Cospace™ for administrators

Video conferencing with screen share, file share, groups, and chat

Cospace keeps everyone connected.

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Navigating Cospace

Log in to NextOS and choose the Cospace icon on the left-hand menu. Or visit cospace.app and log in directly to Cospace. Once logged in as an administrator, you'll have access to all admin and user functions.

Click **Plus (+)** to access all admin and user functions, such as inviting teammates, adding spaces, managing meetings, and searching public spaces. The left-hand menu will show your joined spaces and frequent contacts.

Click the **Admin Settings** tile to access real-time data, such as the total number of active users, spaces, and more. This option is only available for administrators.
Click **Spaces** on the left-hand menu to view all spaces created within the organization, including the space details, such as the owner, members, and recent activity.

Click **Users** on the left-hand menu to view and manage all user details, including licensing.
Inviting teammates

Invite anyone from your organization to join Cospace. Users can chat with other members companywide, invite guests to meetings, as well as host video conferences and share their screens.

**NOTE:** You’ll need to assign users a Video and Collaboration license to take advantage of all Professional and Enterprise features, such as recording and unlimited workspaces.

To invite a new user who does not currently have NextOS access, select **Invite Teammates** from the dashboard. For existing NextOS users needing Cospace, see the next section for managing users.

**NOTE:** Users who need to host and record video conferences with up to 250 participants and 16 concurrent video streams will need a license assigned to them. To update licensing, see the Managing Users section.
Managing users

To update Cospace licensing, deactivate users, or reset passwords, from the Cospace dashboard, select **Admin Settings > Users**.

This will launch a new window.

**TIP:** Click the gear icon at the top right under the **Current Users** button. Here you can add additional information, such as the user's status or location. You can also view inactive users from here.
To change a user’s name or role, add or remove a license, add a phone number for security purposes, or alter their time zone, hover over a user and select Actions > Edit Profile.

**NOTE:** The Email Address and Assigned Team fields can’t be changed after the user is created.

**Password resets**

Navigate to Users, then hover over the desired user and select Actions > Edit Profile. Click the Reset password option at the top of the user’s information. A password reset email will be sent to the user.

**TIP:** To reset multiple passwords at the same time, select multiple checkboxes on the Users page, then choose the Password Reset option.

**Deactivating users**

When the checkbox next to a user’s name is selected, choose the Deactivate option.

**TIP:** Select multiple checkboxes to deactivate users in bulk.
Additional resources

Nextiva support
https://www.nextiva.com/support/

Cospace overview
https://www.nextiva.com/support/articles/cospace.html

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