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Working with Cisco Webex teams in groups (for students)

🔊 Listen

Webex Teams allows you to work in groups with your fellow students, for which it offers helpful functions, like group chats and file storage.

Note: The current version of Webex Teams Group does not yet allow groups to work together on a single file.

Webex Teams start page:

<https://teams.webex.com> or www.uni-flensburg.de/teams

No registration is necessary

All students can use their normal network login data to register on the Webex platform.

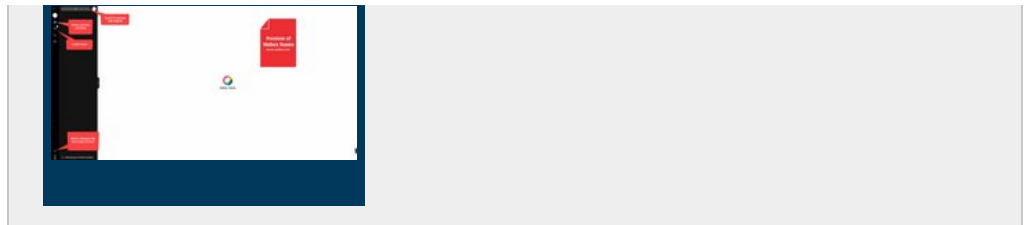
However, you must **activate your Webex account before you log into Webex for the first time**. To do so, just click on the link in the Cisco-Webex welcome email you received.

Note for first-time users!

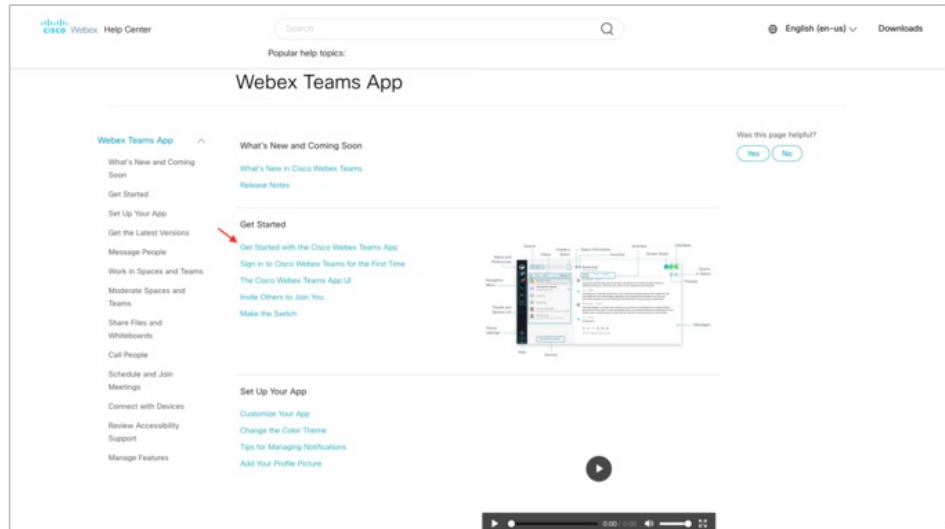
Don't be surprised by the Webex log-in process:

In the first step, you must enter your e-mail address and then your normal [network login data](#). Depending on which browser you use, you may then see a data consent form. Simply confirm it by hitting "accept." This is a so-called Shibboleth-authentication.





Here's how it works



Cisco Webex Help Center: help.webex.com/ld-n0bl93g-CiscoWebexTeams/Webex-Teams-App

Support and help

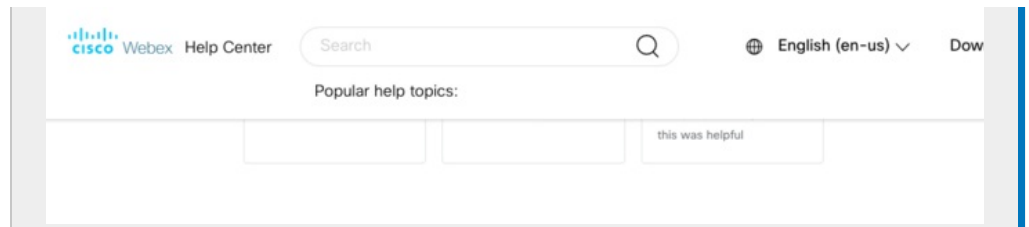
Contact Cisco Webex Support for assistance ...

If you have problems or questions about using a Cisco Webex tool, such as Webex Meetings or Webex Teams, please contact

[Cisco Webex Support](#)

The Cisco support site offers help via chat, telephone, support ticket or FAQ.

You can also access these four forms of support via your web interface after you have logged into Webex Meetings (<https://uni-flensburg.webex.com>):



Frequently asked questions (FAQ):

How can I invite a large group of people to an area in Webex Teams?

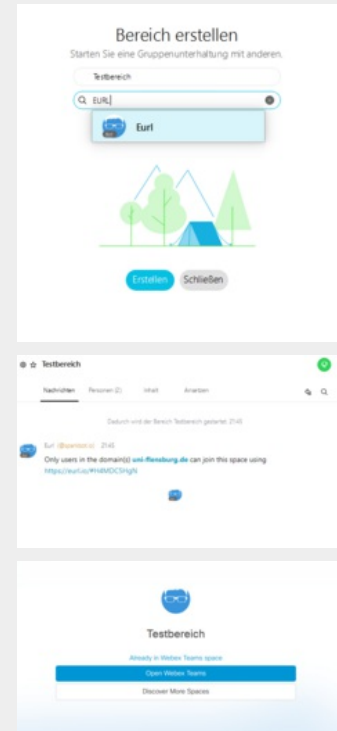
Typical case scenario: You want to invite a group of students to a Webex Teams area. But you don't want to type a name 50 times into the member search field.

For this, Cisco Webex offers a so-called "Bot": a semi-automated program that allows you to create a link that you can distribute to all participants—whether by email, by Moodle, or Studipoint, it doesn't matter.

Anyone who clicks on the link can access to this Webex area; you don't need to select them individually.

Here's how you do it:

1. Start by creating a new section
2. Enter "EURL" into the participants search field and select the EURL bot by clicking on it.
3. A unique URL (a link) will be created for this area.
4. Send this URL to everyone you want to invite (this URL always begins with eurl.io/...)
5. If someone clicks on the URL, you may be asked whether you are already using the dedicated team software.
6. You are now in the shared Webex Teams area.



Best practices

Appoint a second team moderator.

When you create a new team in Webex Teams and add members, it is best to **create another person besides you to act as moderator**. This person will then have special management rights associated with team management, and you won't be the only main contact person.

When searching for potential team members, if you don't find the person you're looking for right away...

... **try using different spellings**. For example, "Marieke Möller" is more likely to be listed under "Marieke Moeller," because Webex Teams tags the people at our university using their official email addresses. However, since umlauts and special other characters aren't allowed in email addresses, names in Webex Teams are displayed in a "simplified" form.

Other resources and help materials:

- » [YouTube channel of Cisco Webex](#)
- » [Webex-Help Center](#)
- » [Web conferencing with Cisco Webex \(for students\)](#) (ZIMT website)

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