



Cospace

Administrator's Guide

VERSION 1.0

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Product Summary

Cospace is a team messaging and collaboration application featuring video conferencing, screen sharing, task management, and much more. Teams can stay in sync, no matter where everyone is located. Instantly hold meetings or send meeting invites to schedule ahead.

This document covers the following topics:

- Adding and Removing Users
- Adding and Removing Administrators
- User Authentication
- Administering Spaces
- Dashboard
- Activity and Security Logs

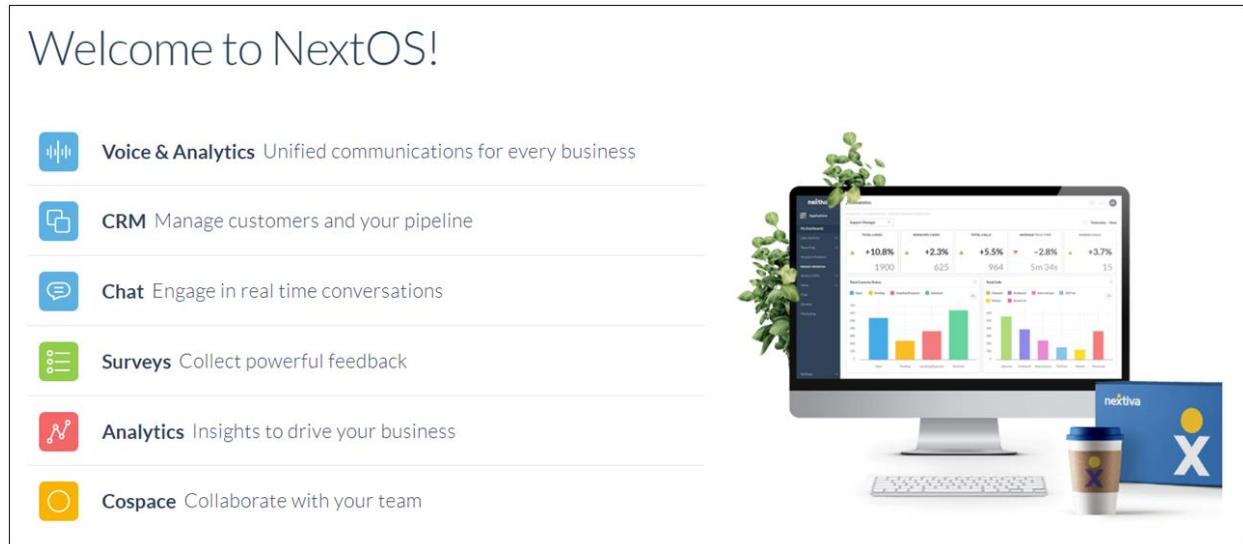
Product Requirements

Use of Cospace requires:

- A Team Collaboration license
- An active Cospace account
- An active internet connection
- Access to a web browser such as Google Chrome, Internet Explorer, or Mozilla Firefox

Logging In

1. Visit www.nextiva.com, and click **Client Login** to log in to NextOS.
2. From the NextOS home page, select **Cospace**.



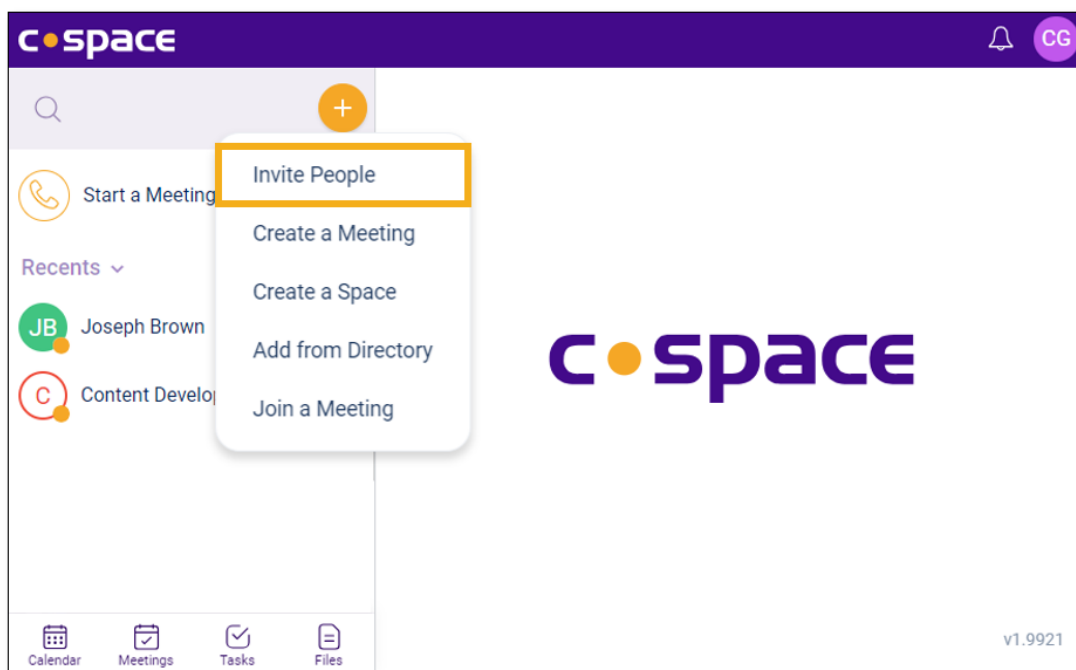
NextOS Home Page

3. On the Cospace login screen, click **Login**, enter your company email address and click **Next**.
4. Enter the PIN sent to the email address and click **Activate**.

Adding Users

Invite colleagues to join Cospace. Once invitees accept the invitation and create a Cospace account, their name will appear in the left panel of the Cospace window for all Cospace Users in the organization to see.

1. Click the orange **Plus (+)** icon in the left panel and select **Invite People**.



Invite People Option

2. In the **Invite Contacts** window, enter one email address per line, pressing **Enter** after each line to add another email address.
3. Click **Invite**.

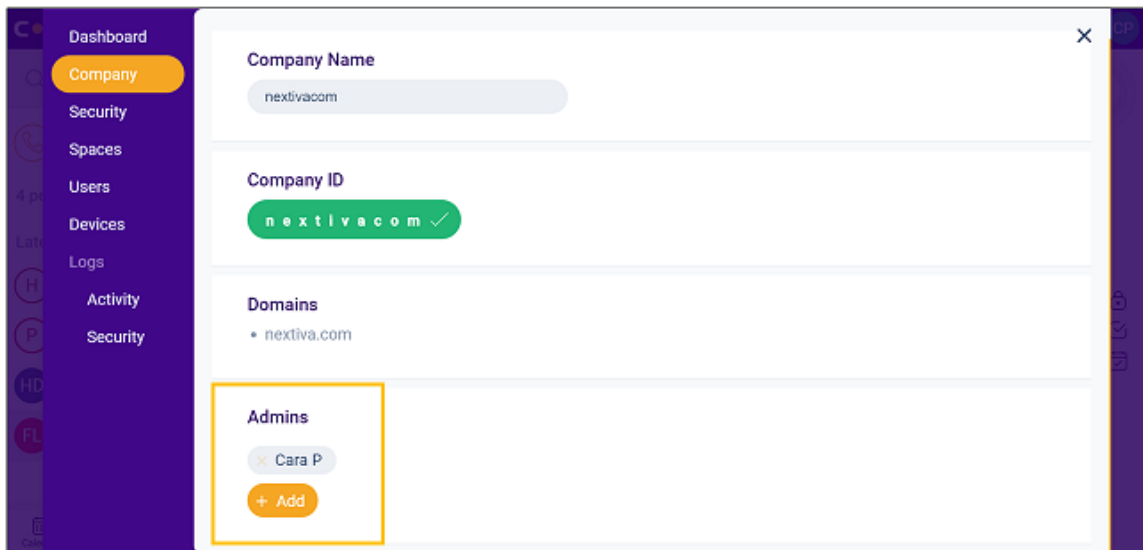
Removing Users

Removing Users removes them from the organization's Cospace account and deletes them from the list of Users in the left panel of the Cospace window.

1. Click the **Profile** icon at the top-right corner of the Cospace window, then click the **Admin** button.
2. In the left panel, click **Users**.
3. Select the desired User and scroll down.
4. Click the **Delete User** button, then click **Remove**.

Adding and Removing Administrators

1. Click the **Profile** icon at the top-right corner of the Cospace window, then click the **Admin** button.
2. In the left panel, click **Company**.
3. In the **Admins** section, add or remove Administrators:
 - To add an Administrator, click the **+ Add** button and select the desired User.
 - To remove an Administrator, click the orange **X** corresponding to the desired Administrator.



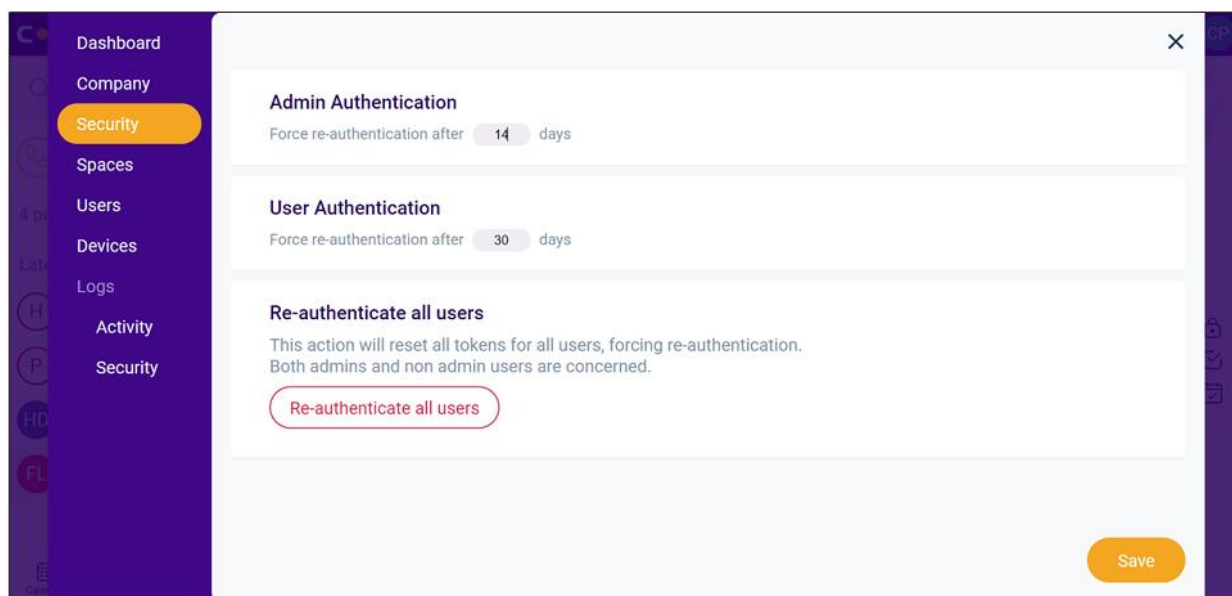
Adding or Removing Administrators

4. Click **Save**.

User Authentication

Administrators can determine how often to prompt Administrators and Users for a PIN to maintain account security. In case of an event such as a company-wide security breach, Administrators can also immediately force all Administrators and Users to log back in and provide a PIN.

1. Click the **Profile** icon at the top-right corner of the Cospace window, then click the **Admin** button.
2. In the left panel, click **Security**.
3. Specify the frequency to prompt for a PIN:
 - **Admin Authentication:** Enter the number of days Administrators can remain logged in to Cospace before receiving a prompt to log back in and provide a PIN.
 - **User Authentication:** Enter the number of days Users can remain logged in to Cospace before receiving a prompt to log back in and provide a PIN.
4. Click **Save**.



Security Settings

To immediately force all Administrators and Users to log back in and provide a PIN, click the **Re-authenticate all users** button.

Administering Spaces

Administrators can view all Spaces created in the Cospace account, as well as view the details of each Space and delete Spaces.

1. Click the **Profile** icon at the top-right corner of the Cospace window, then click the **Admin** button.
2. In the left panel, click **Spaces** to view a list of all Spaces in the Cospace account. The list displays the name of the Space, its Administrator, the number of members in the Space, and the Space ID.
 - To view the details of a specific Space, click the desired Space.
 - To delete a Space, click the desired Space and click the **Delete Space** button at the bottom of the page.

NOTE: Administrators can delete any Space in the organization, but an Administrator of a Space can delete only the Space for which they are the Administrator.

Viewing Logs

Administrators can view detailed logs to track and analyze actions performed in the Cospace account. The **Security Log** displays all security-related actions, while the **Activity Log** displays all other actions, both in sequential order.

1. Click the **Profile** icon at the top-right corner of the Cospace window, then click the **Admin** button.
2. Under **Logs** in the left panel, click **Activity** or **Security**.