Avaya Spaces Applications Overview And Quick Start Guides

AVAYA Spaces®

Getting Started with Avaya Spaces

To help you get the most out of your Avaya Cloud Office, there are different applications that you can choose from. You don't need to use them all. Just choose the ones best suited to you.

Avaya Spaces Web Application

Overview

Once your account has been created you will receive an email with the links and details you need to log into Avaya Spaces.

If you haven't received the email, you can access the Avaya Spaces Web Application here:

https://spaces.avayacloud.com

To log in just add your credentials or you can sign up an additional email address for an Avaya Spaces account.

Features

Make and receive calls, send chat messages, manage settings, set up spaces, collaborate with individuals and groups of people and access to download other applications such as the desktop and mobile apps.

NOTE: For the best possible experience, it's recommended that you open this in Chrome however other browsers such as Firefox are still supported.

Desktop Application

Overview

The desktop application can be downloaded from the dashboard section within Avaya Spaces. It's quick and easy to install and will always be to hand when you need it.

Features

All the features of the web browser version of Avaya Spaces as well as being right on your desktop whenever you need it. Receive real-time notifications so you never miss a thing.

Mobile Application

Overview

You can download the Avaya Spaces mobile application for iOS and Android devices. It's free to download and it will give you access to some of the great features of Avaya Spaces on the go.

Features

Access to all Spaces you are part of and create new Spaces easily. Chat, share posts, set tasks and share files wherever you are. You will also have access to direct message others, manage your Avaya Spaces account settings and jump into video meetings.

AVAYA Spaces® 2

Logging into Avaya Spaces Web Application

You can access Avaya Spaces from your web browser. For the best possible experience, it is recommended that you use Chrome, however other web browsers are supported.
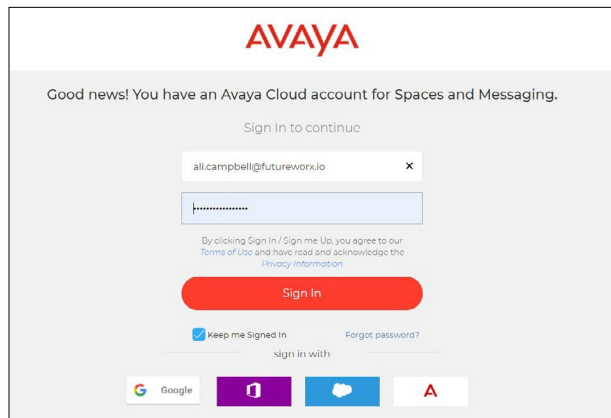
Logging in

Once your account has been created you will receive an email with the links and details you need to log into Avaya Spaces.
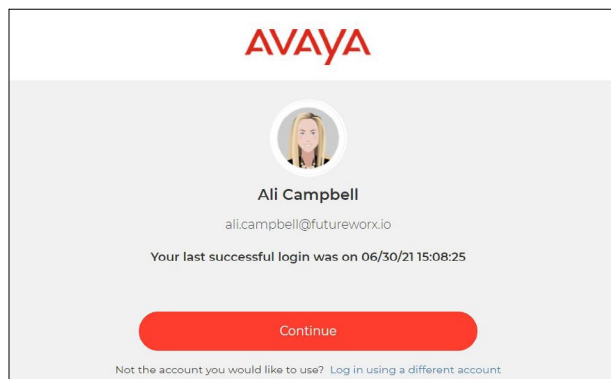
1. You can access the Avaya Spaces Web Application without this email, go to:
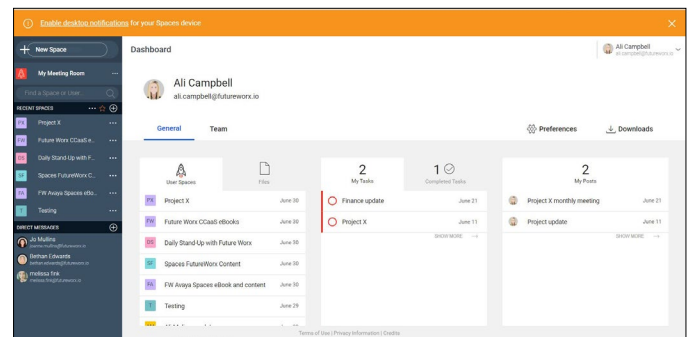
https://spaces.avayacloud.com/

2. Enter your log in credentials to log in or you can sign up an additional email address for an Avaya Spaces account.

3. Click **Sign in**.

4. You will see the account details you have logged in as, if this is correct, click **Continue**.

5. You are now logged into the web application of Avaya Spaces.

NOTE: **Depending on your web browser, you will be able to select if you would like to enable desktop notifications. These can be great to set up, so you don't miss anything.**

6. You are now in your dashboard overview where you will see all the spaces you are part of, files, tasks, and posts created by and shared with you.

7. You can easily navigate around Avaya Spaces by clicking on the areas you would like to go to.

Logging into Avaya Spaces Desktop App

Once your Avaya Spaces account has been set up, you will receive an email to advise you on how to log in. We recommend that you download the Avaya Spaces Desktop Application which will give you the best user experience.

Download the Desktop App

1. Log into your Avaya Spaces account via the web browser https://spaces.avayacloud.com/

   TIP: Bookmark this link so you will always have it to hand

2. Navigate to your dashboard

3. Click on **Downloads**

4. Navigate to the **Avaya Spaces Desktop Application** section

   Avaya Spaces Desktop Application
   Keep your Spaces close to you with our desktop application. Available in both Windows and Mac.
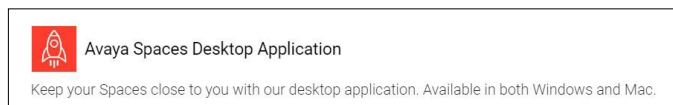
5. Click on **Download** next to be OS you are using - PC or Mac.

   This will start to download the application onto your machine.

   NOTE: In this example, we are using a PC. The steps you follow for a Mac will be very similar.

6. Once the download is complete, click on **Open file**.

7. Read through the Licence Agreement and select **I Agree** to continue.

8. Click on **Sign In** and type in your username and password.
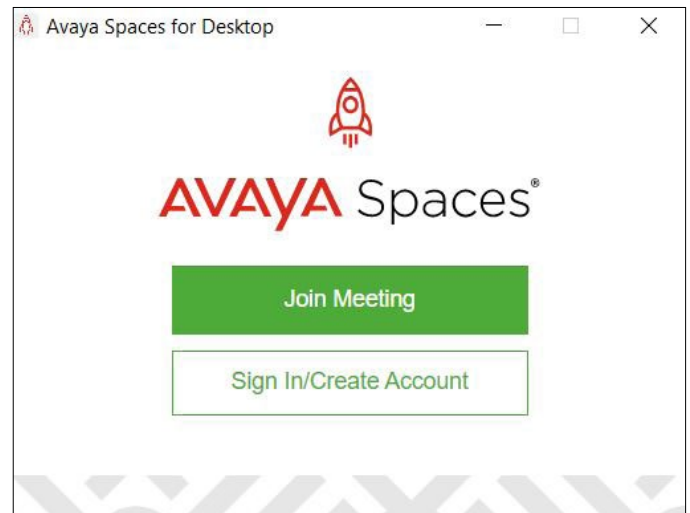
NOTE: You will see that the Avaya Spaces icon is now on your desktop.


TIP: Pin the desktop app to your bottom toolbar to receive notifications in a more timely manner.

# Downloading the Avaya Spaces Mobile App And Logging in

Collaborate with your colleagues, partners or friends wherever you are, with the Avaya Spaces Mobile App. It is free to download for iOS or Android devices.

Downloading Avaya Spaces Mobile App

1. Go to the application store for your device and search for **Avaya Spaces**.
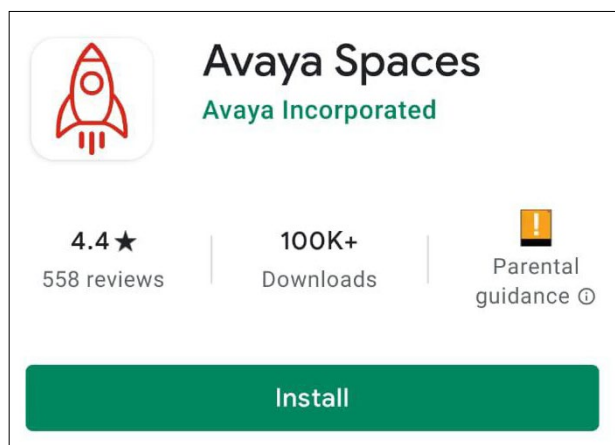
2. Once the install has completed, click **Open**.

3. You can now log into your Avaya Spaces account by clicking on **Sign In**.

4. Type in your email address or phone number and click on the **Get started** button.
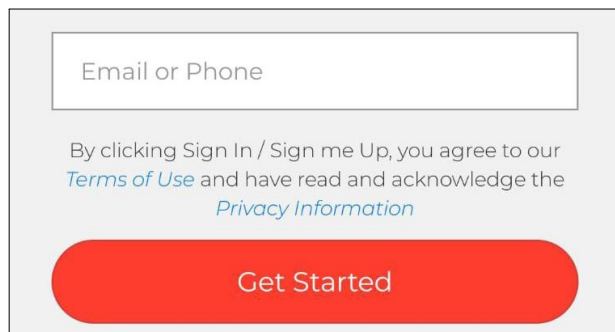
5. You will then be prompted to enter your password.

6. You will see your account on the screen, click **continue**.

7. You are now logged into the Avaya Spaces Mobile Application.
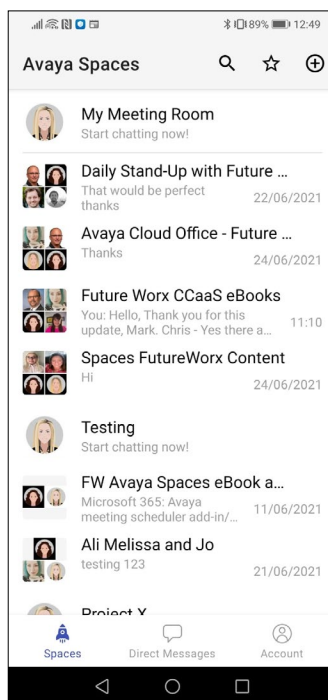

NOTE: You can access all the Spaces you are part of including all the great collaboration features such as sending chat messages, files, posts, tasks and join the spaces meetings. You can also create new spaces, send direct messages, and manage your Avaya Spaces account within here.

Avaya Meeting Scheduler Add-On

Make scheduling Avaya Spaces meetings through your Microsoft Outlook quick and easy with the Avaya Meeting Scheduler.
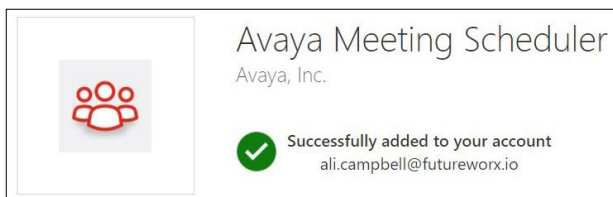
Download Avaya Meeting Scheduler

1. Once you are in Avaya Spaces and the dashboard, click on **Download**.
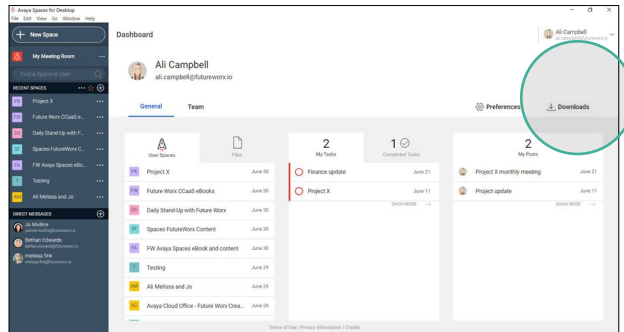

2. Scroll down to find Avaya Meeting Scheduler.

3. Click on **Get it from Microsoft**.

4. This will open the Microsoft app store, click on **Get it now**.

5. You will need to enter your profile information and read through the terms and conditions. If you're happy to proceed, click in the **tick box**.

6. Click **Continue** to start the download.

7. Once completed the Avaya Meeting Scheduler Add-On will be ready for you to use the next time you schedule a meeting.


8. In your Outlook Calendar, open a meeting invitation. You will see the meeting scheduler icon in the ribbon at the top.
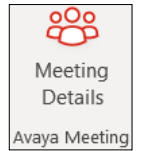
NOTE: As this is the first time you will be logging into the Avaya Meeting Scheduler, enter your Avaya Spaces log in credentials.

9. See all the Spaces you are an admin or member of. Click on the Space you want to schedule your meeting from or use the search bar.

10. Click on **Add Details**.

11. The instructions for participants on how to join your meeting in Avaya Spaces will now be added into the meeting invite.
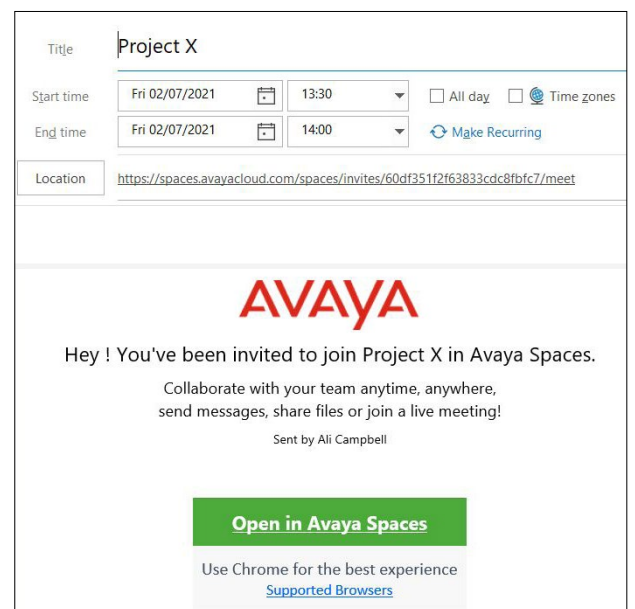
12. Add your meeting title, invite your attendees, enter any further meeting details and click **Send**.

Collaborating with Others Using Avaya Spaces

Avaya Spaces connects you with all your people and tools in one place. Meet, call, chat, share files and manage tasks in one easy to use app.

Sending a Chat Message in a Space to Everyone

1. Click in the space you want to send a chat message from.

2. Click on the **Chat** tab within the space.

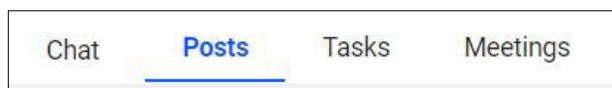3. Add your message, choose the formatting options, add any files within your chat.
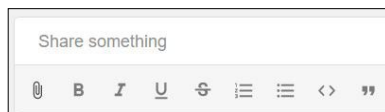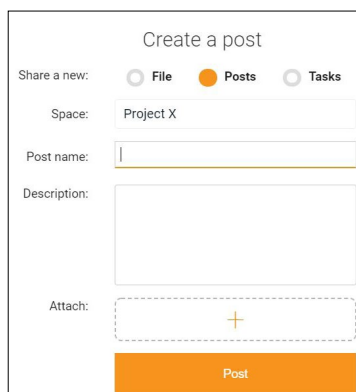

4. Click **Send**.

Creating a Post in a Space

Posts keep all files and comments in one place.

1. From a Space, click on the **Posts** tab.

2. Select **New Post**.

3. Enter the details, such as name, description and attach any files then select **Post**.
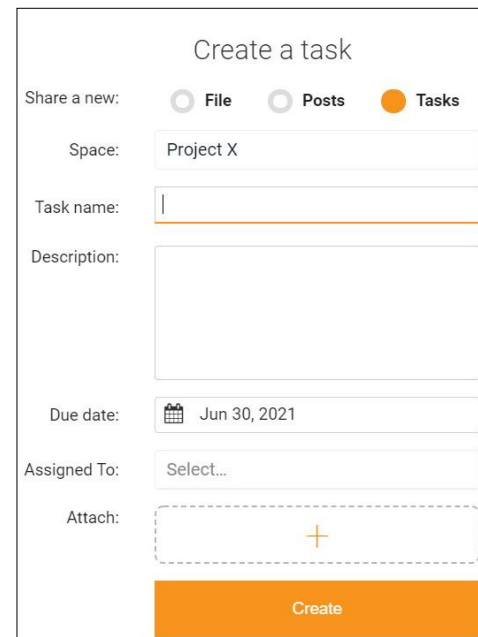

Creating Tasks within a Space

Posts keeps all files and comments in one place.

1. Click on the **Tasks** tab within the space.

2. Click **New Task**

3. Enter the Task name, description, due date, who the task is to be assigned to and attach any files. Once you're ready click on **Create**.
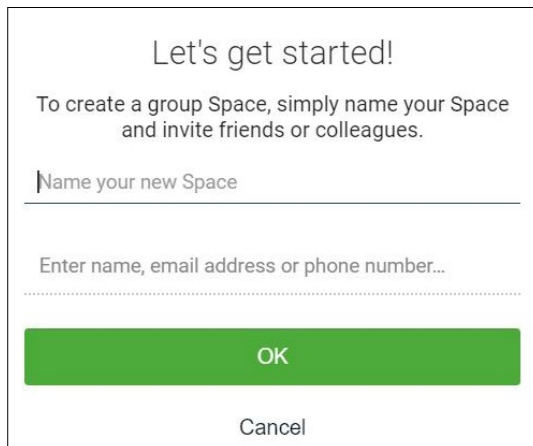

NOTE: All chat messages, posts and tasks are updated in real time, can be edited, and accessed using the browser or application version of Spaces. You'll have access to all the information shared wherever you are.

Creating a Space in Avaya Spaces

Simplify your team collaboration and manage work all in one easy to use space. You can meet, send chat messages, share files and manage tasks.

Setting Up a Space

1. Click **New Space**.

2. Name your Space. Then add the details of who you want to add.

> ### Let's get started!
>
> To create a group Space, simply name your Space and invite friends or colleagues.
>
> Name your new Space
>
> Enter name, email address or phone number...
>
> **OK**
>
> Cancel

TIP: You can invite anyone to join your Space, they don't need to have an Avaya Spaces account, just send it via email!

3. Add them as a **Member**, **Admin** or **Guest** and click **Invite**.

   **Members** can access all folders in the space.

   Admin can access all folders and invite or remove people from the space. They are also able to add, remove, and demote other Admins to Members.

   Guests only have access to the messages tab and video calling in the space. They don't have access to information that was shared prior to them joining that Space.

4. Your new space will display under the **Recent Spaces**.

Using Your Space

1. Click a space to open it.

2. You can send chat messages, posts, tasks, view your meeting history and access any meeting recordings from here.

> **Testing** ⌄
>
> ☆ 🔔 🔗 🖥 Join Spaces Room
>
> **Chat**   Posts   Tasks   Meetings
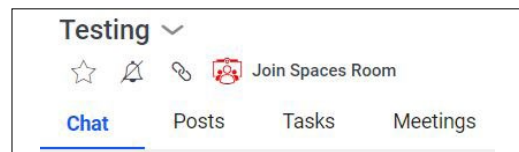
Chat: Send chat messages, links, videos and share files with everyone within the Space or individually.

Posts: Share information about your projects. You can share files and make edits to your posts at any time.

Tasks: Be organized and create tasks. Share files, assign tasks, set due dates, and make edits any time.

Meetings: View the history and meeting recordings from here.

☆ Add a Space to your favorites for easy access.

🔔 Enable and disable sound and banner notifications. By default, notifications are disabled, turn them on so you don't miss a thing.

🔗 Copy your Space link. Share this with others by a chat message or email.

🖥 Join Spaces Room — Click to join the spaces room for your meeting.

3. Invite others to join your space, click **Invite People**.

4. Add their details and Click **Invite**.

Joining an Avaya Spaces Meeting As a Guest

You don't need to have an Avaya Spaces account to be able to join a meeting you have been invited to. It's really easy to do! Follow these steps to get you started.
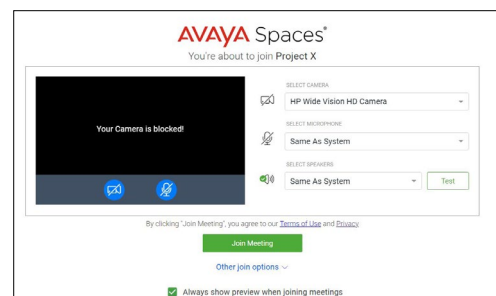
Joining a Meeting

1. Open the Avaya Spaces meeting invitation you have received via email.

2. You will see the invite details as well as the space name of the meeting you'll be joining.
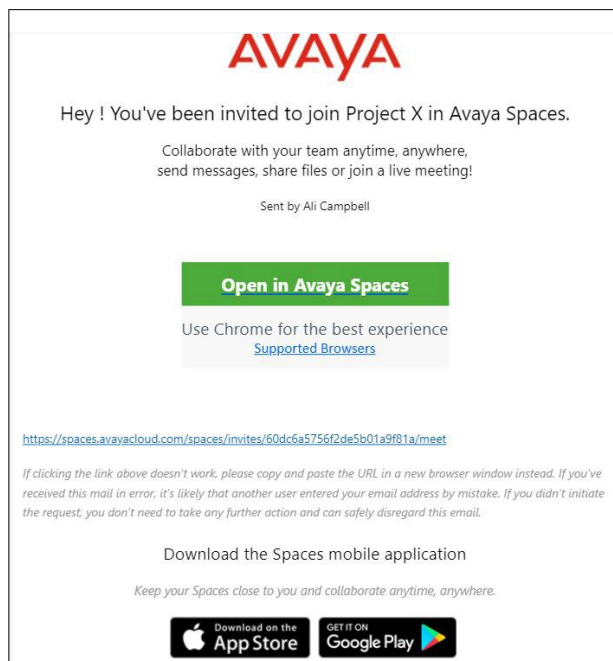
NOTE: For the best experience we recommend that you open this in Chrome, but you can click on supported browsers to make sure the browser you are using is supported before you join the meeting.

3. Click **Open in Avaya Spaces**.

4. You can now select if you would like to join the meeting through the browser or if you have already downloaded the Avaya Spaces Desktop Application, you can join the meeting through the that.

5. You can now select your settings for joining the meeting. You can select if you would like your camera on/off and if you would like to be muted.

6. When you are ready, click on **Join Meeting**.
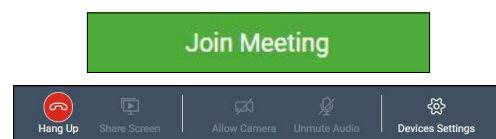
7. You are now in the live video meeting. You'll see that you have controls across the bottom of your screen for your camera, audio, screen sharing and device settings/more options.

Joining a Meeting in Avaya Spaces

Joining meetings are easy with Avaya Spaces. You can join meetings via the web, desktop or mobile app.

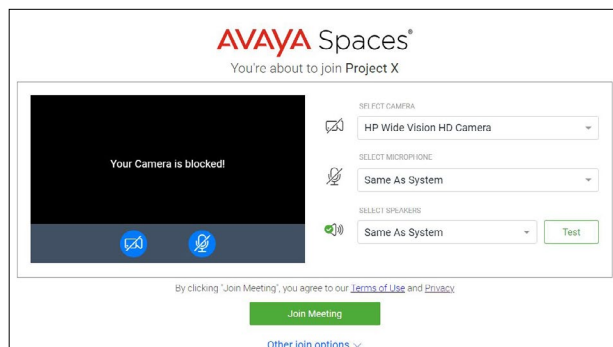## Joining a Scheduled Meeting

1. Open the meeting invitation in your calender.
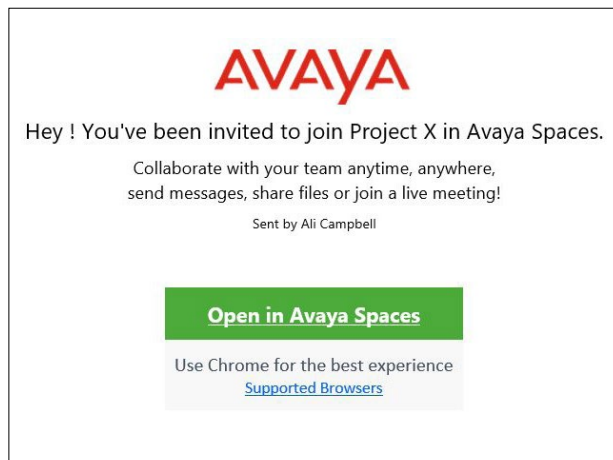
2. Click on the **Open in Avaya Spaces** button.

3. Select if you would like to join the meeting through the browser or the desktop app.

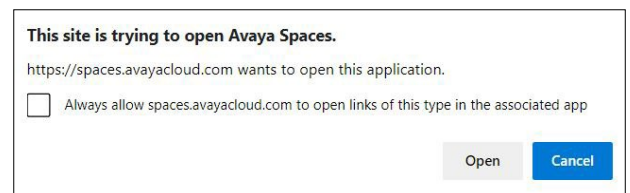## Joining the Meeting Through the Browser

1. Click on **Continue in Browser**.

2. Change any of the settings, mute or turn your camera off from here and click on **Join Meeting**.

3. You have now joined the meeting and will see the live meeting within the tab on your web browser.

Joining a Meeting in the Desktop App

1. Follow the same steps for joining a scheduled meeting, except this time you will click on **Open the Desktop App**.

2. You may see a message appear at the top of your screen. You can tick the box if you would prefer to always allow Avaya Spaces to open in the desktop app. **Click on Open**.

3. Change any of the settings for how you will enter the meeting. Like the browser version, you can choose to mute or turn your camera off from here and click on **Join Meeting**.

4. You will now have joined the meeting through the desktop app.

TIP: If you wish to join a meeting within a space and continue to work on other spaces at the same time, you will be able to do this if you join the meeting through the web browser rather than the desktop app. You are then able to use the desktop app to access any Space you need.
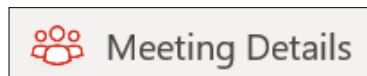
Meetings in Avaya Spaces

You can have meetings with individuals or groups of people within Avaya Spaces. Download the **Avaya Meeting Scheduler** to make scheduling your meetings using Microsoft Outlook even easier.

Setting Up Meetings from a Space Using the Avaya Meeting Scheduler

Once downloaded you can schedule a meeting in a Space directly through your Outlook calendar.

1. Open your Outlook Calendar.

2. Create your new appointment as you would normally.
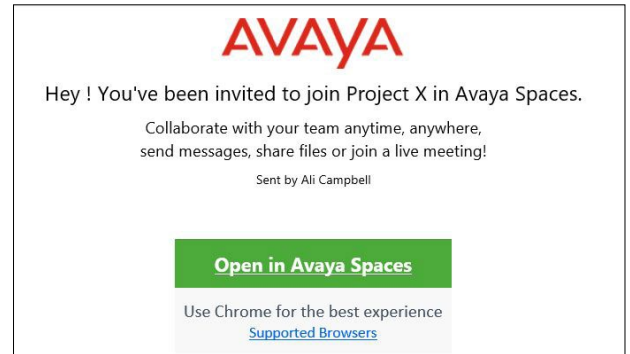
3. Click on the **Meeting Details** icon.

4. This will open the Avaya Meeting Scheduler, you will be prompted to enter your Avaya Spaces password.
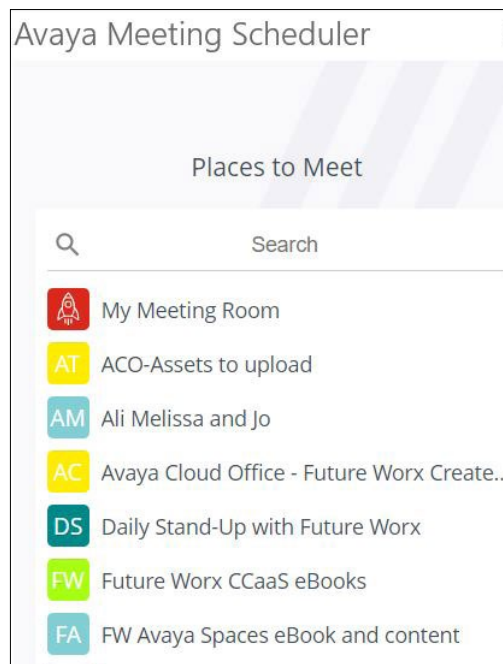
5. Click on the Space you would like to schedule your meeting and click on **Add Details**.

6. The meeting details will now be populated within the meeting invite.

7. Send your invite.

My Meeting Room

Use My Meeting Room as a meeting space for individual or group meetings.

1. Click on the 3 dots next to **My Meeting Room** and select **Copy link**.

2. Share this link through a chat message, an email and more.

3. To join your meeting, click on **My Meeting Room** or on the link you've shared.
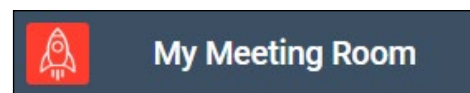
4. Click on **Join Meeting**.

   NOTE: Using My Meeting Room can be great for ad-hoc meetings with anyone.

Sending Messages with Avaya Spaces

Send messages to indivduals or groups with Avaya Spaces. Send and receive messages wherever you are using the Avaya Spaces Web, Desktop or Mobile Application.
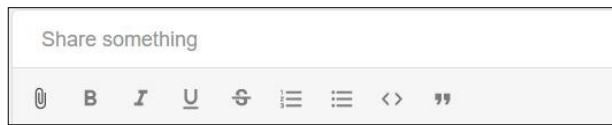
Messaging Individuls

1. Search for the person you'd like to send a message to in the **Find a Space or User** field

   or click on the + icon in Direct Messages. Type the name of the person in your organization you'd like to message directly.

2. Type your message into **Share something**.

3. Format your message with the formatting options below. Attach files to your messages using the **Attach** icon.

4. When you're ready click **Send**.

   NOTE: If you need to delete a message that you've sent, click on the 3 dots to the right of your message and select remove.
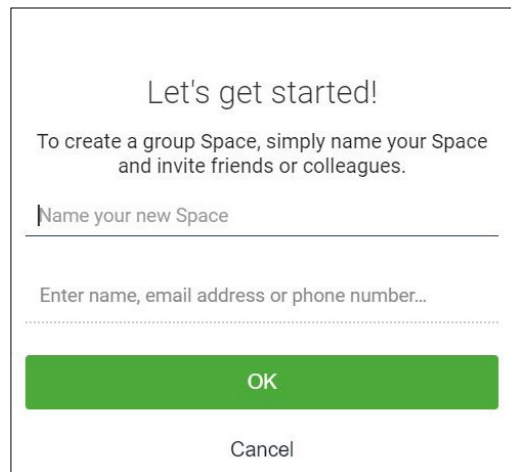
Messaging Groups of People

To message a group you can either click on an existing team space or you can create a new one.

1. Click on the **create new space** icon to the right of recent spaces.

2. Name the Space and enter the email address, name or phone number of the people you would like to join. Click on **OK**.

3. Your created Space can now be found under **Recent Spaces**. Click to open it.

4. Click the **Chat** field in the Space.

5. You can now type your message and use any of the formatting options just like sending individual messages.
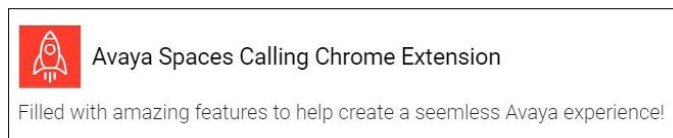
6. Once you are ready, click on **Send**.

Using Avaya Spaces with Chrome

When using Avaya Spaces in your Chrome browser, you have the option to add on Chrome Extensions which will help you get the best experience.

Avaya Spaces Calling Chrome Extension

1. Download the Avaya Spaces Calling Chrome Extension from the download option on your dashboard.

> 🚀 Avaya Spaces Calling Chrome Extension
>
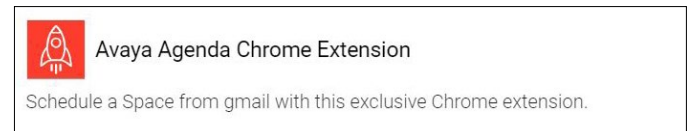> Filled with amazing features to help create a seemless Avaya experience!

2. Click on **available in the Chrome web store** button.

3. Click on **Add to Chrome**.

4. Read through the information on the screen and if you are happy to continue, click **Accept**.

5. Avaya Spaces Calling has now been installed.

   NOTE: The Avaya Spaces Calling Chrome Extension is a soft phone that provides outbound calling features.

Avaya Agenda Chrome Extention

1. Download the Avaya Agenda Chrome Extention from the download option on your dashboard.

> 🚀 Avaya Agenda Chrome Extension
>
> Schedule a Space from gmail with this exclusive Chrome extension.

This enables you to sync up to your Google calender, view your calender events, quickly join and schedule meetings.

2. Click on **available in the Chrome web store** button.

3. Click on **Add to Chrome**.

4. Read through the information on the screen and if you are happy to continue, click **Accept**.

5. You can now access your calender from the top of your screen.