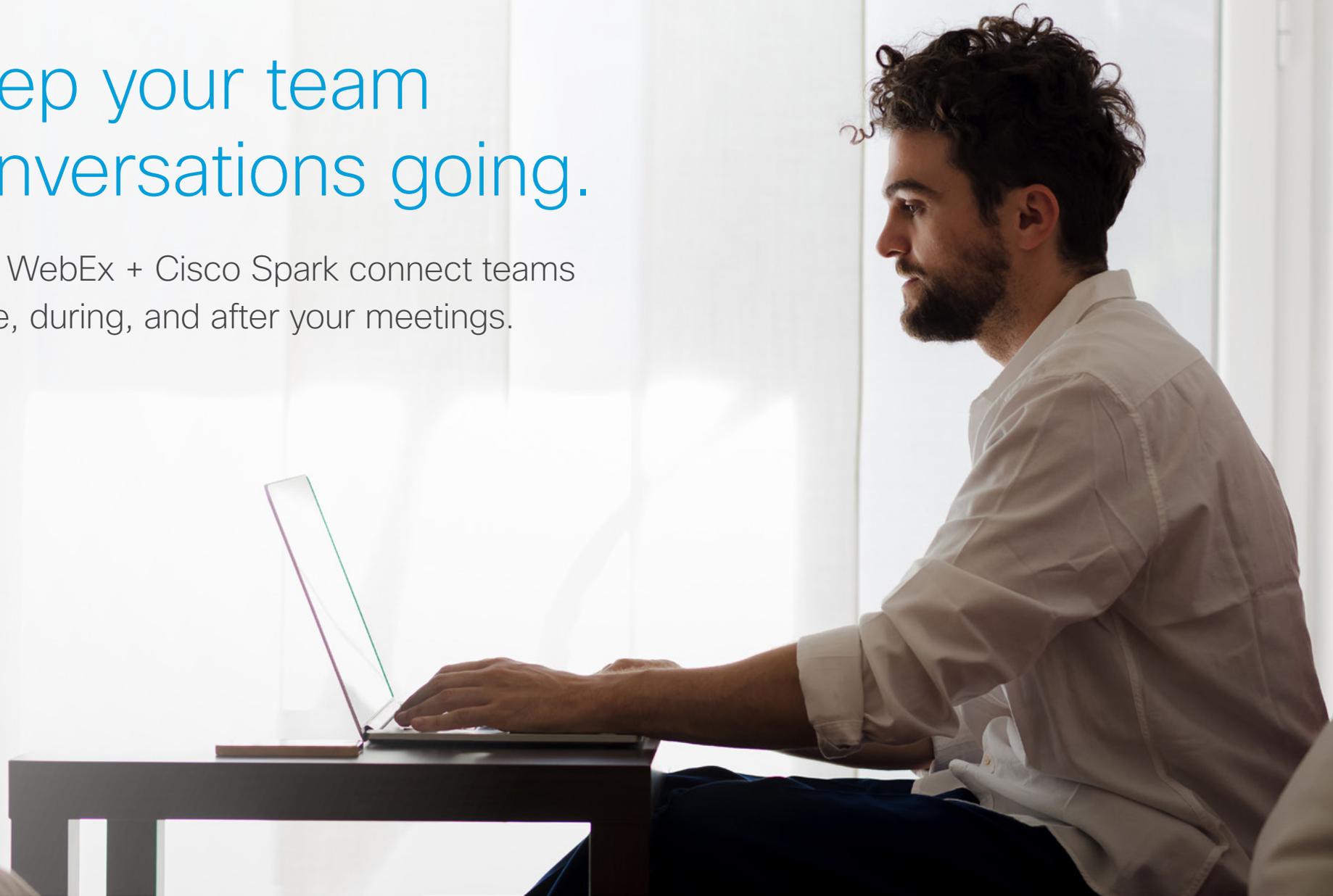




Keep your team conversations going.

Cisco WebEx + Cisco Spark connect teams
before, during, and after your meetings.



Collaboration: How teams work together today.

The vast majority of businesses use video conferencing and collaboration tools to supplement traditional in-person meetings. A smaller – but growing – number of organizations have an all-virtual model with no offices, and collaborate and meet using video conferencing exclusively. Most businesses are somewhere between these two, experimenting to find what works best for all of their needs.

Real-time video conferencing is great, but it ends when the meeting does. Most teams need to keep conversations going – around the clock and around the globe – in order to meet and collaborate effectively. And for this, they need tools that integrate video conferencing with file and message sharing to keep collaboration happening before, during, and after a meeting.

With Cisco WebEx and Cisco Spark, teams can collaborate before, during, and after meetings without being restricted by geography, platforms, or devices. At any time, you can message and file-share securely with all your team members no matter where they are or what device they want to use. A menu of cloud-based tools gives you the power and flexibility to meet however – and wherever – you want, and to share the content from those meetings and all your other project communications in a Cisco Spark online meeting room.

Cisco Spark meeting rooms are your team's space in the cloud, where you can communicate before the meeting, collaborate during a video conference, and continue the energy and momentum of working together around the clock. Chat, share documents, and collaborate to keep the project moving forward even after the meeting has ended. You can leave messages for people who are offline, and get answers and feedback when they are back online and ready to work.



This continuity of collaboration is especially valuable when team members have different working hours. Whenever you're ready, you can connect in to Cisco Spark and get immediate access to the full stream of conversations and attachments archived within your workspace. If you're looking for something specific, you can find it quickly by searching for keywords or attachments. Conversations are *always* available – so no more lost conversations when you close out a chat.

What does all this mean for you and your business? Let's take a closer look at some common collaboration scenarios, and how Cisco WebEx and Cisco Spark can make these experiences even better.



The weekly meeting.

Weekly meetings are typically check-ins to discuss progress, update team members, and keep the team productive and focused on current projects.

Meet brilliant! Take a closer look at how Cisco WebEx and Cisco Spark work together.

[▶ Cisco WebEx + Cisco Spark](#)

The conversation continues throughout the process.

Before

To fully prepare, you might want to chat with team members ahead of time – and see what others have been chatting about – by spending some time in the virtual project room. To ensure weekly meetings include all the stakeholders, Cisco WebEx and Cisco Spark enable you to invite as many people as you want.

During

Participants can join from disparate video or mobile systems, at no extra cost, and enjoy a meeting experience that's as good as being there, with lifelike HD video conferencing and audio, or written channels, such as chat, messaging, and file-sharing. Integration with meeting room systems and whiteboarding helps you run presentations and share content with team members.

After

You can also share mobile calendars and other assets to get commitments to follow-up actions after the meeting, and even have Cisco Spark Meeting Notes automatically remind people to follow up on their action items and maximize the effectiveness of the meeting.

If you miss a weekly meeting, you can always catch up later. All conversations and documents in Cisco Spark workspaces are readily available, so team members can easily get up to speed on a project and share feedback.

The customer presentation.

Need to present a project idea or pitch a proposal to a potential client? With this type of meeting, it's not just about the content – it's about the entire experience, which should be polished, professional, and technically seamless, so your potential clients leave the meeting impressed with your ability to execute.

Meet brilliant! See how you can bring global teams closer together with real-time connections.

[▶ Faster Collaboration for Global Teams](#)

The conversation continues throughout the process.

Before

Using Cisco WebEx, you can work with your team ahead of time to perfect your presentation and brainstorm how you want to drive the meeting.

During

All team members can screen share, whiteboard, and use the full range of Cisco WebEx functionality to make your points persuasively. Your professionalism shows through with a seamless, intuitive video experience that almost makes you forget you're on video.

After

You can go back into your Cisco WebEx account and share the recorded session along with any follow-up documents with your customer in a dedicated client-facing Cisco Spark room. To keep the collaboration momentum moving, go to the dedicated internal Cisco Spark room so you and your team can prioritize next steps and action items. There, team members can review the presentation, make comments, get feedback, update any documents or materials to share with the customer, and stay on top of any follow-up action items and deadlines.

On-the-fly meeting.

You're not always at your desk, but with the right technology, you can participate in a meeting and collaborate with your colleagues wherever and whenever you need to. With many video conferencing tools, this can be difficult to achieve even from your own desktop – and impossible when you're conducting a meeting using your mobile device in places like an airport lounge.

Meet brilliant! Learn about unifying your collaboration experience and boosting productivity.

[▶ Small Changes, Big Productivity](#)

The conversation continues throughout the process.

Before

Schedule meetings at any time and using any device with Cisco WebEx, and catch up on conversations and tasks in Cisco Spark rooms.

During

Cisco WebEx and Cisco Spark polish your image by enabling you to launch and attend meetings from multiple devices, with access to the same capabilities and apps on every device. No matter where you are, you can connect to the same collaborative workspace and features as your colleagues at headquarters or elsewhere. You and your colleagues can even whiteboard from your mobile devices at the same time.

Plus, Cisco WebEx and Cisco Spark have built-in multi-layer security so you can conduct mobile meetings with confidence.

After

Access all the features you need for post-meeting follow-up and collaboration, even if you're still working on your mobile device. Cisco Spark automatically saves drawings and any other meeting records to your workspace for future reference, so you can revisit your meeting content as soon as you have the time and focus to expand on it.

The multi-tasking meeting.

In a day jam-packed with meetings and travel, Cisco WebEx and Cisco Spark help you stay focused and productive, even as you're switching from one device to another and handling preparation, participation, and follow-up from one meeting to the next.

Meet brilliant! See how Cisco Spark can help teams work smarter... even while they're on-the-go.

[▶ Work Smarter On-the-Go](#)

The conversation continues throughout the process.

Before

Cisco Spark creates a steady and always-available stream of information. No matter what device you're using at the moment, you can access all chats, documents, whiteboard drawings, and other materials in the Cisco Spark workspace.

During

You can easily switch from your laptop to your smartphone, or any other device. [Cisco Intelligent Proximity](#) lets you stay connected to one meeting and slide seamlessly into the next, and even skim through slides that were shown before you arrived – all without interrupting the presenter – so you can easily get up to speed. Should you have a question for a colleague, you can directly message them via Cisco Spark or drop a note in your dedicated workspace. This way, you can get the answers you need without throwing the meeting off track.

After

Continue the conversation with Cisco Spark. See what others are saying about the meeting, and message and file share securely with all your team members to ensure prompt and complete follow up.

Virtual team, real team connection.

When you use them together, Cisco WebEx and Cisco Spark create an easy-to-use solution for team collaboration and inspiration before, during, and after meetings.

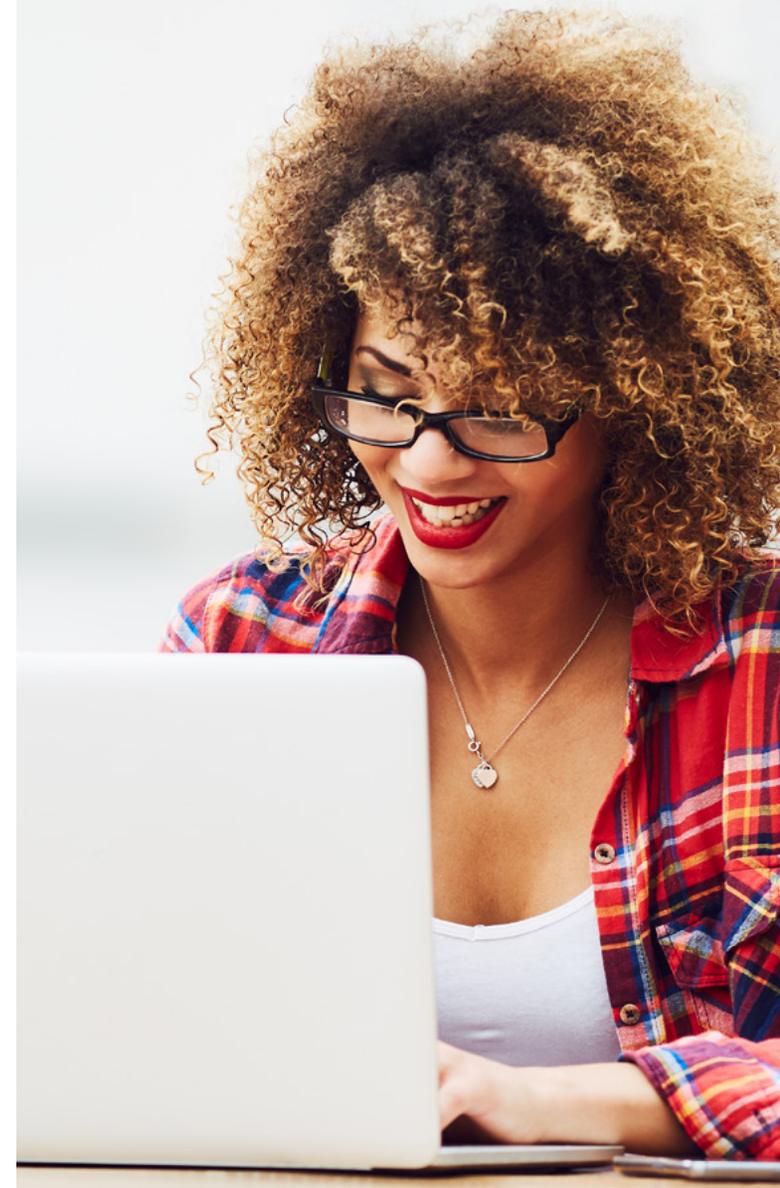
Before the meeting, get ready for a great meeting by preparing well. Team workspaces have all the information you need to catch up on a project, from original briefing documents and supporting material to up-to-the-minute chats between team members.

During the meeting, create a real-time professional meeting experience with an integrated audio, video, and content-sharing environment that users can join with one touch from a browser, mobile device, or video system.

And continue the teamwork after the meeting ends, with secure, collaborative workspaces in the cloud that house all your team's work and interactions to create the always-on productivity-boosting environment you need to compete today. Use your virtual team workspace as a place to foster fresh approaches, share not-ready-for-primetime ideas, and give props to keep team spirits high. Together, Cisco WebEx and Cisco Spark create a "zone" where your teams can tap into their greatest creativity, productivity, and excitement about their work.

Meet brilliant! See how virtual teams can work together and get results.

▶ **Two Minute Take with
Jens Meggers**





More information

For more information on how Cisco WebEx and Cisco Spark can help you take collaboration to the next level, visit us at www.webex.com or [click here](#) to try for yourself.

