



# LOOKING FOR SOMETHING? FIND IT FASTER WITH WEBEX

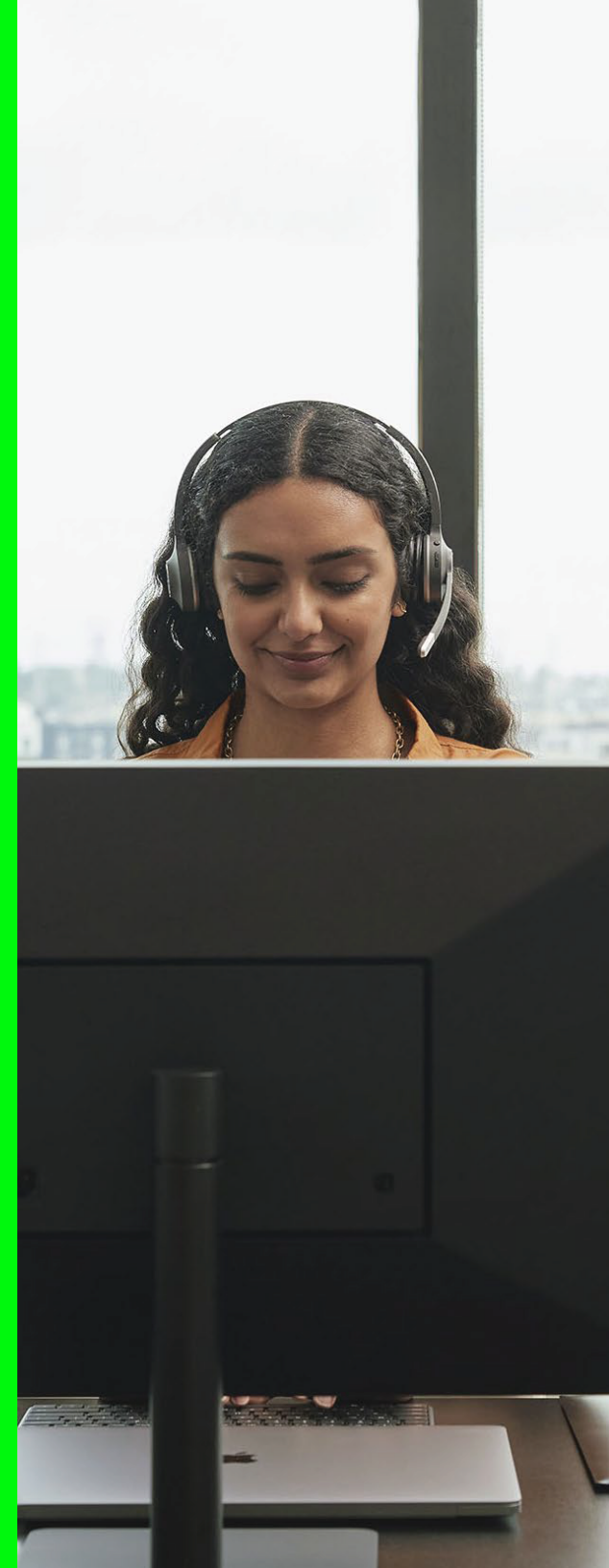
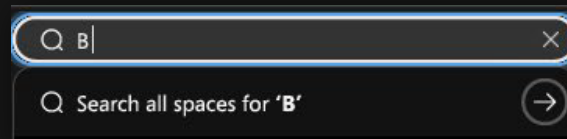
Stop wasting time browsing the company directory, digging through your notes for project updates, and trying to find people you haven't talked to recently. Instead, use the search feature in Webex to find what you're looking for—whether it's content, people, or spaces—fast.

## Narrow your search by category

Whether you're looking for meeting recordings, trying to find a conversation, or need project information, you can search for it in Webex. Looking for a specific person to call or want to find a space to collaborate? Use the search bar in the app header to find precisely what you're looking for. Everything you need is in Webex, and the search feature lets you be more autonomous in seeking out what content you need to move forward with your work.

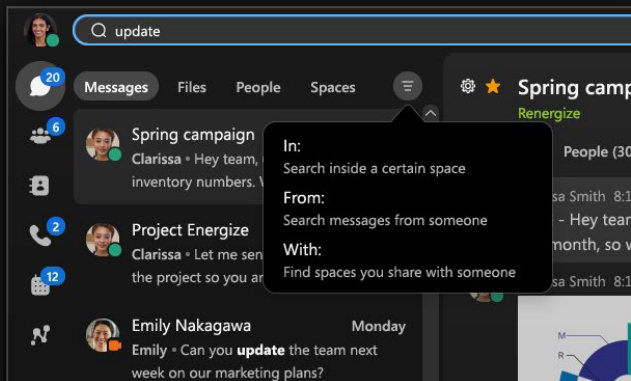
## Search all spaces for messages or files

Need to find messages or files to keep your project moving? Find everything you need by filtering your results. All you have to do is select Search all spaces when you search. You don't need to know what space the notes are in, where a conversation took place, or where your colleague shared a link—just search with a keyword, and Webex will do the rest. Quickly access files, links, and other content straight from the search results. Want more details? Check out the help article!



## Get more tailored results by leveraging search modifiers

Refine your search results by using modifiers like “in,” “from,” or “with.” This tailors the results to better match what you’re looking for when you know what space has the file you need or where a conversation took place. Need the meeting recording from your project space? Use the “in” modifier to list the specific space, so you can get better results and spend less time searching. Want to find a message from someone specific? Use the “from” modifier to see results only from conversations with that person. You can even find a project space with a few different people by using the “with” modifier—simply include their names and the “with” modifier to find the right space to collaborate.



## Find content in a space

If you're in a project space, chances are there are a lot of messages, files, and other content throughout the space. Find the files, recordings, or messages you need in your space using the magnifying glass—just type the keywords related to the content you're searching for. Only interested in content, not conversations? Click on the Content tab to scan through whiteboards, files, recordings, and more. It's that easy!

Want to learn more about searching in spaces or view best practices for managing your Webex spaces? We've got you.

**SCHEDULE CONSULTATION**

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