

Web Office Quick Start Guide

The information provided here is a quick summary of what you will need to do to get going with your new WebEx Web Office service from Workplace2go. For more detailed information, or if you are setting up this service as the account administrator, please see our full [Web Office Start Guide](#) located on the Service Management Console (SMC) home page.

1. **What you will need to Start:**

- o A valid Workplace2go user account.
- o Your account must be provisioned for the Web Office service. Check for Web Office to be listed under your My Services section of the Service Management Console (SMC). If Web Office is not listed, contact your company's account administrator and request to be added to the service subscription. There may be a delay before you will see the service appear—this is normal.

2. **Click on Web Office in the SMC My Services List**

When your new window opens with the Web Office homepage, you will immediately be able to begin using your Web Office service!

3. **Customize your new Web Office!**

On the top left of the navigation bar in the Web Office window is the Customize button. Use this to tailor your new online environment to your taste: add a company logo, change your color scheme, name your site, write a description for your site, specify a URL link for clicking on your top image, even write a homepage greeting to your visitors/employees, and more.

4. **Get Started!**

Now you can proceed with inviting other members to work with you, add tasks, events, upload documents to your shared folders, post announcements, and create discussion forums. It's time to get your work done—more effectively than ever before!

5. **If you desire more detailed information, or have difficulties:**

Refer to the full information contained in the [Web Office Start Guide](#), or contact the Workplace2go support team at support@workplace2go.com.

We are pleased to have you as a new customer!

Enjoy your new Web Office Service, and please let us know how we can continue to serve you better!

-The Workplace2go Team