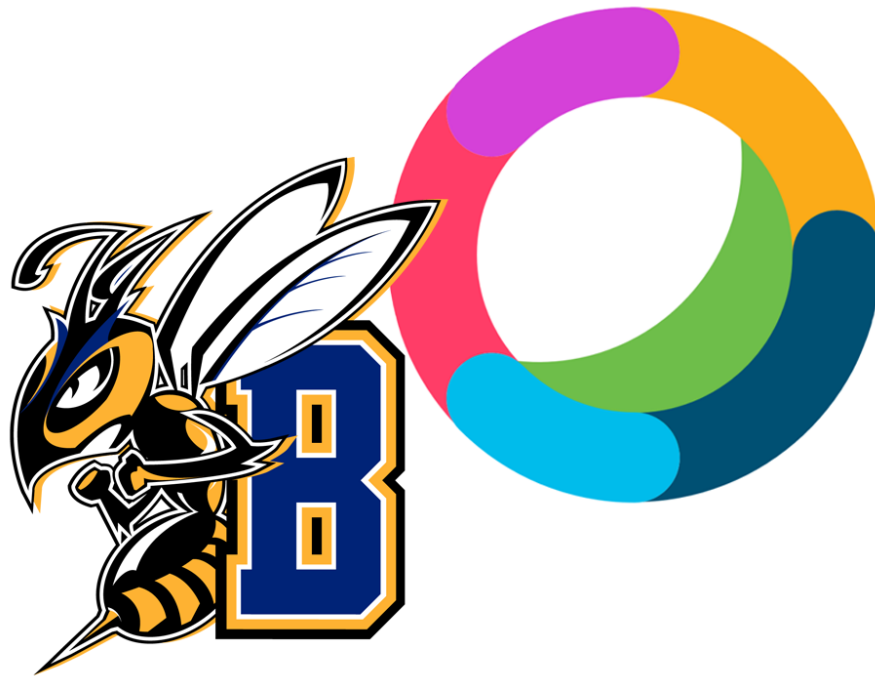


Webex Teams



MSU Billings

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Sign into Webex Teams

As a student or faculty member of MSUB, **you already have a Webex account – you do NOT need to create one!** To sign in, follow these simple steps:

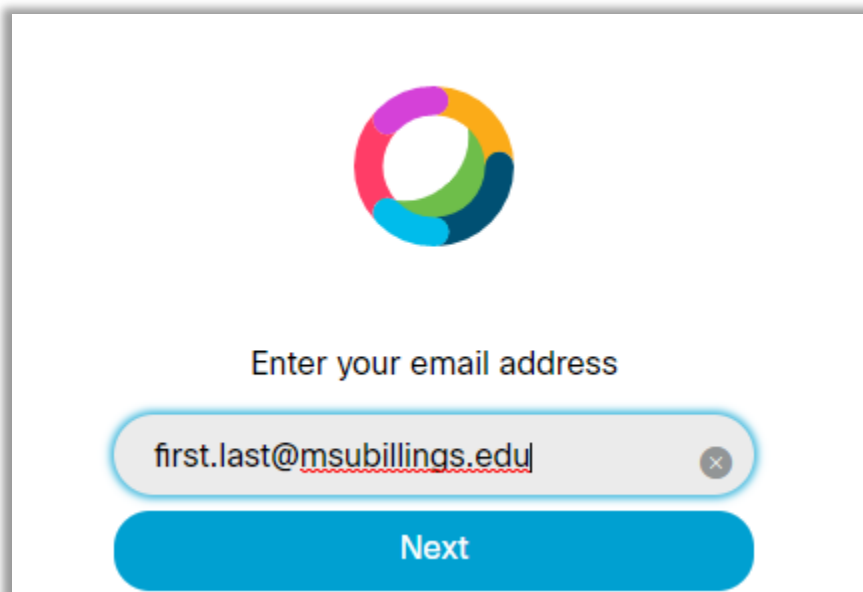
1. If you're on a desktop or laptop computer, [download the desktop app](#).

If you're using a mobile device, download the Cisco Webex Teams app from the App Store or Google Play.

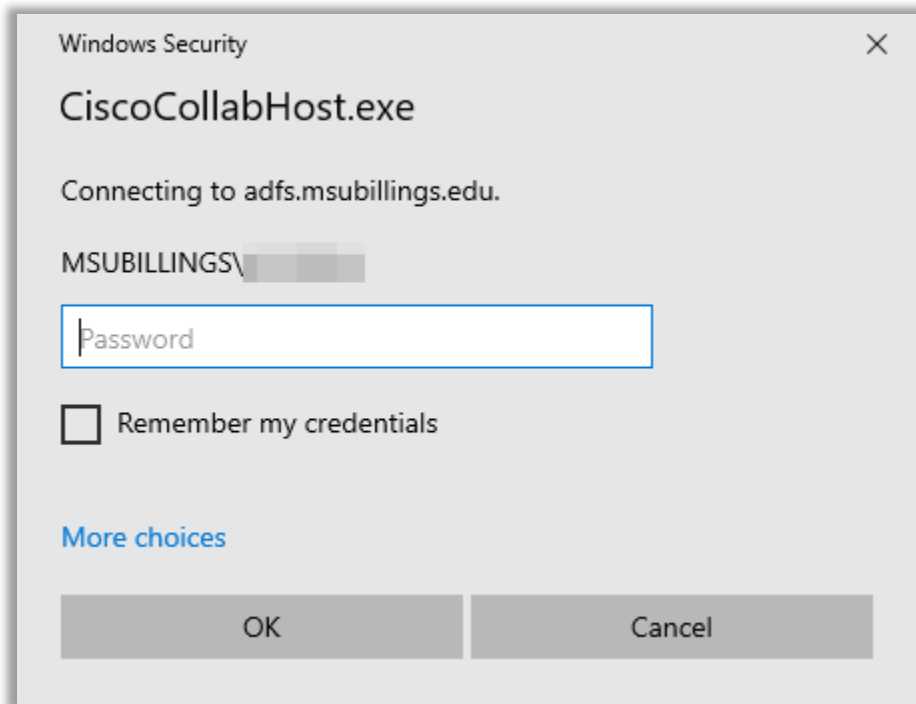


2. Sign in with your university email address and password.

For most accounts, your email address will be your `firstname.lastname@msubillings.edu`

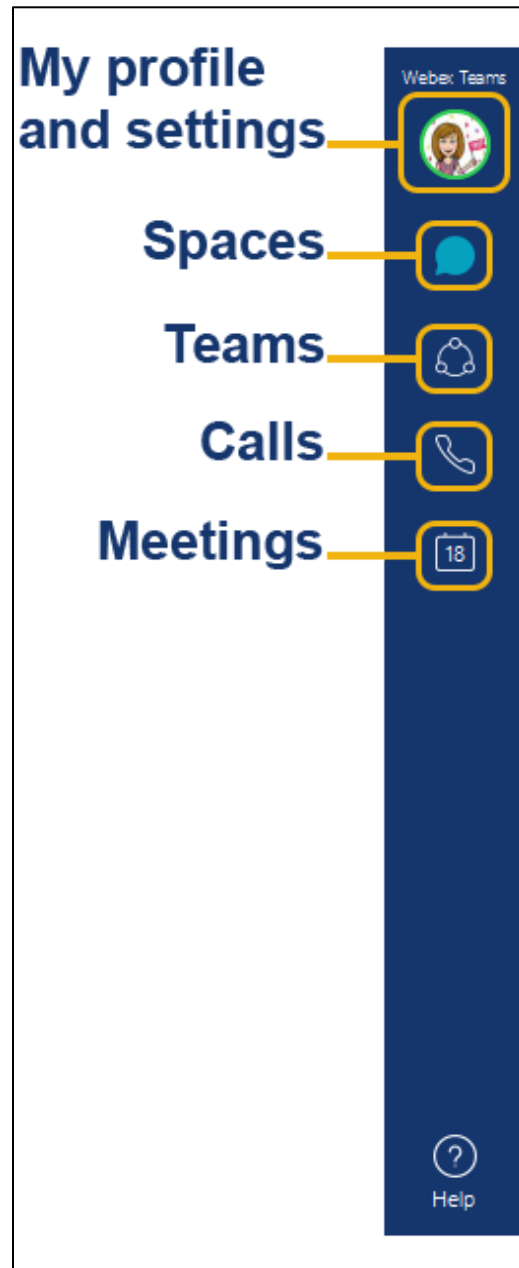
A screenshot of the Webex Teams sign-in interface. At the top is the Webex logo, a circular icon composed of five colored segments (purple, orange, green, blue, and red). Below the logo is the text "Enter your email address". Underneath this is a light blue rounded rectangular input field containing the text "first.last@msubillings.edu". To the right of the input field is a small grey circle with a white 'x' inside. Below the input field is a large blue rounded rectangular button with the word "Next" in white text.

Your password will be the same one that you use for D2L and MyInfo.



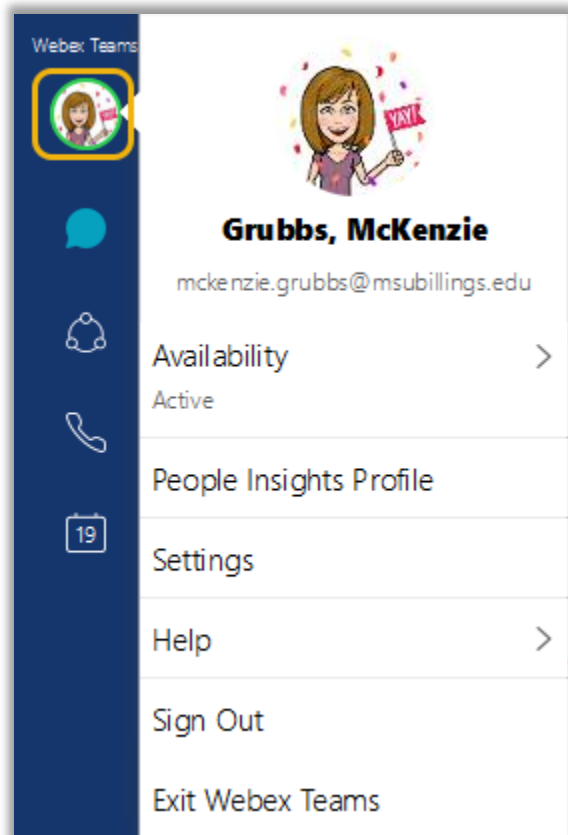
Note: If you are prompted to enter a username on the screen above, you will use your Net ID (this is a combination of letters and numbers).

Features



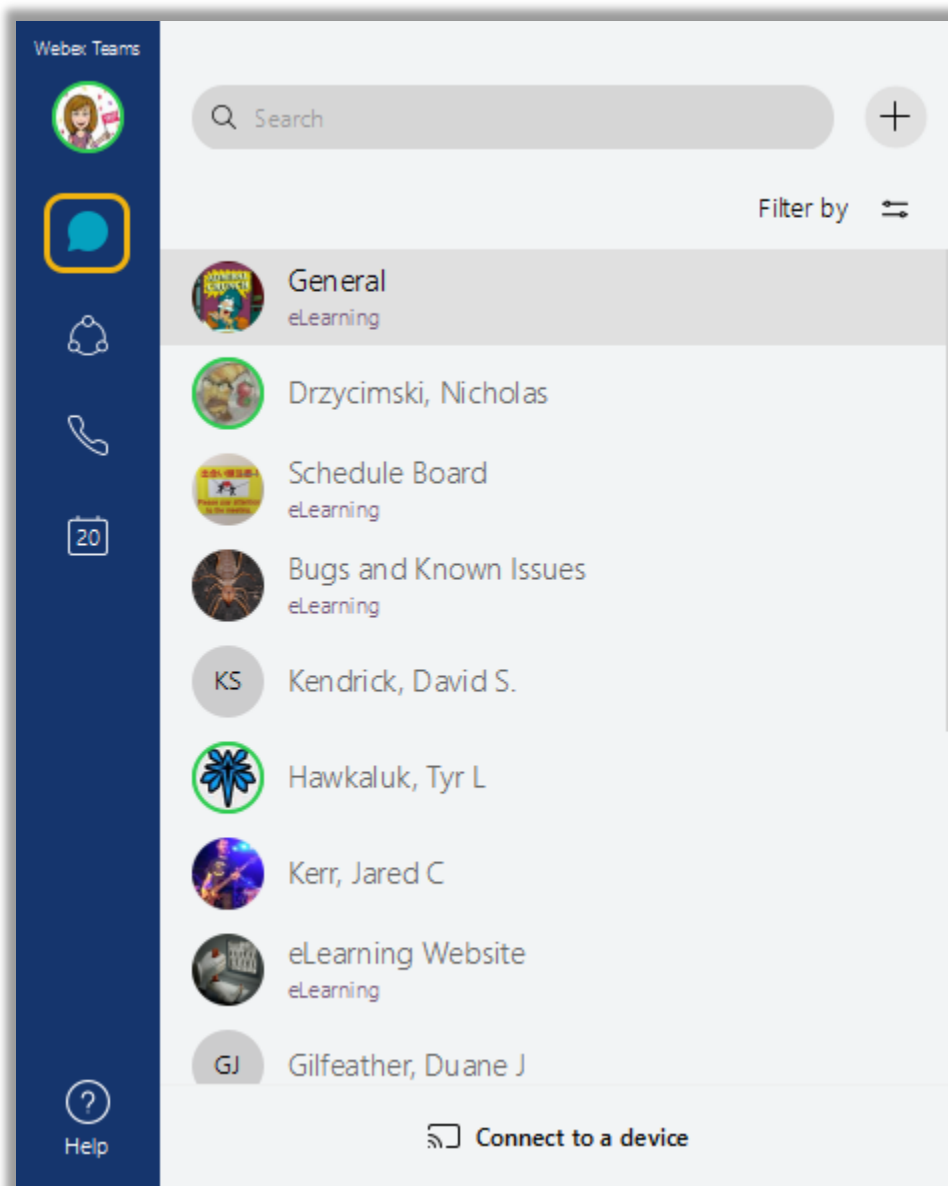
My profile and settings

Edit your profile picture, display name, availability status, etc.



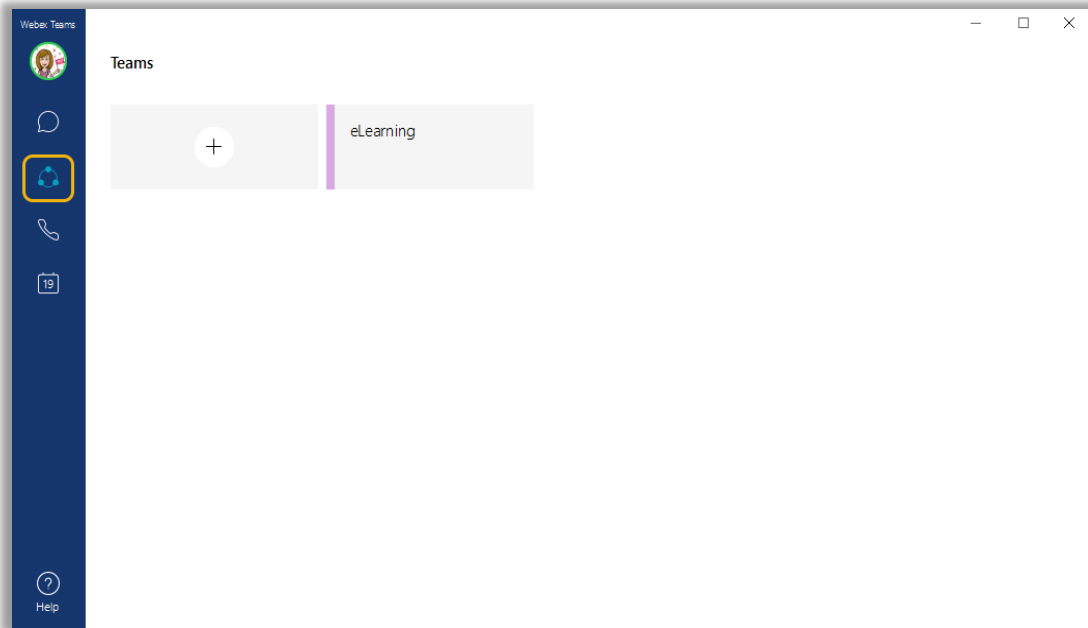
Spaces

Conversation spaces for individuals and groups within your team

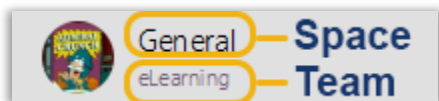


Teams

Organized groups of people

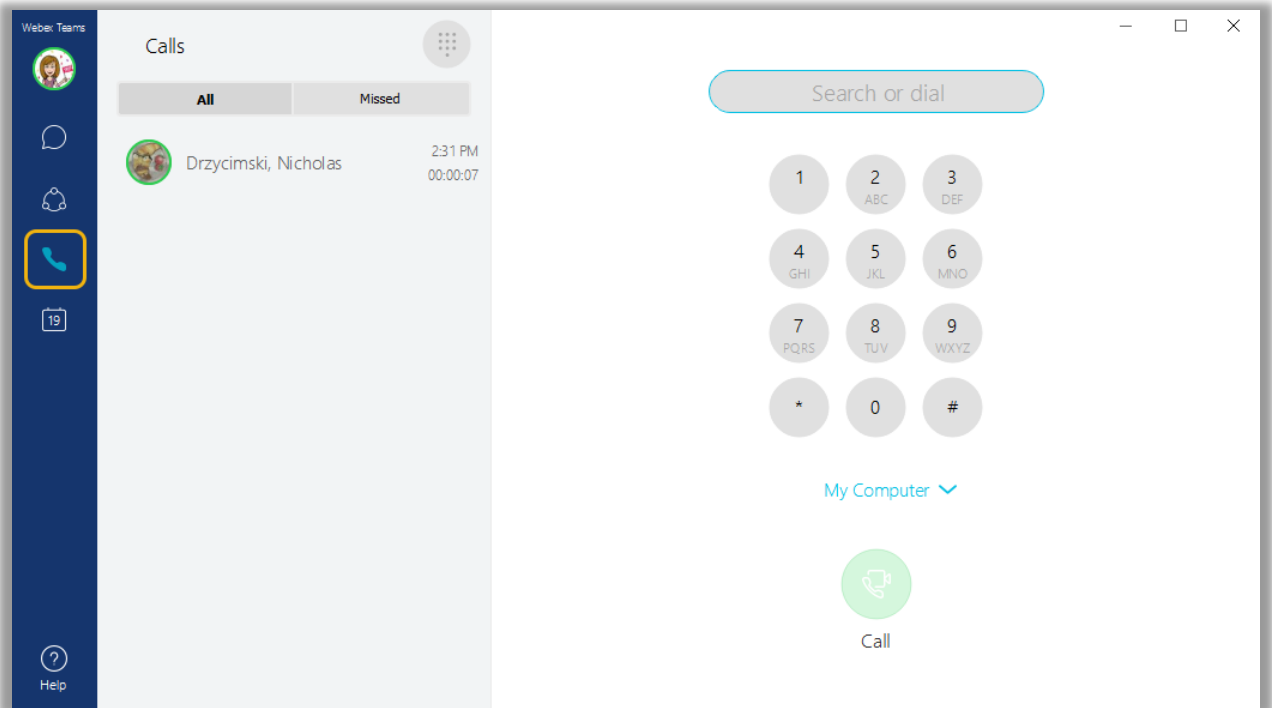


*Spaces are within teams. For example, all members of the eLearning department are in the eLearning **team**. Within that team, we have separate conversation **spaces** for various purposes.*

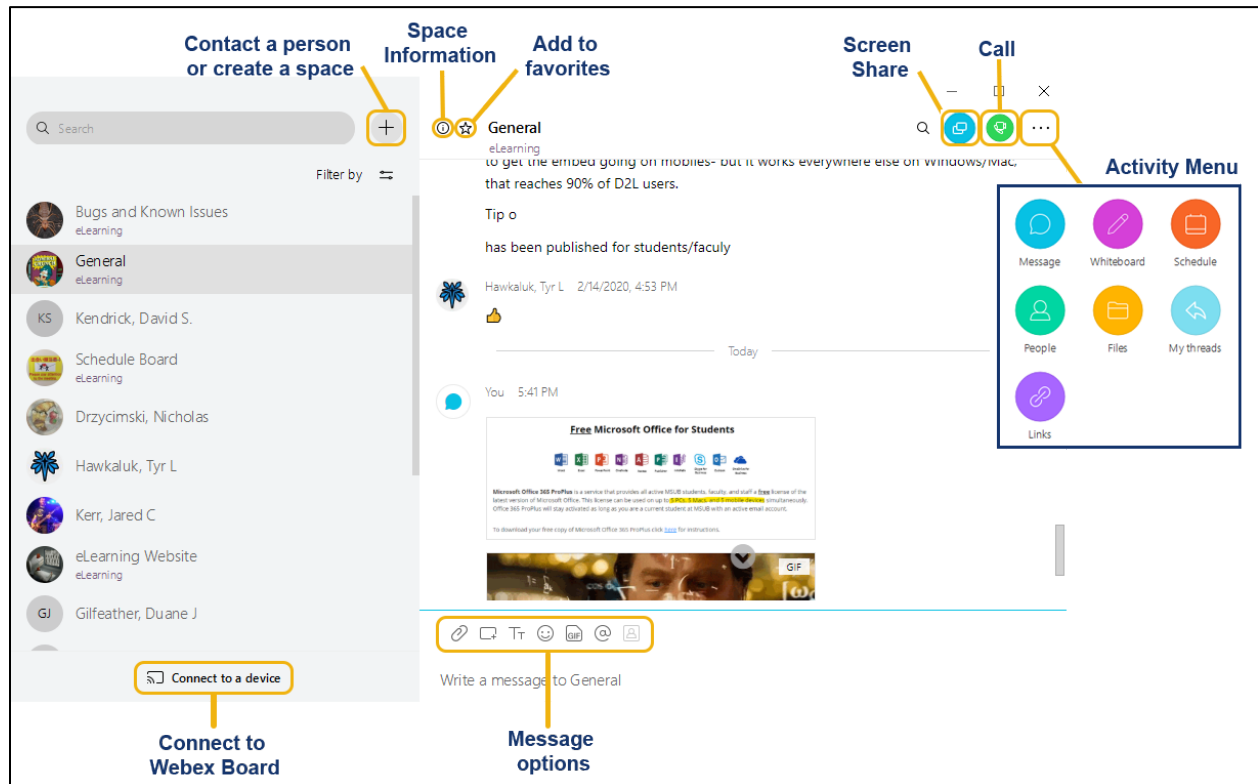


Calls

This feature does not yet have the capability to dial phone numbers, but can be used to start a Webex Teams Call, which is similar to a [Webex Meeting](#). Just enter an email address for whomever you wish to conference with.



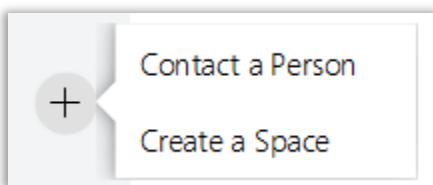
Instant Messaging



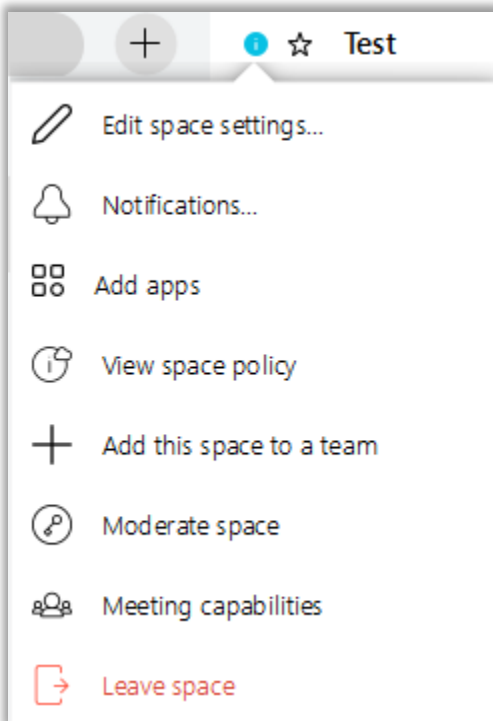
Contact a person or create a space

Select "Contact a Person" if you wish to start a conversation with an individual. Search for people by their name or email.

Select "Create a Space" if you wish to start a group conversation.




Space Information





From top to bottom:

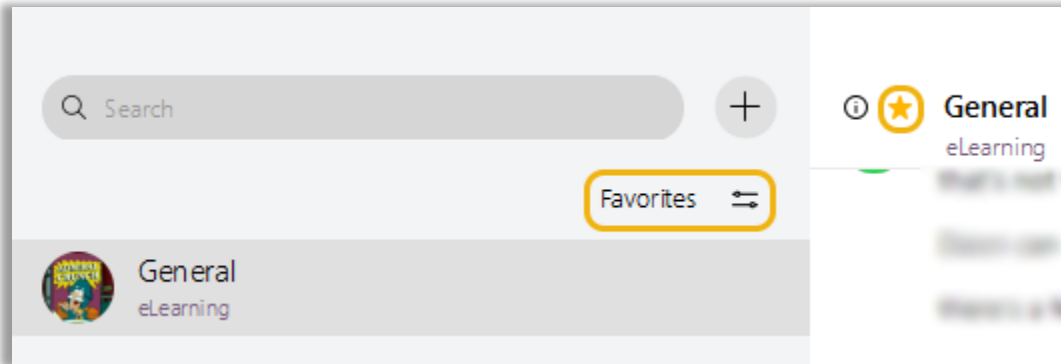
- Edit space settings (i.e. name and image)
- Notifications
- Add apps
- View space policy
- Add space to a team
- Moderate space
- Meeting capabilities
- Leave space

Add to favorites

Click  to add a space to your favorites.

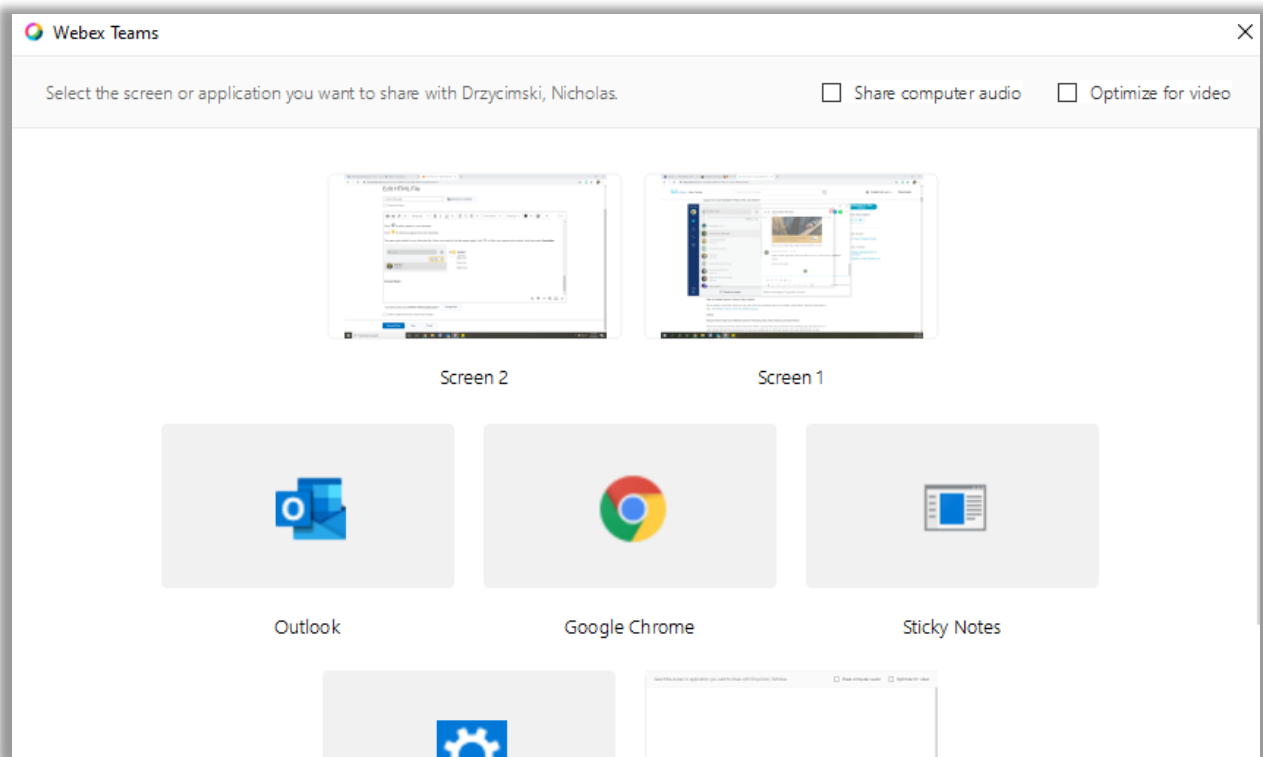
Click  to remove a space from your favorites.

To view your favorite spaces, click  to filter your spaces and content, and then select **Favorites**.



Screen Share

Select the screen or application that you wish to share. You can also choose to **Share computer audio** and **Optimize for video**.



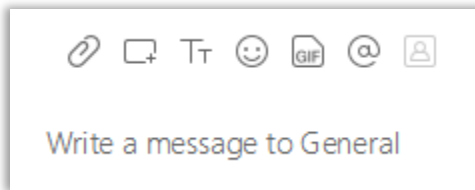
Call

For more information on making video calls, see *Calling*.

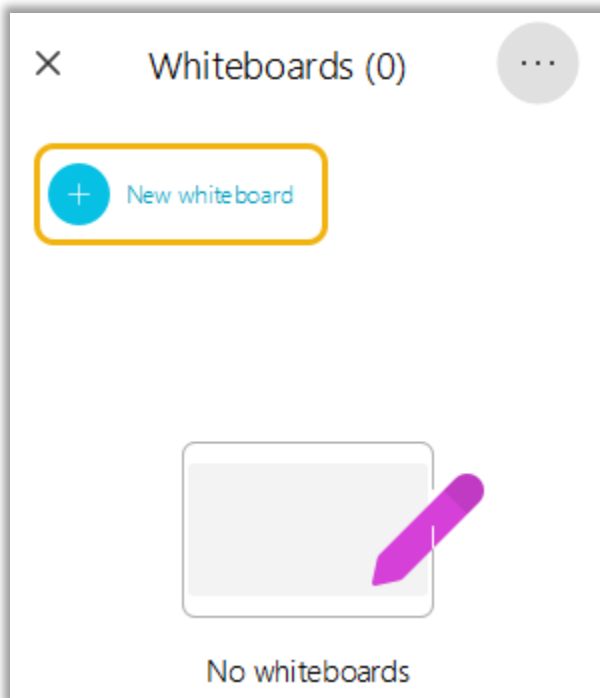
Activity Menu

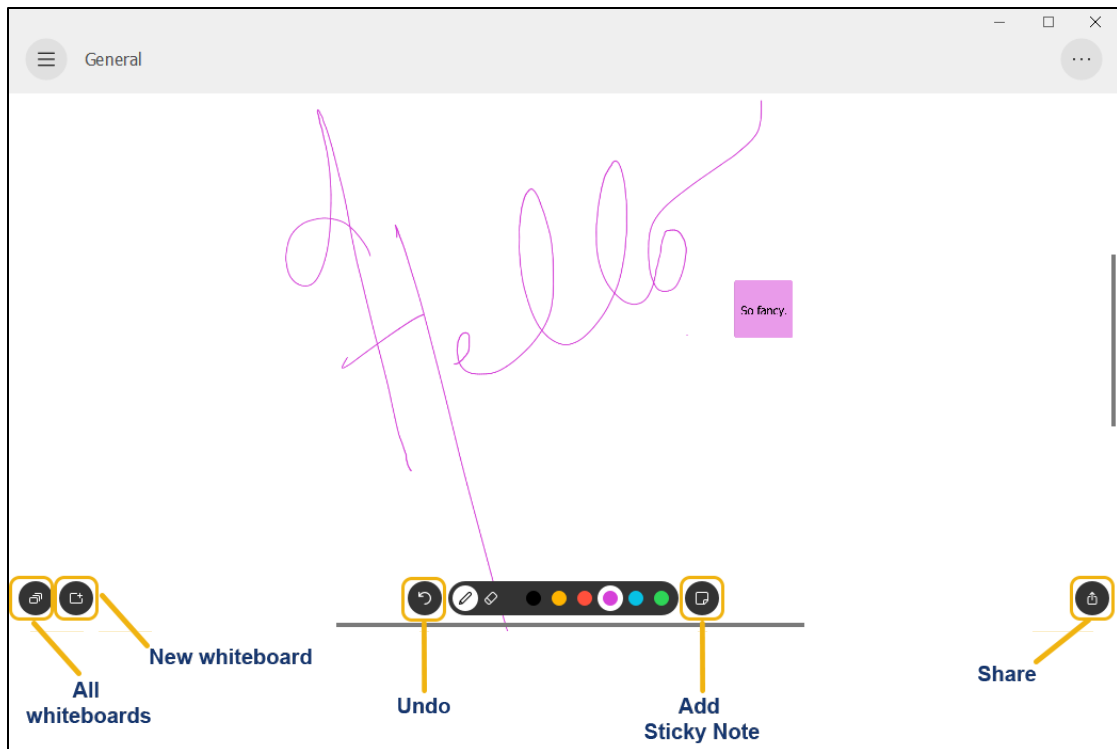
From left to right:

- Message

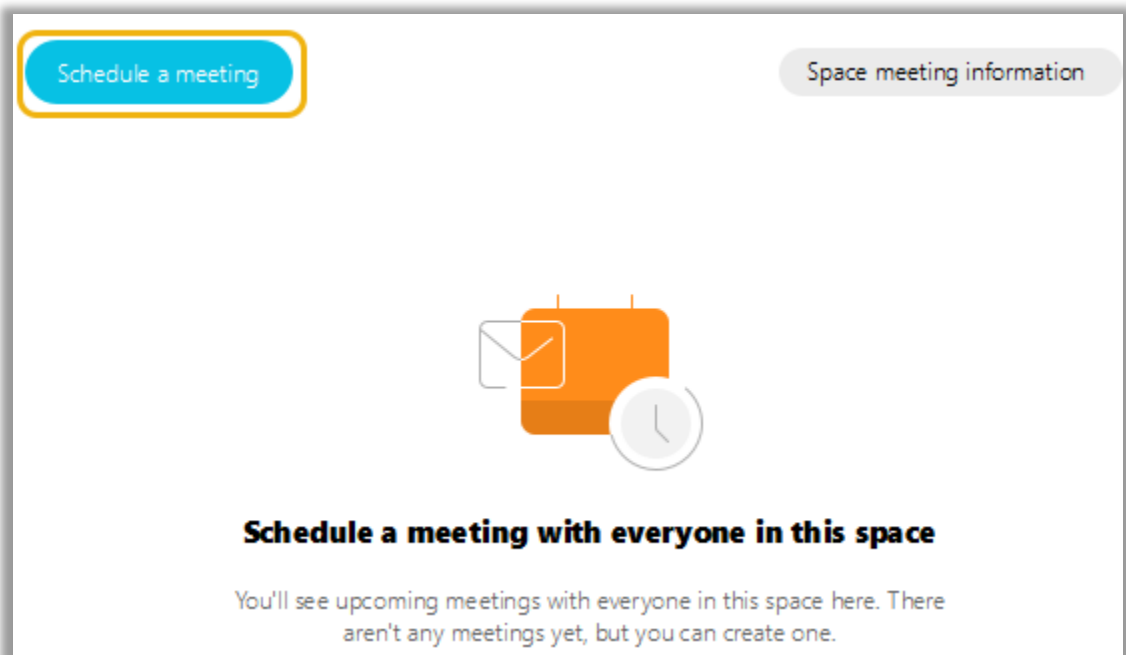


- Whiteboard





- **Schedule**
Create and schedule a meeting using Microsoft Outlook

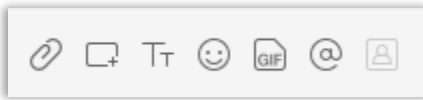


- People
View list of moderators and participants in the space
- Files
View all shared files in the space
- My threads
View all threads you are a part of in the space
- Links
View all shared links in the space

Connect to Webex Board

Make sure you're close to a Webex device, and disconnect any Bluetooth headsets. For more information on connecting to a Webex Board, see *Webex Board > Connecting to a Webex Board*.

Message options

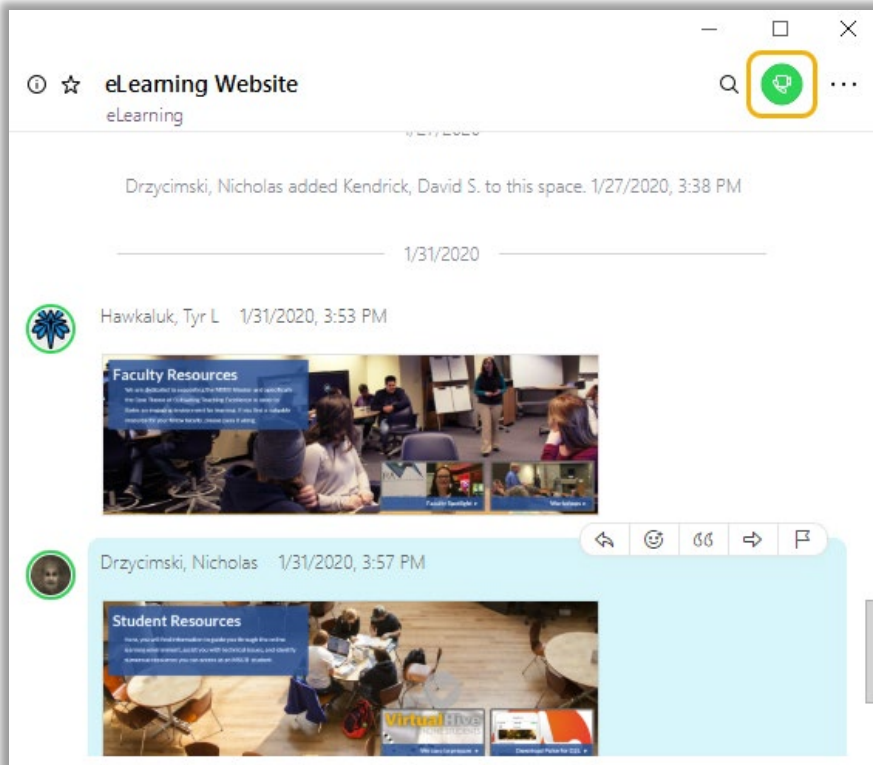


From left to right:

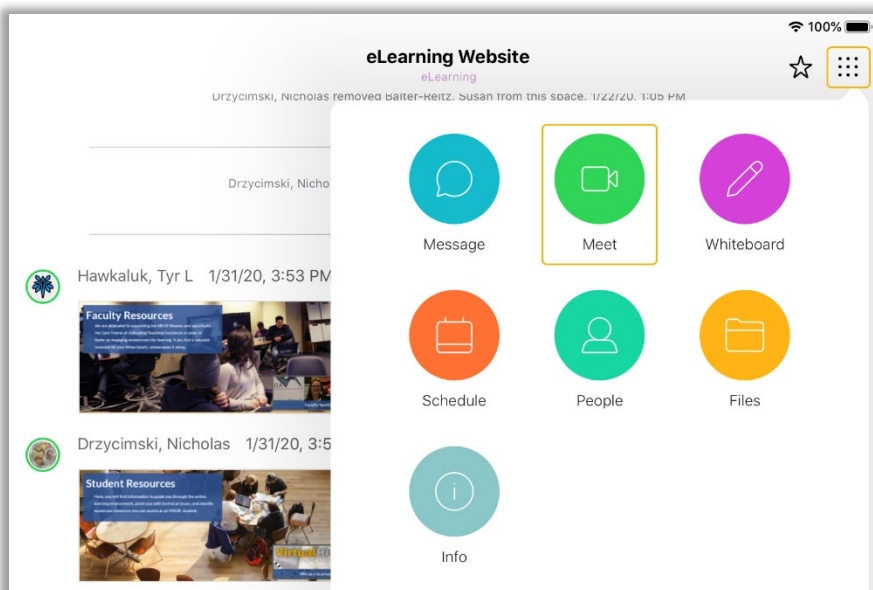
- Attachment
- Screen capture
- Format text
- Emojis and symbols
- GIFs
- @Mentions
- My Personal Room Invite

Calling

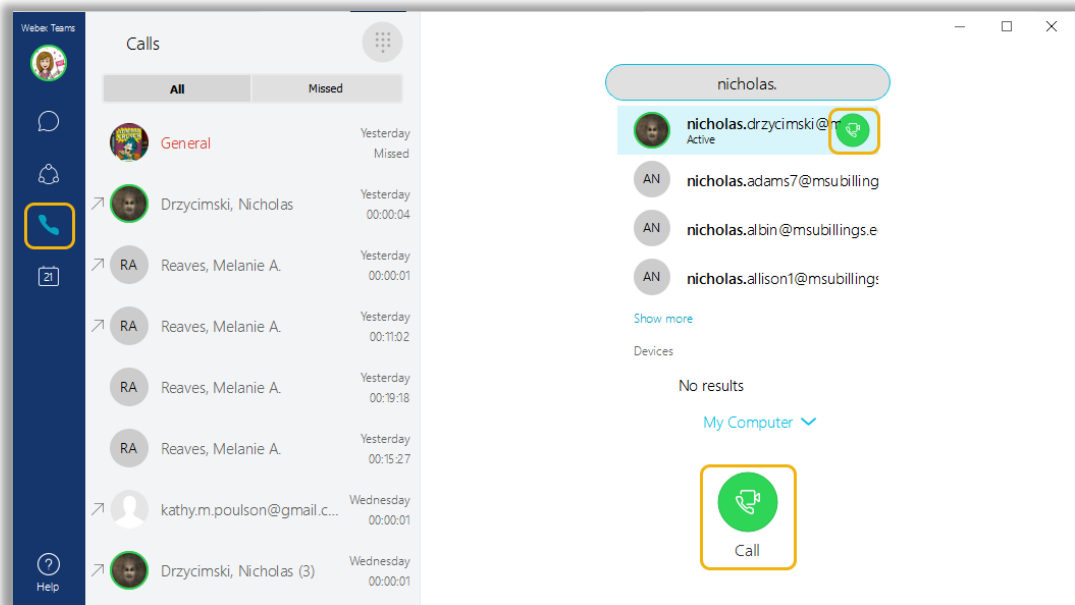
1. To start a call from a space on the desktop app, click on the **green Meet button** in the upper-right corner.



On the mobile app, click on the **square dots button**, and then the **green Meet button**.



2. To call somebody directly, click on the **Call button** and then search for them using their email address.



3. From here, calling through Webex Teams functions the same as Webex Meetings. For more information on these features, visit our Webex Meetings guide at msubillings.edu/it/software/webex.

Webex Board

The Webex Board is an all-in-one device for team collaboration. With the Webex Board, you can wirelessly present, whiteboard, view files, and place video or audio calls. Using the Webex Teams app, you can connect to your team and the Webex Board from outside the physical room through the devices of your choice.

Webex Board Locations



Library 312 (University Campus)

Seating capacity: 8

Reservation information: <http://libguides.msubillings.edu/c.php?g=720036&p=5173173>



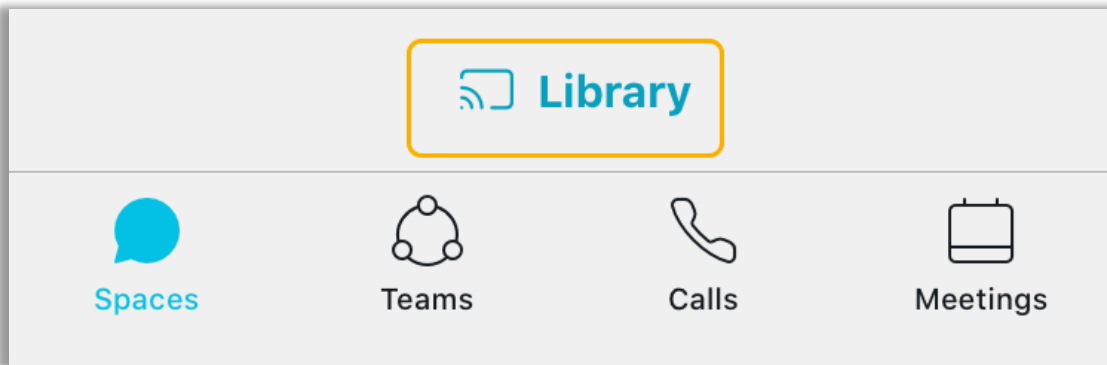
Rimrock Hall Lounge - Interactive Classwork (University Campus)

Seating capacity: 28

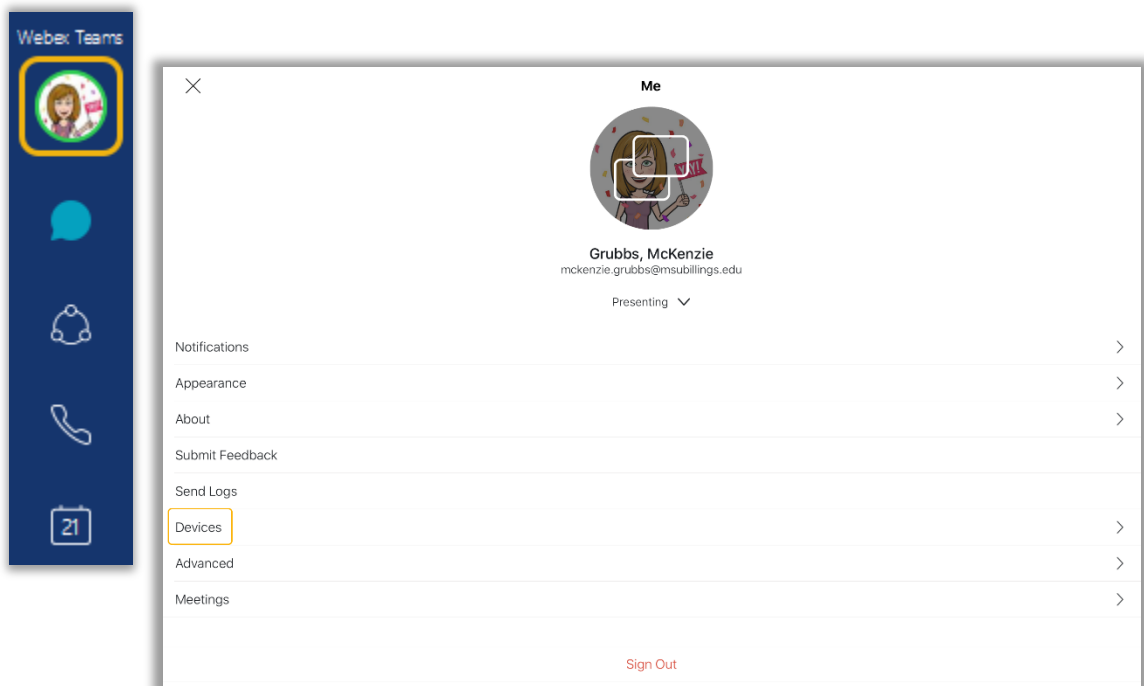
Contact Events and Conference Services at [\(406\) 896-5860](tel:4068965860) to reserve this room.

Connecting to a Webex Board

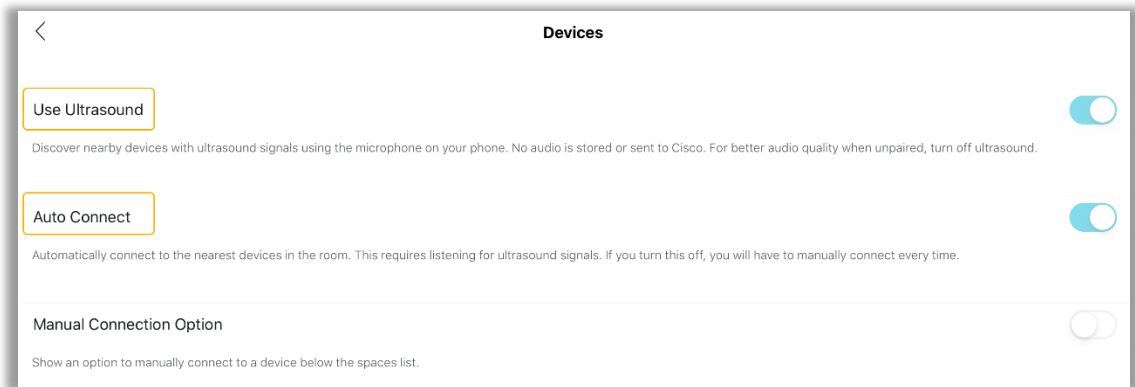
1. Before connecting to the Webex Board, you will need to have the Teams app installed on your device.
2. Your device should automatically connect to the board, which you can verify by checking your connections in the lower-left corner of the Teams app.



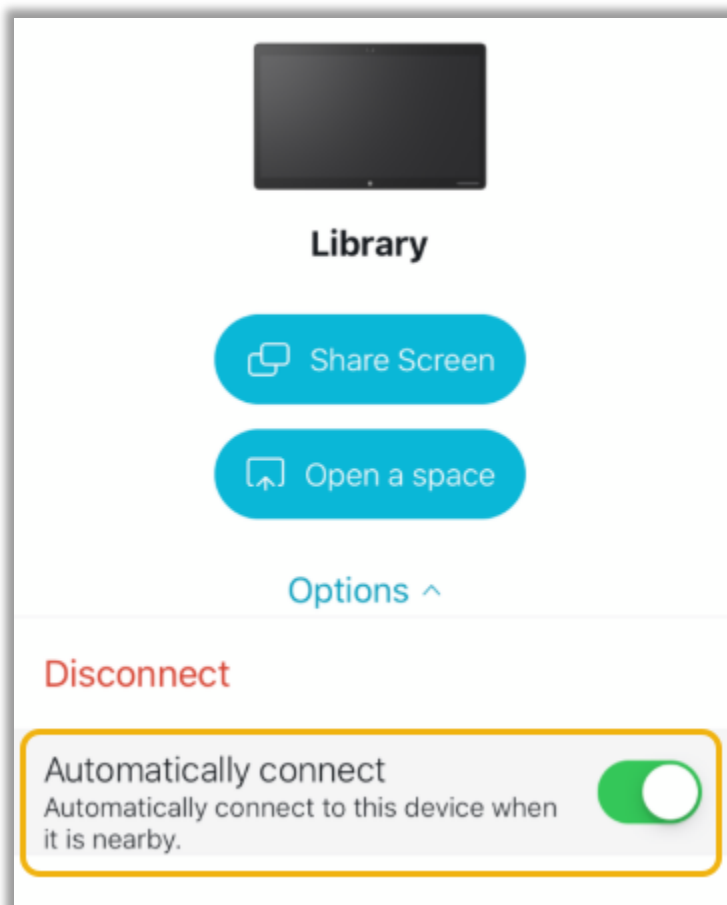
3. If your device does not connect automatically, check your connection settings by clicking on **My profile and settings**, then **Devices**.



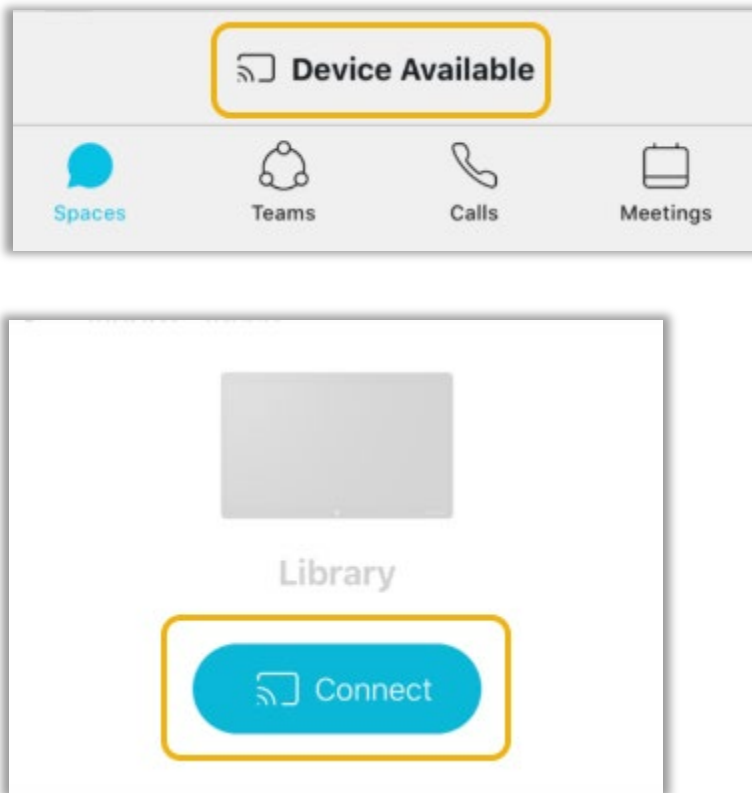
Make sure that **Use Ultrasound** and **Auto Connect** are turned on.



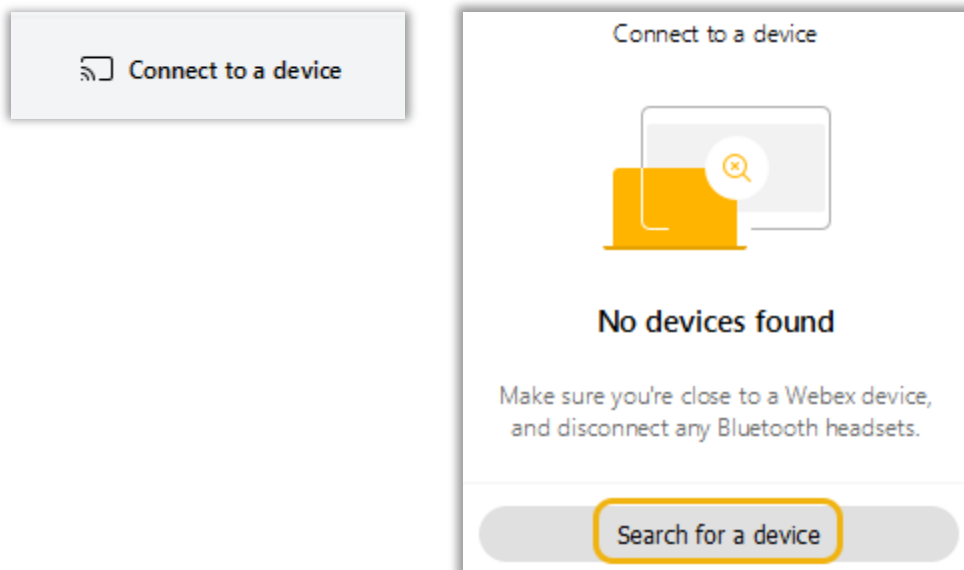
You can also check the connection settings for individual boards by clicking on the device name in the lower-left corner of the Teams app. **Automatically connect** should be turned on.



4. You can manually connect to the board by clicking on **Device Available** in the lower-left corner, and then clicking **Connect**.



On the desktop app, you can also search for a board by clicking **Connect to a device** in the lower-left corner, and then **Search for a device**.

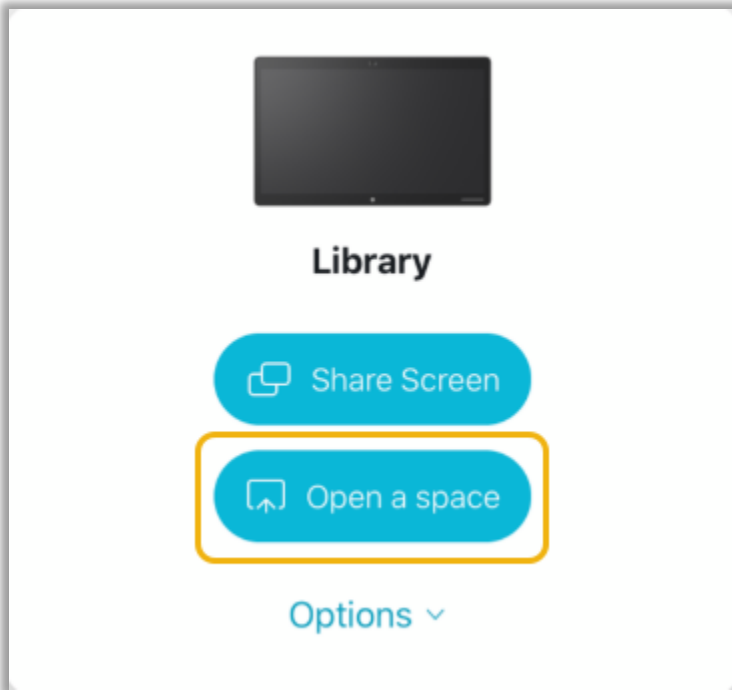


5. You can also connect to the board via **HDMI cable**. The HDMI port is located underneath the middle of the board (directly below the Home button).

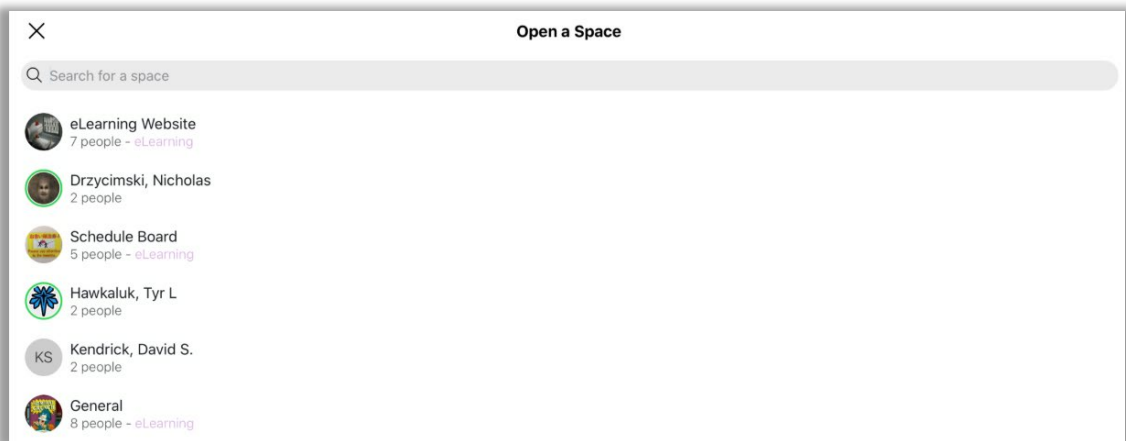
Opening a Space

To save content from a Webex Board, the board needs to first be added to a Webex Teams space.

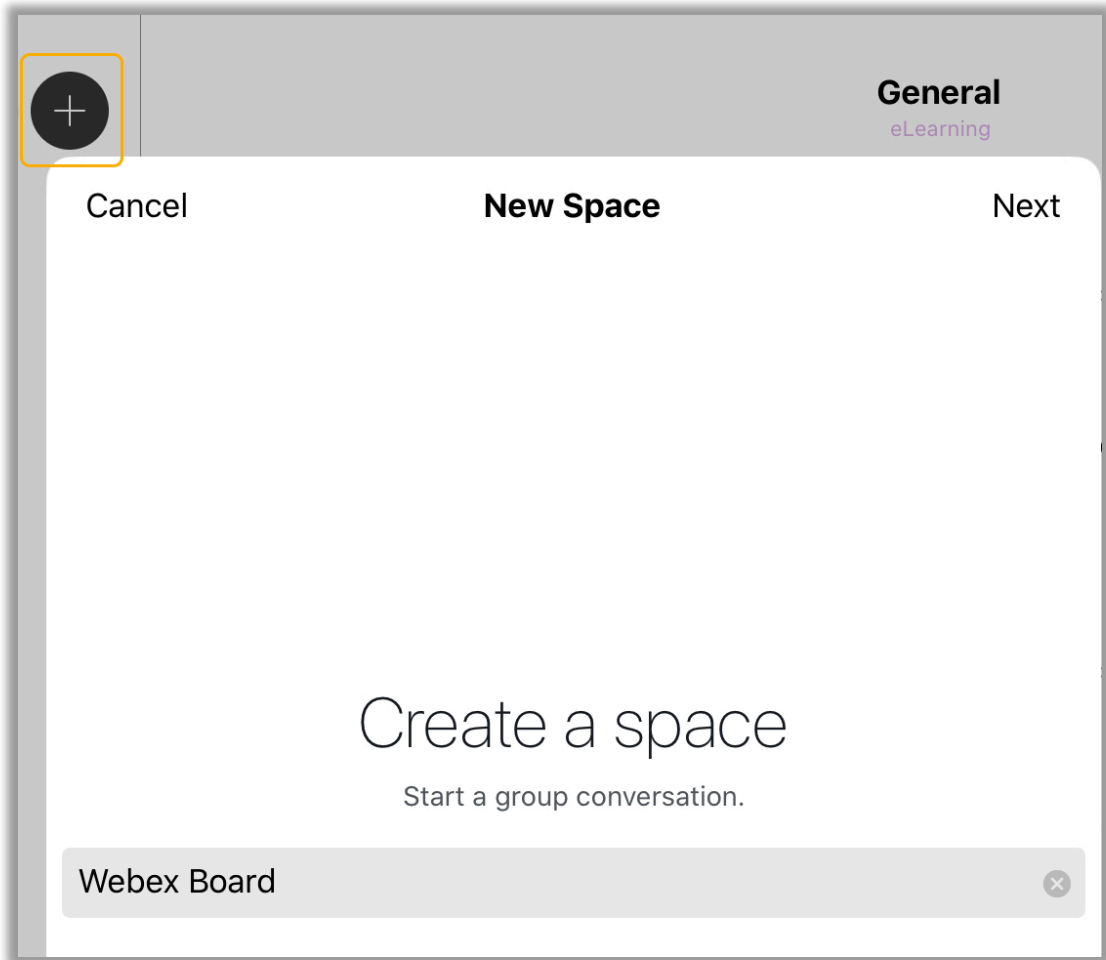
1. Once you have connected your device to the Webex Board, click on **Open a Space**.



2. Search for or click on the space that you wish to open.

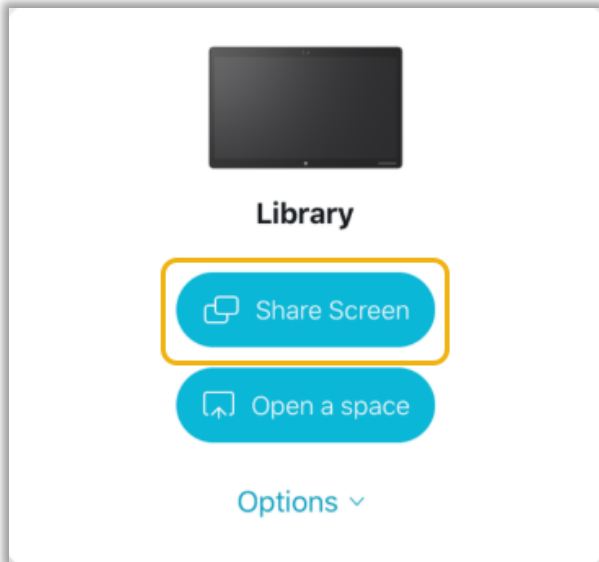


You can also **create a new space** specifically for use with the Webex Board by clicking on the **add button**.

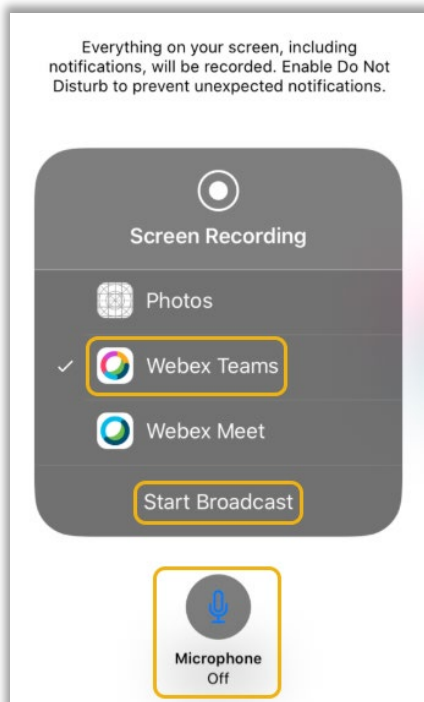


Screen Sharing

1. Once you have connected your device to the Webex Board, click on **Share Screen**.

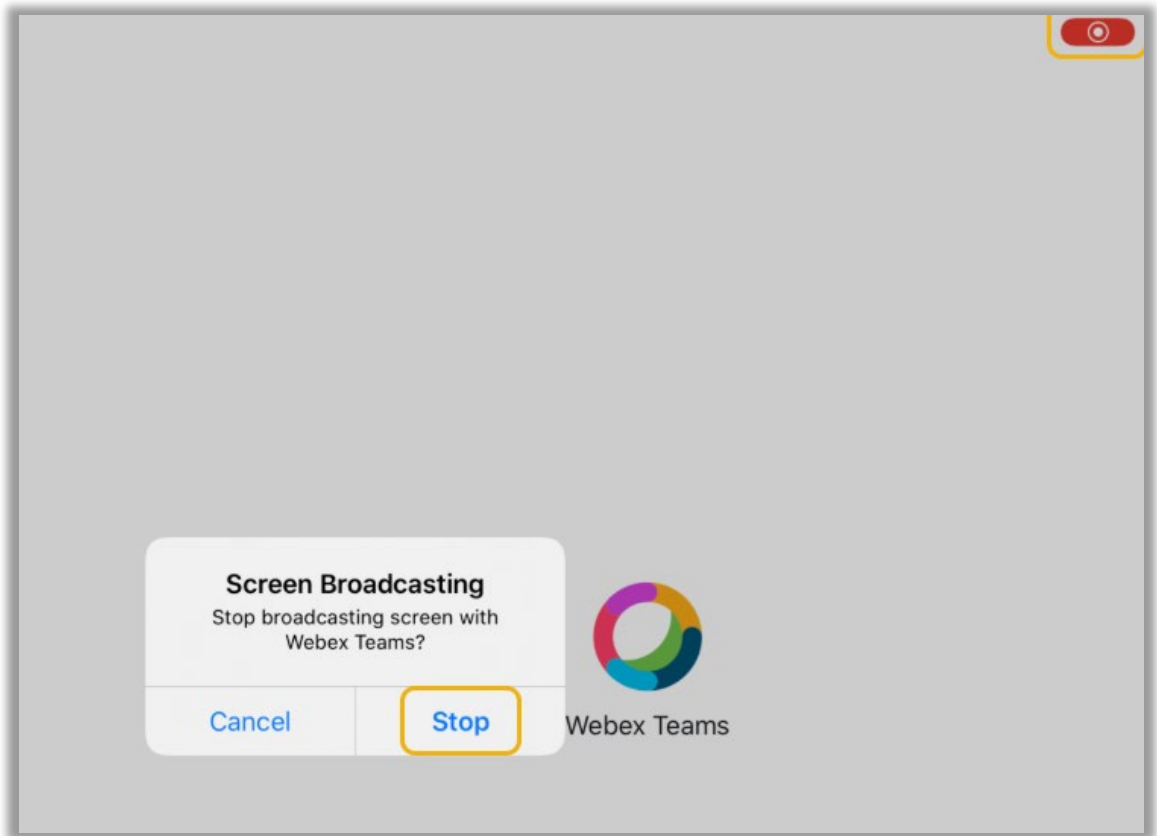


2. Select **Webex Teams**, turn your **microphone** on or off, and **Start Broadcast**.



From here, everything on your screen (including notifications) will be shared and projected onto the board.

3. When you are ready to stop sharing your screen, click on the **red Screen Broadcasting button** in the top-right corner, then **Stop**.

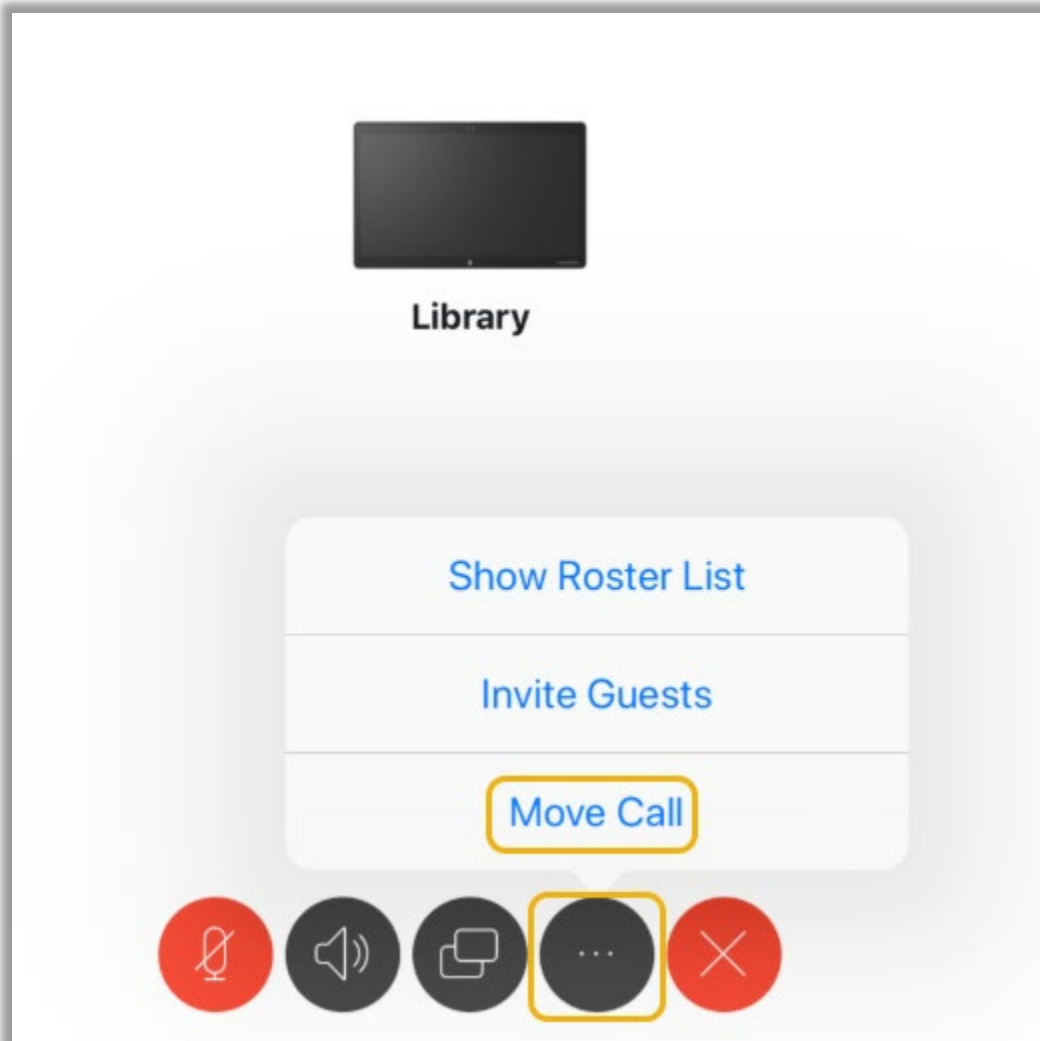


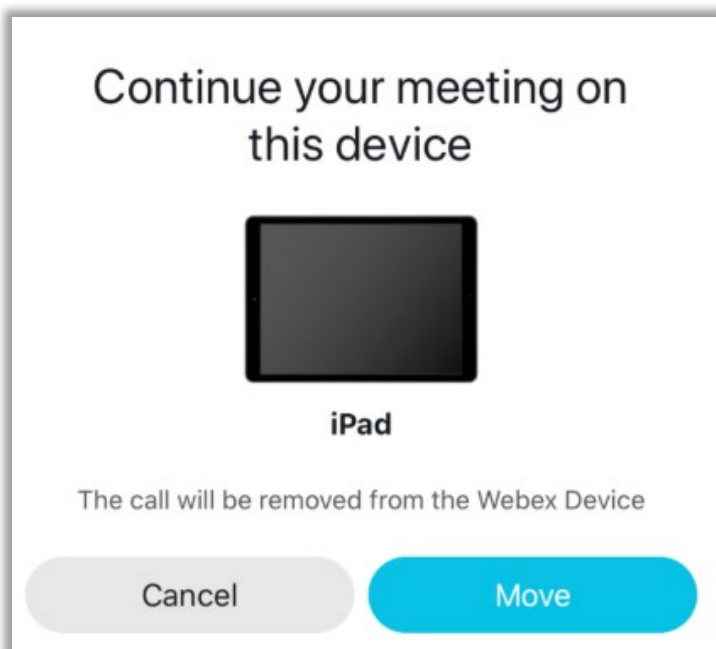
Call Options

When making a Webex Teams Call on the Webex Board, a few new options are added. For general information on calling, see page 16.

Move Call

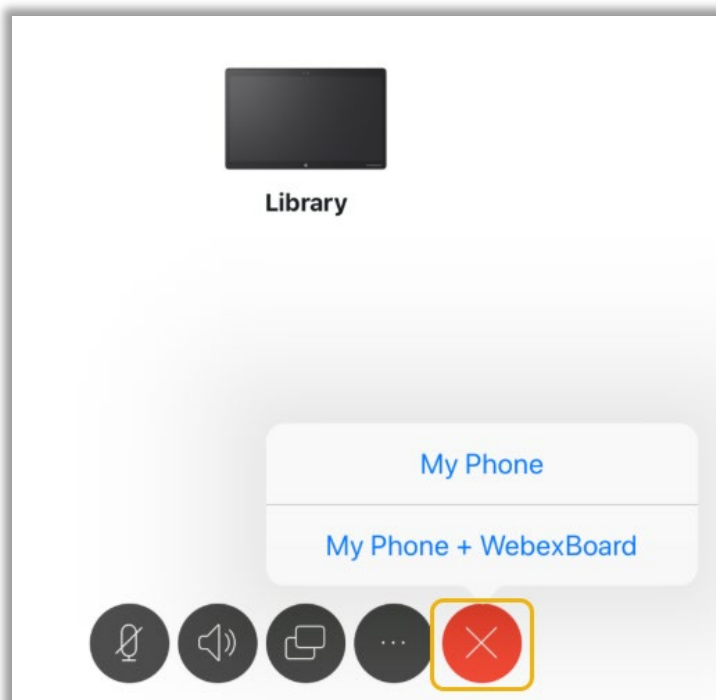
When hosting a Teams Call on the Webex Board, you can switch between the board and your device by clicking on the **Move Call** option.





End Call

When ending the call, you have a choice to end the call on a) your device only or b) your device and the Webex Board.



Support:

You can find additional information about Webex on the MSU Billings website!

msubillings.edu/it/software/webexteams/

Contact either IT or the eLearning department with any questions you may have.

	IT	eLearning
Hours	8am-5pm	8am-8pm
Phone	(406) 247-5700	(406) 657-2192
Web	https://helpdesk.msubillings.edu	