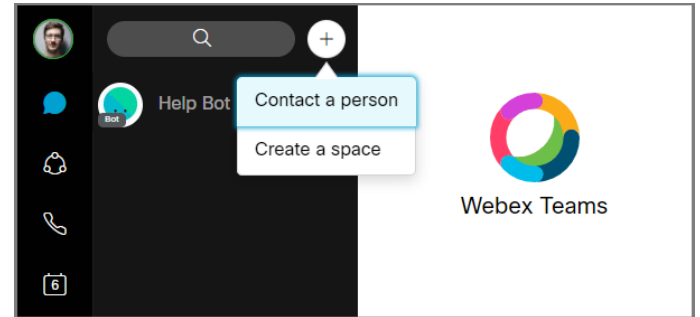




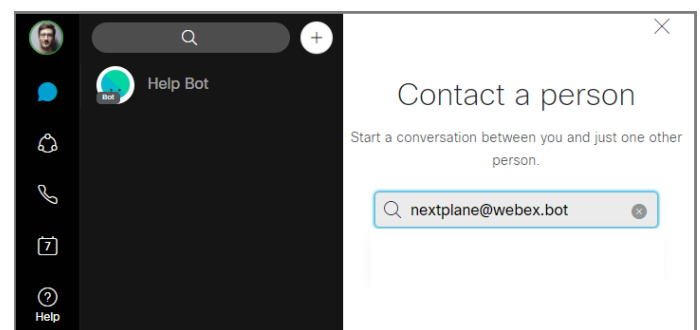
Quick Start Guide for Cisco Webex Teams Federation

Add a NextPlane bot to your Webex Teams account.

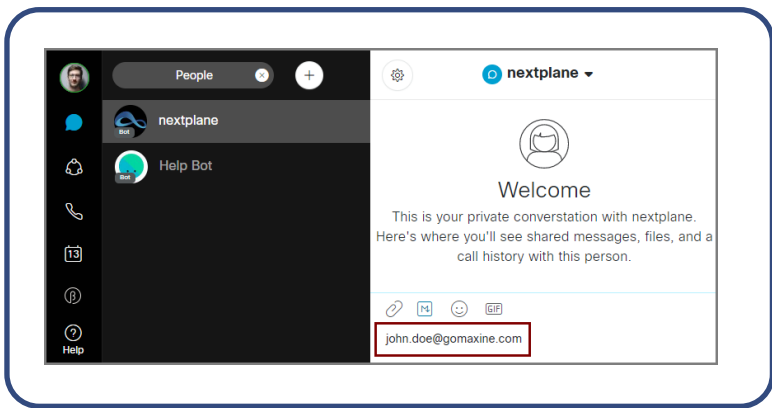
1



1.1 Log in to your Webex Teams account and click + (Add) > Contact a person.



1.2 Type and search **nextplane@webex.bot** in the search box on the right pane.



2

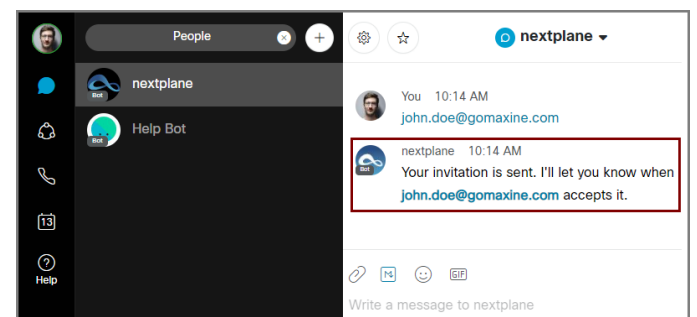
Send an invitation to your external contact to be added to your Webex Teams. In the message area, enter your contact's '**user ID**', e.g. '**john.doe@gomaxine.com**'

NOTE:

To send a contact request, you need to get the user ID of external contact. In most cases, it is the user's email address.

Get the confirmation message from **nextplane** bot that the invitation was successfully sent to your external contact.

3



4

After your colleague accepts an incoming request, their contact will immediately appear on your contact list, and you will receive a welcome message. Now you can start communicating with your external contact.

