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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
- Sharing files
- Starting a conference call
- Sharing a screen
- 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 requires:

- An active internet connection
- An active Cospace account
- Access to a web browser such as Google Chrome, Internet Explorer, or Mozilla Firefox
Logging In

Visit cospace.app, and enter your email address to log in to Nextiva Cospace.

If you have any issues logging in, please see your Administrator to request a password reset.

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. All joined Spaces will appear on the left panel of the Cospace window.
1. Click the orange **Plus (+)** icon in the left panel > **Create a Space**.

2. Enter a name for the Space > **Next**.

3. Click **+Add**. Select Users to invite > **+Add** > **Next**.

4. Specify the privacy level of this Space > **Next**.
   - **Private Space**: Only the people added as members can join the Space.
   - **Unlisted Open Space**: Anyone with a link or code can join the Space.
   - **Listed Open Space**: Anyone can join.
5. Click **Create**. The Space appears in the left panel of the Cospace dashboard.

### Joining Public Spaces

If there is a Space you’d like to join and you know it doesn’t require an invitation or entry code, it is a Public Space and access is just a click away. Public Spaces are great for brainstorming, enhancing culture, and creating forums for open feedback.

1. Click the orange **Plus (+) icon > Join Public Spaces**.
In the **Team Spaces Directory** window, click **+Join**. The Space appears in the left panel of your Cospace dashboard.

### Managing Spaces

In the left panel, click on the Space you want to manage. Click the Angle Bracket icon on the right side of the window to expand and collapse the right panel, which displays all members of the Space, as well as settings for this Space.

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:

- **Add Space Members**
- **Remove Space Members**
- **Delete a Space**
- **Edit Space name**
- **Edit Space settings**
Viewing Space Rules
Click the Gear icon in the right panel > View Space Rules.

Quitting a Space
Click the Gear icon in the right panel > Quit this Space.

Adding Members (In Private Space: Space Creator only)
Click the Plus (+) icon under Members in the right panel. Select the member(s) to invite > +Add.

Removing Members (In Private Space: Space Creator only)
Select the Member > Trash Can > Remove.

Editing Space Name (Space Creator only)
Click the Space name in the right panel > modify the name > Enter to save.

Editing Space Settings (Space Creator only)
Click the Gear icon in the right panel > Space Settings. Modify the settings > Save.

Deleting a Space (Space Creator only)
Click the Gear icon in the right panel > Delete Space (permanent).
Chatting

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

1. In the left panel, select the desired User or Space.

2. In the text box at the bottom of the window, compose a message:
   - Add a new post by typing a message in the text box at the bottom of the window.
   - Respond to an existing post by clicking Reply and typing 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.

3. Press Enter or click the orange Check Mark icon to send.

   **NOTE:** Edit or remove a posted message by clicking the message and selecting Edit or Remove.
Sharing Files

1. In the left panel, select the desired Member or Space. **NOTE:** Sharing files in a Space makes the files accessible to all Users in that Space.

2. On the right side of the text box at the bottom of the window, click the **Paper Clip** icon.

3. Select the file(s) to share > **Open**. The files upload to the Cospace chat feed as a new post.
Viewing Shared Files

Files shared in Cospace are accessible in three ways:

- All files shared between you and all other Users
- Files shared only between you and a specific User in Cospace
- Files shared only among Users of a specific Space

Viewing All Shared Files

Click the Files icon at the bottom of the left panel within the Cospace window. View all files shared between you and all Users here. Click on the desired file to view or choose the download icon (top-right).
Viewing Files Shared with a Member or Space

In the left panel, select the desired member or Space. Expand the right panel (click the Angle Bracket icon on the right side of the window) > Files.

Starting a Conference Call

In the left panel, select the desired User or Space, and click the orange Phone icon at the top-right corner of the Cospace window to initiate the call. Initiating a conference call within a Space will call all Users of the Space.

The following controls are available during a conference call:

- **Mute**: Click the Microphone icon to turn Mute on and off.
- **Video**: Click the Video Camera icon to turn Video on and off.
- **Fullscreen**: Click the Four Squares icon for a tile view of all video callers.
- **Screen share**: Click the Screen icon to share your screen.
- **End call**: Click the Handset Down icon to end the call.
Starting a **Screen Share**

During a conference call, click the **Screen** icon at the bottom of the screen. Select the screen or application window to share > **Share**. To stop screen sharing, click the **Screen** icon again.
1. Click 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.
Starting a **Meeting** (Unscheduled)

1. Click **Start a Meeting** at the top of the left panel.

2. Click the handset icon in the main panel.

3. Select the Users to include in the meeting > **Continue**.

4. Click **Call Now** or **Later**. A temporary Space will be created for this call.

**Controls in a Meeting**

If the Meeting is **Public**, the Space may be accessed by anyone with the provided PIN or meeting link.
Meeting Controls for Participants

During the meeting you can:

- Mute the microphone
- Share your webcam
- Click the Grid icon to expand visibility and view the participant list

Meeting Controls for Organizers

Upon selecting the Grid 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

By clicking the Exclamation mark, interact using:

- “Hand Up” signals
- “Thumbs up” or “Thumbs down”
- Requests to speed up or slow down

- Share your desktop, browser tab, or certain apps
- Hang up the call
Joining a Meeting

1. Click the orange Plus (+) icon and select Join a Meeting.

2. Enter the 8-digit PIN provided by the host, then click Join.

Meeting Management

Click the Meetings icon on the bottom-left panel to view all Meetings. Select one.

Editing Meetings

To edit the settings, click Edit and make the necessary changes. Click Save.
Removing Meetings

Only the creator of the meeting can delete or edit. To remove a meeting, click Remove Meeting > Remove.

Creating Tasks

Stay on track with your own to-do list and collaborate easily by assigning tasks to other teams or Users.

1. Click the Tasks icon on the left panel.

2. Click the Plus (+) icon at the top-right corner of the Cospace window.

3. Complete the Task form and click Save.
Managing Tasks

Click the **Tasks** icon on the left panel of the Cospace window to view all assigned Tasks.

Viewing Tasks Related to a Member or Space

In the left panel, select the Member or Space. Expand the right panel (click the **Angle Bracket** icon on at the right side of the window) > **Tasks**.
Updating Task Status
Open a Task and select a **Status** from the drop-down list, such as **In progress**.

Editing or Removing Tasks
Open the desired Task.

- To edit a Task, click **Edit**. Make the necessary changes > **Save**.
- To remove a Task, click **Remove Task > Remove**.

Syncing to **Google Calendar**
Sync all Cospace meetings and tasks to Google Calendar, keeping all events in one place.

1. Click the **Calendar** icon on the bottom-left panel of the Cospace window.
2. Click the **Sync to Google Calendar** button at the top-right corner of the window.
Choose an account in Google popup window.

Click **Allow** to let NextOS Calendar access the Google Calendar. The Google account selected will be displayed under the **Sync to Google Calendar** button.