



Cospace

Mobile Application

VERSION 1.4

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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:

- Creating and joining open Spaces
- Chatting
- Accessing files
- Starting a conference call
- Scheduling and starting meetings
- Assigning and managing tasks

Product Requirements

A Team Collaboration license is required to take advantage of features detailed in the sections below. If the features described in this User guide are not available, please reach out to an Administrator.

Cospace Mobile requires:

- An active data connection (4G, 5G, Wi-Fi, etc.)
- An active Cospace account (Team Collaboration license)

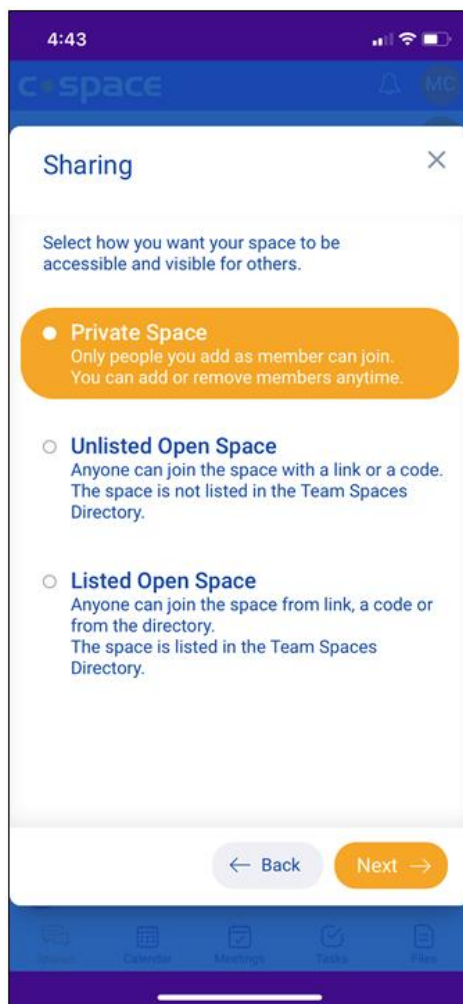
Installing the App

1. Visit the App Store via iOS or Google Play Store via Android.
2. Search and download **Cospace** by Nextiva.
3. Once the app had successfully downloaded, tap **Login**, and enter your Cospace credentials.

Creating a Space

Create a Space to collaborate with multiple Users via chat, video, screen share, or audio. Store chat history and all shared files and links in one, central location.

1. Tap **Spaces** on the bottom panel.
2. Tap the orange **Plus (+)** icon in the left panel > **Create a Space**.
3. Enter a name for the Space > **Next**.
4. Tap **+Add**. Select Users to invite > **+Add** > **Next**.
5. Specify the privacy level of this Space > **Next** > **Create**.
 - **Private Space:** Only Members added by the Admin can join the Space.
 - **Unlisted Open Space:** Only Members with a link or code can join the Space.
 - **Listed Open Space:** All Members can join from the Team Space Directory.

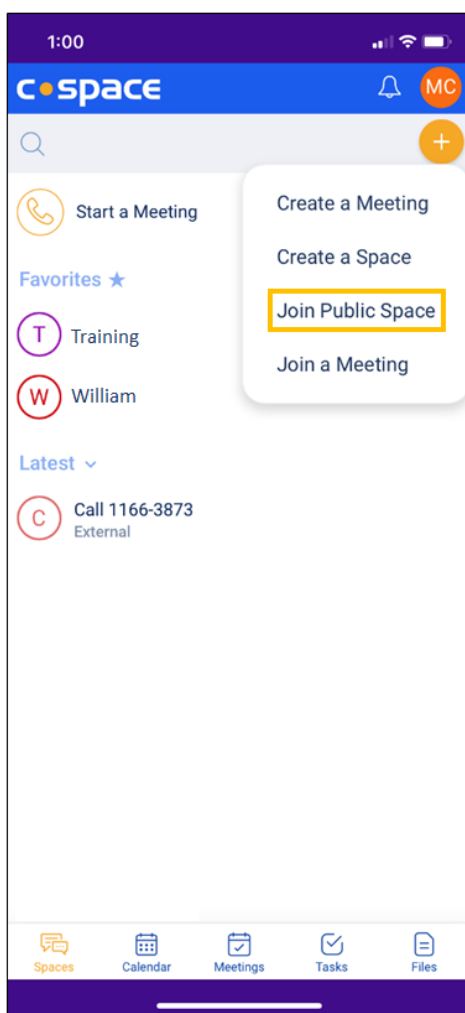


Creating a Space

Joining Public Spaces

If the Space you'd like to join doesn't require an invitation or pin, it is a Public Space. Public Spaces are great for brainstorming, enhancing culture, and creating forums for open feedback.

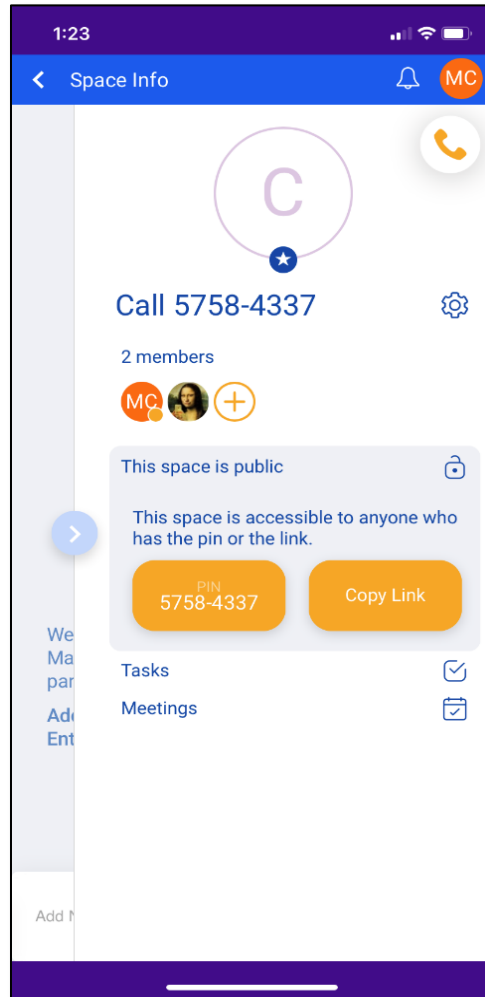
1. Tap the orange Plus (+) icon > **Join Public Spaces**.
2. In the **Team Spaces Directory** window, tap **+Join**.



Join a Public Space

Managing Spaces

Under **Spaces**, tap the Space you want to manage. Tap the **Angle Bracket** icon on the right side of the window to see all Members and the settings for this Space.



Space Info

Users can perform the following actions from the right panel:

- [View Space rules](#)
- [Quit a Space](#)

Administrators of a Space can perform the following additional actions from the right panel:

- [Add Space Members](#)
- [Remove Space Members](#)
- [Edit Space name](#)
- [Edit Space settings](#)
- [Delete a Space](#)

Viewing Space Rules

Tap the **Gear** icon in the right panel > **View Space Rules**.

Quitting a Space

Tap the **Gear** icon in the right panel > **Quit this Space**.

Adding Members (Space Admin only)

Tap the **Plus (+)** icon under Members in the right panel. Select the Member(s) to invite > **+Add**.

Removing Members (Space Admin only)

Tap the Member > **Trash Can** > **Remove**.

Editing Space Name (Space Admin only)

Tap the Space name in the right panel > modify the name > **Save**.

Editing Space Settings (Space Admin only)

Tap the **Gear** icon in the right panel > **Space Settings**. Modify the settings > **Save**.

Deleting a Space (Space Admin only)

Tap the **Gear** icon in the right panel > **Delete Space**.

Chatting

Users can chat and share files with other Users directly within a Space. Chat within a “Duo” with one other User, or create a Space for group chats.

1. Within a Space, in the text box at the bottom of the window, compose a message:
 - Add a new post by entering a message in the text box at the bottom of the window.
 - Respond to an existing post by tapping **Reply** and entering a message in the text box at the bottom of the window.
 - Insert emojis via the **Emoji** icon.
 - Share files via the **Paper Clip** icon.
2. Tap the orange **Check Mark** icon to send.
NOTE: Edit or remove a posted message by tapping the message and selecting **Edit** or **Remove**.

Viewing Shared Files

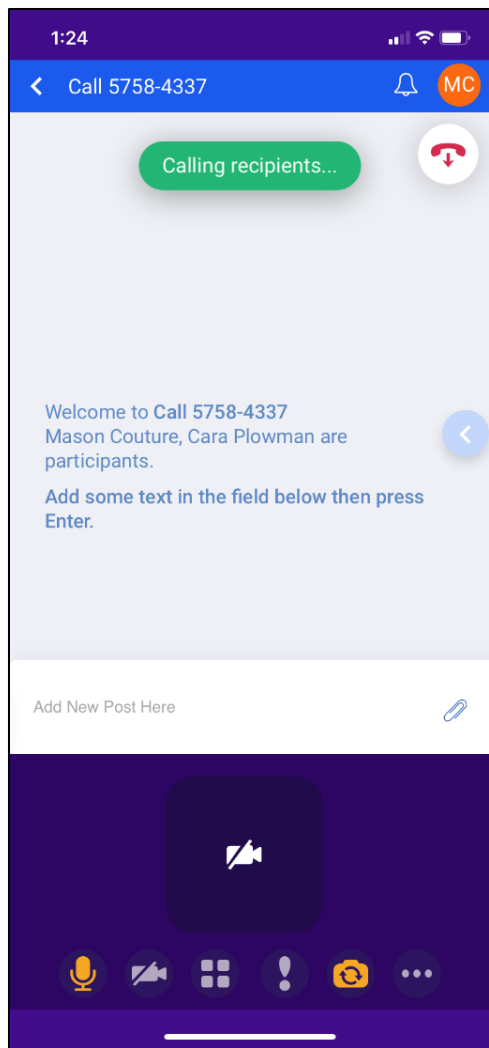
Tap the **Files** icon at the bottom of the left panel to view all files shared between you and all Cospace Users. You can also view shared files in a Space by tapping on the **Angle Bracket** icon > **Files**.

Starting a Conference Call

From the desired Space, tap the orange **Phone** icon at the top-right corner to initiate the call. Initiating a conference call within a Space will call all Members of the Space.

The following controls are available during a conference call:

- **Microphone:** Turn Mute on and off.
- **Video Camera:** Turn Video on and off.
- **Four Squares:** View all video callers.
- **Exclamation Mark:** Participate using the following options:
 - Raise your **Hand**
 - “Thumbs up” or “Thumbs down”
 - Requests to **speed up** or **slow down**
- **Camera:** Flip the camera view.



Conference Call

Scheduling a Meeting

1. Tap the orange **Plus (+)** icon > **Create a Meeting**.
2. Complete the **Meeting** form > **Save**.

NOTE: If a **Related Space** is not selected, a temporary Space will be created for this meeting.

The screenshot shows a mobile application interface for creating a new meeting. At the top, the status bar shows the time 1:21 and various icons. Below that, a blue header bar contains a back arrow, the word 'Meetings', a bell icon, and a red 'MC' badge. The main content area is titled 'New Meeting' with a calendar icon. It features several input fields: 'Short description' (empty), 'Related space' (a dropdown menu currently showing 'None'), 'Participants' (a large empty text area with a 'Select' button to its right), 'Due date' (a dropdown menu showing 'April 6, 2020'), 'Time' (a dropdown menu showing '2:00 PM'), 'Duration' (a dropdown menu showing '1h00'), and an 'All day meeting' toggle switch which is currently turned off. Below these is a 'Recurring' dropdown menu showing 'One time'. At the bottom right of the form is a 'Cancel' button.

Meeting Form

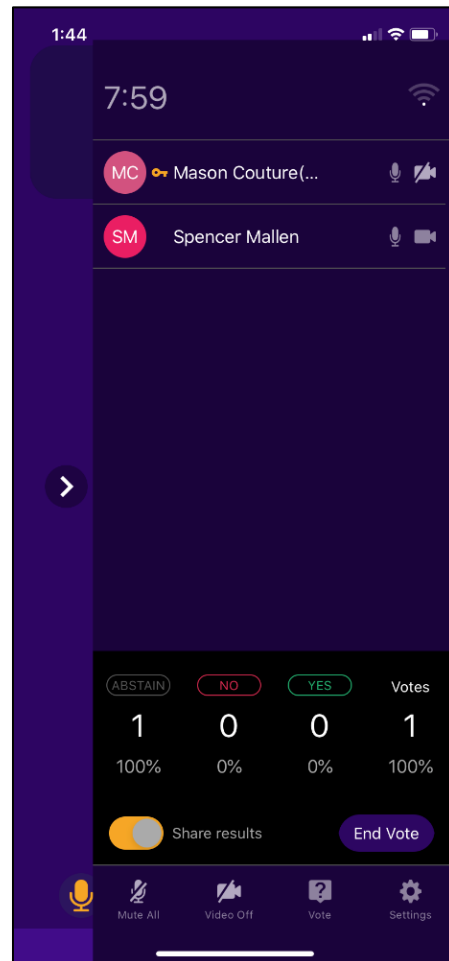
Starting a Meeting (Unscheduled)

1. Tap **Start a Meeting** at the top of the left panel.
2. Tap the **Call (handset)** icon in the main panel.
3. Select the Members to include in the meeting > **Continue**.
4. Tap **Call Now** or **Later**. *A temporary Space will be created for this call.*

Meeting Controls for Organizer

Upon selecting the **Four Squares** icon, organizers will be able to:

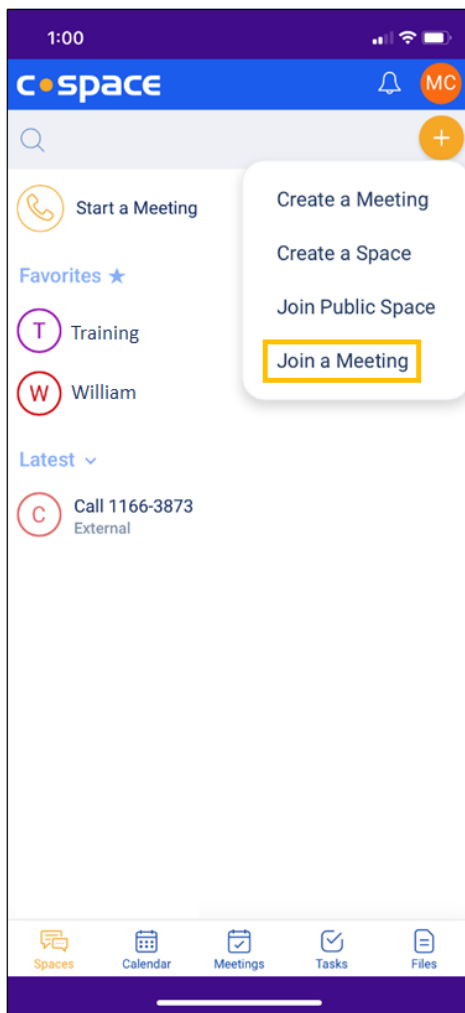
- Remind participants of the scheduled meeting.
- Leverage polling to have the group vote on topics and questions.
- Mute all participants.
- Disable video for all participants.



Voting Results during Meeting

Joining a Meeting

1. Tap the orange **Plus (+)** icon.
2. Select **Join a Meeting**.



Join a Meeting

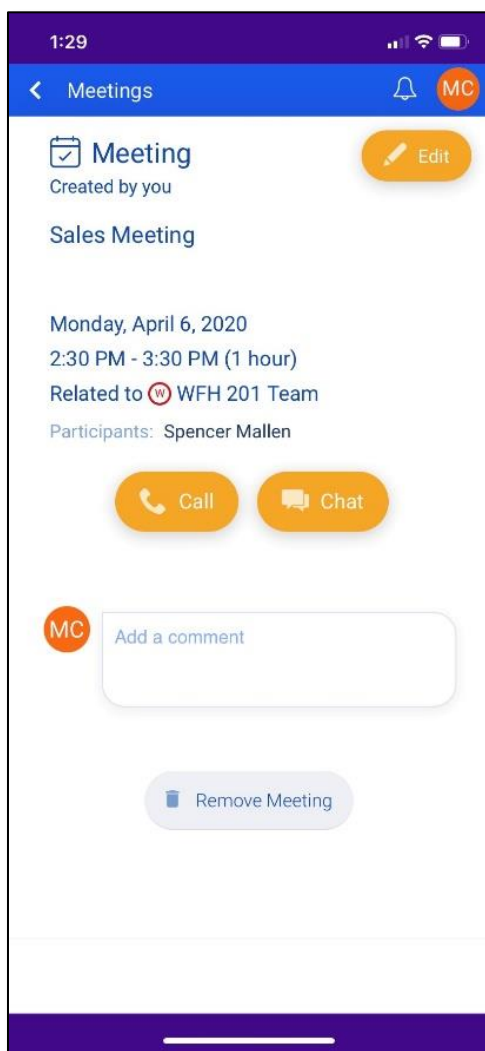
3. Enter the 8-digit PIN provided by the host > **Join**.

Meeting Management

Tap the **Meetings** icon on the left panel to view and manage all scheduled Meetings.

Editing Meetings

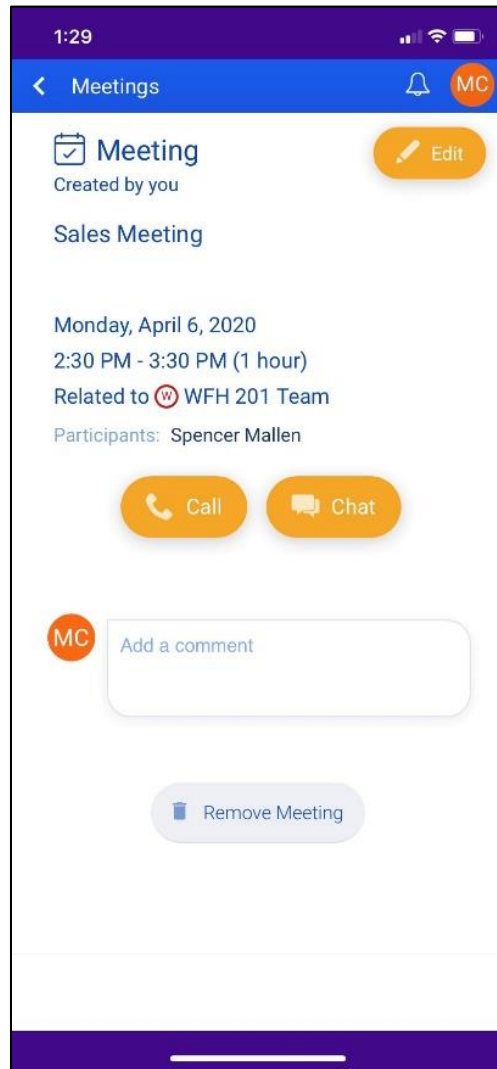
To edit the settings, tap **Edit** and make the necessary changes. Tap **Save**.



Meeting Settings

Removing Meeting

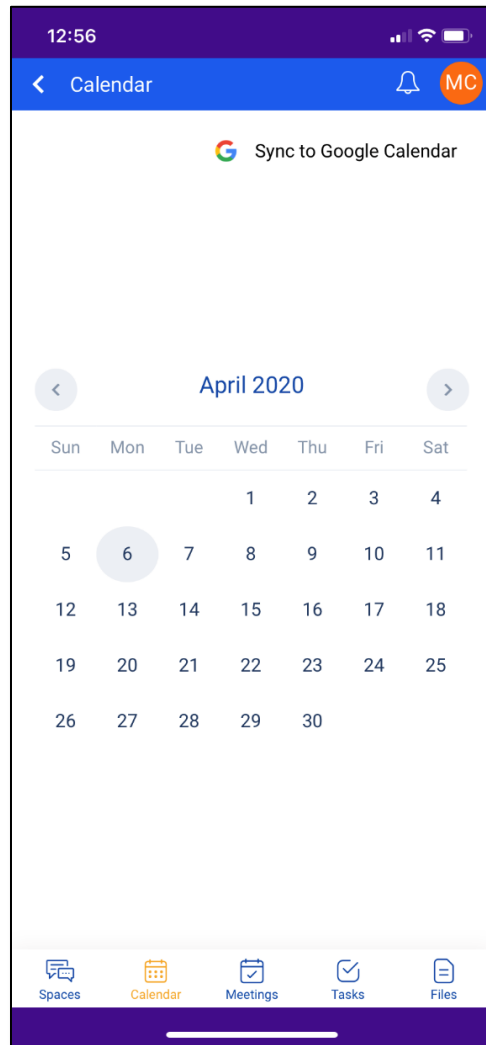
To remove a meeting, tap **Remove Meeting** > **Remove**.



Meeting Window

Calendar Management

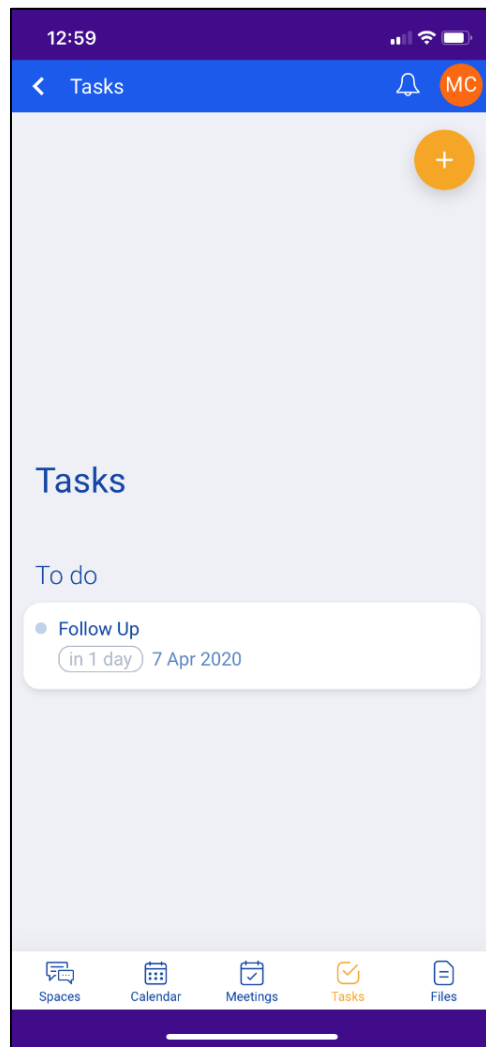
Tap the **Calendar** icon on the bottom panel to view the Calendar. Google Calendar integration is available.



Calendar Window

Task Management

Tap the **Tasks** icon on the bottom panel to view and manage Tasks. Tap the orange **Plus (+)** icon to add a new Task, or tap an existing task from the **To-Do List**.



Task Window

File Management

Tap the **Files** icon on the bottom panel to view all files shared from all Spaces.