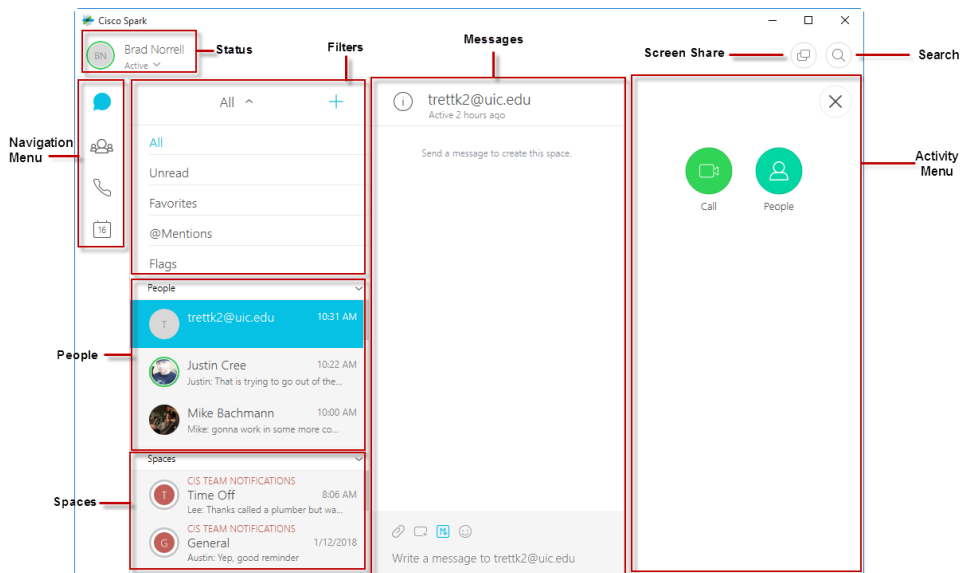


# CISCO SPARK INSTRUCTIONS

Cisco Spark is a tool built for collaboration. It can be used for instant messaging, video conferencing, and as a meeting scheduler. Below are some instructions to get you familiarized with Cisco Spark and its user interface.



1. The Cisco Spark icon looks like this:
2. Once launched you will be introduced to how Cisco Spark works. We recommend reading through the features upon startup.
3. Please see the labeled parts of the interface in the screenshot below:



- a. **Status** - Status shows your status to other spark users. You can set this manually depending on what you are working on throughout the work day
- b. **Filters** - You can filter out messages based on criteria that you specify.
- c. **Navigation Menu** – Here you can navigate between people, teams, calls, and meetings
- d. **People** – these are people that you have already communicated with
- e. **Spaces** – Spaces can be utilized to keep topic related discussions in one spot. Multiple people can be invited to a space. Once you join a space, you can see everything that other people have been discussing in that space, including past messages.
- f. **Messages** – This is the main panel for your conversations with people or in spaces.



**COMMUNICATION&INFORMATION SERVICES**

- g. **Activity Menu** – this button will allow you to call the person (or space) that you currently have selected. This will ring the recipients spark application on their phone and/or computer.
- h. **Screen Share** – you can instantly share your screen with a person or a space using this button
- i. **Search** – you can search for past messages using keywords