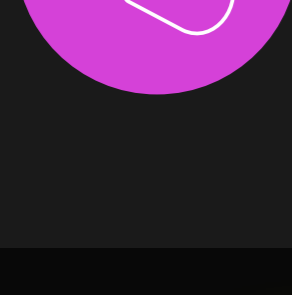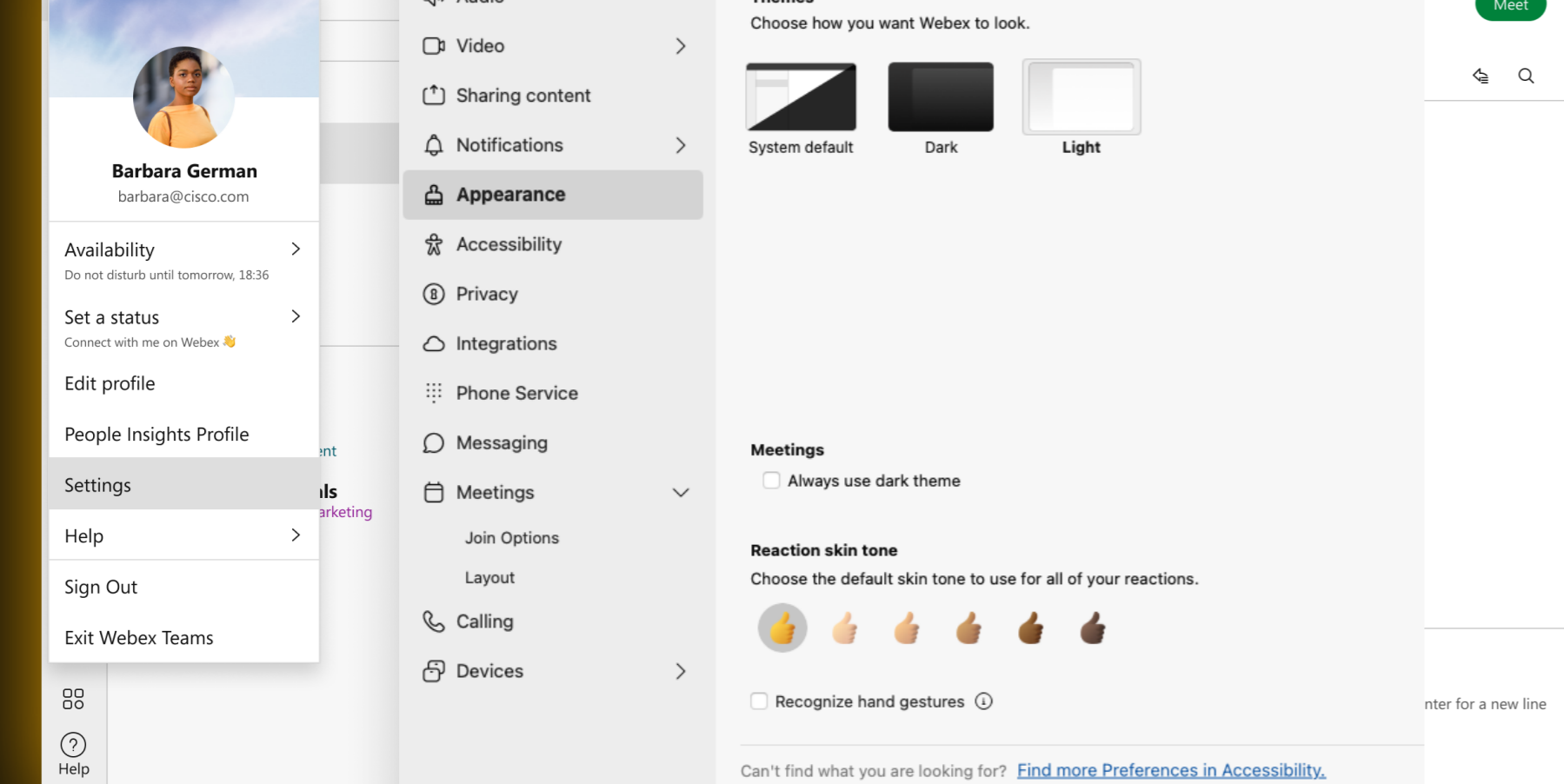**TPX**

CISCO

Top 10 'Work Hacks' in UCx with Webex

People love the simplicity of UCx with Webex. It's easy to set up face-to-face collaboration in just a few clicks.

It's everything you need to get exceptional work done: call, message, meet—all in one place.

But it's also packed with feature gems you may have missed.

Tap into these work hacks and up-level your Webex experience:

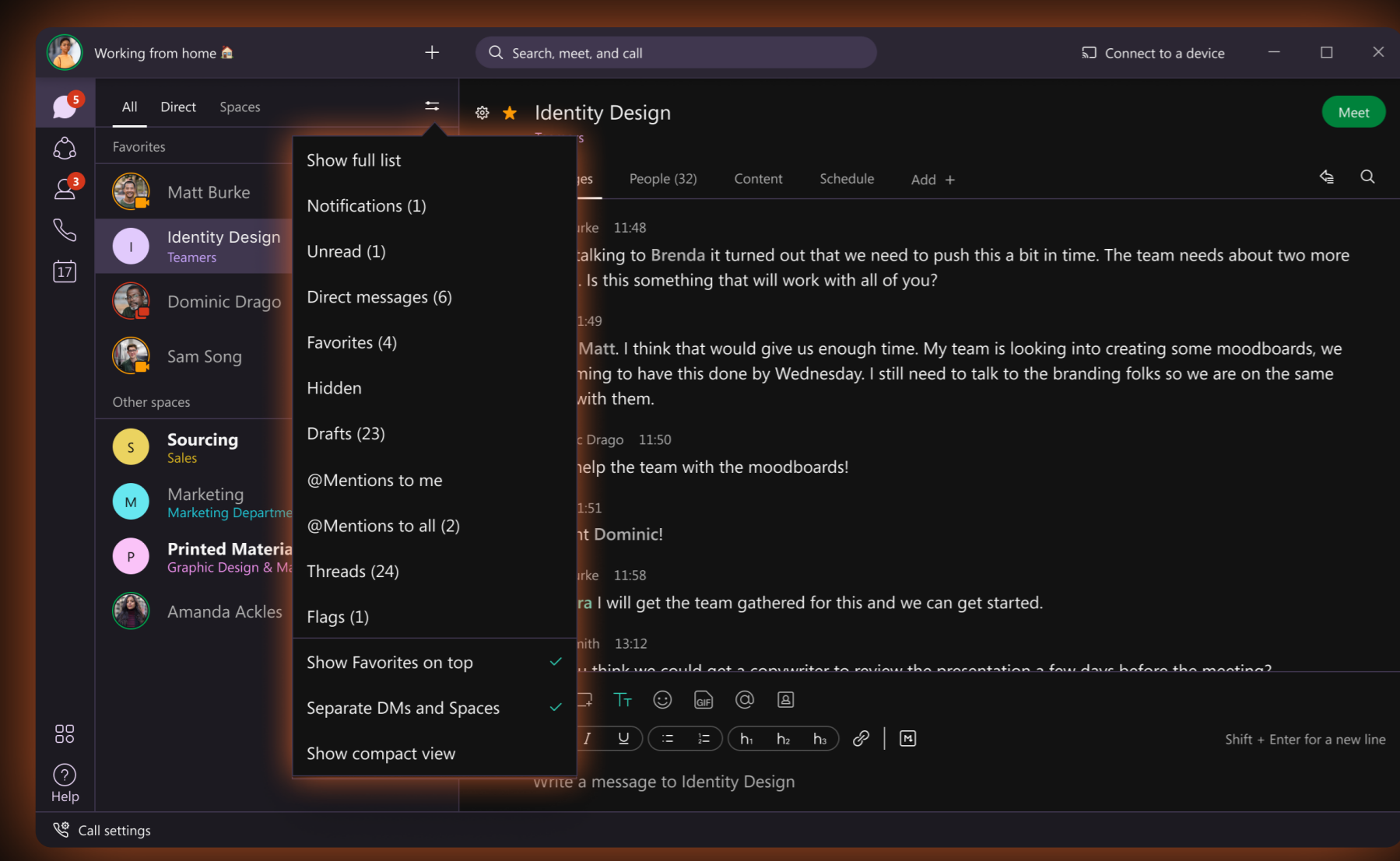## 1. Make it *your* UCx with Webex

Customize the app you love with your preferred visual theme. Choose —either light or dark mode. Add cover photos to group spaces and your personal profile card.

✓ Let everyone know what you're up to with customized status with your own text and emojis.

2. Set it and forget it

Joining a meeting is as simple as in 1, 2, 3 or maybe just 1! Pre-set your preferences and enjoy the same great experience—with just one click—every time.

✓ Video on... check.
✓ Mute upon entry... check. Virtual
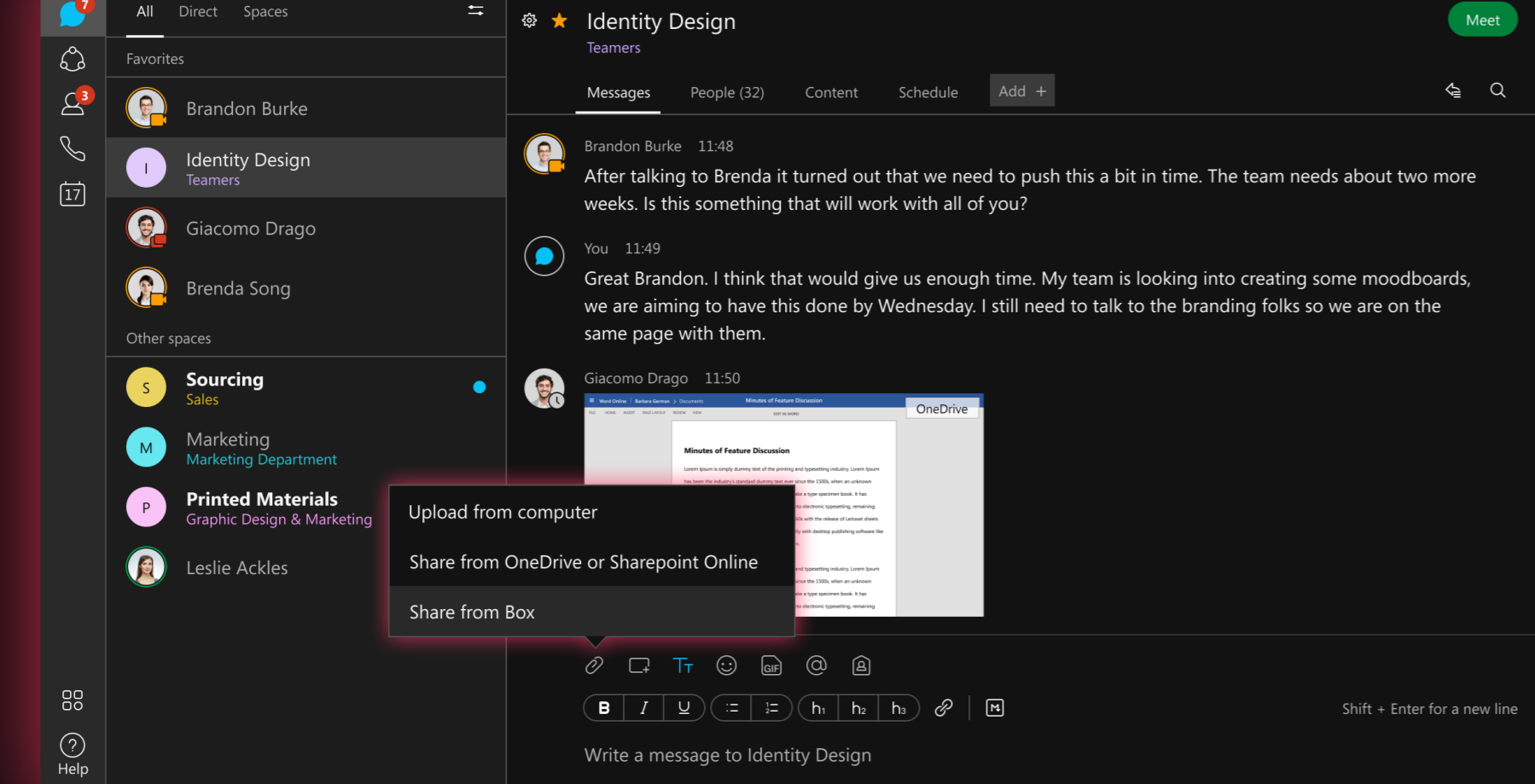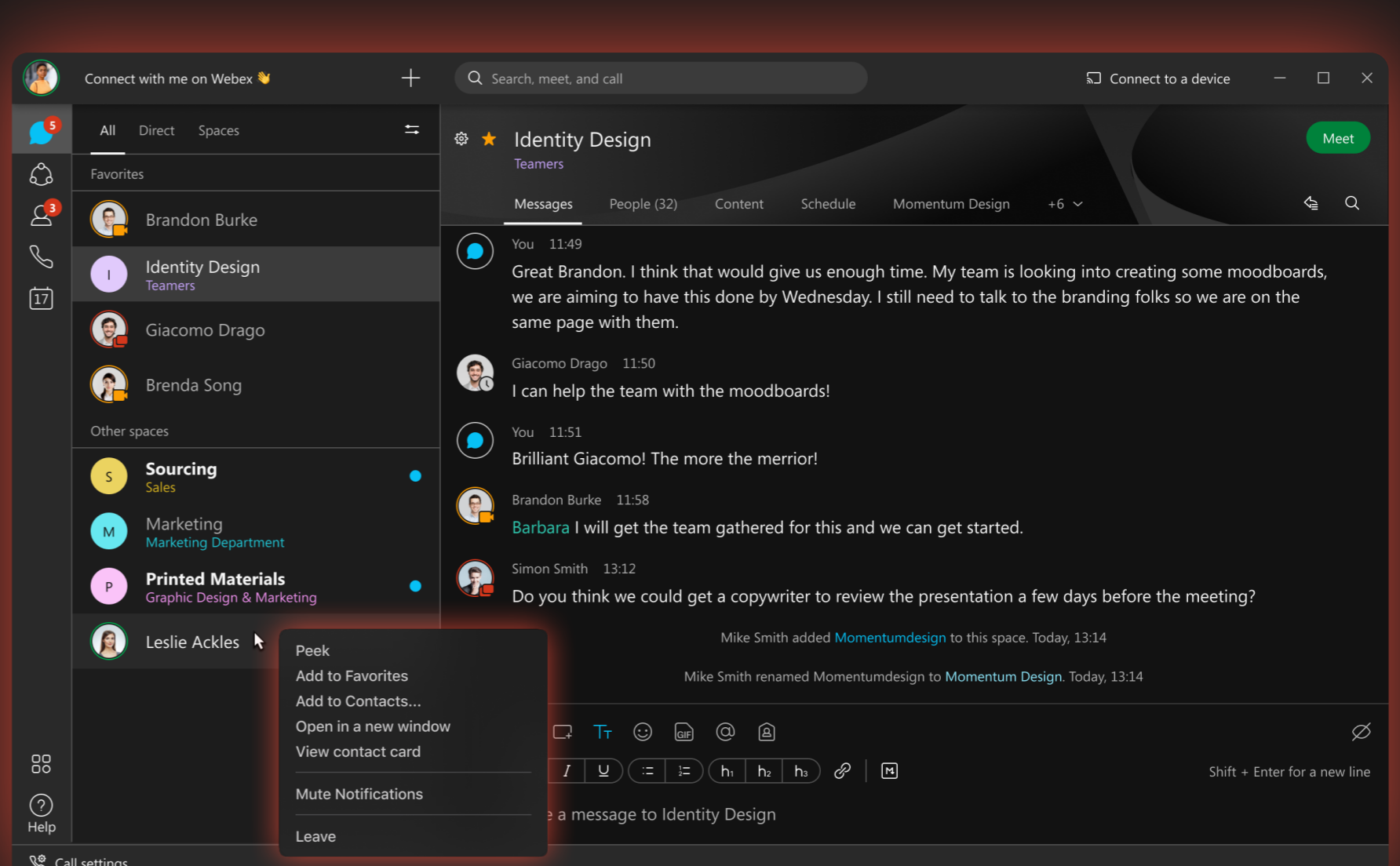✓ background on... check.

3. Keep it in focus

Make things easier to find. Favorite your conversations to keep them top of mind and top of list. Cut through the noise with @mentions. Hide but don't lose certain conversations.

✓ Check off your to-do list with flags.

4. Just take a peek

Want to look but not be seen? Peek into a Webex space and preview your messages.

✓ Take your time and collect your thoughts before everyone knows you have read the message.
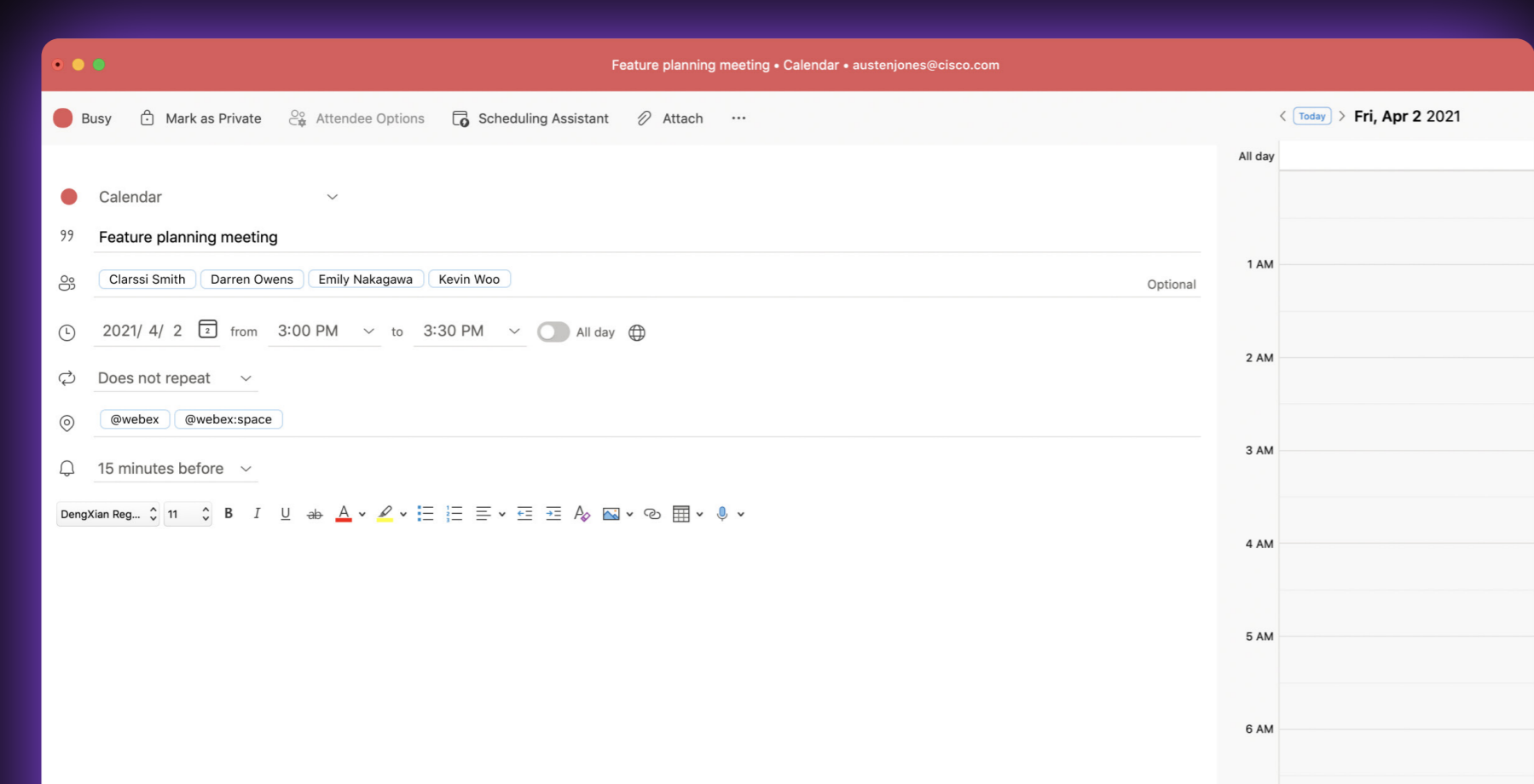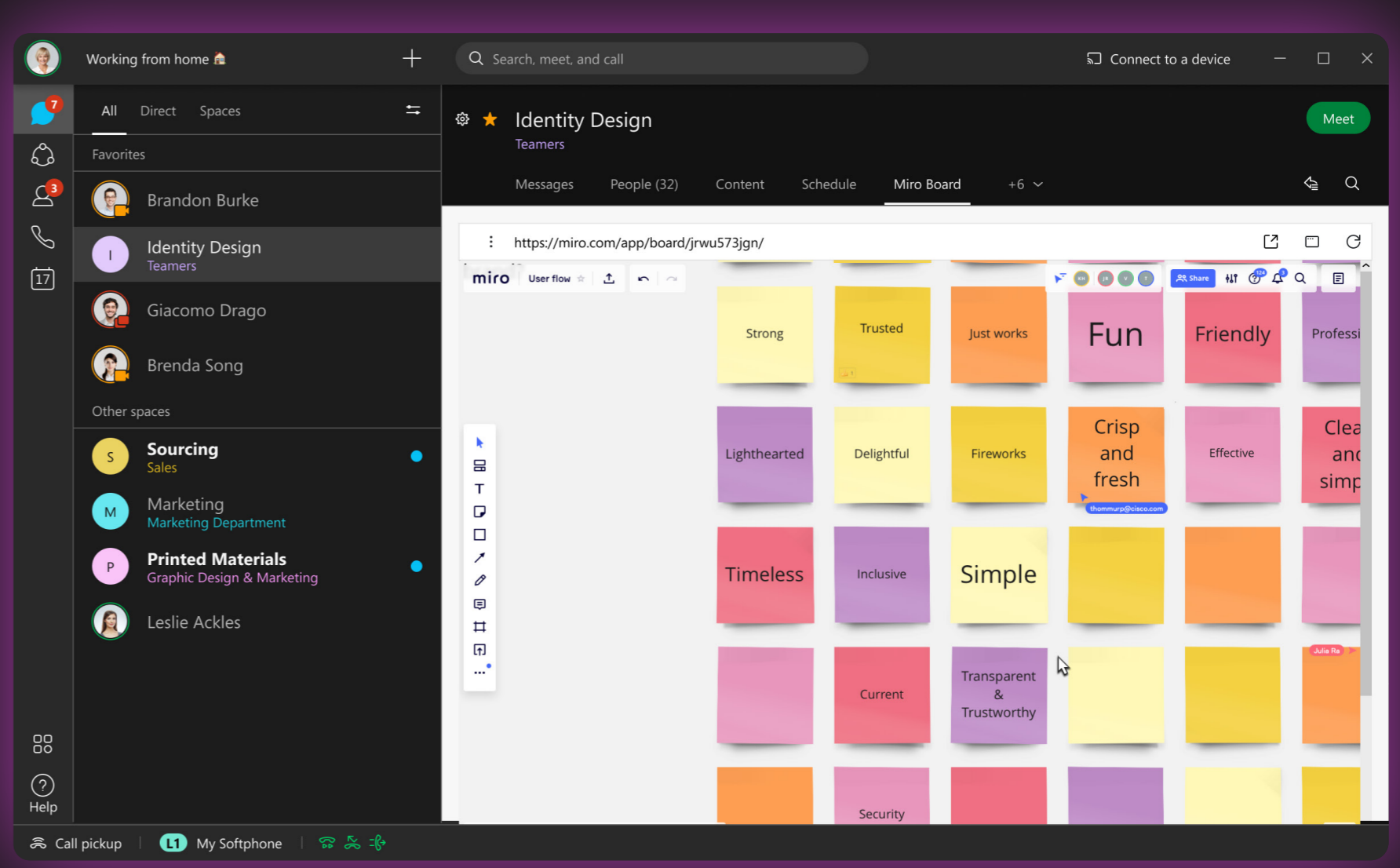
5. Create it in UCx with Webex

Reduce app switching and keep work moving forward, right inside Webex.

✓ Connect your OneDrive, SharePoint, or Box account to Webex and seamlessly share and collaborate on a document in real-time.

6. Link it in UCx with Webex

Easily create a new tab and embed website URLs into your Webex spaces. From documents, dashboards, productivity and planning tools, the possibilities are endless.

✓ Keep your work tools directly within Webex!
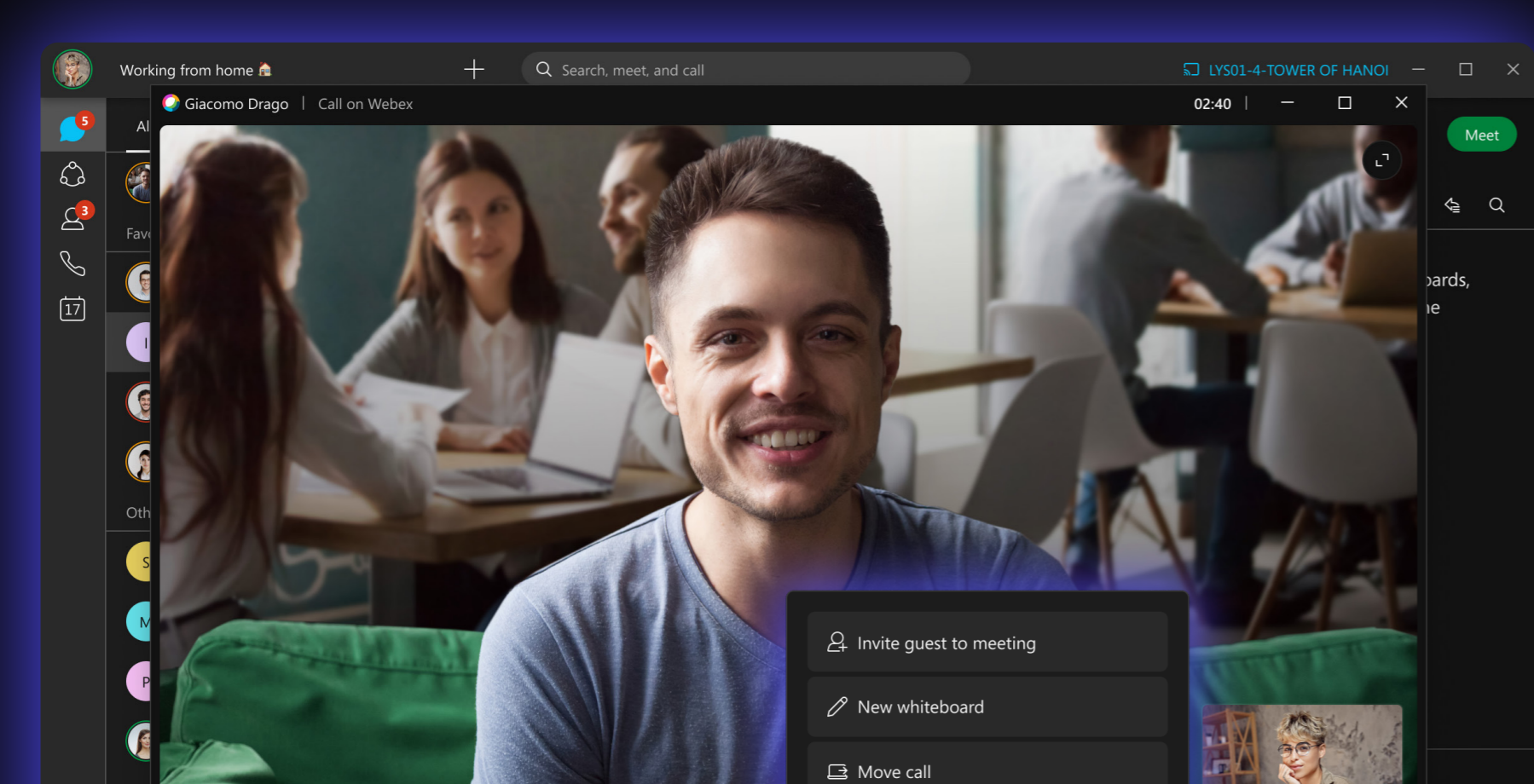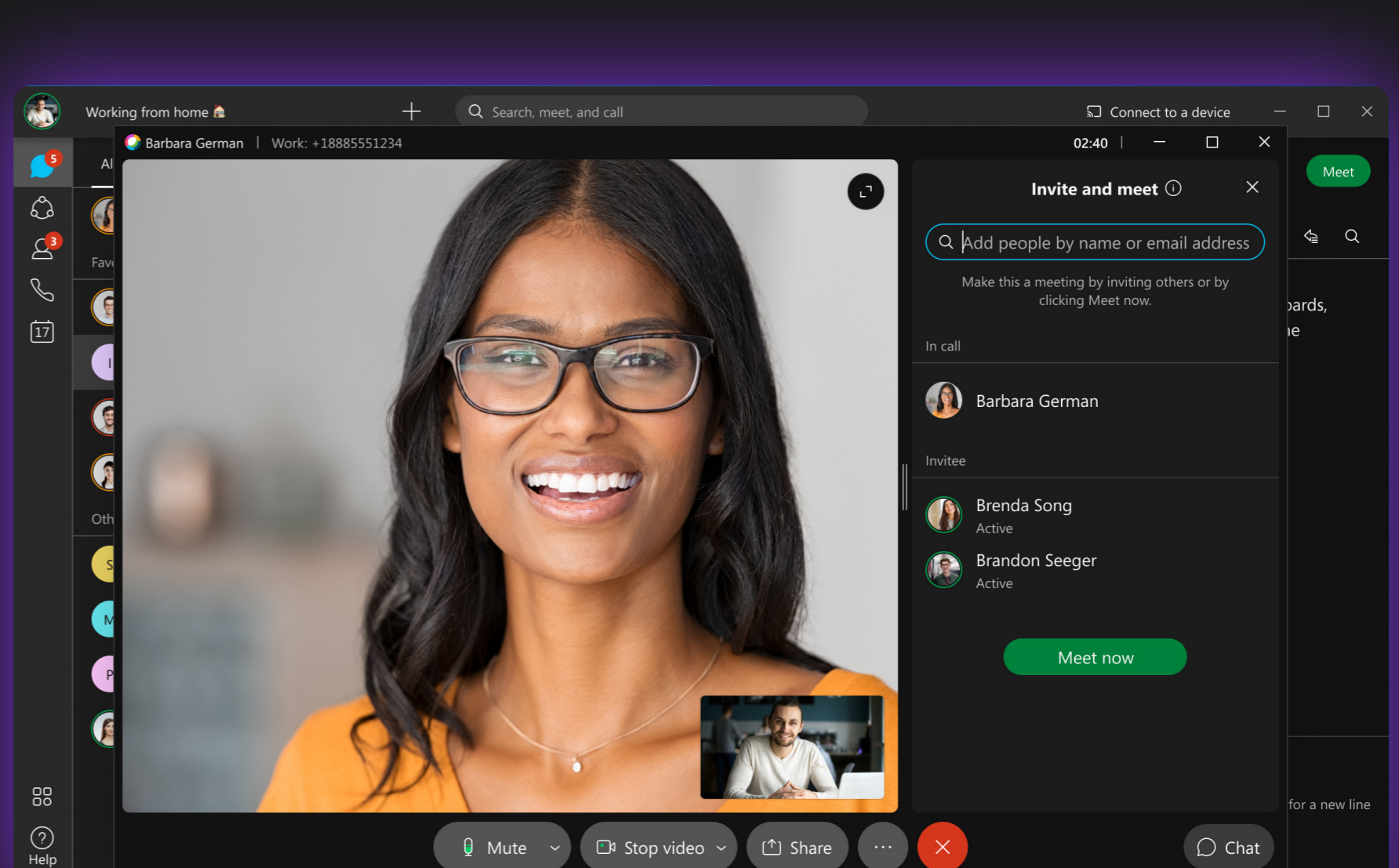
7. Upgrade your meeting scheduling

Scheduling is a snap in UCx with Webex. Simply type @webex in the Microsoft Outlook meeting location, and all the meeting join info will be automatically populated for you.

✓ Adding @Webex.space means a new Webex space will be created and associated with your meeting. Once your meeting is over, all recordings, transcripts, action items, and whiteboards will be automatically saved to the Webex space... as if by magic.

8. From call to collaboration

On a call but need more input? Elevate your call to a meeting.

✓ Easily add more people and take advantage of powerful features like real-time transcript, automatic note-taking, and action items.
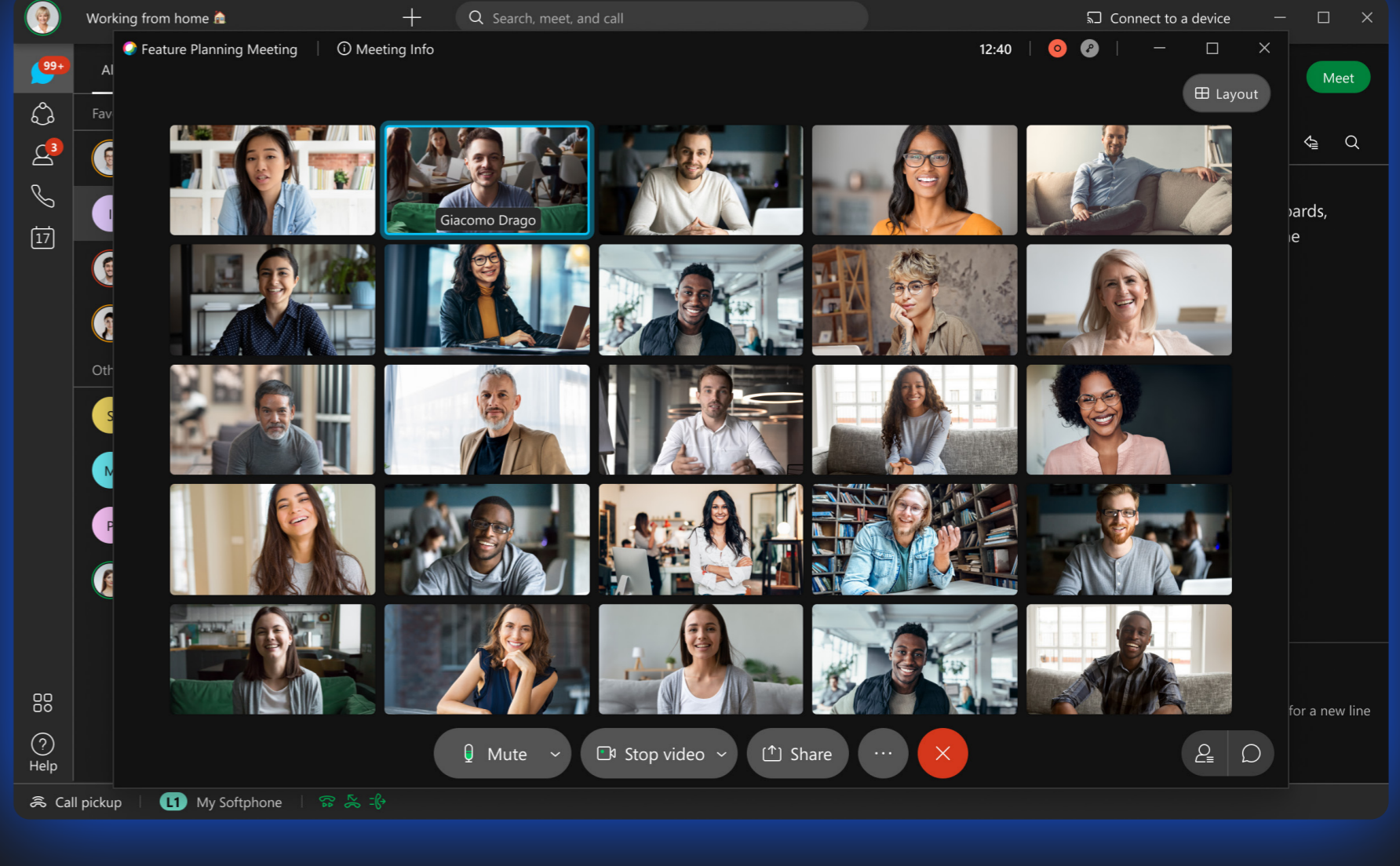
9. Meetings that move with you

Don't just take meetings sitting down; you can take them wherever you go. Move your call from your mobile to your Webex device... or between your mobile or desk phone and your laptop.

✓ Work is what you do, not where you are.

10. It's your view in UCx with Webex

Personalize how you view your meetings with custom layouts, which lets you place people and content where you want.

✓ Keep the focus on what's important to you.

Ready to make UCx with Webex work the way you do?

TPx is proud to work with Cisco to bring you UCx with Webex—a fully integrated collaboration experience with advanced calling, messaging, and meetings capabilities all in one elegant app. UCx with Webex streamlines teamwork to produce great results, faster than ever.

Learn more

TPX