

## Lab – Introduction to Webex Teams and Cisco Webex for Developers

### Objectives

- Using the Webex Teams Application
- Using Cisco Webex for Developers

### Background / Scenario

Webex Teams is a complete cloud-based collaboration suite for business. Webex Teams provides collaborative spaces that allow people to meet individually or in teams. In Part 1 of this lab, you will become familiar with the basics of using Webex Teams. In Part 2, you will work with Cisco Webex for Developers, a web site that makes it easy to use the Webex Teams RESTful APIs. You will learn how to obtain your Cisco Webex Access Token, which will be used in later labs.

### Required Resources

- Webex Teams account
- Webex Teams desktop application

**Note:** To protect application environments like Webex Teams from bots or malicious access attempts, most open APIs rate limit availability. If you make a large number of the same API calls, your API call may be blocked for a specific amount of time. The timeout is usually less than 5 minutes.

## Part 1: Using the Webex Teams Application

### Step 1: Create/Verify your Webex Teams account.

- Verify your Webex Teams account by logging into Webex Teams.
- If you are new to Webex Teams and need to create a Webex Teams account, go to: <https://www.webex.com/products/teams/index.html> and download the client.

For more information about Webex Teams:

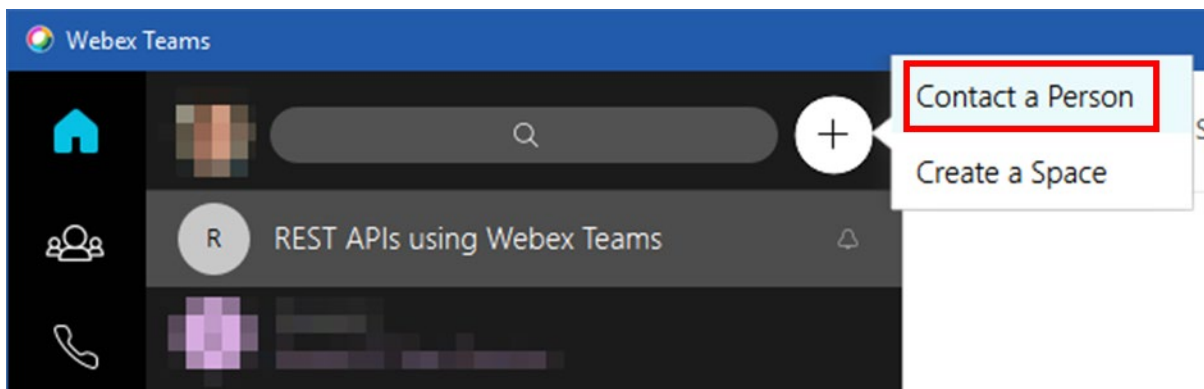
- Website: <https://www.webex.com/products/teams/index.html>
- Video: <https://www.youtube.com/watch?v=0O-k5Ku6P7o>

### Step 2: Navigate the Webex Teams GUI.

- Explore the Webex Teams application.
- In the upper-left, click the circle with your initials, then click your initial again in the pop-up dialog box, and add a photo of yourself.

### Step 3: Add people to Webex Teams space.

- a. To add an individual to your Webex Teams People click the + button to invite people to start a new conversation.



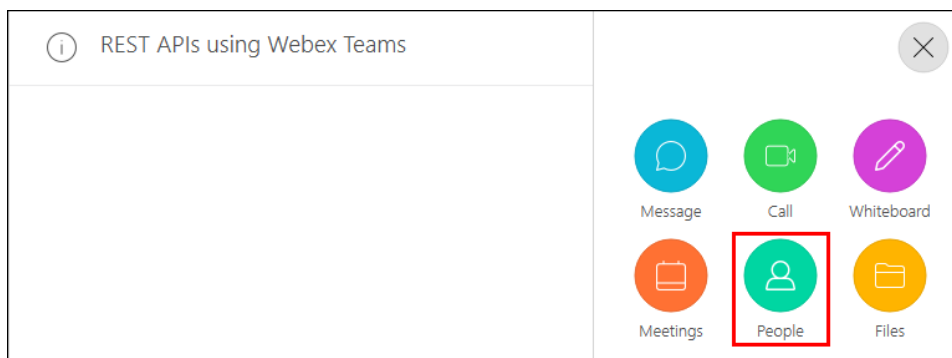
- b. For demonstration purposes, you can use these two email addresses:  
**sqtest-ciscospark-travis@squared.example.com**  
and  
**sqtest-ciscospark-sheyda@squared.example.com**
- c. Add one or more people from the class to your Webex Teams People.

### Step 4: Add a Space to Webex Teams.

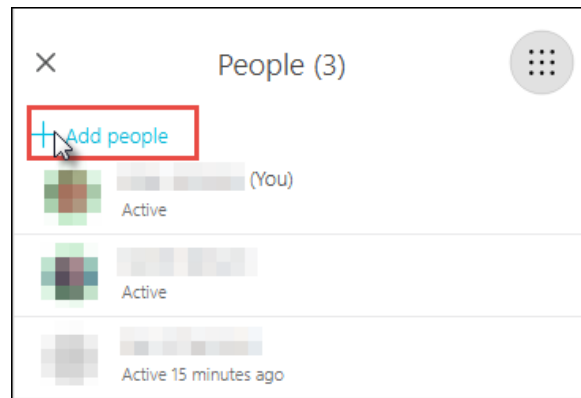
- a. To create a new Webex Teams room, click the + button again and choose **Create a Space**.
- b. Enter a name for the new space and click **Create**.

### Step 5: Add people to a Webex Teams Space.

- a. To add people to existing rooms, select your Webex Teams room under **Spaces**.
- b. Go to the activity menu (square of dots in upper right) and choose **People**.

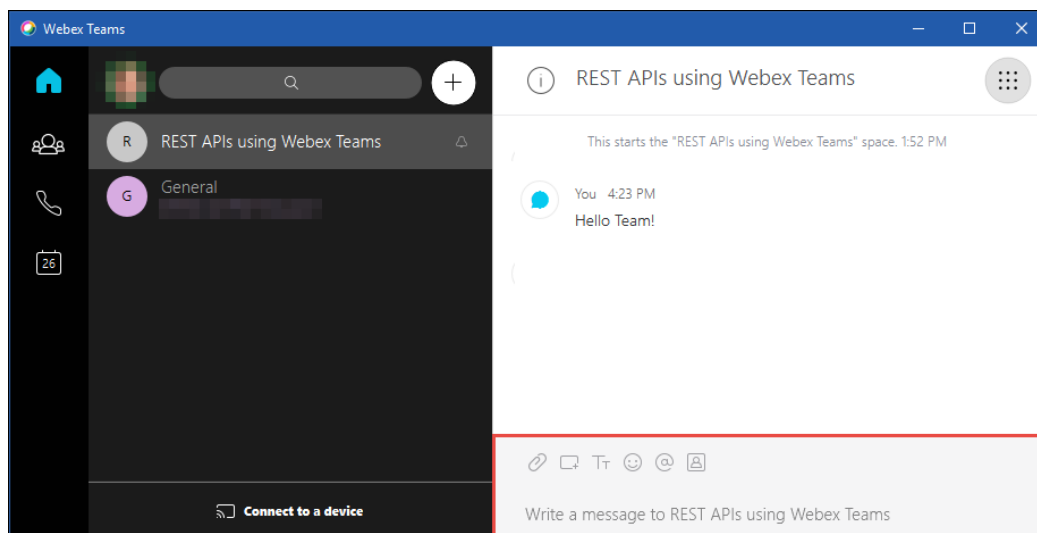


- c. Click **Add people** and use the search feature to find and add several people to your Webex Teams room.



### Step 6: Send a message to People and to a Space.

- a. To send a message to someone, you can either send the message directly using Webex Teams People or to a group of people who are members of a Webex Teams room (Webex Teams Spaces).



- b. Send two or three messages to each of the rooms you created.
- c. To delete a message, select the specific message and then click the X to the right of the message. You will then be asked to confirm that you wish to delete the message. Be sure to leave several messages in your rooms.

## Part 2: Using Cisco Webex for Developers

### Step 1: Log into Cisco Webex for Developers.

Cisco Webex for Developers allows you to embed Webex Teams with other applications, and to extend your Webex Teams experience in other ways.

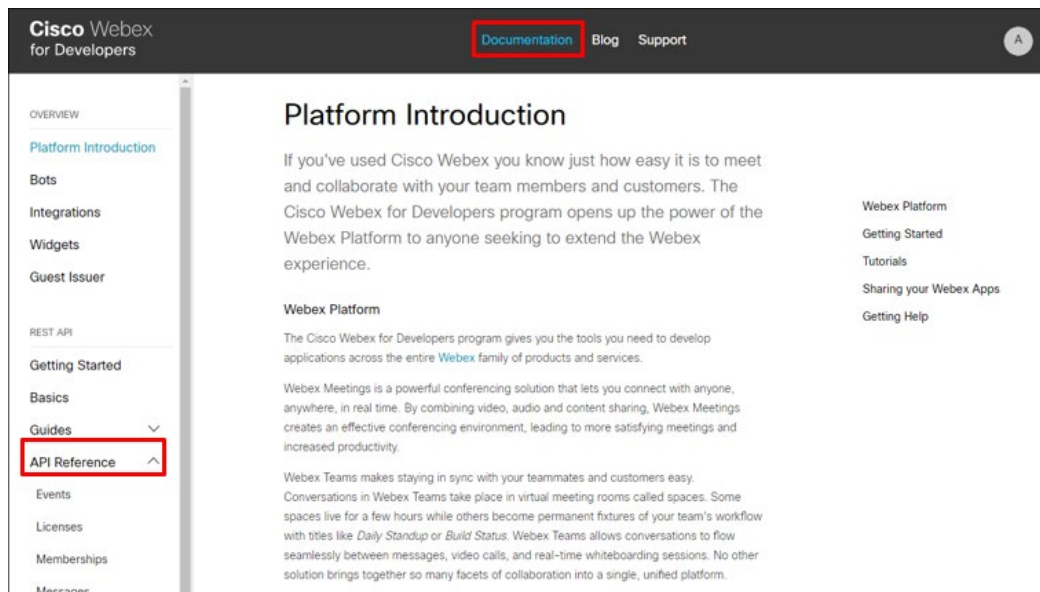
You will use the Cisco Webex for Developers web site to familiarize yourself with the use of Webex Teams APIs. Go to the Cisco Webex for Developers web site to obtain your access token. The access token is required for authentication when using Cisco Webex Teams APIs.

- a. Go to: <https://developer.webex.com/>.

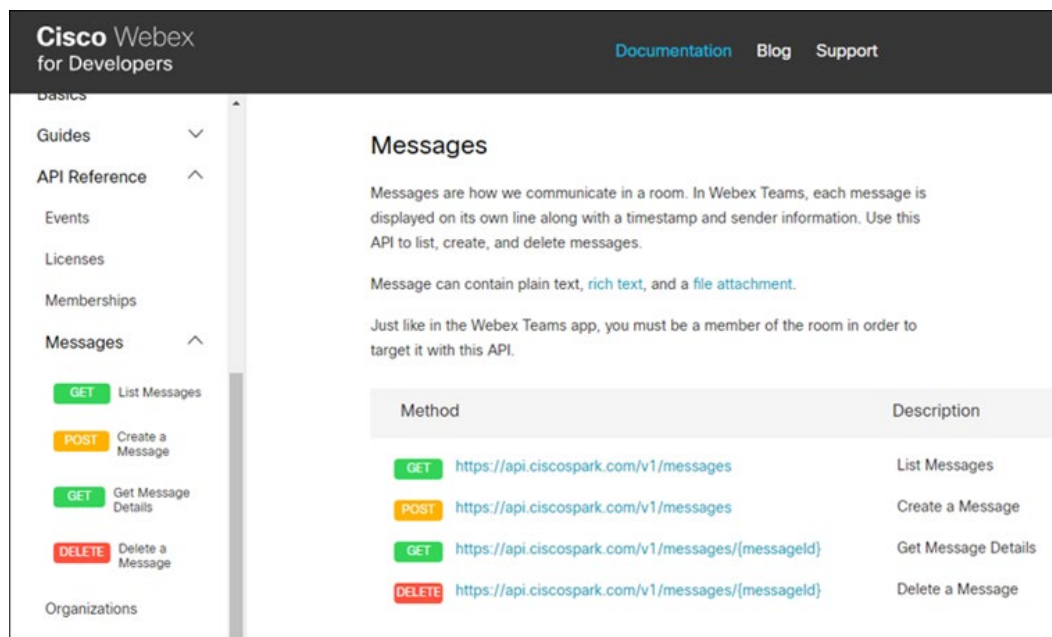
- b. Log in with your email address and password.

### Step 2: Investigate the Cisco Webex for Developers API Reference.

- a. Select **Documentation** to access the API Reference documentation.
- b. Click the down arrow next to **API Reference** to see a list of available APIs.



- c. Explore some of the various sections including **People**, **Rooms**, **Memberships** and **Messages**. These will be used in later labs.



### Step 3: Get your Cisco Webex for Developers access token.

In the labs that follow, you need to use your Cisco Webex for Developer access token.

- To get your access token, click **Documentation**.
- Click **Getting Started**.
- Scroll down to the **Accounts and Authentication** section.
- Click the copy icon to copy the token to your clipboard. It may be useful to paste it into a text document for future use. The token can then be pasted into the appropriate application or program.

