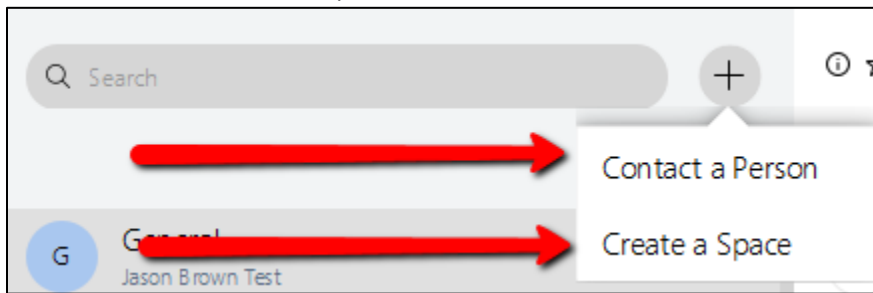


7. The desktop app has all the same icons as the web page, but there is one additional icon at the bottom of the list – the green circling arrow is the update icon for when there is an update to the desktop app:

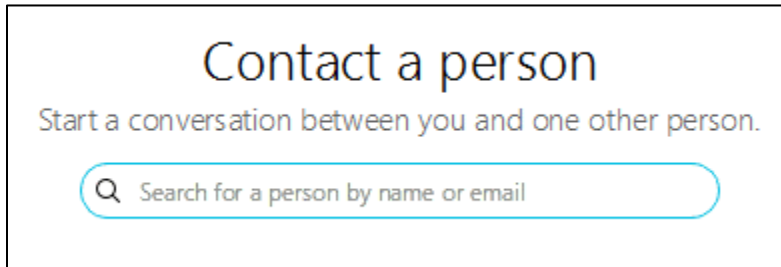


8. When you click on the spaces icon, you can either search for an existing space, or click the plus sign to contact a person through Webex TEAMS or to create a new Space for

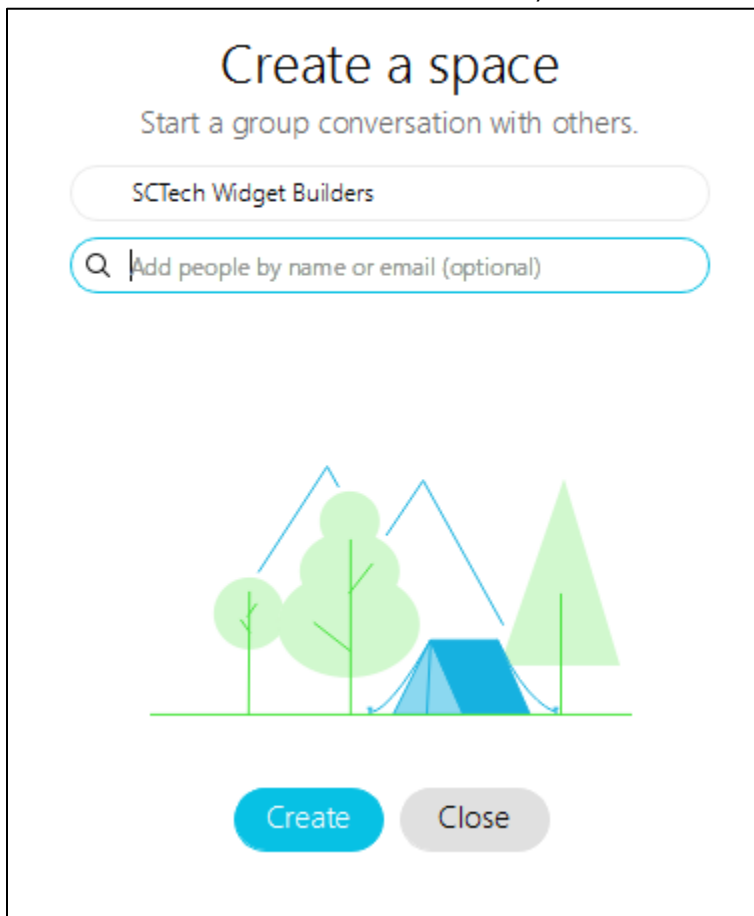
collaboration with multiple users:



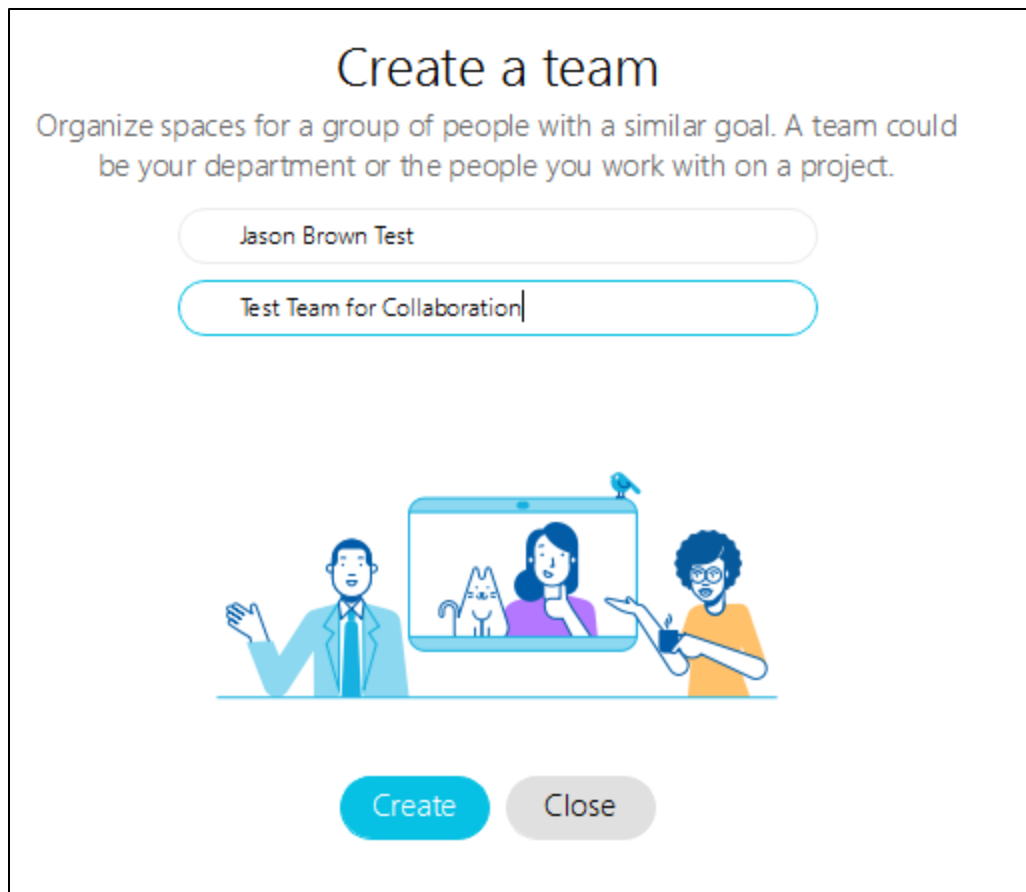
9. To contact a single individual, click Contact a Person, type in the name and select:



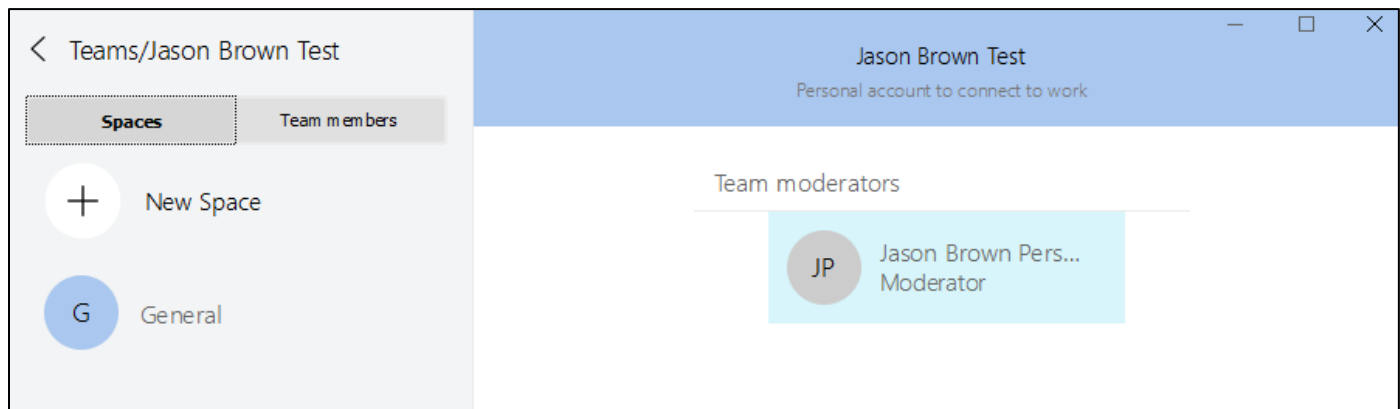
10. To create a Space, input the name of the space. If you know all the users you want to invite to the space, begin typing their name and any current SCTech employee should appear in the list. Continue to add users, and once you are done click the Create button:



11. Creating a TEAM is similar – it results in a group of people who can collaborate, but it makes a default "General" space for that TEAM. It will also help you denote which spaces belong to a TEAM by showing the TEAM name below the space name in your list of spaces:

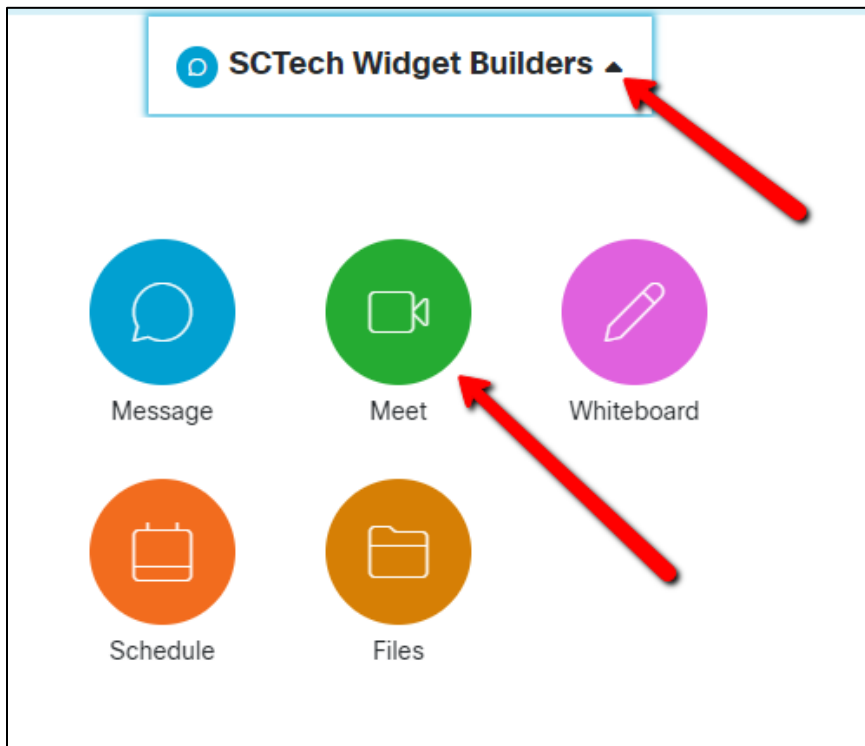


12. You can see the spaces and Team members by clicking the TEAMS icon and then selecting the TEAM name. If you no longer want to be a member of a TEAM, there is an option to Leave the Team at the bottom of this window:

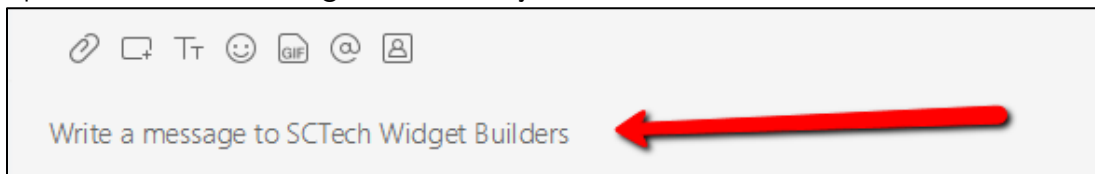


13. From within a space on the desktop app, you can click the green icon in the top right hand corner to start a meeting – any user within that space will receive a notification that a meeting has started. On the web site, click the name of the space at the top of the screen and choose Meet:

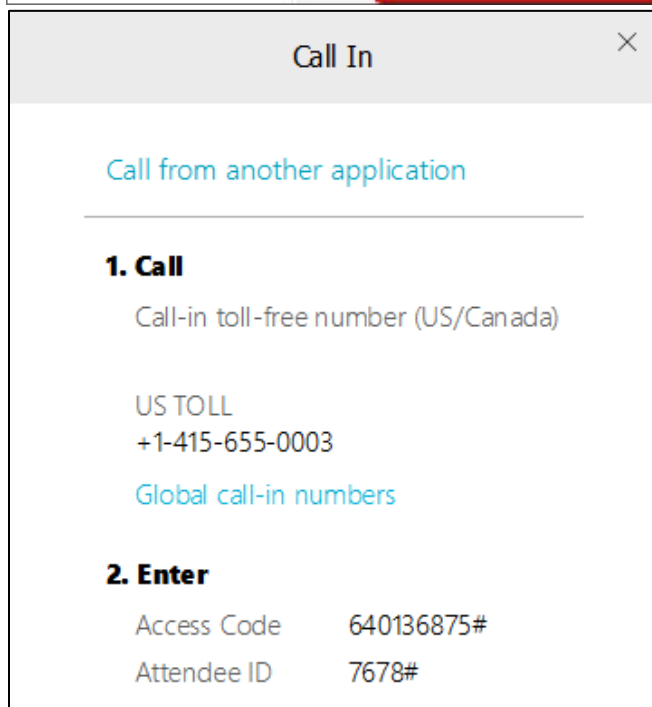
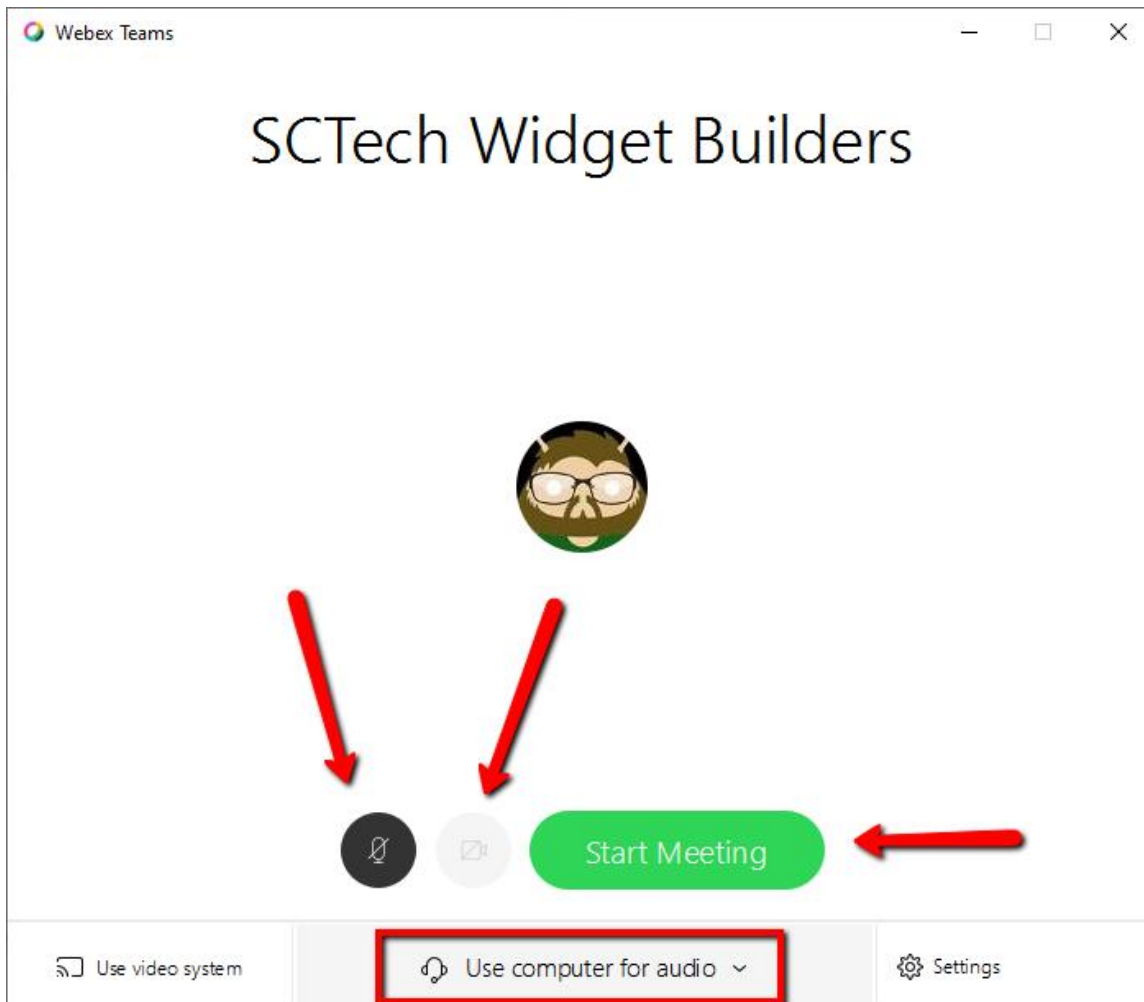




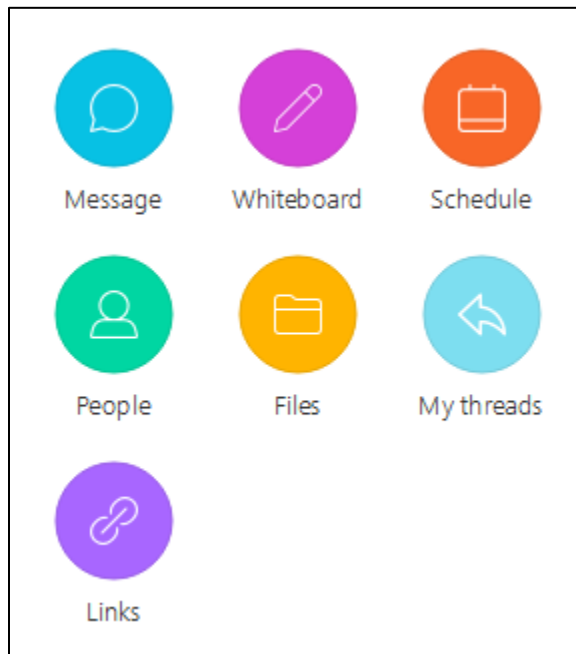
14. To create a chat message, click at the bottom of the window and type a message. There are options to include images, files, emojis, etc.



15. To begin the meeting, you will need to be sure you have at least audio – the first icon is for the microphone, the second is video. The computer in this screenshot has a microphone but not camera. Notice the camera icon is grayed out. The area with the red box around it will also allow you to call in for audio if you have no microphone – simply choose the Call In option and instructions will be provided:



16. Clicking the 3 dots to the right of the green meeting icon in step 13 will open the menu for other options – anything that has been shared can be viewed here. There are fewer options on the web site as seen in the second screenshot in step 13:



17. There is an app available for iOS and Android that you can download, install and use for meetings as well. It will use your phone's camera and audio, so if you do not have these options on a computer you can join via your phone through the app and participate.
18. If you have any problems, please submit a helpdesk ticket at <https://helpdesk.sctech.edu>