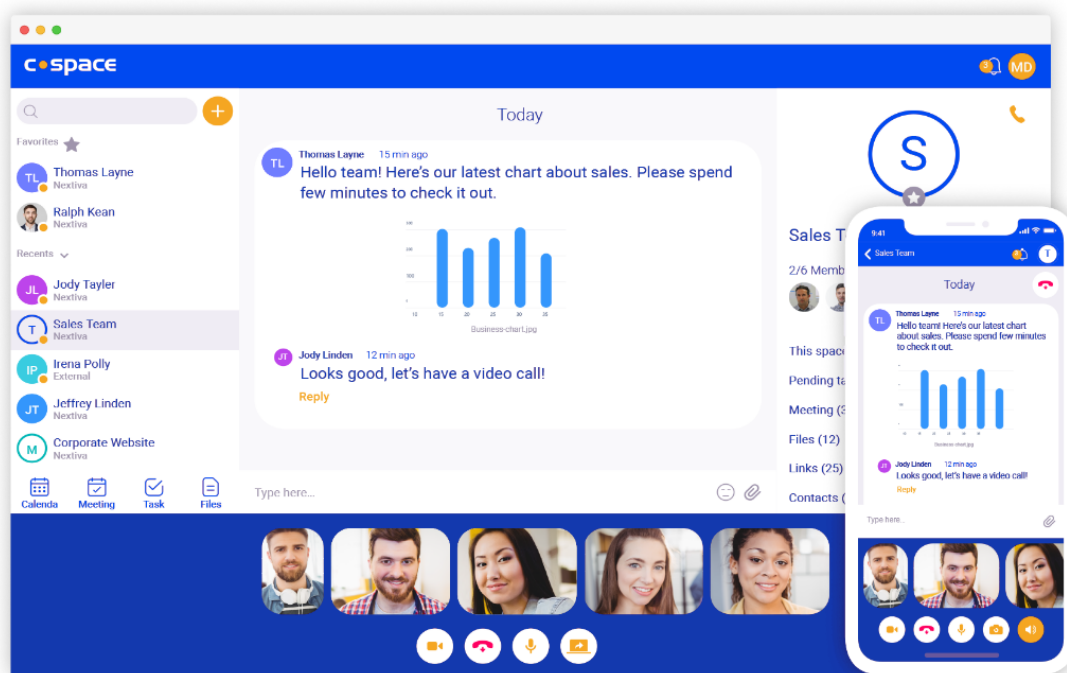




Seamless team collaboration. Anywhere. Anytime. Any device.

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



Use Cospace in several ways:

- Hold video meetings with screen sharing
- Store all shared files and links
- Chat one-on-one or as a group
- Create and assign tasks
- Start calls or meetings with the click of a button
- Collaborate from anywhere with the mobile app



Team Communication

- Select any Member or Space to instantly communicate with other team members.
- Chat one-on-one or as a group using the text box at the bottom of the window.
- Share files by clicking the **Paper Clip** icon and selecting the file to share.
- Click the orange **Phone** icon at the top-right corner of the Cospace window to initiate a call. During the call, select **Mute**, **Video**, **Full Screen**, **Screen Share**, or **End Call** at the bottom of the screen.

Meeting Management

Schedule or instantly start a Meeting for an existing team or Space, as well as for new Members. Share screens and leverage voting and other participation features to enhance engagement.

- Click the **Meetings** icon in the left panel to view and manage all meetings.
- To schedule a meeting, click the orange **Plus (+)** icon and select **Create a Meeting**.
- Click **Start a Meeting** to instantly start a meeting with other team members.
- To join a meeting, click the orange **Plus (+)** icon and select **Join a Meeting**.
- To edit a meeting, select **Meeting > Edit**.
- To remove a meeting, select **Meeting > Remove**.

Space Management

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

- To create a Space, click the orange **Plus (+)** icon in the left panel and select **Create a Space**.
- To join an open Space, click the orange **Plus (+)** icon and select **Add from Directory**.
- To add Members, click the **Plus (+)** icon in the right panel and select the members you would like to **Add**.

Task Management

Stay on track by assigning Tasks to yourself or other team members. Collaborate with team members by adding comments and/or updating the statuses of assigned Tasks.

- Click the **Tasks** icon in the left panel of the Cospace window to view and manage all tasks.
- To create a new **Task**, click the **Plus (+)** icon and fill out the **Task** form.
- To update the **Task Status**, select the **Task > Status**.
- To edit a task, select **Task > Edit**.
- To remove a task, select **Task > Remove Task**.