
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
- Chat one-on-one or as a group
- Start calls or meetings with the click of a button
- Store all shared files and links
- Create and assign tasks
- 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.

**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.

**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.

**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.