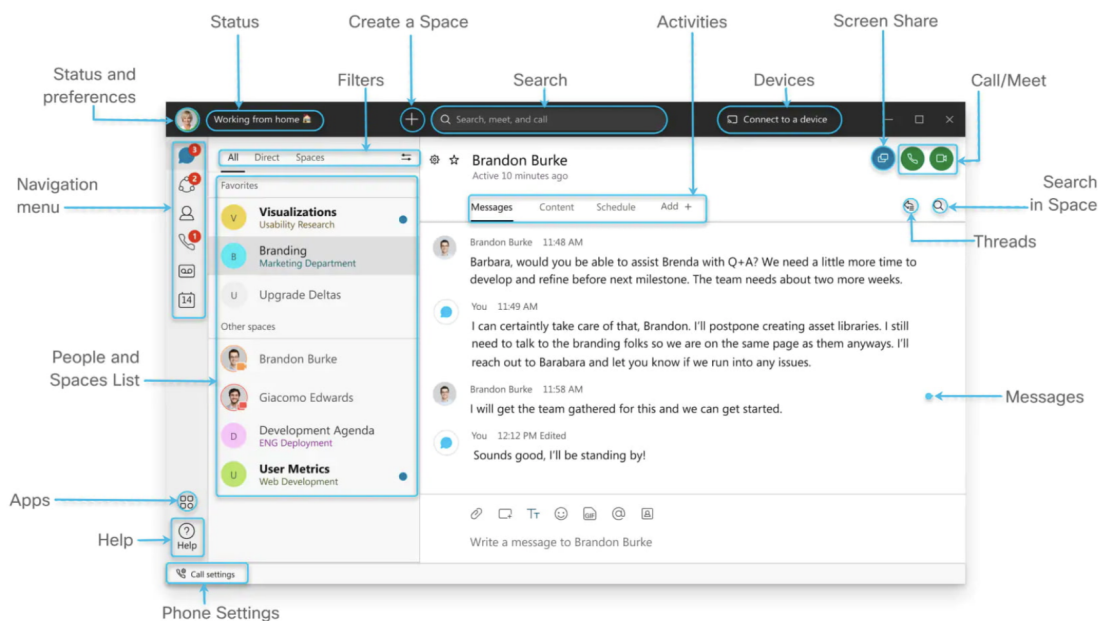


Quick Start Guide for Desktop Vonage Mobile App

Welcome to Vonage Mobile App with Webex — your new way to work. Collaborate with your team through messages, meetings, and calling, whether you're at your desk or on the go. Bring all your work together in one place to streamline your workday. Download the desktop app from <https://www.webex.com/webexfromserviceproviders-downloads.html>

Getting to Know Vonage Mobile App with Webex



Starting and answering calls

You can start video and audio calls with individuals from 1:1 spaces.

Start a call

There are different ways to call within Vonage Mobile App with Webex. One easy way is to:

Step 1

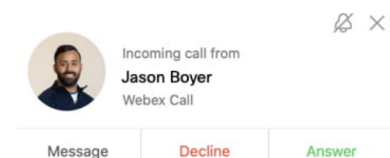
Click the Search field.

Step 2

Start typing the name of the person or space you want to call.

Step 3

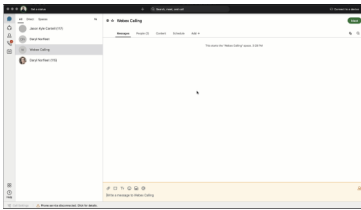
Click the name of the person



Answer a Call

When you receive a call, you'll see a notification allowing you to:

- Answer: To take the call.



or space in the results list.

Step 4

Click the Audio Call or Video Call icon at the top right of the space.

- Decline: If you can't answer now.
- Message: If you want to answer with a chat message instead.

Create teams and spaces to manage all your communication and collaboration needs

Team: A team is a group of people who are connecting for a longer-term community, a larger project or business objective.

Each team has a space called **General** that everyone belongs to.

You can add any number of additional spaces to the team to divide up projects or priorities within the team.

Space: A space is a group of people who have been invited to work together.

A space can either be standalone or associated with a team. They can grow or shrink as needed.

Starting meetings in a space

You can start a meeting directly from a space. Need to escalate from messaging to a meeting? You can also initiate an ad-hoc meeting just by clicking the **Meet** button in your space.

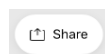
All team members that have "Smart Notifications" set up will get a ping that their team is meeting.

Share screen

You can share your screen with others, including streaming videos. Share your screen during a meeting or even in 1:1 spaces outside of a call.

Step 1

Click the Share screen icon



Step 2

If you are planning to share a video, check Share computer audio and Optimize for video on top of the screen.

Step 3

Select the screen you want to show

Step 4

To stop, click **Stop** in the **Orange Bar** at the top

Messaging

@mention

To grab someone's attention @mention their name. They will see @ against the Space, showing that their name has been tagged.

Edit messages

Made a typo? Not a problem, simply hover over your message and click Edit message. Then, make your changes and click update. After you update the message, you'll see (Edited) next to it in the space



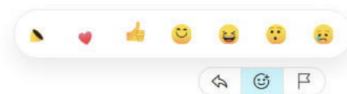
Send someone a message

You can easily contact internal or external people using the chat panel for 1:1 interactions or group communications in spaces.

Type the name of the person or space in the Search field. Click the person or space name. Type your message and press the enter key.

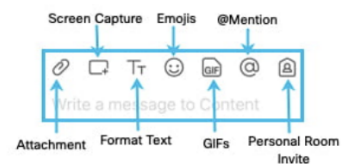
React to messages

Want to add a quick reaction to a message? Hover over the message you'd like to react to and click the Add reaction icon.



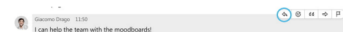
Give your message some personality

You can customize your message by formatting the text, inserting emojis and gifs, or adding attachments and screen captures.



Answer a specific message in a thread

Slide your mouse above the message and use the arrow option.



Tips and Tricks

Check people status

Knowing if people are available is important when you need to communicate with them. In the Vonage Mobile App with Webex, just use the Search field to find someone and hover over their picture to get more information.

Add integrations to your space

You can see directly in the Vonage Mobile App with Webex space if someone added something new in your CRM, or updated specific documents in Dropbox. To get all the information you need in one place, jump to the [Webex App Hub](#) to check the available integrations. Can't find what you need? Jump to [developer.webex.com](#) to build your own.

Add an external participant to a space

You are not limited to communicating with only your organization. Invite external contacts like vendors or customers to collaborate with you in spaces using their email. You can keep track of what spaces have external contacts by the icon in the lower right corner.