



Introduction

Getting Started

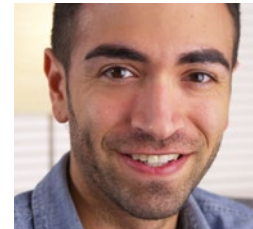
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Spark Quick Reference Guide



Making Teamwork Simpler

Spark simplifies teamwork by making communication seamless. Send messages, share files, and meet with different teams, all in one place.

Easily pull in photos or documents and preview files instantly.

- Review a history of messages and files so that everyone can be up-to-date regardless of time zone or location.
- Start face-to-face meetings with screen sharing to accelerate decision making.
- Participate from a mobile device, computer, or even a browser for anywhere, anytime collaboration.



Getting Started

First, you will need to download the app and sign up [here](#).

Watch for the Spark welcome emails to arrive in your inbox (if you don't see them, be sure to check your junk folder.)

You can download the Cisco Spark app for iPhone and iPad, Android, Windows Phone, Mac, and Windows. Using the app on multiple devices lets you stay connected at your desk and on the go.



Basics

Click on the orange tabs for details

The screenshot shows a Slack interface with several orange callout boxes highlighting key features:

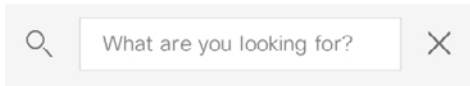
- Search**: Points to the search icon in the top left of the channel view.
- Teams**: Points to the team selection icon in the top left of the channel view.
- Mentions**: Points to the mention icon in the top left of the channel view.
- Flags**: Points to the flag icon in the top left of the channel view.
- Calls**: Points to the call icon in the top left of the channel view.
- Profile**: Points to the profile icon in the top left of the channel view.
- Options**: Points to the options icon in the top left of the channel view.
- Recents**: Points to the 'Recents / All' header in the channel list.
- Create a New Room**: Points to the '+' icon at the top of the channel list.
- Show People**: Points to the 'Show People' icon in the top right of the channel view.
- Recent Content**: Points to the 'Recent Content' icon in the top right of the channel view.
- Start Video Call**: Points to the 'Start Video Call' icon in the top right of the channel view.
- Send Message and Share files**: Points to the text input area at the bottom of the channel view.

Search

Search is a fast and easy way to find:

- **People:** Find Cisco Spark users in your organization when you search for their name or email address.
- **Rooms:** Locate a Cisco Spark room by searching for the room name.
- **Messages:** Search for messages using key words or phrases.

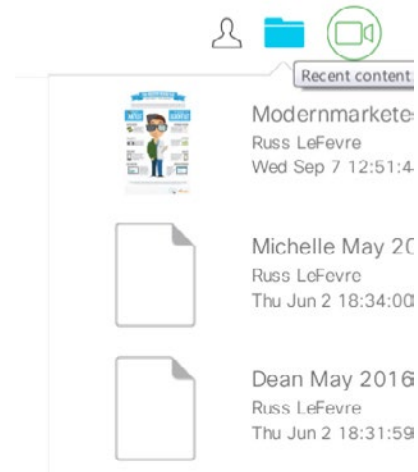
Click on the Search icon and type in the name, room, file or conversation you are looking for.



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Recents

The Recents list on your main screen allows you to easily access all of your messages and rooms. Blue dots mark new messages.



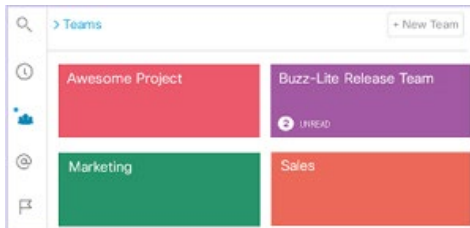
Teams

Teams let you organize rooms and people around your corporate groups and projects. First,

- Create a team and give it a name.
- Add some people to your team.
- Add a couple of rooms to get the conversations rolling.

You become the team moderator of any team you create. And you can add anyone to your team. Want more information about teams and team moderators? [Read more.](#)

Click the Teams icon to start

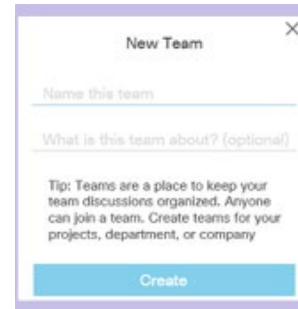


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To create a new team, click **+New Team**.

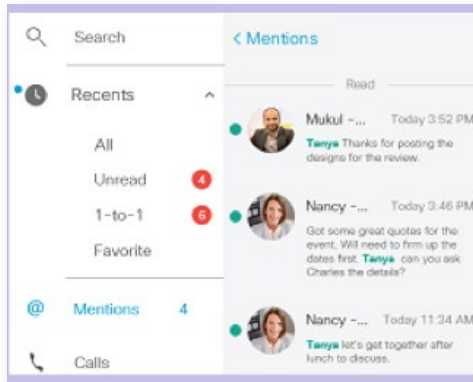
+ New Team

Give your team a name and a brief description. When you're done, click **Create**.

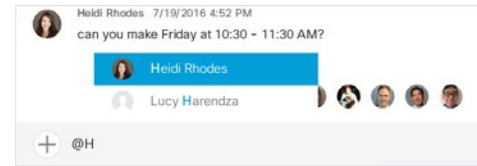
A screenshot of the 'New Team' dialog box. It has a title bar with 'New Team' and a close button (X). Below the title bar, there are two input fields: 'Name this team' and 'What is this team about? (optional)'. Below these fields, there is a tip: 'Tip: Teams are a place to keep your team discussions organized. Anyone can join a team. Create teams for your projects, department, or company'. At the bottom, there is a blue 'Create' button.

Mentions

You will get notified when you are mentioned within a conversation. Read through all of your mentions in one place by clicking on the Mentions icon.



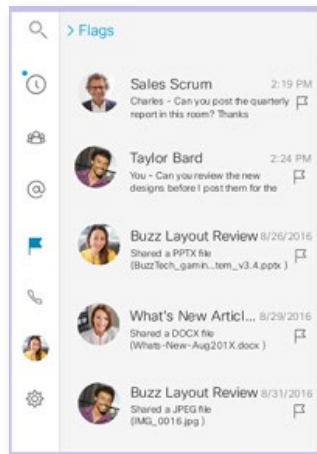
If you'd like to mention someone in a chat so they are notified of important messages, type @ and the first few letters of the person's name in the message composer.



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Flags

Flag important messages and shared content so it's easy to find. Use your Flag list to keep track of things to do and shared files.



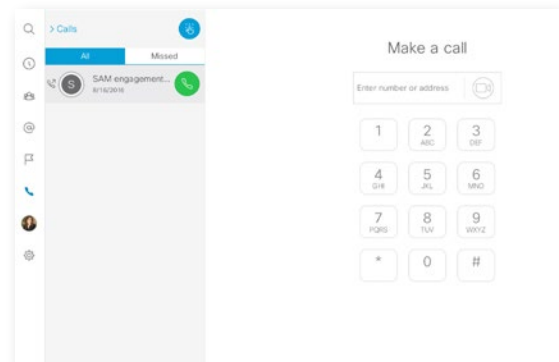
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To Flag content, move your cursor to the right of the content or message and click the flag that appears.



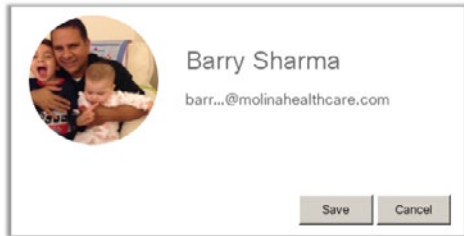
Calls

Click on the phone icon to open the Calls tab and place a call. You can enter a phone number or email address to make a call, or click on the green phone button to call a Room.



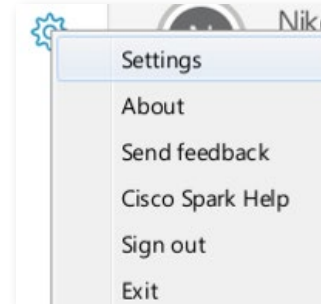
Profile

Your profile picture helps people recognize you in the Spark app. Click the profile icon, then select the profile image circle and follow the prompts to upload your profile picture. To change your name, just tap your name and enter a new one.



Options



Click the Gear icon to view your Spark settings and preferences. You can also provide Spark feedback or access additional resources about Spark features and instructions. Finally, you have the option to sign out or exit Spark from here.





Create a New Room

Message someone privately or create rooms for group chats with all your favorite people.

Click the Compose icon (depending on the device, the Compose icon may be):

-  Follow the prompts to add people using their email address or name.
-  Begin typing a message to get the conversation going. Hit **Enter**.

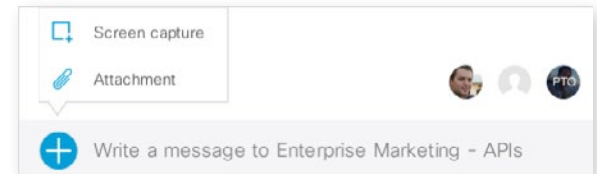
 Let's get the ball rolling and plan Thursday's agenda. What topics should we include?

To create a group room from an existing 1-to-1 conversation, click the Add People icon  in the Room Details in the upper right corner.

Send Message and Share files

When contributing to chats or group conversations, type your message and hit Enter to send. Spark also allows you to share large files to team members and keep track of comments, revisions and the latest versions.

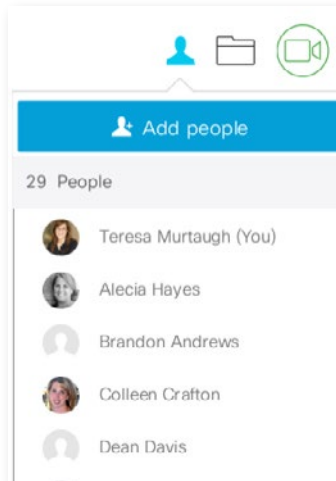
Simply click on the small plus sign icon to attach a file.



Be sure to click **Enter** to send the file.

Show People

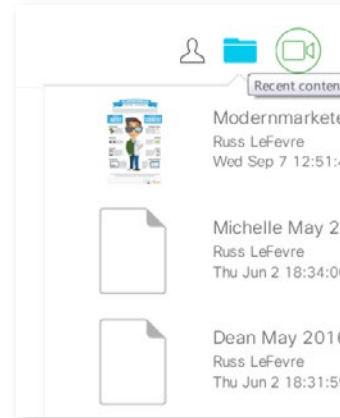
Click the Show People icon to view members of a Room or add people to the conversation.



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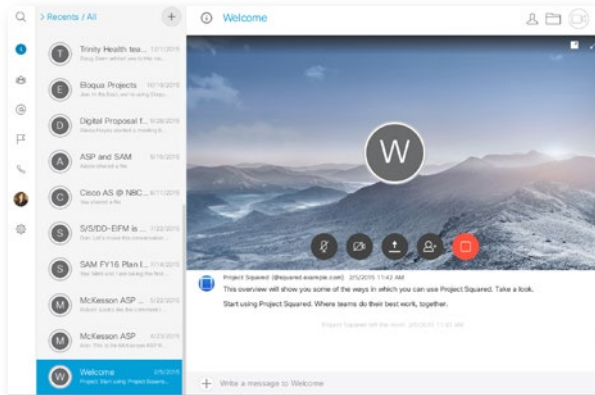
Recent Content

Click the Recent Content icon to easily view and access recent files that people have shared.



Start Video Call

Click the Camera icon in a Room to instantly start a video call or group meeting. Note, you cannot call Rooms that have more than 25 attendees.



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Advanced

(from Mobile device only) Smart Notifications

Install the app on multiple devices, like your laptop and mobile phone. You'll get notified of incoming calls and messages on the device you're actively using. The app knows when you switch from one device to another.

Answer your incoming calls or join meetings on whichever device you choose. And if you have to leave the room in a hurry, no problem! You can switch over to your mobile phone during the call and keep the conversation going while on the move.

Join a Telepresence Meeting

Experience your Spark meeting on the big screen. The Spark mobile app automatically pairs with the video room system as soon as you enter the conference room. You can even start a Spark call or meeting on the video room system right from the app. Moving back and forth between the app on your mobile device and the room system is an easy swipe.

Learn More

The Spark journey doesn't end here. For additional assistance, contact:

You can also visit the [Cisco Spark Support](#) page for more "How-to" instructions and [training videos](#) to help you get started today.

