

Keep your finger on the pulse

“My team used to share work and have conversations in so many different places that I couldn’t keep track of what everyone was doing. Our resources were disconnected. I didn’t have a view into everyone’s work. I want to know what’s going on, so I can be available to answer questions and give direction. Now, I keep my eye on everything, in one place Cisco Webex Teams”

Form your team. Download Cisco Webex Teams. Make one “headquarters” for all of your team’s communication by creating a team.

[Download the Cisco Webex Teams App](#) | [Create a team](#)

Enable teamwork. Team members can start spaces based on what they’re working on. As the team owner, you’re a member of their spaces too. Whether or not you’re needed that day, you can look to see what’s happening.

[Make spaces](#)

Keep an ear to the ground. You can read team chats as you see fit. Check in on projects of high priority. Your team can @Mention you when they need your attention.

[Mention teammates](#) | [Send a message](#)

Be the connector. Keep an eye out for what your teammates need. Add key people to their spaces who can give them answers.

[Add external participants](#)

Keep a record. All your team’s conversations are in one place. Make onboarding a new member faster. Easily catch-up when coming back from PTO.

Query for what you need. Share files. Easily search for an old document that is now relevant. Share it from one space to another to spread knowledge across your teams.

[Share files](#)

Choose your meetings wisely. See what meetings are happening at the same time. Check out the active participants before joining, to make sure your time is well spent.

“I want to be a better, more informed leader for my team”

–People Manager



Don’t chase information.

Have a line of sight into the big picture.