

eBook

Webex Spaces

Bring together the right people and
information to get work done

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Continuous collaboration

The key to success in hybrid work

The hybrid work revolution has changed the way we do work. People leaders and employees are still figuring out the optimal way to get work done.

For a hybrid strategy to be successful your collaboration tools need to connect teams, allow easy sharing of information, and ensure work gets done, regardless of location, time zones, abilities or technology used.

Finding the right solution is essential. And with a globally dispersed workforce, continuous collaboration is key.

1. "Resetting normal: Defining the new era of work," The Adecco Group, 2020
2. "The Rise of the Hybrid Workplace," Dimensional Research, 2020

64%

Want flexibility

say the ability to work from anywhere drives the decision to stay at a job¹

98%

Are hybrid

of meetings will have at least one remote participant²



Simplify workflows with the Webex App

The Webex App is the ultimate collaboration solution for success in hybrid work. Simplify your workflows with Calling, Meetings, and Messaging within one app. Enjoy a consistent and secure experience across all your favorite devices.

Maximizing Webex Spaces

Align with team members and stakeholders throughout the globe with spaces—ensuring work gets done regardless of location and time zone. Spaces make it easy to avoid silos and bring colleagues together.

Create frictionless workflows by Integrating your favorite business applications in the Webex App to create a powerful digital work hub that reduces app switching and increases productivity.



Benefits of Webex spaces



Digital hub

Connect teams, share and manage content and integrate key 3rd party business apps.



Keep focus

Dedicated spaces with relevant stakeholders ensure teams stay on topic.



Create alignment

Bring together the right people and information to ensure workflows keep moving forward.



Continuous collaboration

Teams can connect without barriers regardless of location, time zone or device used.

Webex spaces accommodate all your hybrid work needs

5 key use cases



1:1 spaces



Team spaces



Project spaces



Announcement spaces

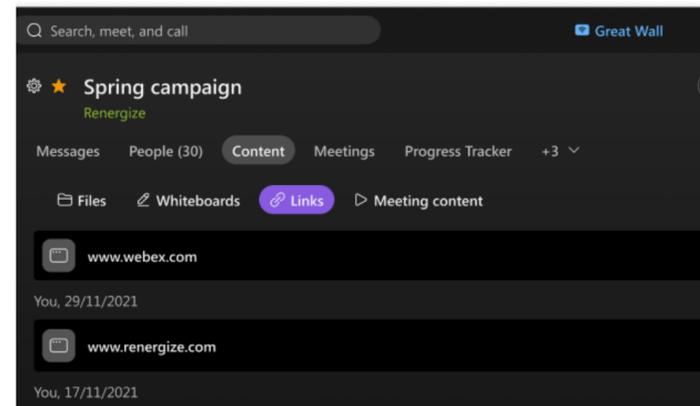


Public spaces

1:1 spaces

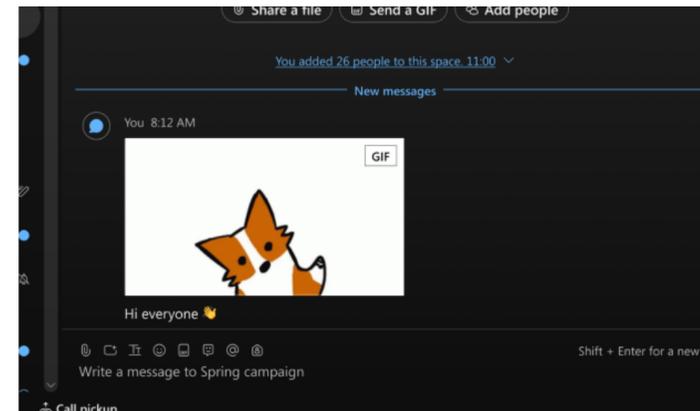
1:1 spaces are perfect for connecting with a manager, customer, or stakeholder.

When you start a 1:1 space, you open an always-on, direct line of communication with another party where you can send messages and gifs, share content and links, and embed key URLs and apps. Information shared in spaces is always secure and confidential.



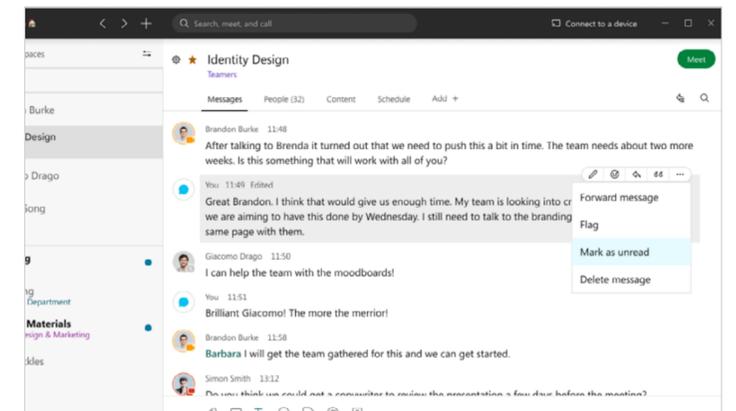
Single hub for all content

Access all shared content from the Content tab—making it easy to reference material.



Express yourself freely

Express your unique personality with gifs, emojis, and Bitmojis.



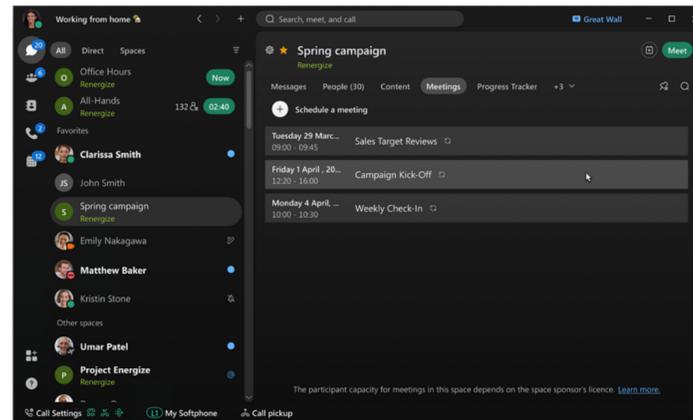
Remember to follow-up

Flag or mark as unread important messages so that you can come back to them later.

Team spaces

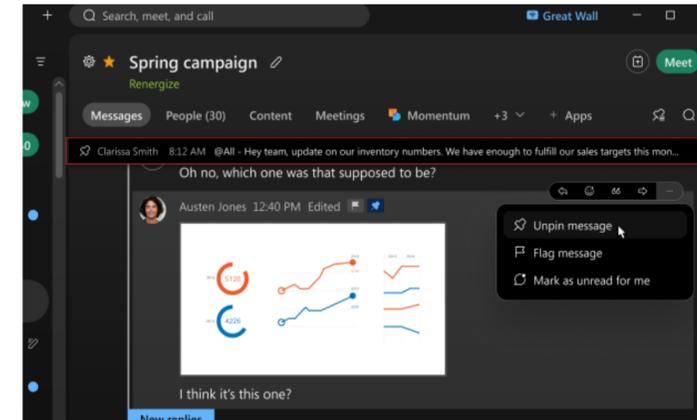
Ensure continuous engagement across all your teams with spaces.

For people leaders, team spaces make it easy to provide updates—ensuring everyone has access to the same information. For team members, team spaces create a sense of belonging by making it easy to build connections, brainstorm ideas, and reach out for support.



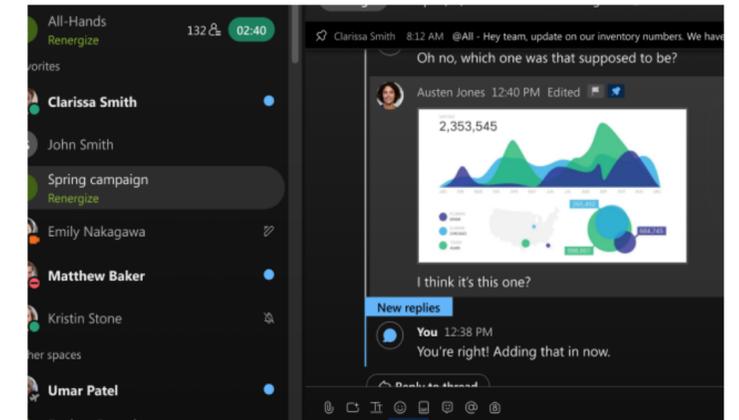
Plan real-time collaboration

View your colleagues' availability to schedule meetings without leaving the app.



Make information easily accessible

Pin important messages to ensure everyone can easily find and access resources.



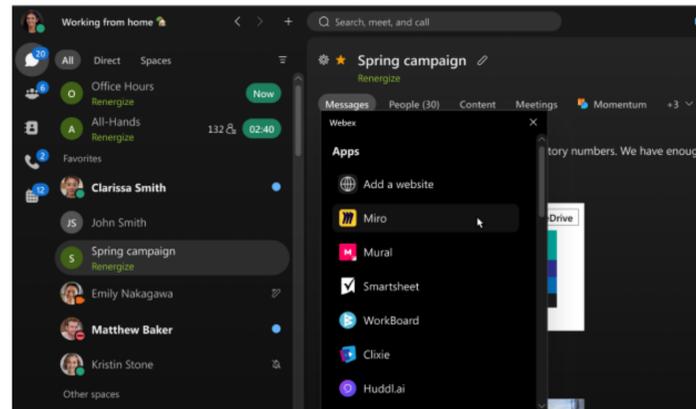
Streamline multiple conversations

Thread and quote messages to keep conversations on track and relevant.

Project spaces

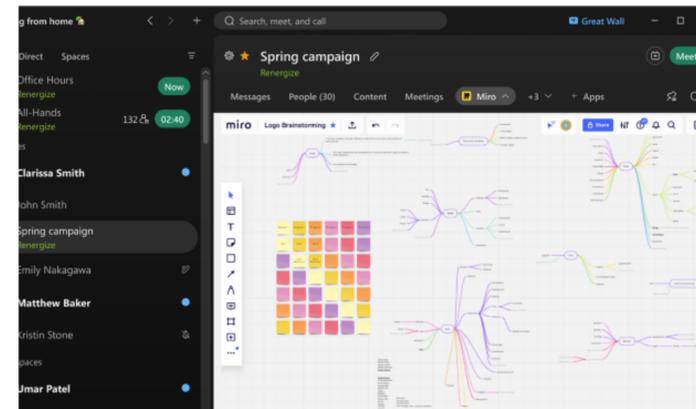
Create dedicated project spaces to keep all stakeholders aligned and informed.

Bring together your key stakeholders and information in one place with spaces. Whether you are working with internal or external parties, spaces allow for seamless collaboration. Spaces can be moderated, keeping you in control, allowing you to delete messages, remove participants, and more.



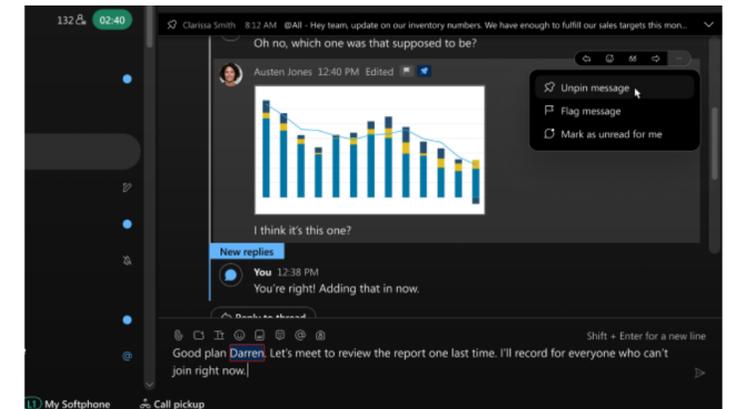
Quickly access 3rd party apps

Embed project management apps and URLs to avoid app switching.



Frictionless co-editing of documents

Integrate SharePoint to share and co-edit documents in real-time.



Easily grab colleagues' attention

Use @Mentions to assign tasks or direct participants to useful spaces.

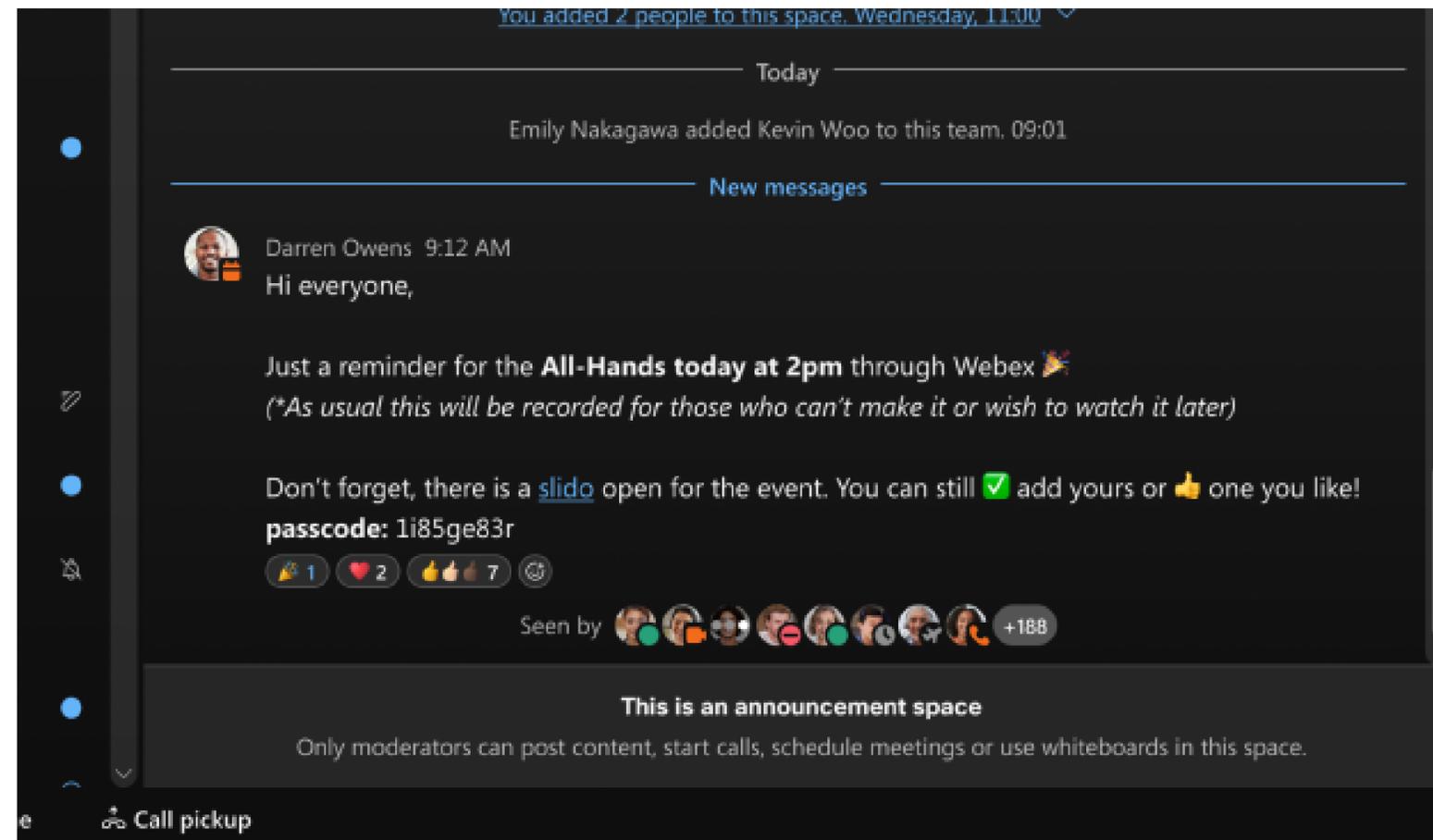
Announcement spaces

Keep information relevant and focused with announcement spaces. When you need to share information without distractions, use announcement mode in any moderated space.

When you make an announcement space, only moderators, bots, and integrations can post. Other members can only view announcements and files and join meetings.

Keep control and share updates

Moderator controls keep you in charge of information shared. Add and remove participants, delete messages and more.

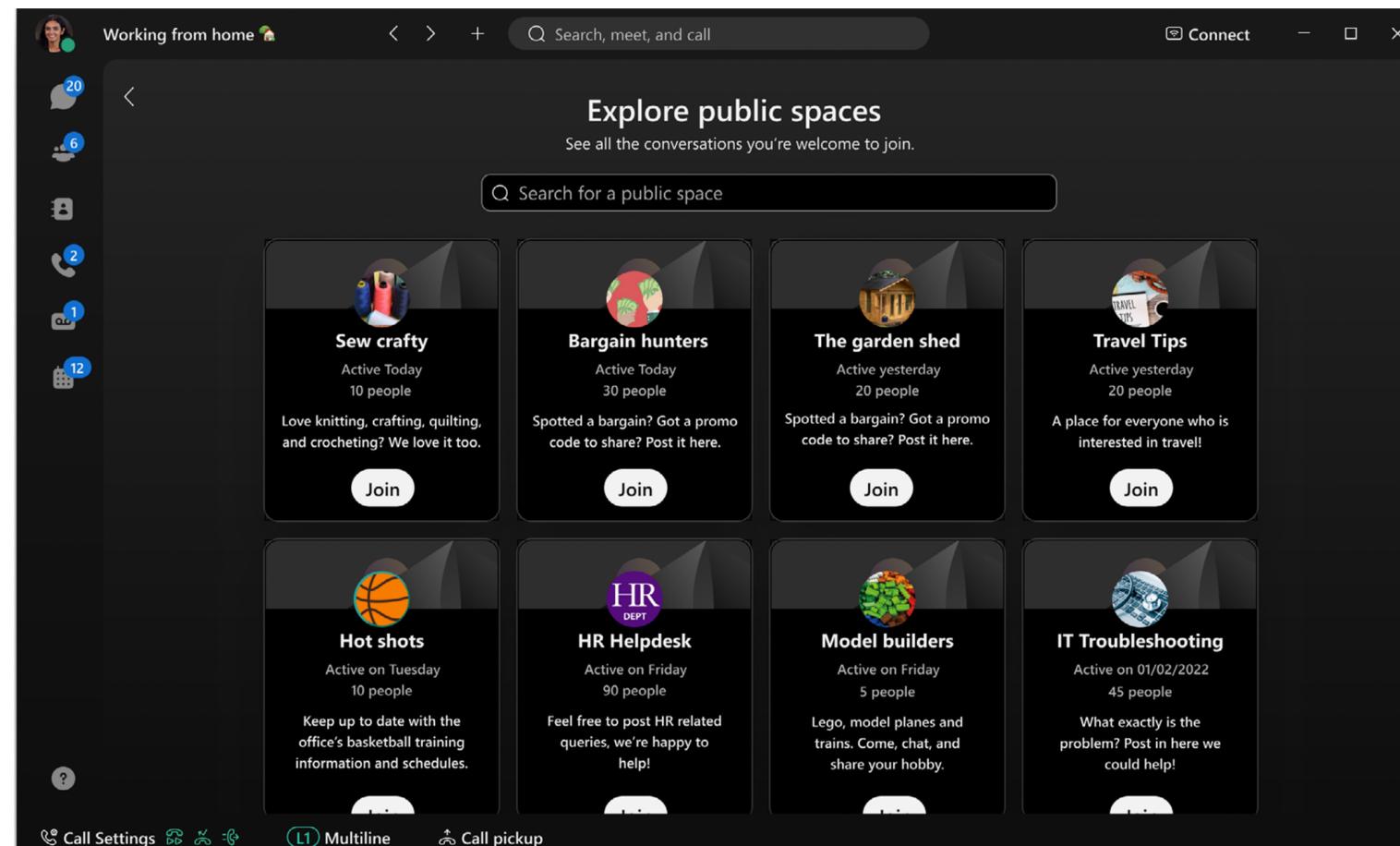


Public spaces

In a hybrid world, it can be challenging for distributed teams to build community around shared interests.

With Public Spaces, employees can create and join spaces around topics important to them. Allowing everyone in your organization to find, create and join public spaces helps infuse company values and community in a hybrid workforce.

Don't know which spaces to join? Webex provides recommendations based on your interests.*



* Space recommendations will be GA in early 2023

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4 simple steps to set up a space

Have a clear goal

Know the purpose of the space, when it should be used and when it should be archived.

Add the right people

Utilize your company's talent and ensure the right people have access to your space.

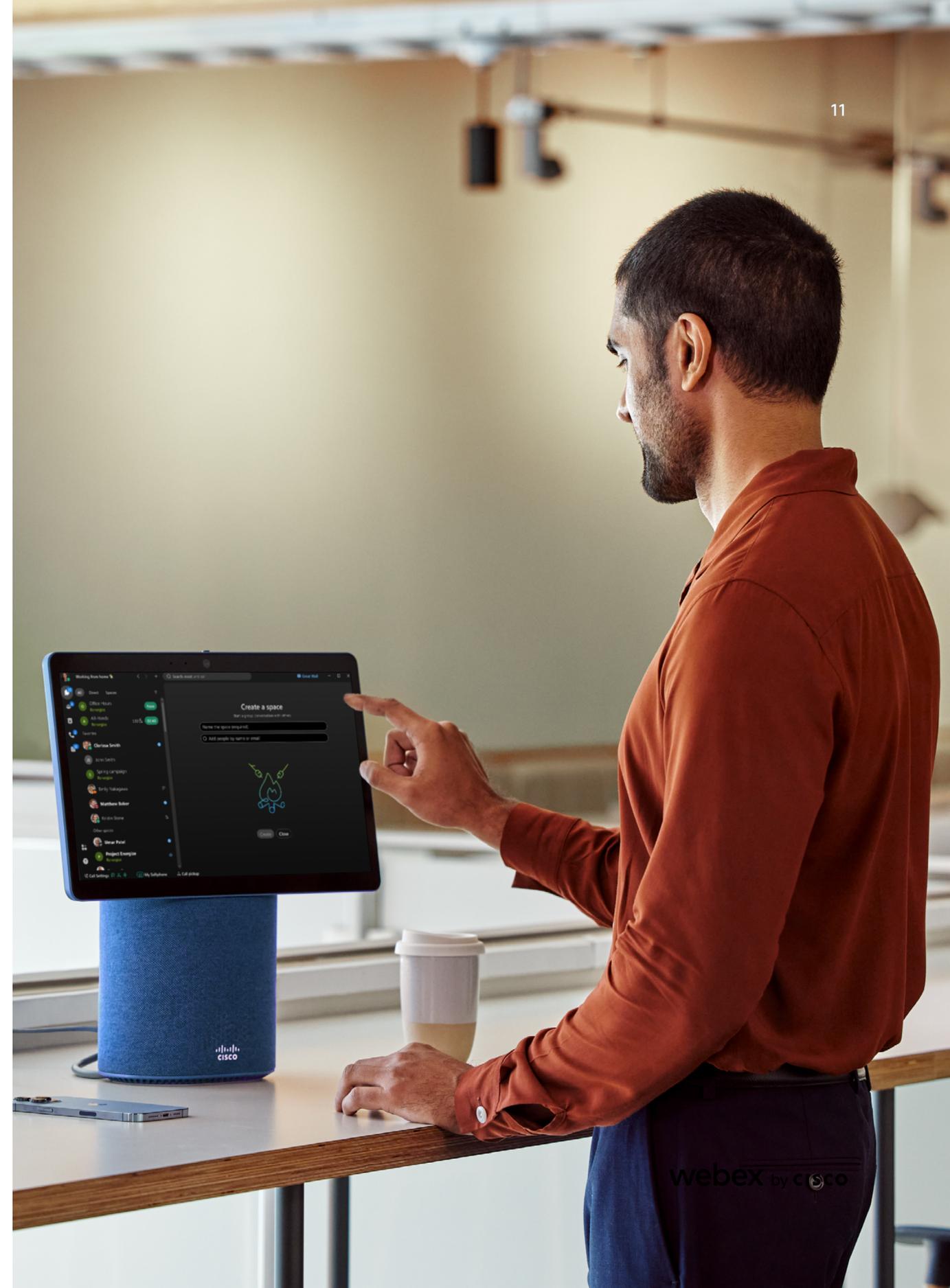
Set expectations early

Inform participants of how and when they should use the space.

Group spaces

Personalize and streamline your space organization for more efficient collaboration*.

* Space Grouping will be GA in early 2023



Try the Webex App today

Simplify workstreams, build stronger connections,
and get work done more efficiently.

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