

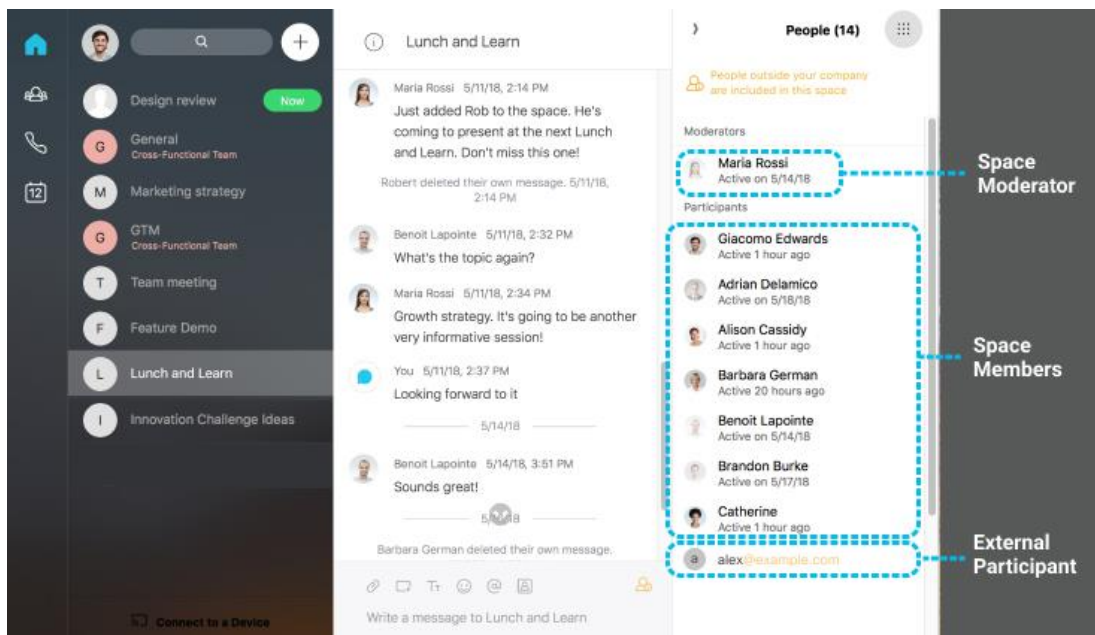
# Cisco Webex Teams

## Webex Teams and Spaces

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### Roles on Teams and Spaces

What you can do in spaces in Cisco Webex Teams can vary, depending on your role. You might be moderating a team for one project and be listening in as an external participant on another. The people in these roles don't need to be part of your organization; external users can take on any of these roles, too.



#### Space Moderator

In a moderated space, you can create spaces and invite people to them. Moderators are the only ones who can add or remove people, edit space information, and make other people moderators. You can also delete other people's messages, but make sure you follow your organization's policy before you delete anything.

#### Space Member

When you belong to a space that isn't moderated, you're all members of the space with the same privileges. You can add people and remove people to the space and change the space name. You can choose to become a moderator in the space, though.

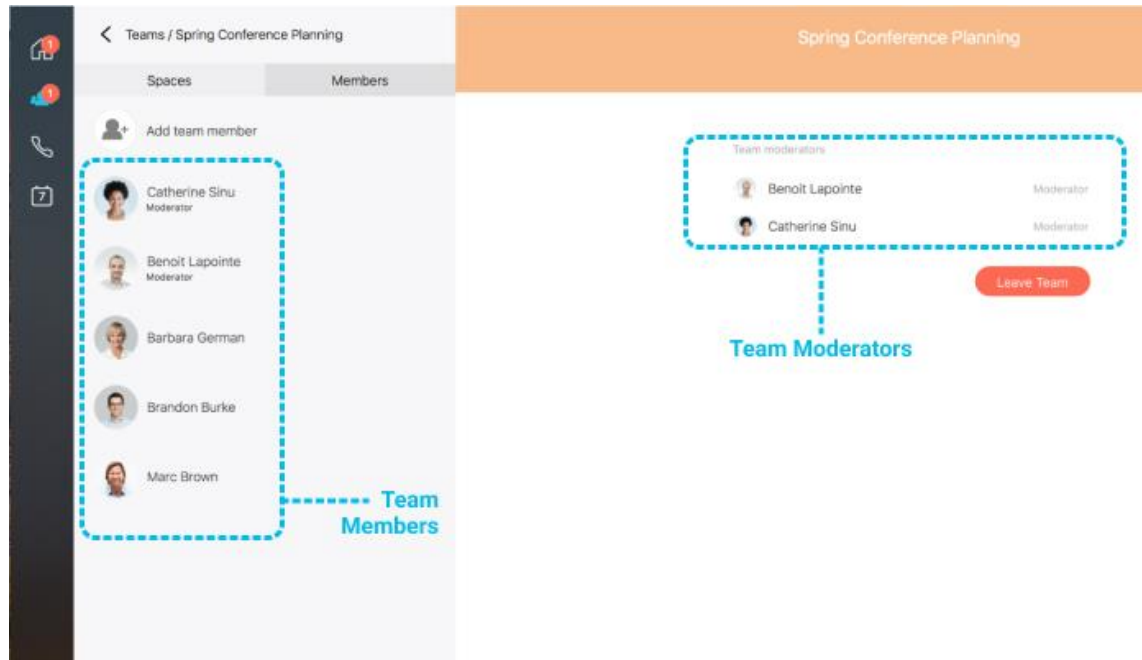
#### External Participant

You can participate in a space even if you're not part of the same company. As an external participant, though, you won't be able to see or join other spaces. You can participate fully as a member of the space, sharing your expertise on one aspect of a larger project.

## Team Moderator

If you created the team, you're the team's moderator. You control which spaces are available and who belongs to them. When you add people to the team, they are automatically added to your team's home space, **General**.

You can also make other people on the team moderators so they can share these responsibilities with you. So, even if you haven't created the team, you might still be a moderator.



## Team Member

If a moderator adds you to the team, you are automatically added to a team space called General. After you become a team member, you can join other team spaces. You can also add other people as a guest to a space within a team. But only the moderator can add new people to the team.




## Team Guest

If someone adds you to a team space without adding you to the team, you become a guest in that space. As a guest, you won't be able to see or join other spaces in the team. But you can participate fully as a member of the space, sharing your expertise on one aspect of a larger project.

## Create a Team Space



After you've created or joined a team on Cisco Webex Teams, you're automatically added to the team's General space. As the work on the team grows, you might need to add more specialized spaces. You and any other team member can create new team spaces.

### Windows, Mac, Web

1. Go to **Teams**  and then choose the team you want to add a space to.
2. Select  **New Space**, name the space, and then press Enter or click .

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## iPhone, iPad, and Android

1. Go to **Teams**  and then choose the team you want to add a space to.
2. Select  **Create Space**, name the space, and then tap **Create**.

### Create a Space



In the Cisco Webex Teams app, all your work takes place in spaces where you can send messages, make calls, have video meetings, share files, and whiteboards. Spaces work best for a group of people collaborating on a specific topic or single project.

#### Windows, Mac



Go to , click , and choose:

- **Contact a Person** to start a conversation between you and just one other person. Then enter their name or email address and press Enter. Send a message to create the space.
- **Create a Space** to start a group conversation. First, name the space. If you're using a Mac, you can add emojis to the name. Then select **Create**. If you want, you can add people before or after you create the space.



#### iPhone and iPad

1. Go to , tap , and type their names or email addresses, or select from the list of suggested people.
2. (Optional) Name the space, you can also add emojis to the name if you'd like.
3. Enter a message and select **Send** to create the space.

#### Android

1. Go to , tap , and type their names or email addresses, or select from the list of suggested people, and then tap **Create a Space**.
2. (Optional) Name the space, you can also add emojis to the name if you'd like, and then tap **Save**.

#### Web

1. Go to , click , and type their names or email addresses, press Enter, then click **Contact**.
2. Send a message to create the space.

### Join a Team

The only way to join a team in Cisco Webex Teams is if a moderator adds you to it. Sometimes you'll just get added to a team because you're part of a project or department. Or, if you know about a team because someone you work with is already a member, you can ask to be added.

Reach out to your co-workers to get added to teams that they're already using. Or, start a new team to get people working together.


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You can't just search to find available teams to join. Your search results only show teams that you've already joined.


## Join a Team Space

In Cisco Webex Teams, you can create groups of related spaces called teams. When you're added to a team, you're automatically added to the team's General space, and you can view or join any space in the team. Team spaces belong to everyone on the team, so they can't be moderated like regular spaces.

### Windows, Mac, Android, iPhone and iPad

Go to Teams  and choose a team. Then, look through the available spaces, and click **Join Space** when you find one you'd like to join.

### Web




1. Go to teams  and then pick a team.
2. Pick a space in the **Other Spaces to Join** section and then click **Join Team Space**.

You'll see the team name above or below the name of the space when you've successfully joined a team space.




## Delete a Space

While using Cisco Webex Teams, you may want to get rid of an outdated or unneeded space. A space gets deleted when all members leave it, including you. People can choose to leave, or you can remove people if you're the moderator or the space is unmoderated. After a space is deleted, the messages and shared files are also deleted.




### Windows, Mac, and Web

1. Select the space, click the activity menu  and choose people list . Then, right-click each person's name and select Remove from space.
2. Click space settings  and then choose Leave space.

### iPhone and iPad

1. Select the space, go to the activity menu , and choose People . Then, swipe left on each person's name and tap Delete.
2. Go to the activity menu, choose Info , and then select Leave.

### Android

1. Select the space, go to the activity menu , and choose People . Then, tap on each person's name and select Remove.
2. Go to the activity menu, choose Info , and then select Leave.

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## Remove Someone from a Team

After you've created a team in Cisco Webex Teams, you may need to remove someone from the team if they aren't involved in the project anymore. When you remove them, they won't have access to any of the team spaces anymore. You must be a team moderator to remove anyone from the team.

### Windows

Go to **Teams** , choose the team, and select **Team members**. Then, choose the person that you want to remove, and select **Remove**.

### Mac, Web

Go to **Teams** , choose the team, and select **Members**. Then, click **More . . .** beside the person's name that you want to remove, and select **Remove from Team**.



### iPhone and iPad, Android

Go to **Teams**, choose the team, and tap **Team Members**. Then, tap the person that you want to remove, and select **Remove**.


## Archive a Team Space

After your team has been working together for a while, you might have spaces that no one is using anymore. When you archive a team space in Cisco Webex Teams, you're not deleting it, but it moves from your spaces list to your Archived Spaces list and it won't be included in searches. You can only archive team spaces, not your other spaces.

### Windows, Mac, and Web

Select the team space that you want to archive, click the activity menu  **Staff** , choose space settings , and then select **Archive space**.

### iPhone and iPad, Android

Select the team space that you want to archive, go to the activity menu, select **Info** , and then tap **Archive this Space**.