

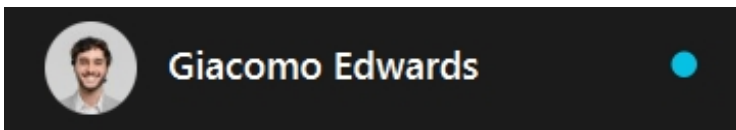
Cisco Webex Teams

People, Spaces, and Teams

In the Cisco Webex Teams app, all your work takes place within spaces where you can send messages, make calls, have video meetings, share files, and whiteboard. You can choose from three types of spaces: people, spaces, and team spaces, depending on why you need to chat.

People

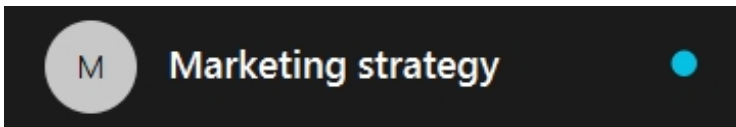
Sometimes you just need to send a message directly to one person. When you do, that conversation remains between the two of you. You can't add other people to the conversation later.



Spaces

Spaces work well for a group of people working on a specific topic. You come together to handle this thing (which might be something quick or long term), but the focus is more narrow and specific.

But if your original intention changes and that project outgrows its original purpose, you can simply move the space into a team, and it becomes a team space.



Team Spaces

Teams help you keep everything organized by putting multiple spaces under a common theme. Teams are great for a consistent group of people who are going to be working on *something* for a long time. That something might be complicated and involve a lot of activities, or could be subprojects happening at the same time.

Every team has at least one team space, **General** that you're automatically added to when you're added to the team. As a team member, you can view and join all spaces in the team, and you can also create team spaces for others to join.

