



Hub Window

Collaborate With My Contacts





When chatting with a contact, you can use controls to:

- x Add them to your contact list
- x Start an instant meeting
- x Share your screen
- x Start a phone call

Start a WebEx Meeting

Start a WebEx meeting directly from a chat window with another user without having to schedule a meeting in your calendars first.

Procedure

1. From the chat window, select the  icon.
2. Select .

Chat Options





In a chat you can:

- x Send a screen capture
- x Send a file
- x Create a mention
- x Insert an emoticon
- x Edit the font size and color
- x Add participants to create group chats
- x Show the chat in a new window

Start a Group Chat

Easily start a group chat with two or more of your contacts.

Procedure

1. Select all of the requested participants from the Contacts tab. You can use CTRL key while you select multiple participants.
2. From the  icon, select .