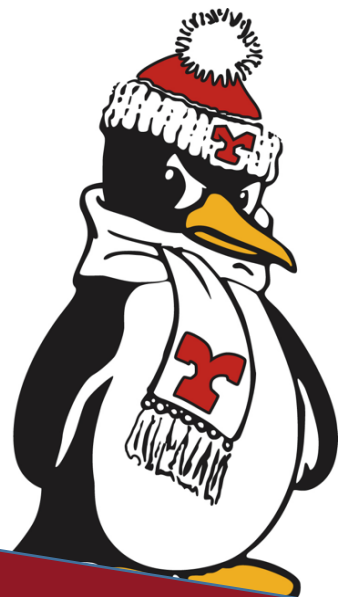


# *Webex Teams*



## **Technology Training**

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## Table of Contents

**Webex Teams..... 3**

**Webex Teams:..... 3**

## Webex Teams

Webex Meetings and Teams is a video conferencing tool that allows for online collaboration, guest speakers, departmental meetings, and distance learning. Webex Meetings and Webex Teams has the ability to record, share screens for presentations, file sharing, using a white board, and lecture capture.

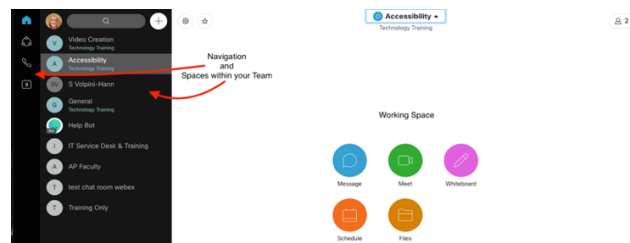
This document will help you to:

- Create a space in Webex Teams.
- Upload files in Webex Teams.
- Use the Whiteboard in Webex Teams

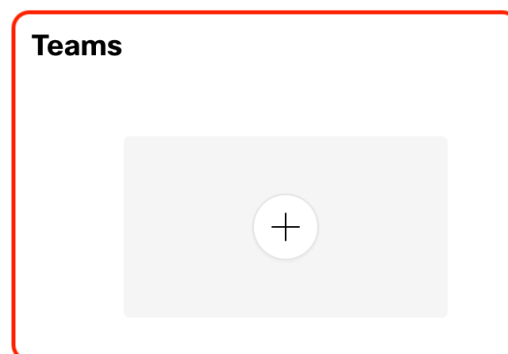
### Webex Teams:

WebEx Teams is an application that creates a place for YSU departments or classes to collaborate and work together on various projects. It is a place that can provide a way to stay organized, and connected. Webex Teams features a messaging area, video calls, file sharing, screen sharing, and a whiteboard area in a space. You can multiple spaces within a team for various projects or assignments.

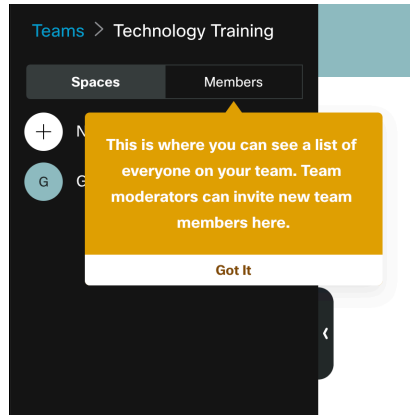
Left column of the page will be your navigation area and the middle of the page will be your workspace. This is where you will send messages, upload files, or video conference.



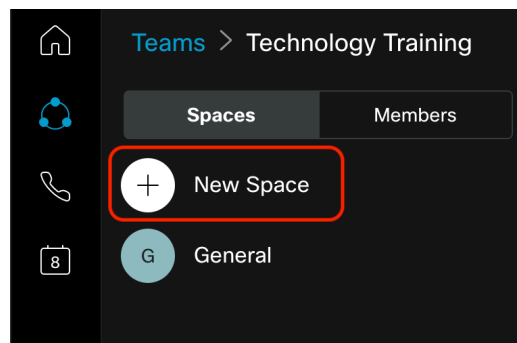
1. To create a team, navigate to [teams.webex.com](https://teams.webex.com).
2. Enter your **YSU email address**.
3. Enter your **YSU username** and **password** in the **YSU sign on page**.
4. Create a **Team space** by clicking the + sign at the top of the app.



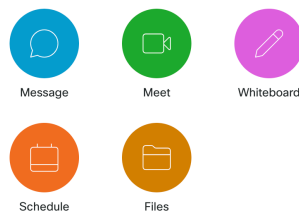
5. Create a **Team name** and provide a description (optional).
6. Add members to your team.



7. Within your team, click the + sign next to **New Space**. **New Spaces** provides a place for individual projects or assignments.

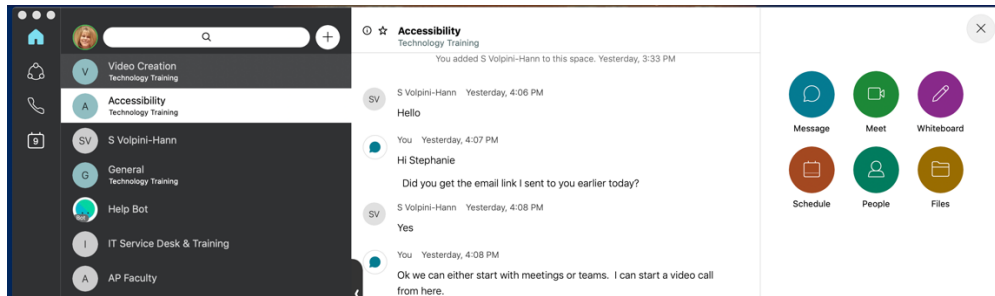


8. Enter a **Space Name**.
9. Start working within the space.

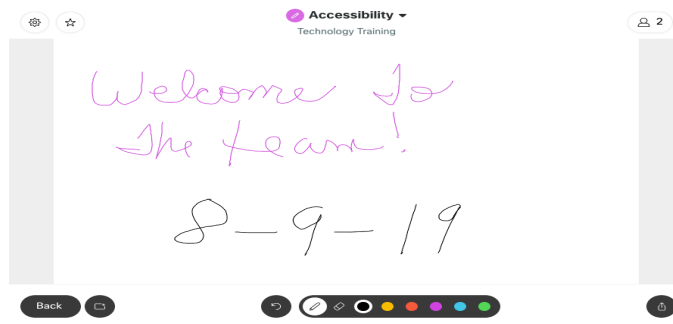


- a. If using the desktop app, at the top of the working space, click the **app box of boxes** to show the working icons

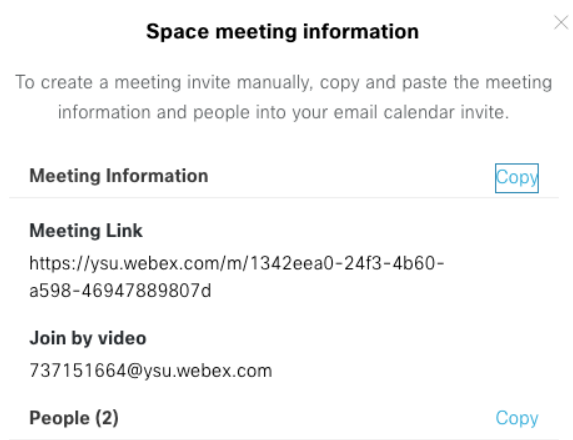




- b. Click the **message icon** to message your team members.
- c. Click the **video camera** to start a video call.
- d. Use the **white board** for brainstorming or lecturing.



- e. Click the **attach button** in the bottom right corner of the whiteboard to send to team members.
- f. Click the **schedule button** to set up meeting with team members.
- g. Click **space information** to obtain the link to send to your members.



- h. **Click files** to access shared files.
- i. **Drag and drop** into the space to upload files.

If you need further assistance please contact the Technology Training Team.

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