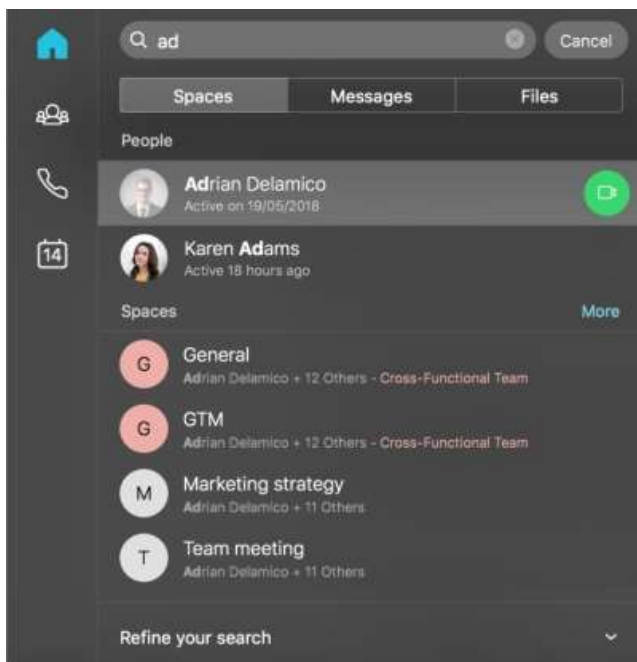# Cisco Webex Teams

Find People, Spaces, Messages, and Files

You can search through the history of your conversations in Cisco Webex Teams to find people, spaces, messages, and files. You can search on everything, including space names, or use the search filters to narrow the results.

When you sign in to the Webex Teams app, your spaces are updated with the latest activity. During this time, the app makes sure that the information is secure. To get the best search results, just wait to start your search until you see all of your spaces display.
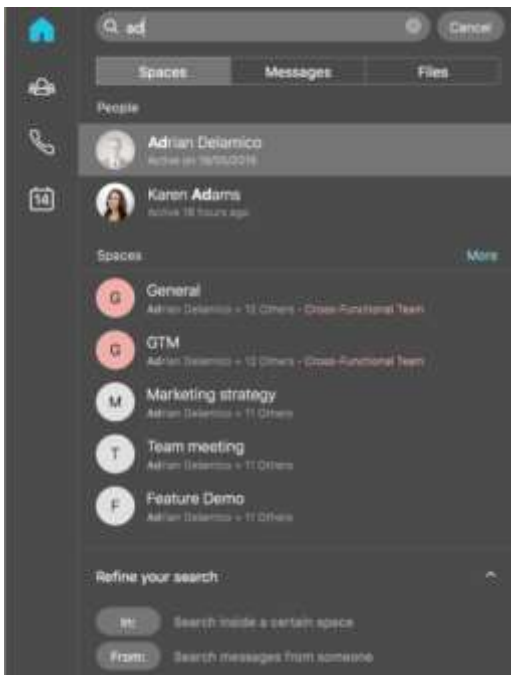
Windows and Mac

1   Click $\mathcal{Q}$, and enter the text you're searching for.

You can easily sort through the results using the lists of Spaces, Messages or Files that match your text.

2   Narrow your search further by clicking Refine your search and choose one or both of the following:
- In: — Enter the name of the space and choose a space from the list.

- From: — Enter the person's name and select the person from the list.

- With: — Enter the person's name and select the person from the list.

You can type *In:* or *From:* directly in the search area, and then pick from the list to narrow your search.

You can type *In:*, *From:*, or *With:* directly in the search area, and then pick from the list to narrow your search.

3   You can click directly in your results list to make a call with a person or to start a meeting in a space.

4   Click Cancel, to exit from your search.

Web

1   Click Q , and enter the text you're searching for.

You can easily sort through the results using the lists of Spaces or Messages that match your text. Up to 500 spaces appear in your search results.

2   Narrow your search further by clicking Refine your search and choose one or both of the following:

- In: —Enter the name of the space and choose a space from the list.

- From: —Enter the person's name and select the person from the list.

You can type *in:* or *from:* directly in the search area, and then pick from the list to narrow your search.

Your search results show matching results grouped by people, spaces, or messages.

Android, iPhone and iPad

1   Tap 🔍 and tap What are you looking for?
2   Choose search filters from the following:

- In: —Enter the name of the space and choose a space from the list.

- From: —Enter the person's name and select the person from the list.

3   Enter the text you're searching for.

    Your search results show matching results grouped by people, spaces, messages or files.