

# Arkansas Tech University

## Quick Start Guide for Webex Teams and Meetings



**Download Webex Teams & Meetings:** Visit <https://bit.ly/3hdyhbo>. To learn how to connect to ATU's server, please visit, <https://bit.ly/2YglWuD>

**Access Webex Teams & Meetings** (<https://atu.webex.com/>) using your Tech login.



### Get Started with Webex Teams

Create, share, and complete work individually, or with your team, regardless of where you are located. To learn more, visit <https://bit.ly/2EakVyz>



### Customize Webex Teams

Add a profile picture, manage notifications, check your camera, test audio, change your color theme, create a space, and connect with your classmates. To learn more about customization in Webex Teams, visit <https://bit.ly/2EjX52U>



### Message and Search in Webex Teams

Message someone, sort messages, and search messages/files/people. To learn more about messaging and searching in detail, visit <https://bit.ly/3l6HAN1>



### Call and Schedule in Webex Teams

Start and answer calls, schedule a meeting from a space & your calendar, invite someone from within a call, use whiteboard, and share your screen. To learn more about calling and scheduling in detail, visit <https://bit.ly/2FFiDYH>



### Collaborate with Your classmates in Webex Teams

Overview of the classroom collaboration interface, how to find Webex in your learning portal, call-in classroom collaboration, how to share files with your class, and how to find your class files. To learn more about classroom collaboration, please visit <https://bit.ly/3aEJNtV>



### Webex Meetings

Join a meeting from your computer, mobile device, phone, or a video system. Also, manage audio and video settings, learn about Webex assistant, start or join meetings from the desktop app, and more. Please visit <https://bit.ly/2CGewKG>



### Technical and Blackboard Issues

Campus Support Center: (479) 968-0646 & Email: [campussupport@atu.edu](mailto:campussupport@atu.edu)