

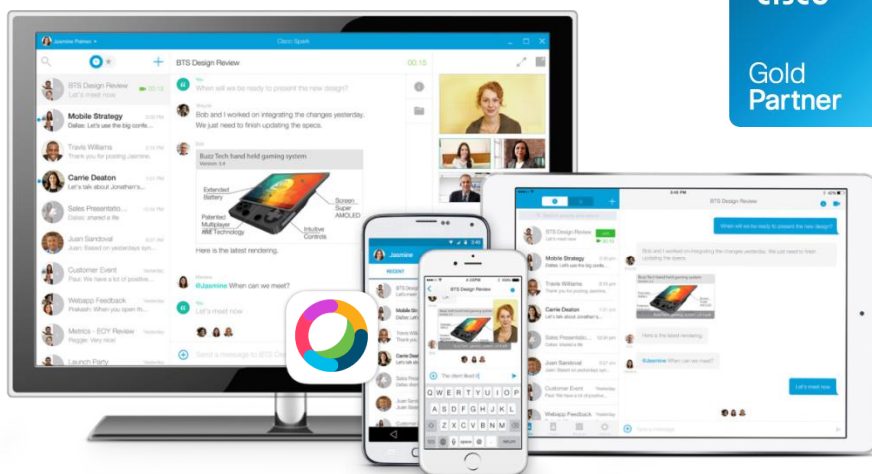
CISCO WEBEX TEAMS

MAKING TEAMWORK SIMPLER



Cisco Webex Teams™ creates a place for teams to work together, where their work can live, and a way to stay connected to it all. Webex Team virtual “rooms” are as easy to start as sending an email, where you can:

- Securely send unlimited messages and share files
- See files instantly without a download to get to the important information fast
- Start face-to-face meetings with screen sharing to accelerate decision making
- Review a history of messages and files so that everyone can always be up-to-date regardless of time zone or location
- Participate from a mobile device, computer, or even a browser for anywhere, anytime collaboration
- Work confidently with end-to-end content encryption so that only the intended recipients can read shared messages and files



WORK FROM ANY DEVICE

Cisco Webex Teams works on virtually any device to enable anytime, anywhere collaboration.

- Cisco Webex Teams for iPad
- Cisco Webex Teams for iPhone
- Cisco Webex Teams for Web (Firefox, Chrome, and Internet Explorer)
- Cisco Webex Teams for Android
- Cisco Webex Teams for Windows
- Cisco Webex Teams for Mac

VIRTUAL ROOMS

Webex Teams is easy to get and use so that people — colleagues, business partners, anyone — can make progress together fast. Users create “rooms” for persistent and secure messaging and file sharing so that teamwork is always accessible anytime and from any device. Video calling and face-to-face meetings with screen sharing help accelerate decision making. Keep track of what’s going on in your rooms through notifications and a searchable, chronological room list. Anyone can create a room and add others by simply entering their name or email address. Rooms can be for just you and one other person or for groups.

BUSINESS-CLASS SECURITY AND MANAGEMENT

Cisco Webex Teams supports end-to-end encryption of messages, room names, and files. This content is encrypted by a user’s device before sending and is decrypted by the intended recipients. As a result, all content arrives at Cisco servers in encrypted

form and is stored that way. We always use secure HTTP (HTTPS) encryption to protect what you send, and Webex Teams supports media encryption to protect the audio, video, and screen sharing during a call.

Cisco Webex Teams paid subscriptions offer companies additional security and management tools. For example, rooms with external participants display an indicator next to the room name so that employees can make informed decisions about the content they want to share in a particular room. Additionally, users can moderate rooms to limit who can add other users.

The Webex Teams administrative portal is available for IT administrators and partners. This portal enables company Single Sign-On (SSO) and corporate directory synchronization, role-based access, usage reports, and more. Here, partners can quickly start customer trials and manage accounts, helping ensure that customers get the most out of their Webex Teams experience.

First Name	Last Name	Email	Status	Actions
Andy	Steele	andys@companymail.com	Active	...
Olivia	Smith	osmith@companymail.com	Invite Pending	...
John	McKenzie	mbrown@companymail.com	Invite Pending	...
Vichai	tamsiri	viamsiri@companymail.com	Active	...
Karolyn	Bachelor	kbachelor@companymail.com	Active	...
Sam	Anderson	sanderson@companymail.com	Active	...
Javier	Carbajal	jcarbajal@companymail.com	Active	...
Tommy	Wright	twright@companymail.com	Active	...
Andy	Steele	andys@companymail.com	Active	...
Olivia	Smith	osmith@companymail.com	Invite Pending	...
John	McKenzie	mbrown@companymail.com	Invite Pending	...
Vichai	tamsiri	viamsiri@companymail.com	Invite Pending	...
Karolyn	Bachelor	kbachelor@companymail.com	Active	...
Sam	Anderson	sanderson@companymail.com	Active	...

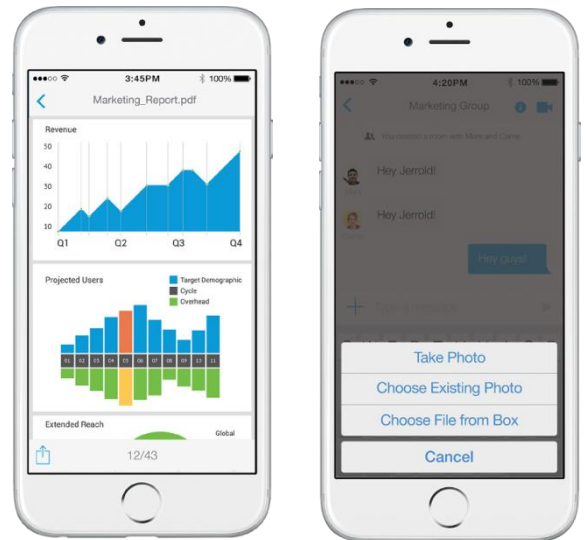
REIMAGINE HOW TEAMS WORK TOGETHER

SEND 1:1 OR GROUP MESSAGES AND SHARE FILES SECURELY

Use messaging to keep the discussion going in your rooms. You can receive notifications to alert you when new messages or files have been posted. Read receipts appear when other people have looked at what you've shared. The history of messages in a room is available so that users can review previous text and files anytime.

You can share any file type in Webex Teams. PDF, Microsoft Word, and PowerPoint are rendered for previewing in your rooms, making it easy to scan for the important details immediately.

Drag and drop or upload files from your desktop. On an iPhone or iPad, you can tap to add a photo or select a file directly from a Box folder). Expanded file-sharing options are available for Android users.



CISCO WEBEX TEAMS MAKES MEETINGS FEEL NATURAL

In 1:1 rooms you can select the camera icon from any device to start a high-definition (HD) video call. For paid users of the Meet subscription, Webex Teams rooms can support face-to-face meetings for up to 25 people.

After you select the camera icon, other users are prompted that meeting has begun and they can join at any time while the meeting is in progress. Anyone using Windows, Mac, and Firefox applications can share their screen. Participants see screen sharing as well as the active speaker's video



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MANAGE ROOMS

The room details view in rooms with more than two participants enables you to add or remove other participants at any time, as well as leave, mute, and add the room to your Favorites list. The room details in 1:1 rooms do not include the capability to add participants because 1:1 rooms are limited to two people.

MODERATE ROOMS

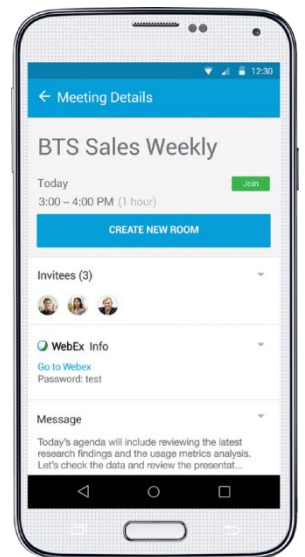
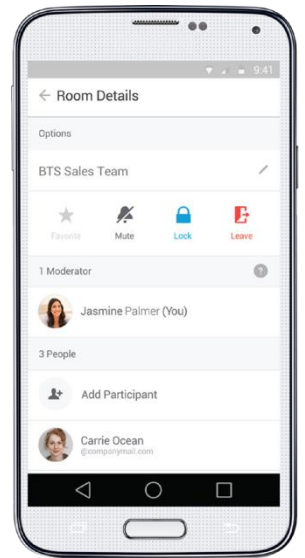
Users entitled with Webex Teams Message subscriptions have an added security feature called room moderation, which enables them to “lock” their rooms (Figure 6). When a room is locked, only the moderator can add or delete other users, edit the room name, or choose other room participants to become co-moderators. This feature helps ensure that access to sensitive messages and files is limited to the right people.

CONNECT YOUR CALENDAR AND CONTACTS

If you have the Webex Teams mobile application for iPad, iPhone, and Android, you can connect your mobile calendar and contacts. This connection will add the people from your calendar and contacts to a list of suggested people to include in your Webex Teams rooms. Enabling calendar access will also display a list of all your upcoming calendar meetings on the Webex Teams Meetings tab. You can turn any meeting listed on the Meetings tab into a Webex Teams room, which will be created with the same name as your calendar entry and include all the people from it.

The Meetings tab also helps you instantly join the virtual meetings you have outside of Webex Teams. Any Cisco WebEx® conference listed will display a Join button prior to the meeting start time so you can easily attend from your mobile device.

On an iPhone or iPad, the People tab presents a list of the other people in your rooms with five or fewer participants.



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