Cisco Webex Board Quick Reference Guide

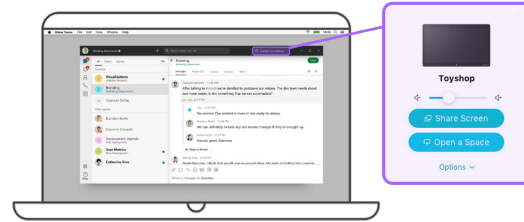## Share Screen Wirelessly on Webex Board

1

Start Cisco Webex app on your computer (PC or MAC).
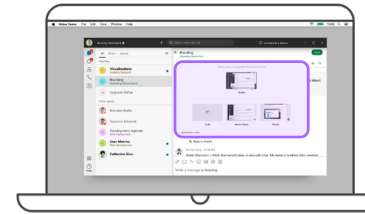
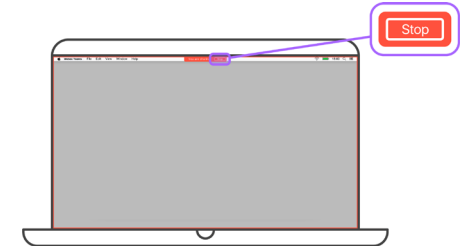Connecting starts automatically.

2

Select the board and **Share Screen** from the bottom of your space list.

3

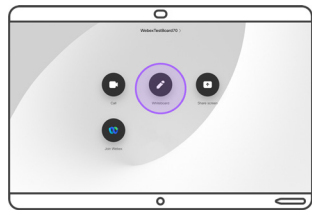Select the app you want to share or the whole screen.

4

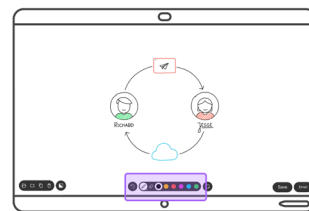To stop sharing, select **Stop**.

Use Webex Board as a Whiteboard

1

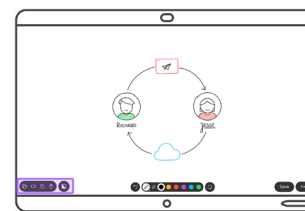On the Webex Board, tap **Whiteboard**.

2

A whiteboard is now ready for use. You can use the stylus or your finger to draw.

Select color or eraser by tapping the corresponding dot.

To go back one step, tap ↺.

3

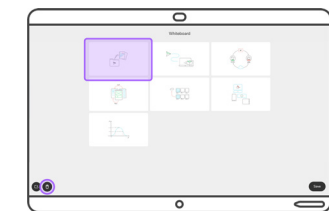Tap 🔲 to start a new whiteboard. You don't lose the current whiteboard.

To see all your whiteboards, tap 🗂.

To create a copy of your whiteboard, tap 🗐.

To delete your current whiteboard, tap 🗑.

To change the whiteboard appearance to black, tap ◼.
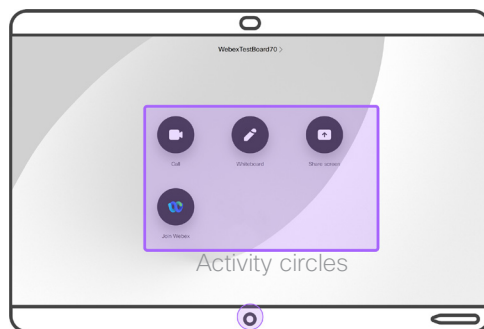
Delete several Whiteboards

Whiteboards are automatically deleted when the board goes into standby.

If you want to actively delete your whiteboards, go to the **Whiteboard** menu and tap ✓.
Select the ones you want to delete and tap 🗑.

The Cisco Webex Board

The Webex Board can be used for screen sharing, whiteboarding and video calling. Press any of the activity circles (**Whiteboard**, **Call**, **Share**, **Join Webex**) on the home screen to get started.

To initiate a new activity, you can always press the **Home** button to return to the home screen.

Activity circles

Home button

Save Whiteboards

If you are using the Webex Board without opening a space first, you must tap **Save** to avoid losing the whiteboards.

You are then prompted to create a space in which the whiteboards are saved.

If a space is open on your Webex Board, all whiteboards are saved automatically to that space.
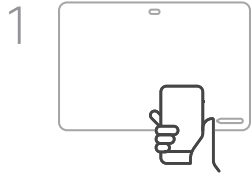
Send Whiteboards by Email

Tap **Email** to send your whiteboard by email.

Enter the name of the people in your directory or the email address of the people you want to send your whiteboard to.

The email containing the whiteboard is available a few minutes after being sent as a pdf-file.
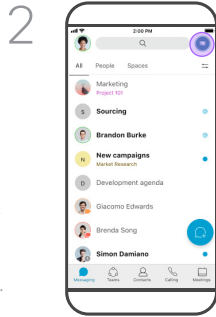
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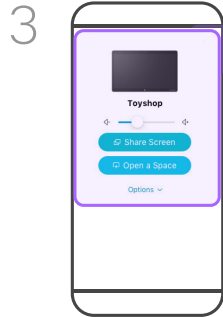## Open a Space from a Mobile Device to Access Your Content

1

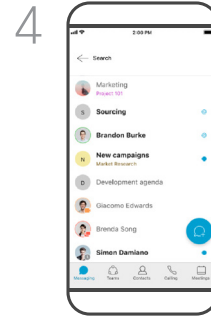Start Cisco Webex app on your mobile or tablet.

Connecting starts automatically.

2

In your Webex app, tap on the blue icon in the top right corner.
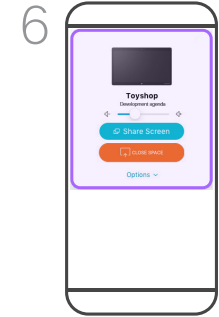
3

Select **Open a Space**.

4

Choose the space you want to open.

5

The space is now open on your Webex Board.

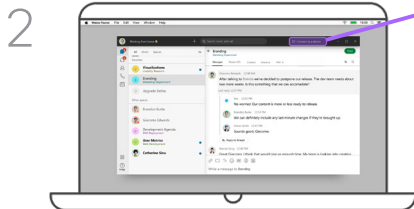You can save whiteboards to the space, and share whiteboards, images and files from that space.

6

To end the session, select **Close Space** in your app.

Open a Space from a Laptop to Access Your Content

1

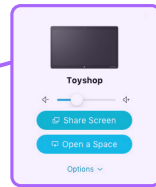Start Cisco Webex app on your computer (PC or MAC).

Connecting starts automatically.

2

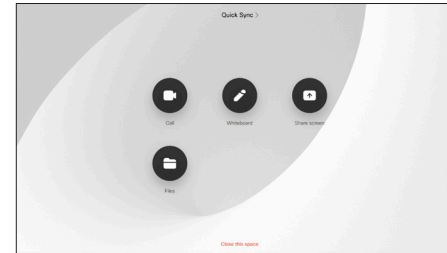Select **Open a Space** and choose the space you want to open on your board.

You can save whiteboards to the space, and share whiteboards, images, and files from that space.

To end the session, select on **Close this Space** on the board.

View Files Shared in a Space

When you have opened a space on the board you can view files from that space. To retrieve content, tap the **Files** icon.
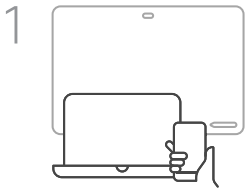
Webex Spaces

The core of Webex is the space. A space is a virtual meeting place that you can open on a Webex Board. To have access to a space, a person in that space must add you or you can create a new space yourself.

They can consist of groups of people or just two people, and are used to communicate and share content.

When a space is open on a Webex Board, all whiteboards are automatically saved to that space for future use. In addition, all content previously saved in that space is available to share on the board.
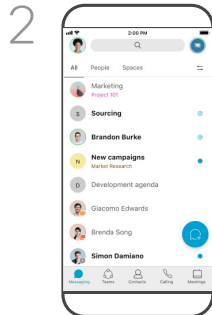
To get started, download the Webex app from https://www.webex.com/downloads.html
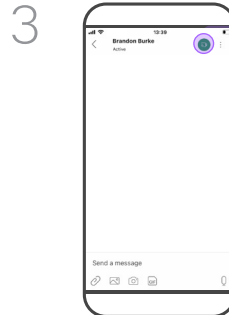
Place Calls Using Webex App as a Remote Control

1

Start Webex app on your mobile, tablet, or computer (PC or MAC).

Connecting starts automatically.

2

In your Webex app, tap on a space.

3

Select the **Call** icon in the upper right corner. Choose **Call on Webex**. Your app works now as a remote control.

When Placing Calls, Who Can I Call?

There are two ways of calling; by using the app as a remote control, or by placing calls directly in the Webex app.

You can call Webex app users by typing in their email address, or searching for them within Webex app.

Note that when you search, you can only search for people in your own organization and others you have previously contacted outside the company.

You can also call meetings, people, or groups using their video (SIP URI) addresses.

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