AVAYA Spaces TΜ

# Quick Start Guide

### LOGGING IN

Avaya Spaces<sup>™</sup> operates entirely within the **Chrome** web browser. No software is required. Go to **spaces.avayacloud.com**.

• For corporate users, your administrator will have setup your account using your company credentials (i.e. Windows, Salesforce, Office365, Google or a Corporate SSO). Enter your email address, then click the appropriate method and follow the on-screen instructions to login.

	Αναγα
Good news!	You have an Avaya Cloud account for Spaces and Messaging.
	Please enter your work email address or phone number
	Email or Phone
	Get Started
	sign in with
	G Google
	Use my Enterprise Account (SSO)

- Individual users will have to create an account first. Enter your email address, then click **Yes**, **Sign me Up!** You will receive a confirmation email. Use the link in the email to confirm your account creation. When prompted, enter any additional requested information and a password.
- Avaya Spaces will launch at the program dashboard.

+ New Space	Dashboard		John Smith     smithi@avayis.com     √
My Meeting Room       Find a Space or User.     Q       RECENT SPACES     ••• ☆ ⊕       Image: Staff meeting     ★	John Smith smithj@avaya.com	ĩ	
John's Arena	General Team		
<ul> <li>David's Space</li> <li>Avaya Sales Meeting</li> <li>NPI Meeting (over)</li> </ul>	User spaces Files		2 My Posts Minutes of BM March 18
	DS David's Space April 17	EHOWMORE	Upcoming Events March 18  SHOW MORE
DIRECT MESSAGES	Cyber Security April 16		
John Clayton playton@eventst core	EN Enterprise Networks April 15		
Constructions Constructio	Domestic Markets April 2		

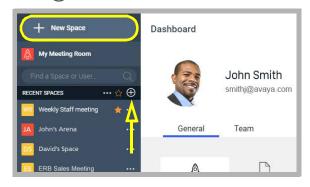
• On all future logins, entering **spaces.avayacloud.com** into the Chrome address bar will bring you to the dashboard directly without the need to login again. You will only need to enter your credentials if you logout of Spaces.



## LET'S GET STARTED

#### Create a New Space

Click **New Space** or use the  $\bigoplus$  button to create a new hub for your next project team.



Give your new Space a name.

Enter the name or email address for all of the people you want to add. Assign each to the Admin, Member, or Guest category.

Click **Save** when your Space is complete.

Let's get st To create a group space, simp and invite friends or	ply name your space
Spaces Rocks!	
Enter name, email address o	or phone number
Samuel Deschamps sammy.d@futureunltd.com	Member v ×
Tracey Greene t.greene@home.ca	Admin ~ ×
Terrance Sanders	Guest v ×
Save	
Close	

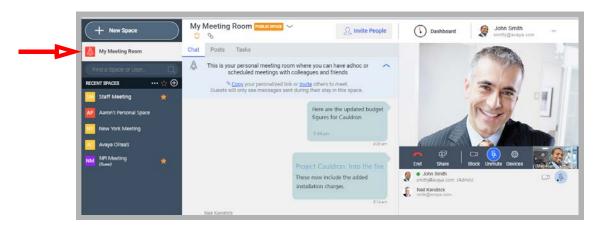
It will appear in the **Recent Spaces** pane on the left side of the screen. Click on any Space to launch.

+ New Space	Dashboard					John Smith
My Meeting Room						
	C. Tel	hn Smith				
RECENT SPACES 🏫 🕀	smit 🔊	hj@avaya.com				
🚾 Weekly Staff meeting 🛛 🛔						
John's Arena	General Te	eam			O Preferences	Downloads
John's Arena	General Te	eam			Preferences	
		eam	2	0 0	Preferences	
David's Space	General Te	-	2 My Tasks	0 O Completed tasks	Preferences	Downloads



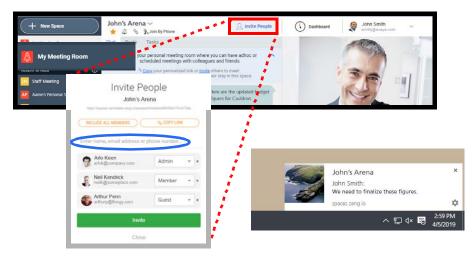
#### My Meeting Room

The **My Meeting Room** button opens a Space where you can invite people to join you. This room functions like any other Space, but everyone that you invite can only have Guest privileges.



### **INVITING PEOPLE**

Enter the Space, click **Invite People**, and start typing. Enter the email addresses of the contacts you wan to add. Specify if they will be an **Admin**, **Member**, or a **Guest**.



**Copy Link**: For contacts that cannot be reached by other means, click **Copy link** and paste it into an email to the contact. When they click the link, they will join the meeting as a guest.

Once your list of invitees is complete, click **Invite** to send the invitations and launch the meeting.

#### Assigning Rights

For each person you add to the Space, you must specify each as either Admin, Member, or Guest. By default, invitees are Members.

- **Guest**: Only have access to the Messages tab. Past messages, Tasks and Posts are not visible.
- **Member**: Can view all tabs and message history.
- Admin: These are Members who can also add and remove people from the Space.



## STARTING A MEETING

Clicking on any Space in **Recent Spaces**, or selecting **My Meeting Room**, will launch that Space in the main window.

Use the main panel to conduct chat sessions with all those invitees that have Spaces open.

#### Launching a Video Conference

The video panel is in the top right-hand corner of each Space.

+ New Space	My N	Meeting Room Present Meeting Server $\sim$	S. Invite People	Dashboard	John Smith
My Meeting Room	Chat	Posts Tasks			
Find a Space or User. Q	4	This is your personal meeting room where you on scheduled meetings with colleagues and			1
RECENT SPACES ··· 😭 🕀		Copy your perionalized link or invite other Guests will only see messages sent during their s			
🔛 Staff Meeting 🔹 🏘			A		
Aaron's Personal Space			are the updated budget	Sta	rt a video call!
New York Meeting					Audio/Video Settings
Avaya CPaaS			501am		
NM NPt Meeting			auldron. Into the fire		
			include the added	John Smith amth/dawys.com (Adm	WE:

Click in the video window. Your webcam and microphone will activate and the conference will begin. Everyone who is part of the Space, and who has the Space open, will see the video call pane change. They can click the pane to join the call.



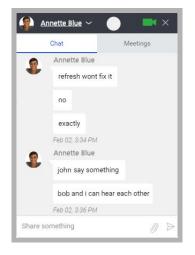
The video conference is in session.





### **TEXT MESSAGING**

**Person-to-Person**: To send a text message to a single individual, click their name in your **Direct Messages** pane. This opens a chat window with that person. Enter your message and click **Send**.



**Group**: To send a message to everyone that is part of a Space, open the Space, go to the Chat tab and type a message at the bottom of the window. Click **Send**.

+ New Space	My Meeting Room Present thing Item ~ Q, Invite People Dashboard & John Smith, and Grange Action
My Meeting Room	Chat Posts Tasks
Find a Space or User Q	This is your personal meeting noom where you can have adhoc or scheduled meetings with colleagues and friends Courses will only see messages aert during their stay in this space.
Aaron's Personal Space	Here are the updated budget figures for Cauddron.       Start a video call!         Start       Question         Propert Cauddron Include the added installation charges.       Start
CRECT MEXANCE	Anytime before next Friday will do.

The person you are texting, or everyone in the Space will receive the message the next time they login to Spaces. If they have notifications enabled, a pop-up will appear on their screen in the lower right corner of their Windows desktop (unless they have logged out of Spaces).





#### Notifications

Toggle Notifications On / Off through the **User Preferences** menu.

	2 8		0	Justice@company.or
My Meeting Room	Chat Posts Tasks			Brian Wallace
Find a Space or User. Q		room where you can have adhoc or A		bwallace@company.com
RECENT SPACES 😭 🕀		d link or invite others to meet.		Profile & Account
💴 Staff Meeting 🛛 🍵	Guests will only see messages	sent during their stay in this space.		<ul> <li>User Preferences</li> </ul>
Aaron's Personal Space		Here are the updated budget figures for Cauldron		User Guide
New York Meeting		2 Martin		Feedback
🚾 Avaya CPaaS		allar.		Admin Area
NM NPt Meeting 🔶		Project Cauldron: Into the fire		Tell A Friend
		These now include the added installation charges	John Smith     Imit/Waveya co     Neil Kandoo	Sign Out

Turn off **Disable all notifications**. With this switch turned off, users of Spaces will receive pop-up notifications whenever they receive a text message as long as they are logged in.

Spaces does not have to be open for this to happen.

If this switch is turned on, or if the user has logged out of Spaces, they will not receive notifications until they log in to Spaces again.

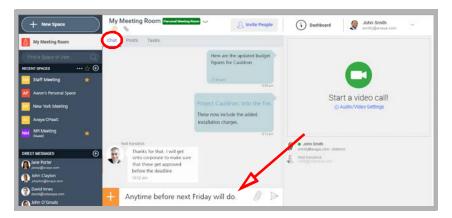
Preferences	
The following options apply to all your Spaces.	
Disable all notifications Play sound notifications	
THEME	



## THE TABS

Once you have entered a Space (but before launching a video call), there are 3 tabs in the main window. Members and Admins of the Space can see the entire history for the Space. Guests to the Space can only see text messaging that are sent while they are present, and have no access to Posts or Tasks.

**Chat**: The Chat tab shows all of the text messages directed at the group: person-to-person messages are not shown here. Type a message at the bottom of the window and hit **Send**. Everyone in the meeting will see the message. Anyone not in the meeting will receive a notification that they have a message waiting.



**Posts**: Use the Posts tab to share files with the other members of the Space. Items uploaded here remain a permanent part of the Space, remaining available for as long as needed.

- 6 & 6 Kro	in By Phone		Create a post	- Ĩ
Chat Posts Tasks		Share a new:		
Server Installation Guide	John Smith	doare a new.	🔘 File 🥚 Posts 🔘 Tasks	
IXM 10.8 SP1 Release Notes	John Smith	Space:	John's Meeting Center ~	
Technical Operating Guide	Nell Hendricks	Post name:	What do you want to call it?	
		Description:	🖹 🟛 🔳 B I 🖳	
			Something helpful.	
		Attach:	(	
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**Tasks**: When managing a team, use the Tasks tab to assign people to projects and set deadlines. Scheduled tasks, completed tasks, and overdue tasks are all displayed here.

