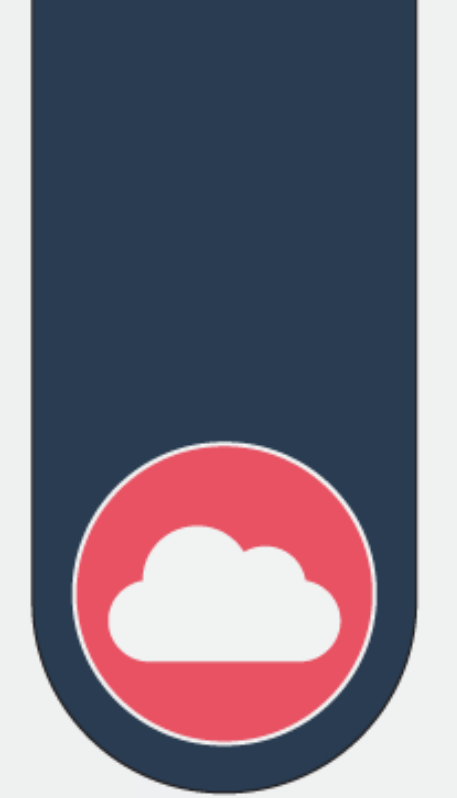


CloudSpace User Manual

In this manual, we are going to discuss how to use the CloudSpace Portal in order to manage your Drive Quota.



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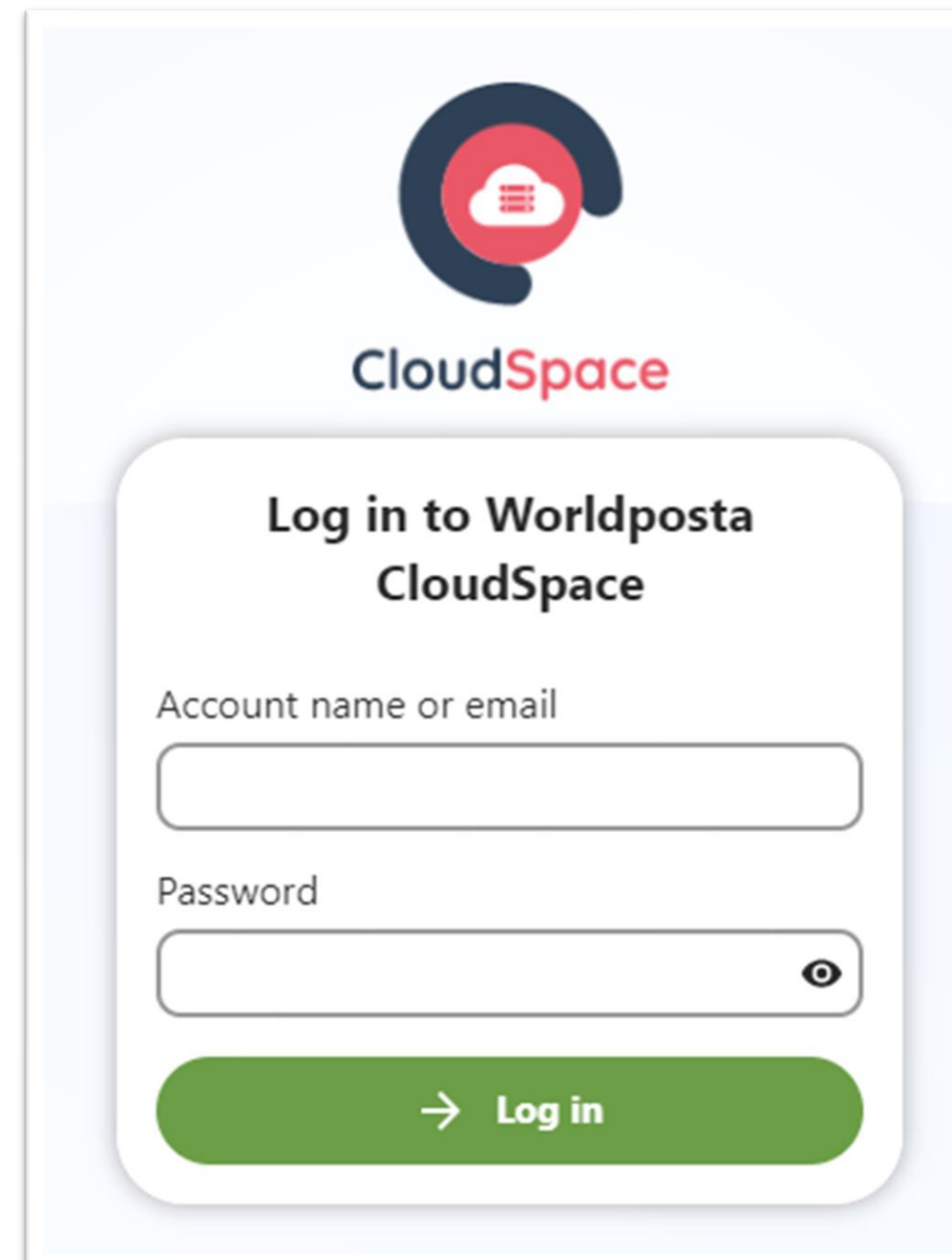
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CloudSpace Login

How to login to CloudSpace?

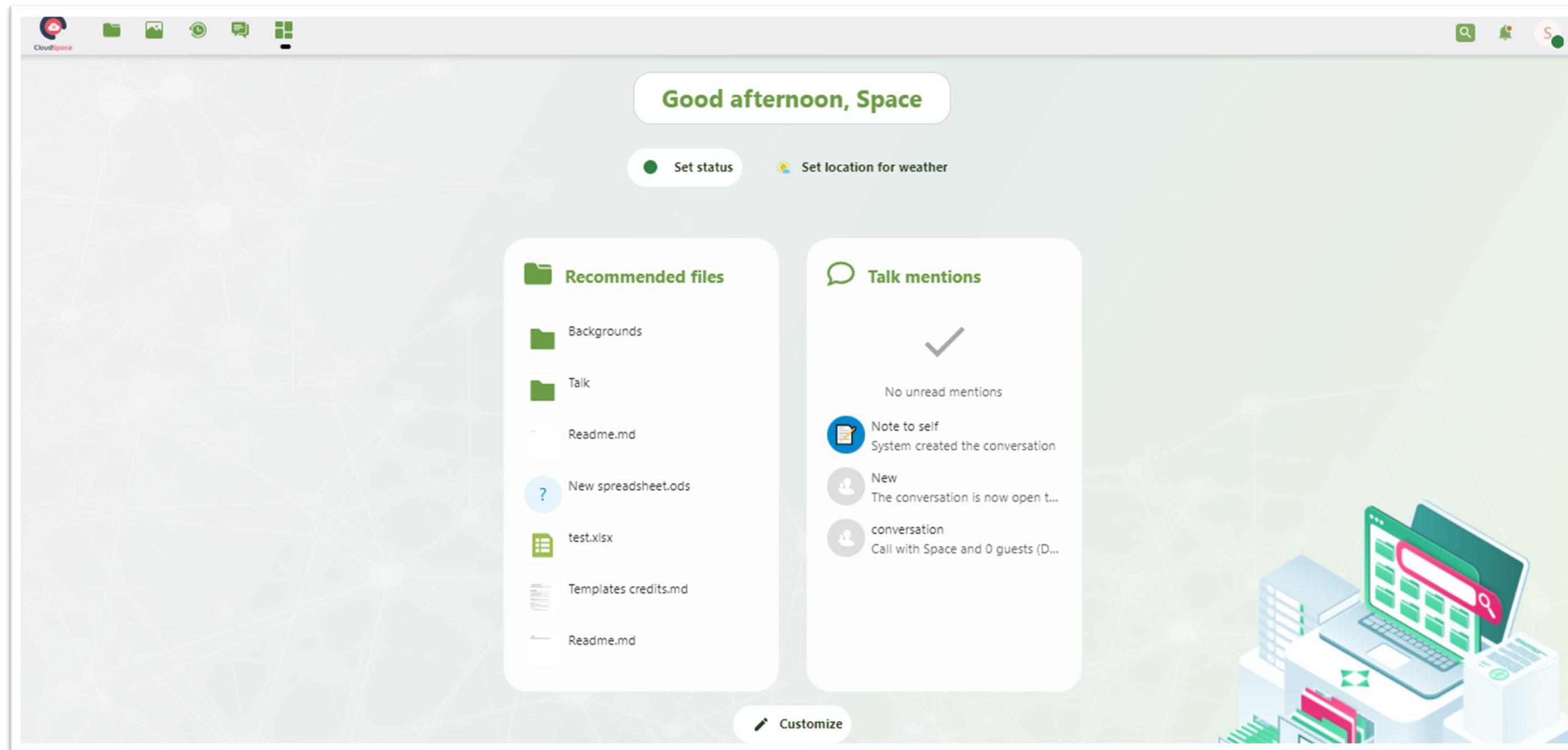
You can connect to your CloudSpace server using any Web browser. Just point it to your CloudSpace server URL CloudSpace.worldposta.com and enter your username and password.



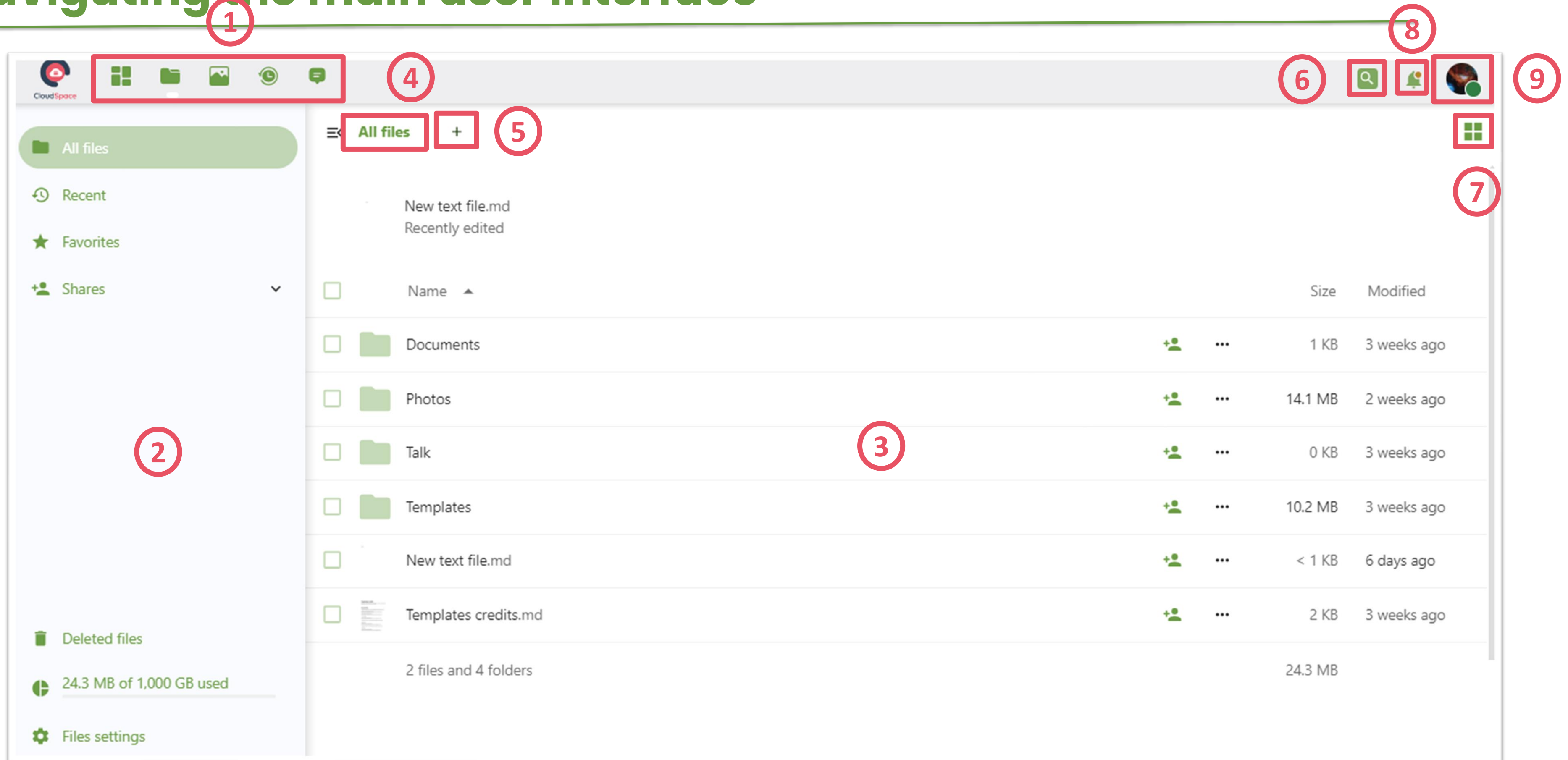
The screenshot shows the CloudSpace login interface. At the top, there is the CloudSpace logo (a red cloud with a white 'C' and a red 'S' inside a dark blue circle) and the text 'CloudSpace'. Below this, the heading 'Log in to Worldposta CloudSpace' is displayed. There are two input fields: 'Account name or email' and 'Password'. The password field has a small eye icon to its right. At the bottom, there is a green button with a white arrow pointing right and the text 'Log in'.

Dashboard

Here you can see your recent files and activities



Navigating the main user interface



The screenshot shows the CloudSpace main user interface. The interface is divided into several sections:

- Top Bar:** Contains navigation icons (1) and user profile information (8, 9).
- Left Sidebar:** Contains navigation options: All files (2), Recent, Favorites, Shares, Deleted files, storage usage (24.3 MB of 1,000 GB used), and Files settings.
- Main Content Area:** Shows a file list under the 'All files' view (4). A '+' button (5) is used to create new files. The file list includes folders like Documents, Photos, Talk, and Templates, and files like 'New text file.md' and 'Templates credits.md'. A table with columns 'Name', 'Size', and 'Modified' is present. A summary row at the bottom indicates '2 files and 4 folders' totaling '24.3 MB'. A red circle (3) highlights the 'Talk' folder.

Navigating the main user interface

In Files you can add, remove, and share files. The CloudSpace user interface contains the following fields and functions:

- **Apps Selection Menu (1):** Located in the upper left corner, you'll find all your apps which are available on your instance of CloudSpace. Clicking on an app icon will redirect you to the app.
- **Apps Information field (2):** Located in the left sidebar, this provides filters and tasks associated with your selected app. For example, when you are using the Files app you have a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other apps.
- **Application View (3):** The main central field in the CloudSpace user interface. This field displays the contents or user features of your selected app.

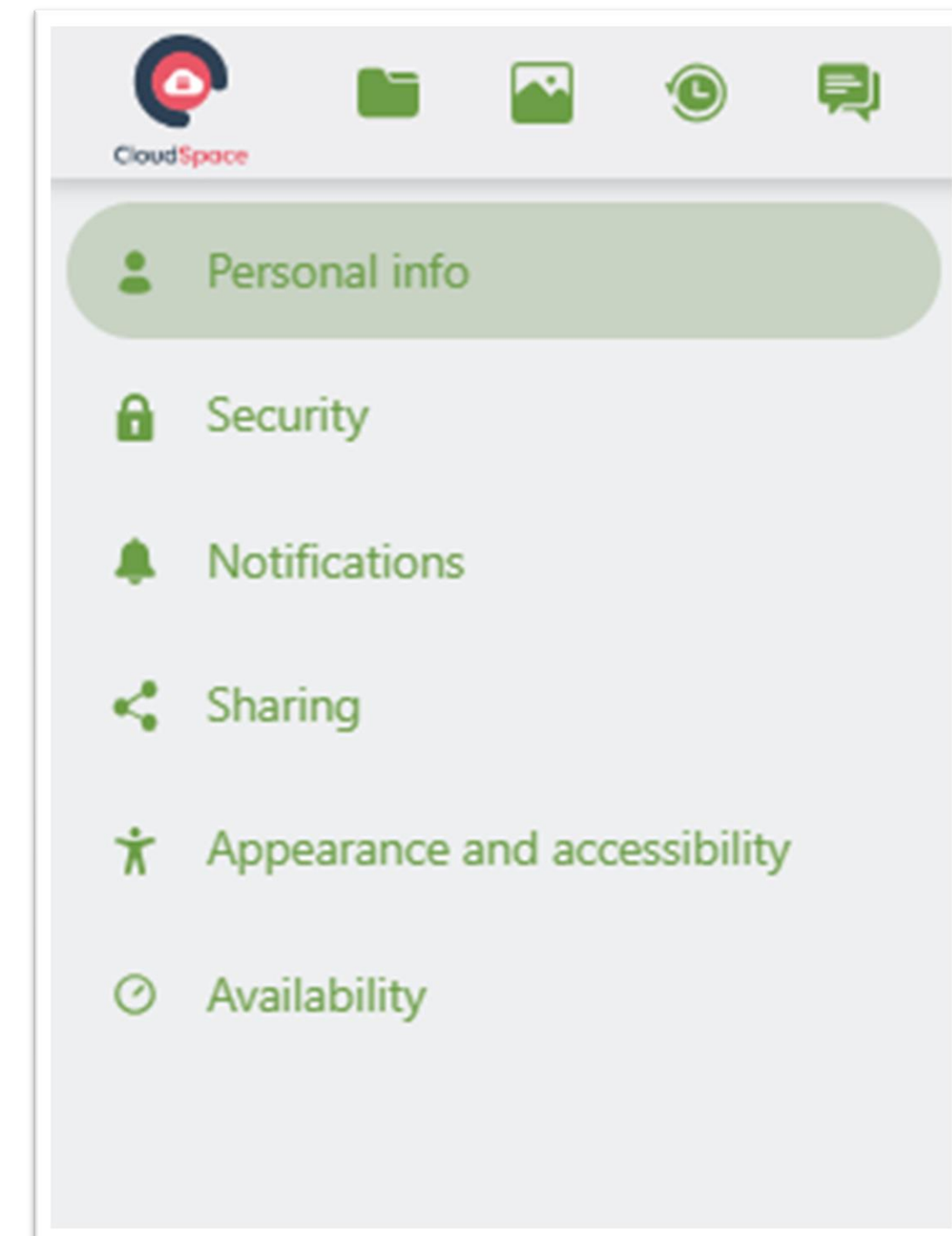
Navigating the main user interface

- **Navigation Bar (4):** Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).
- **New button (5):** Located in the Navigation Bar, the New button enables you to create new files, new folders, or upload files.
- **Search field (6):** Click on the Magnifier in the upper right corner to search for files and entries of the current app.
- **Grid view button (7):** This looks like four little squares, which toggles the grid view for folders and files.
- **Notifications (8):** Click on the bell icon to view your notifications, you must turn it on from the settings first.

Navigating the main user interface

Settings menu (9): Click on your profile picture, located to the right of the Search field, to open your Settings dropdown menu:

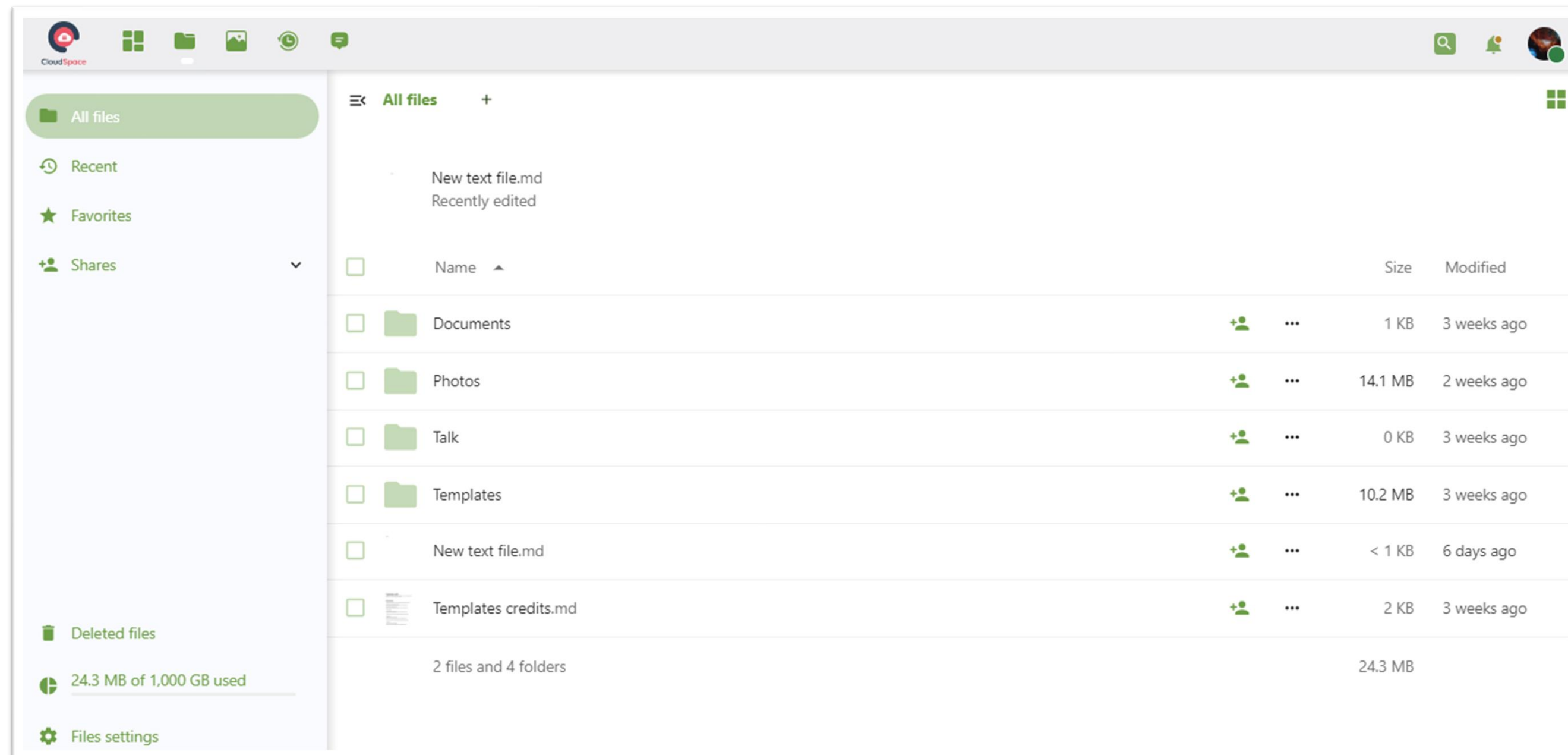
- Edit Personal Info
- Security settings
- Manage Notifications
- Sharing
- Appearance and Accessibility
- Availability hours



Files

i. Accessing your files using the CloudSpace Web interface

You can access your CloudSpace files with the CloudSpace Web interface and create, preview, edit, delete, share, and re-share files.

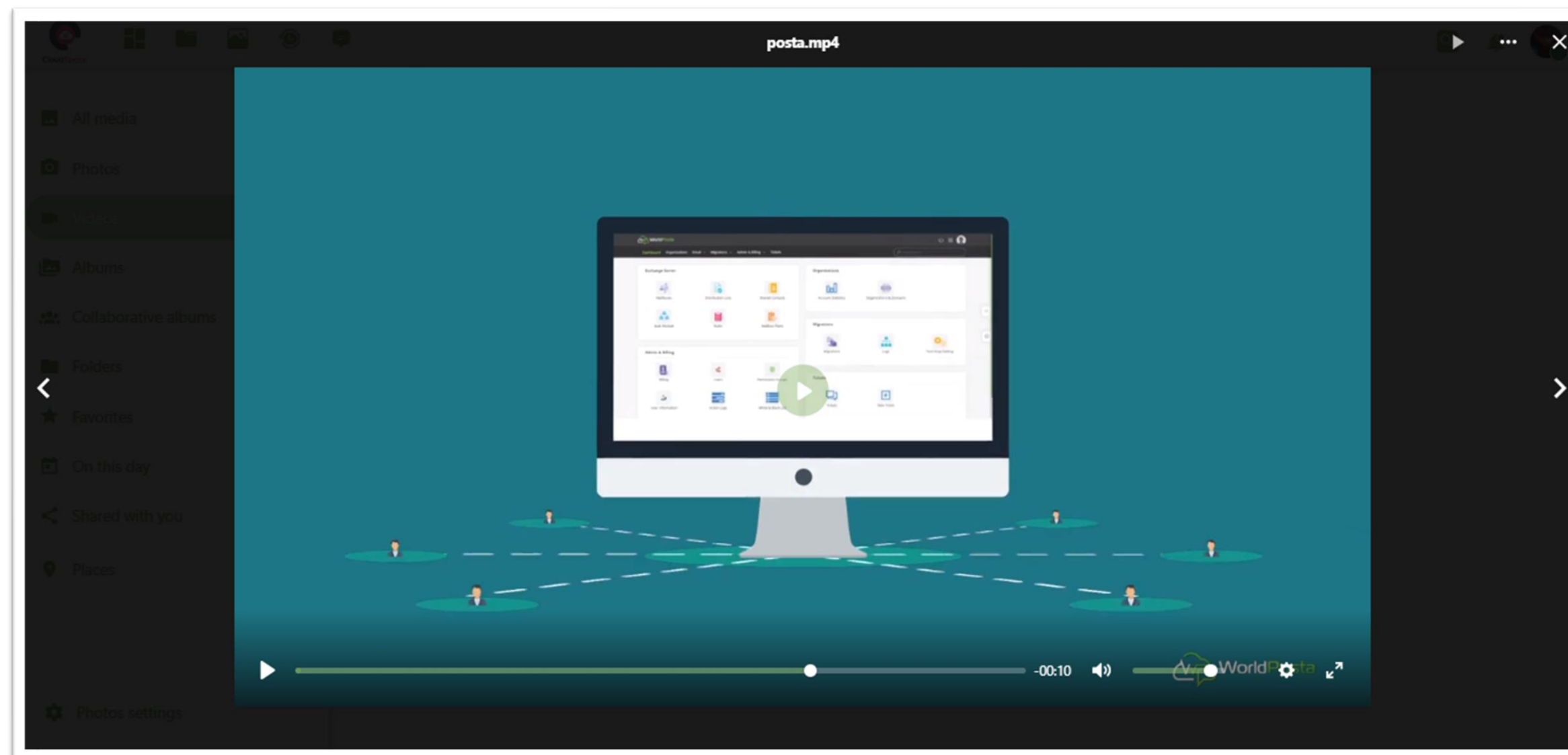


Files

i. Accessing your files using the CloudSpace Web interface

a. Video Player:

You can play videos in CloudSpace with the Video Player app by simply clicking on the file. Video streaming by the native CloudSpace video player depends on your Web browser and the video format.

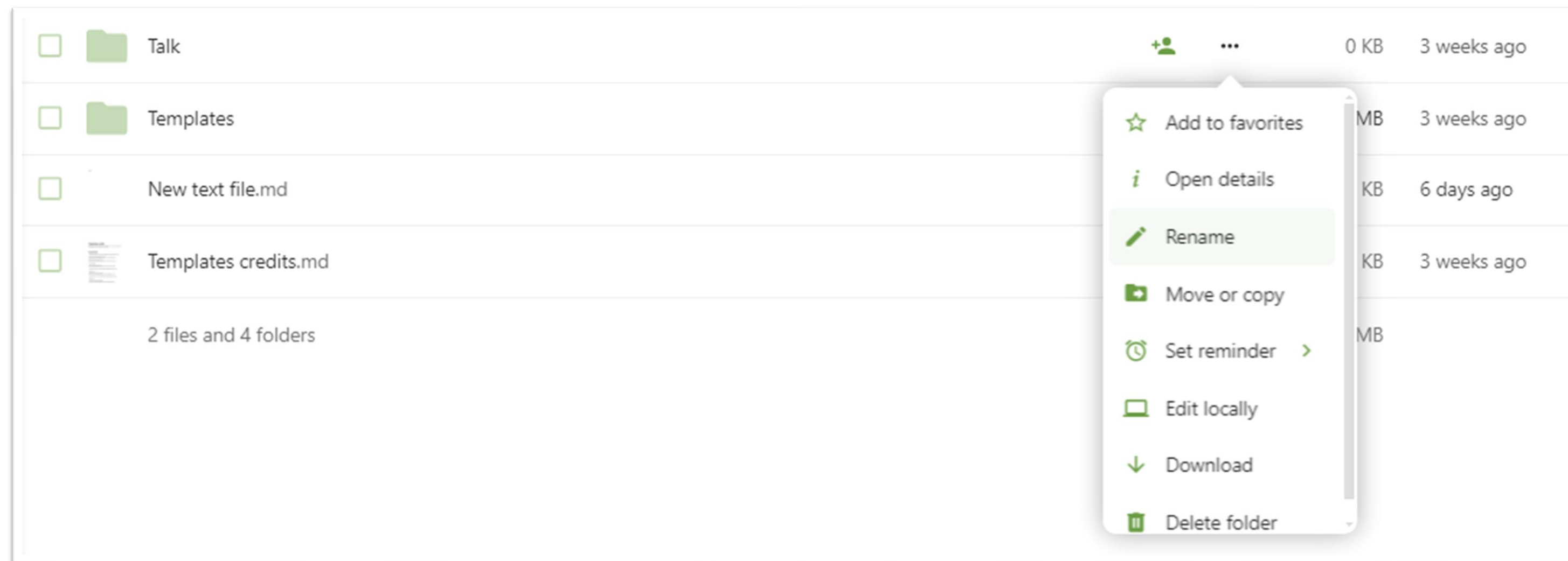


Files

i. Accessing your files using the CloudSpace Web interface

b. File controls

CloudSpace can display thumbnail previews for image files, MP3 covers, and text files. Hover your cursor over a file or folder to expose the controls for the following operations

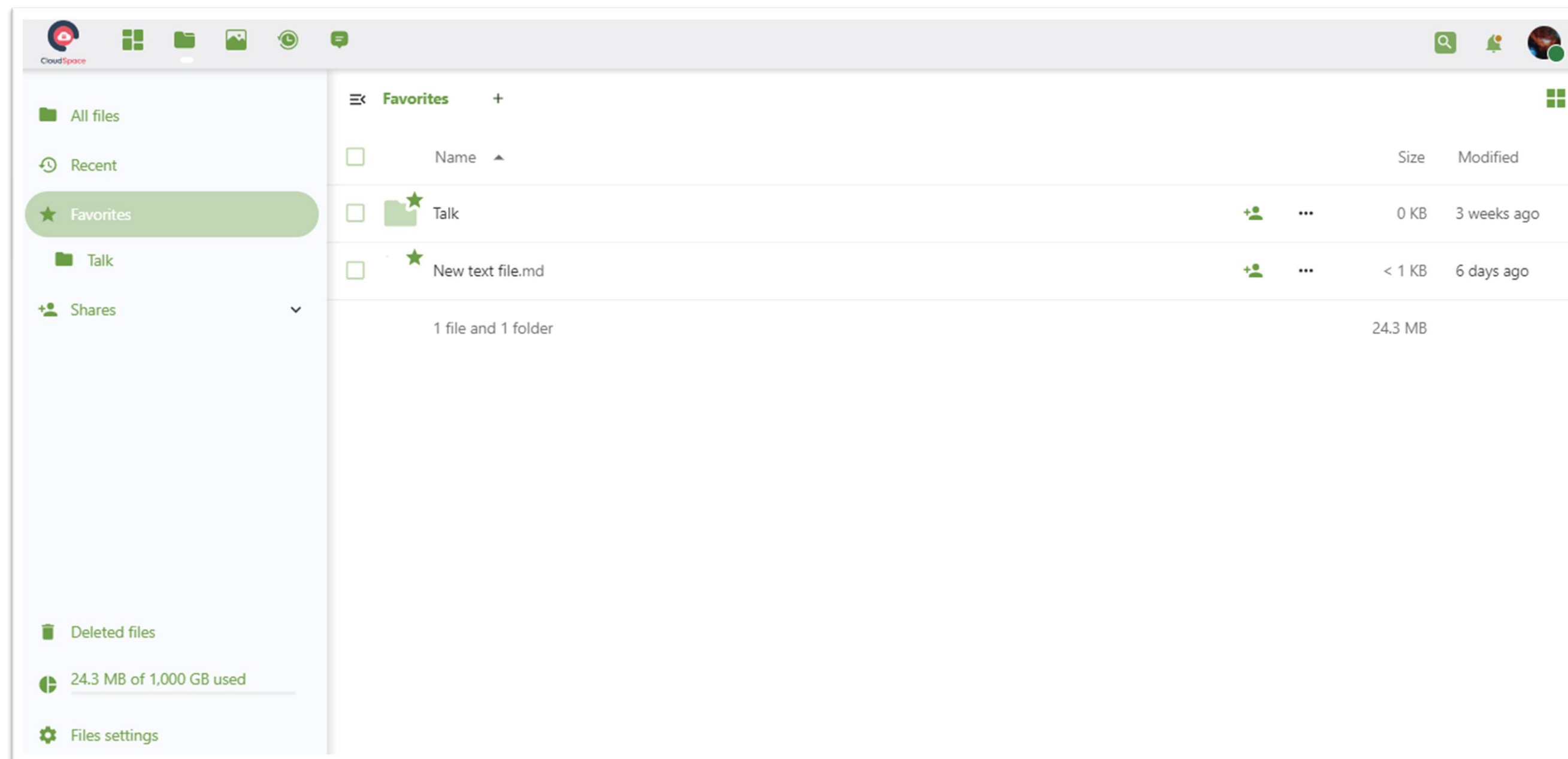


Files

i. Accessing your files using the CloudSpace Web interface

c. Favorites

Click the star to the top of the file icon to mark it as a favorite. You can also quickly find all of your favorites with the Favorites filter on the left sidebar.



Files

i. Accessing your files using the CloudSpace Web interface

d. Overflow Menu

The Overflow menu (three dots) displays file details, and allows you to rename, download, or delete files:

The Details view shows Activities, Sharing, and Versions information:

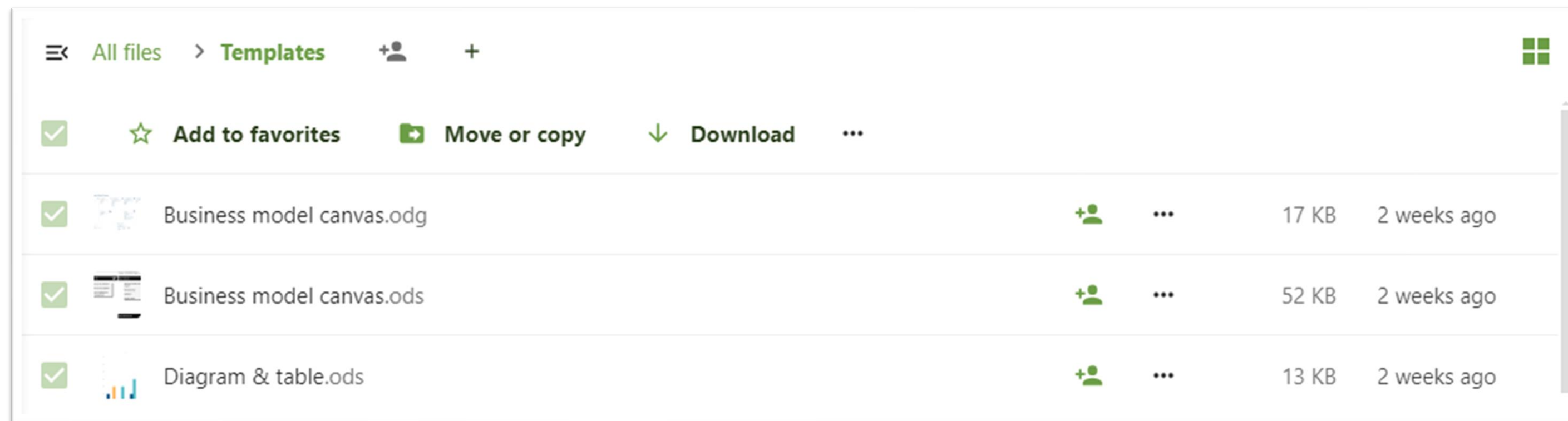
- The Settings gear icon at the lower left allows you to show or hide hidden files in your CloudSpace Web interface. These are also called dotfiles, because they are prefixed with a dot, e.g. .mailfile.
- The dot tells your operating system to hide these files in your file browsers, unless you choose to display them. Usually these are configuration files, so having the option to hide them reduces clutter.

Files

i. Accessing your files using the CloudSpace Web interface

e. Navigating inside your CloudSpace

Navigating through folders in CloudSpace is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. CloudSpace also provides a navigation bar at the top of the Files field for quick navigation.



Files

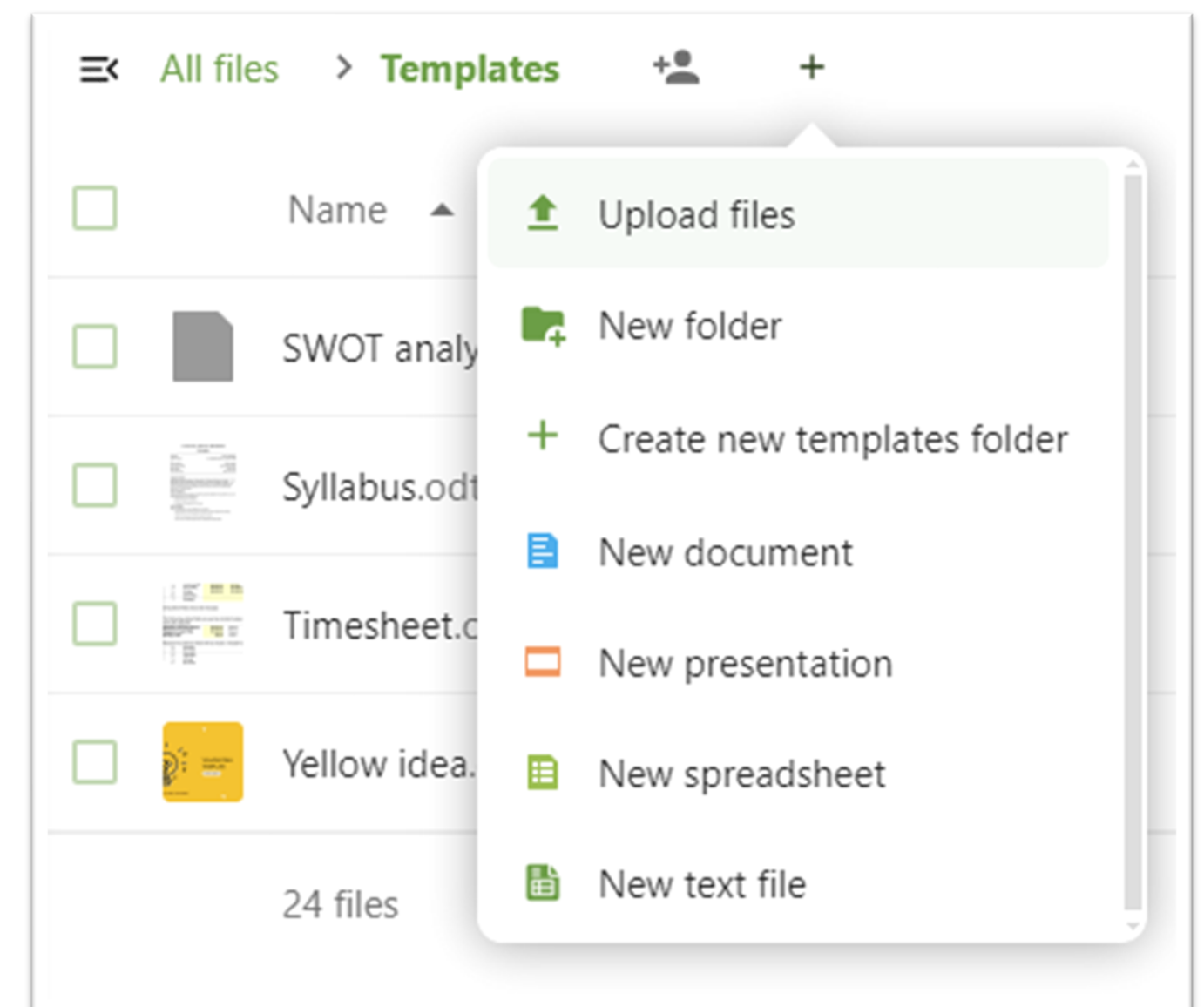
i. Accessing your files using the CloudSpace Web interface

f. Creating or uploading files and directories

Upload or create new files or folders directly in a CloudSpace folder by clicking on the New button in the Files app:

The New button provides the following options:

- **Up arrow:**
Upload files from your computer into CloudSpace. You can also upload files by dragging and dropping them from your file manager.
- **Text file:**
Creates a new text file and adds the file to your current folder.
- **Folder:**
Creates a new folder in the current folder.



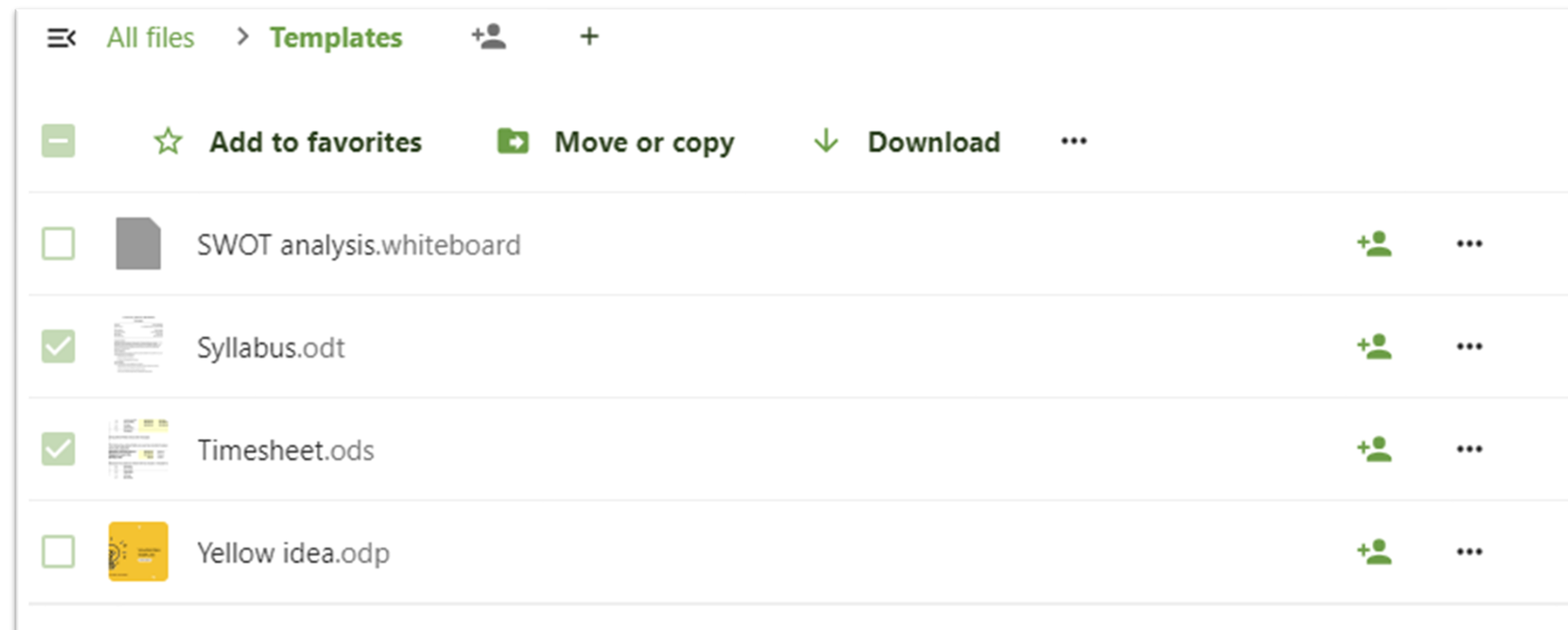
Files

i. Accessing your files using the CloudSpace Web interface

g. Selecting files or folders

You can select one or more files or folders by clicking on their checkboxes. To select all files in the current directory, click on the checkbox located at the top of the files listing.

When you select multiple files, you can delete all of them, or download them as a ZIP file by using the Delete or Download buttons that appear at the top.



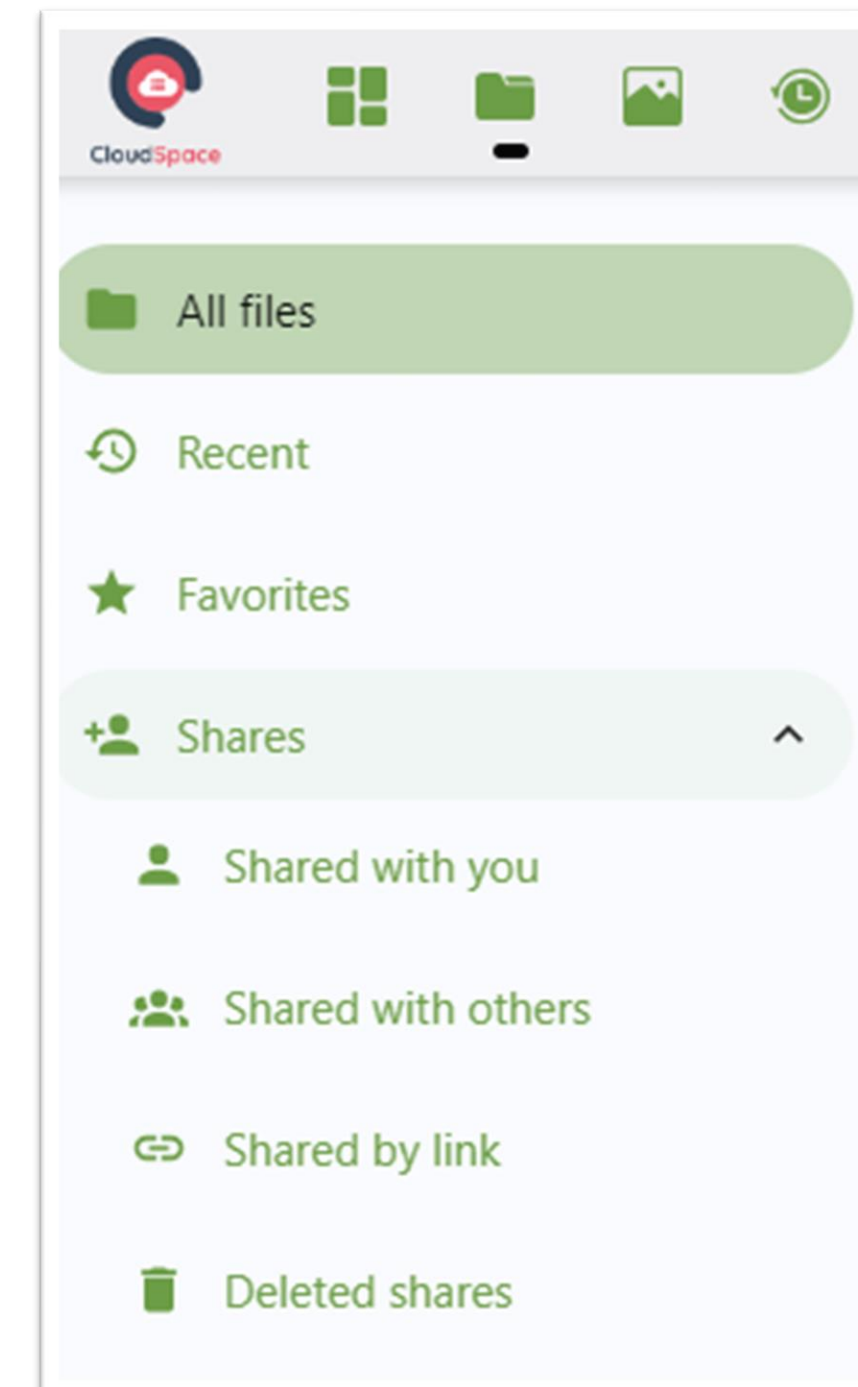
Files

i. Accessing your files using the CloudSpace Web interface

h. Filtering the files view

The left sidebar on the Files page contains several filters for quickly sorting and managing your files.

- **All files:**
The default view; displays all files that you have access to.
- **Favorites:**
Files or folders marked with the yellow star.
- **Shared with you:**
Displays all files shared with you by another user or group.
- **Shared with others:**
Displays all files that you have shared with other users or groups.
- **Shared by link:**
Displays all files that are shared by you via public link.

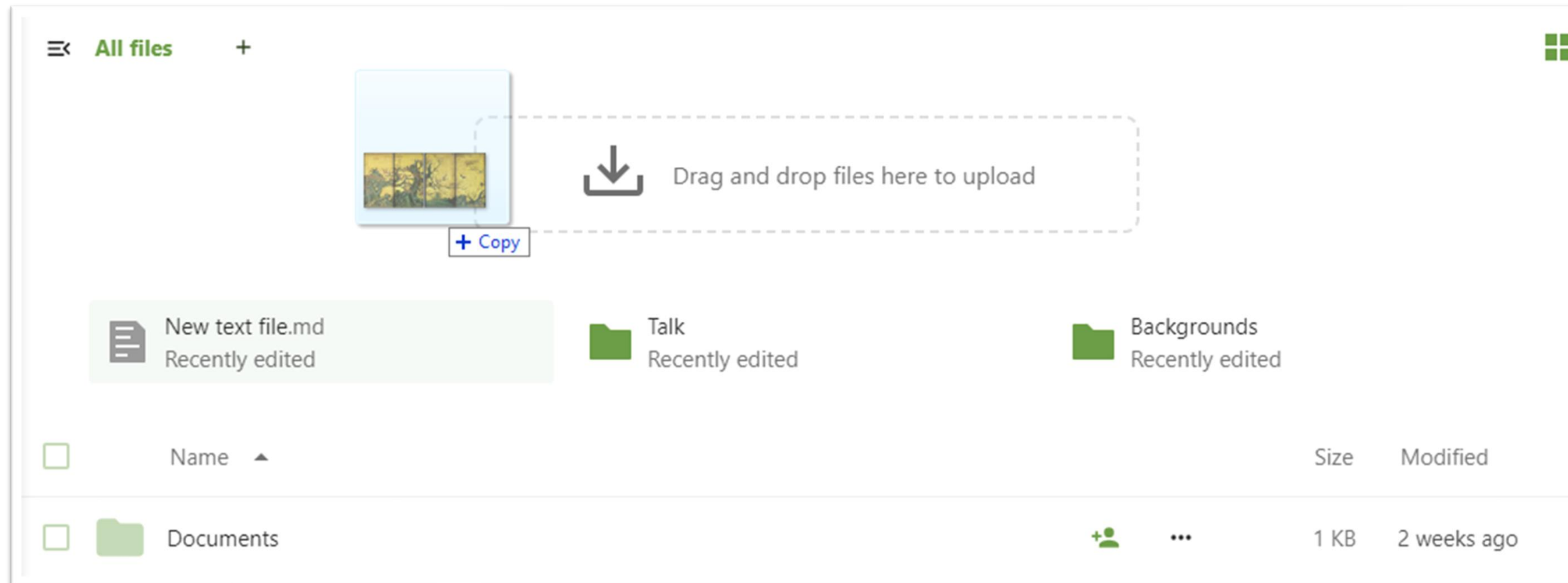


Files

i. Accessing your files using the CloudSpace Web interface

i. Moving files

You can move files and folders by dragging and dropping them into any directory.



Files

ii. Accessing CloudSpace files using WebDAV

CloudSpace fully supports the WebDAV protocol, and you can connect and synchronize with CloudSpace Files over WebDAV. In this chapter, you will learn how to connect Linux, macOS, Windows, and mobile devices to your CloudSpace server.

WebDAV stands for Distributed Authoring and Versioning. It is an HTTP extension that makes it easy to create, read, and edit files hosted on remote Web servers. With a WebDAV, client you can access your CloudSpace Files (including shares) on Linux, macOS and Windows in a similar way as any remote network share and stay synchronized.

Before we get into configuring WebDAV, let's take a quick look at the recommended way of connecting client devices to CloudSpace.

Files

ii. Accessing CloudSpace files using WebDAV

a. Accessing files using Microsoft Windows

Mapping drives with Windows Explorer

To map a drive using Microsoft Windows Explorer:

1. Open Windows Explorer on your MS Windows computer.
2. Right-click on Computer entry and select Map network drive... from the drop-down menu.
3. Choose a local network drive to which you want to map CloudSpace.
4. Specify the address to your CloudSpace instance, followed by
`/remote.php/dav/files/USERNAME/`.

Files

ii. Accessing CloudSpace files using WebDAV

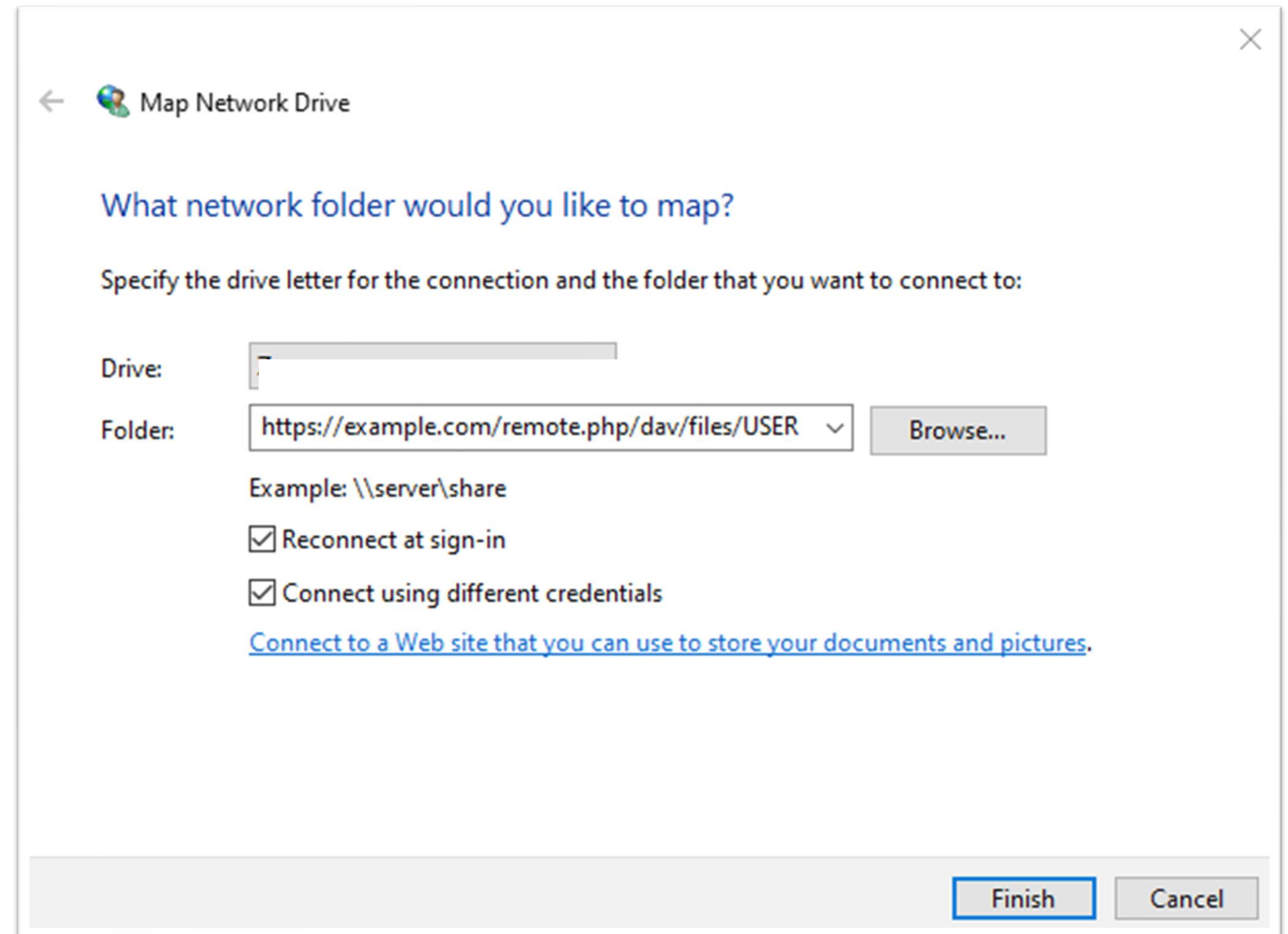
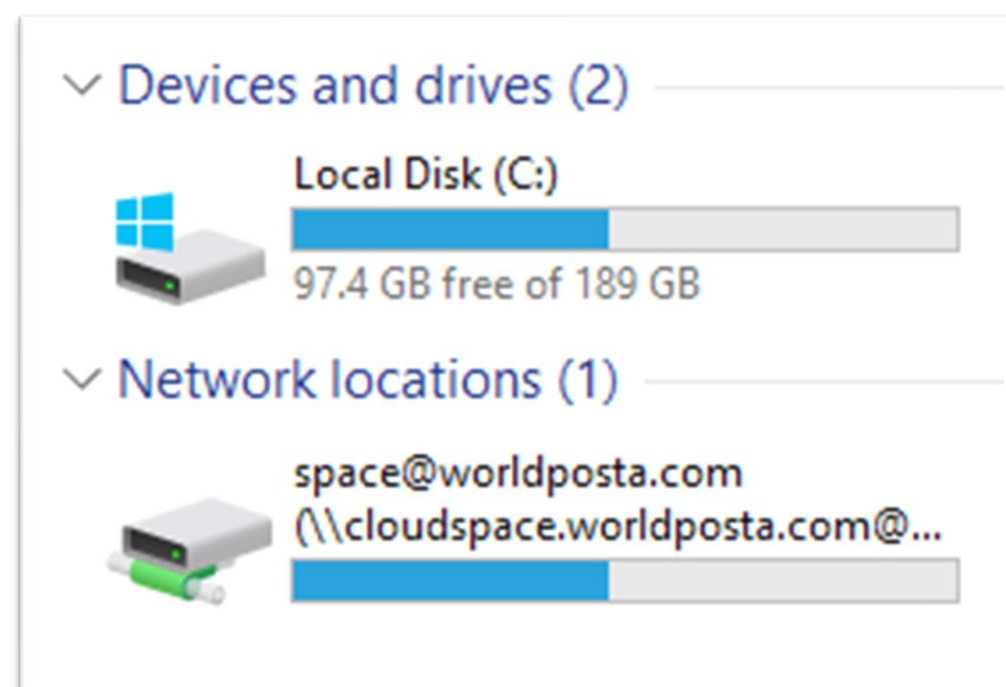
a. Accessing files using Microsoft Windows

For example:

`https://cloudspace.worldposta.com/remote.php/dav/files/`

5. Click the Finish button.

Windows Explorer maps the network drive, making your CloudSpace instance available.



Files

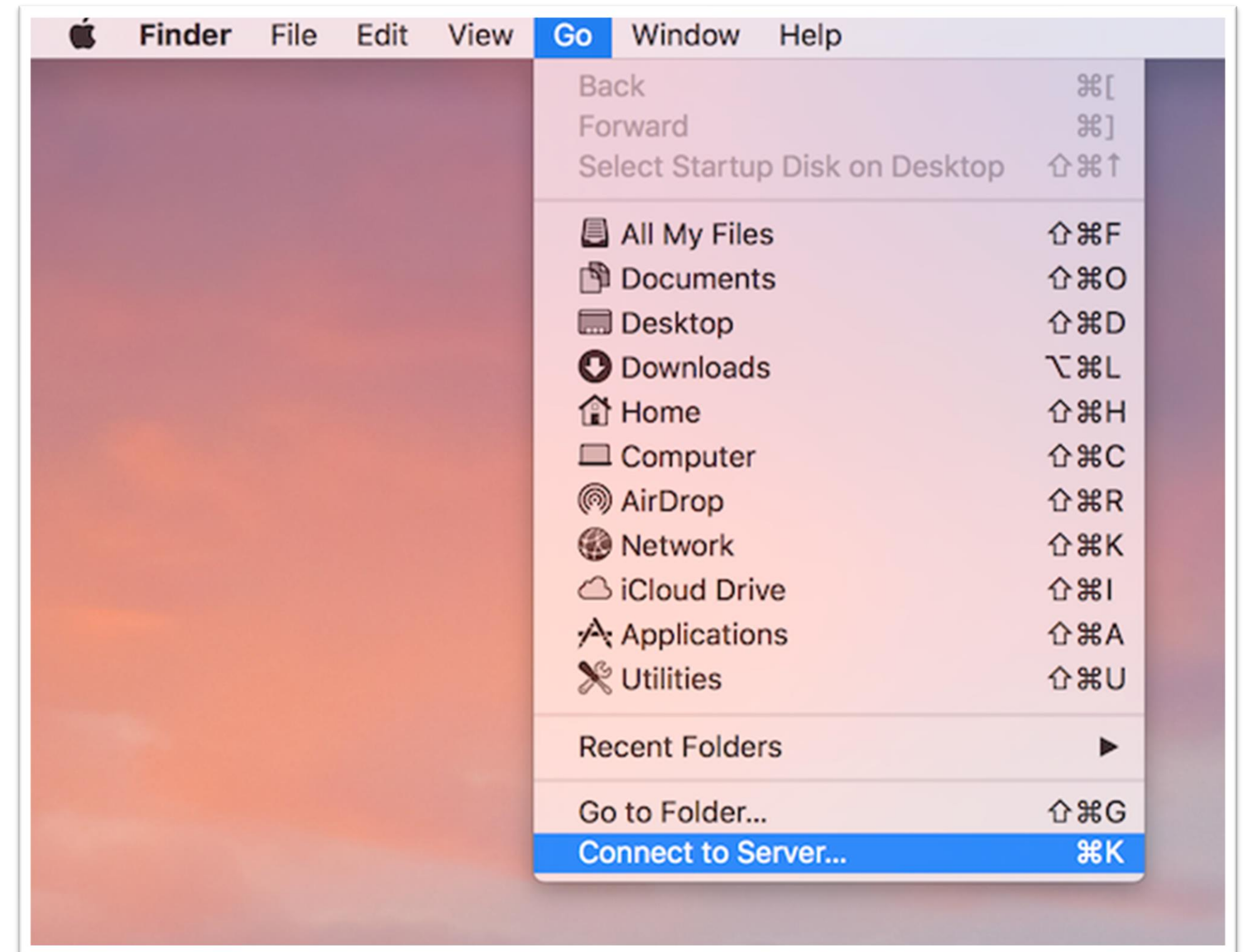
ii. Accessing CloudSpace files using WebDAV

b. Accessing files using macOS

To access files through the macOS Finder:

1. From the Finder's top menu bar, choose **Go > Connect to Server...**:
2. When the Connect to Server... window opens, enter your CloudSpace server's WebDAV address in the Server Address: field,
For example:

```
https://cloudspace.worldposta.com/remote.php/dav/files/
```

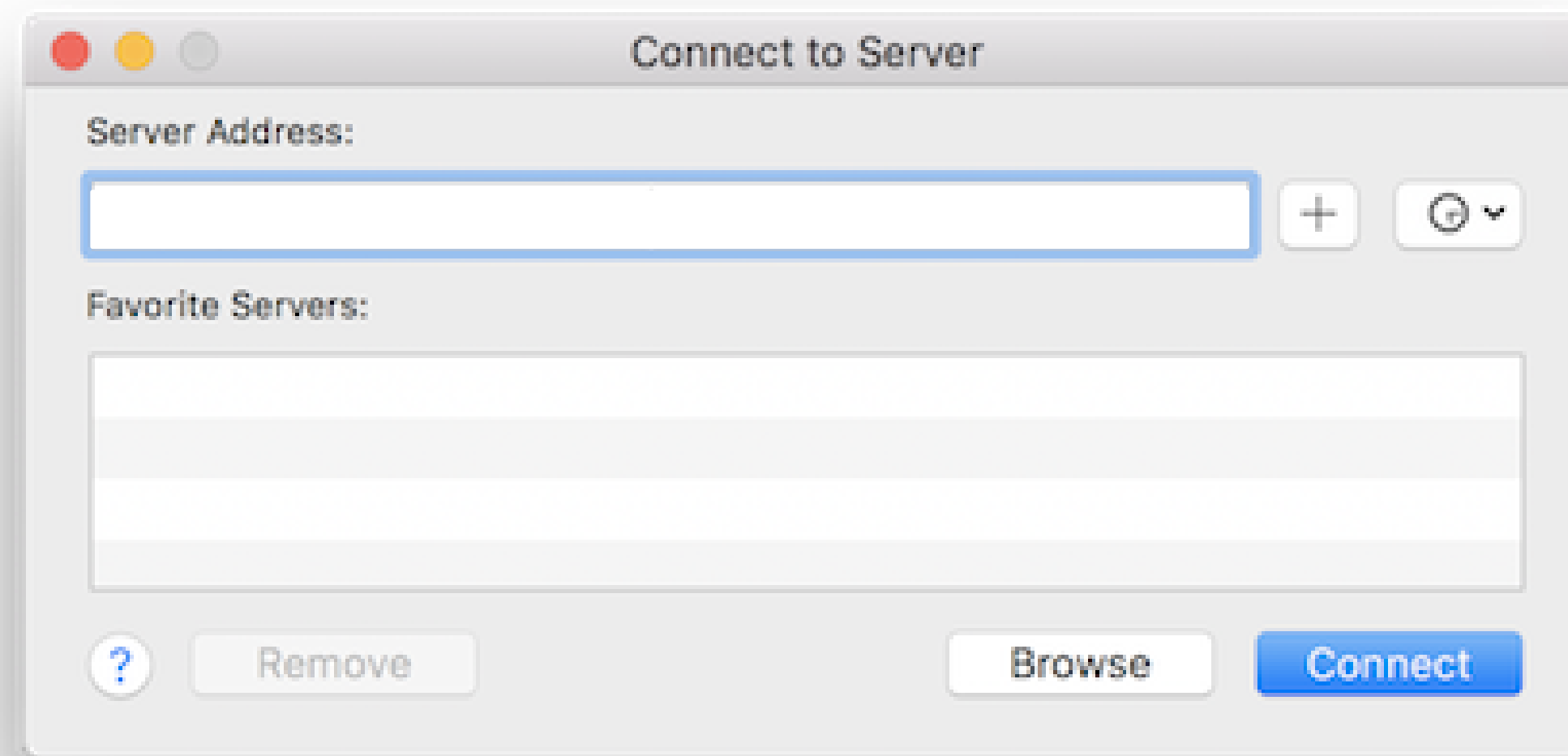


Files

ii. Accessing CloudSpace files using WebDAV

b. Accessing files using macOS

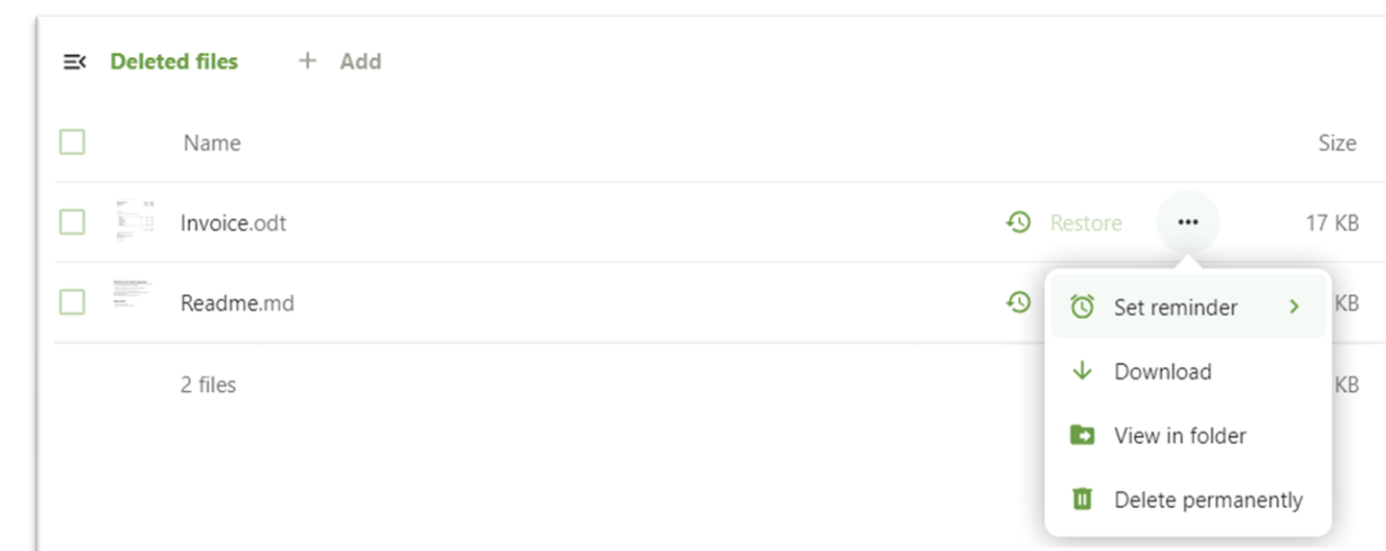
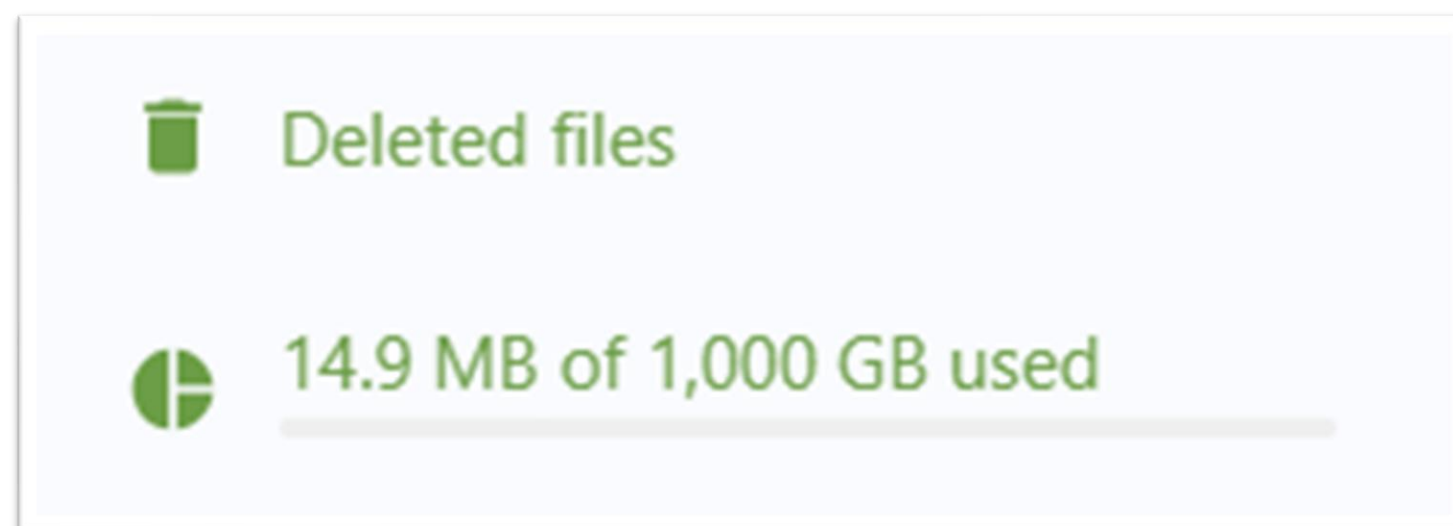
3. Click Connect. Your WebDAV server should appear on the Desktop as a shared disk drive.



Files

iii. Managing deleted files

- When you delete a file in CloudSpace, it is not immediately deleted permanently, only moved into the trash bin. It is not permanently deleted until you manually delete it, or when the Deleted Files app deletes it to make room for new files.
- Find your deleted files by clicking on the Deleted files button on the Files page of the CloudSpace Web interface. You'll have options to either restore or permanently delete files.
- **Quotas:** Deleted files are not counted against your storage quota. Only your personal files count against your quota, not files which were shared with you.



Files

iii. Managing deleted files

What happens when shared files are deleted?

- Deleting files gets a little complicated when they are shared files, as this scenario illustrates:
 1. User1 shares a folder “test” with User2 and User3
 2. User2 (the recipient) deletes a file/folder “sub” inside of “test”
 3. The folder “sub” will be moved to the trash bin of both User1 (owner) and User2 (recipient)
 4. But User3 will not have a copy of “sub” in their trash bin
- When User1 deletes “sub” then it is moved to User1’s trash bin. It is deleted from User2 and User3, but not placed in their trash bins.
- When you share files, other users may copy, rename, move, and share them with other people, just as they can for any computer files; CloudSpace does not have magic powers to prevent this.

Files

iii. Managing deleted files

How the deleted files app manages storage space

- To ensure that users do not run over their storage quotas, the Deleted Files app allocates a maximum of 50% of their currently available free space to deleted files. If your deleted files exceed this limit, CloudSpace deletes the oldest files (files with the oldest timestamps from when they were deleted) until it meets the memory usage limit again.
- CloudSpace checks the age of deleted files every time new files are added to the deleted files. (By default, deleted files stay in the trash bin for 30 days).

Files

iii. Managing deleted files

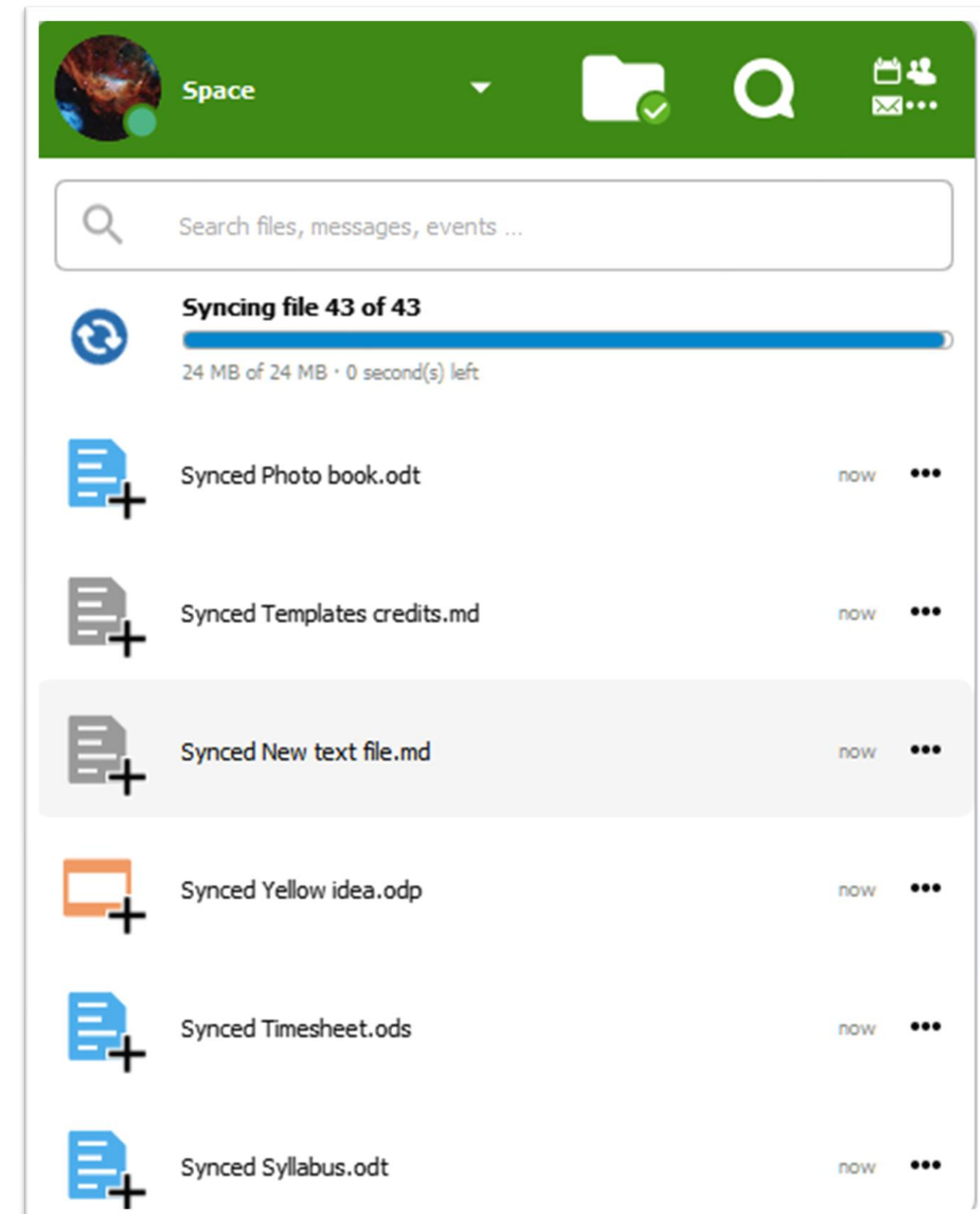
How the deleted files app manages storage space

- Files older than the `trashbin_retention_obligation` value will be deleted permanently. Additionally, CloudSpace calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space CloudSpace will permanently delete those trashed files with the soonest expiration until the space limit is met again.

Files

iv. Desktop and mobile synchronization

- The CloudSpace Desktop Sync Client enables you to connect to your CloudSpace Server. You can create folders in your home directory and keep the contents of those folders synced with your CloudSpace server. Simply copy a file into the directory and the CloudSpace desktop client does the rest. Make a change to the files on one computer, it will flow across the others using these desktop sync clients. You will always have your latest files with you wherever you are.
- Mobile clients: Visit your Personal page in your CloudSpace Web interface to find download links for Android and iOS mobile sync clients.



Files

v. File Sharing

CloudSpace users can share files and folders. Possible targets are:

- public links
- users
- groups
- circles
- talk conversations

Files

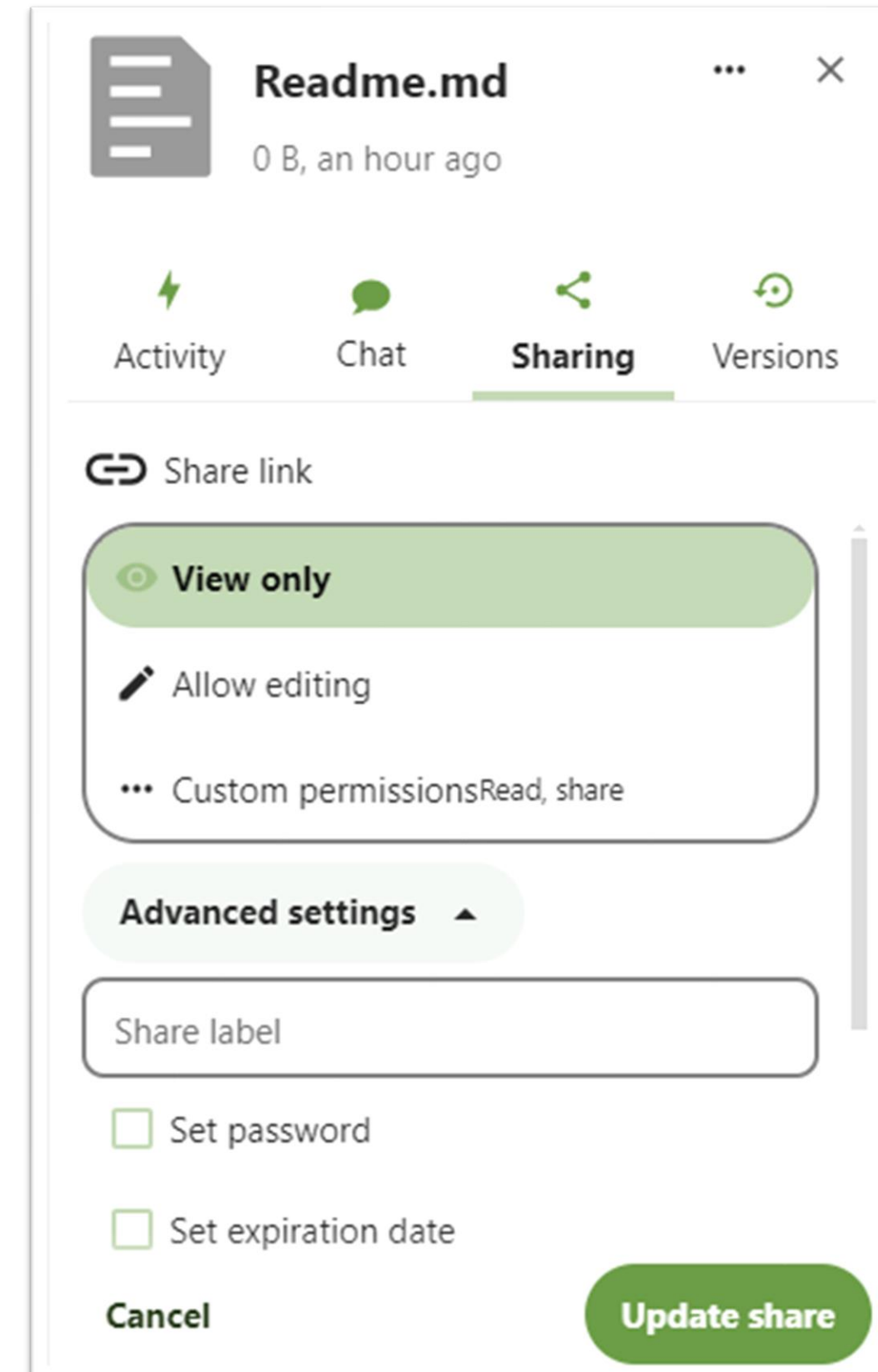
v. File Sharing

Public link shares

You can share files and folders via public links.

A random 15-digit token will be created. The link will look like

<https://cloud.example.com/s/yxcFKRWBJqYYzp4>.



Files

v. File Sharing

Public link shares

A number of options are available for public folder shares:

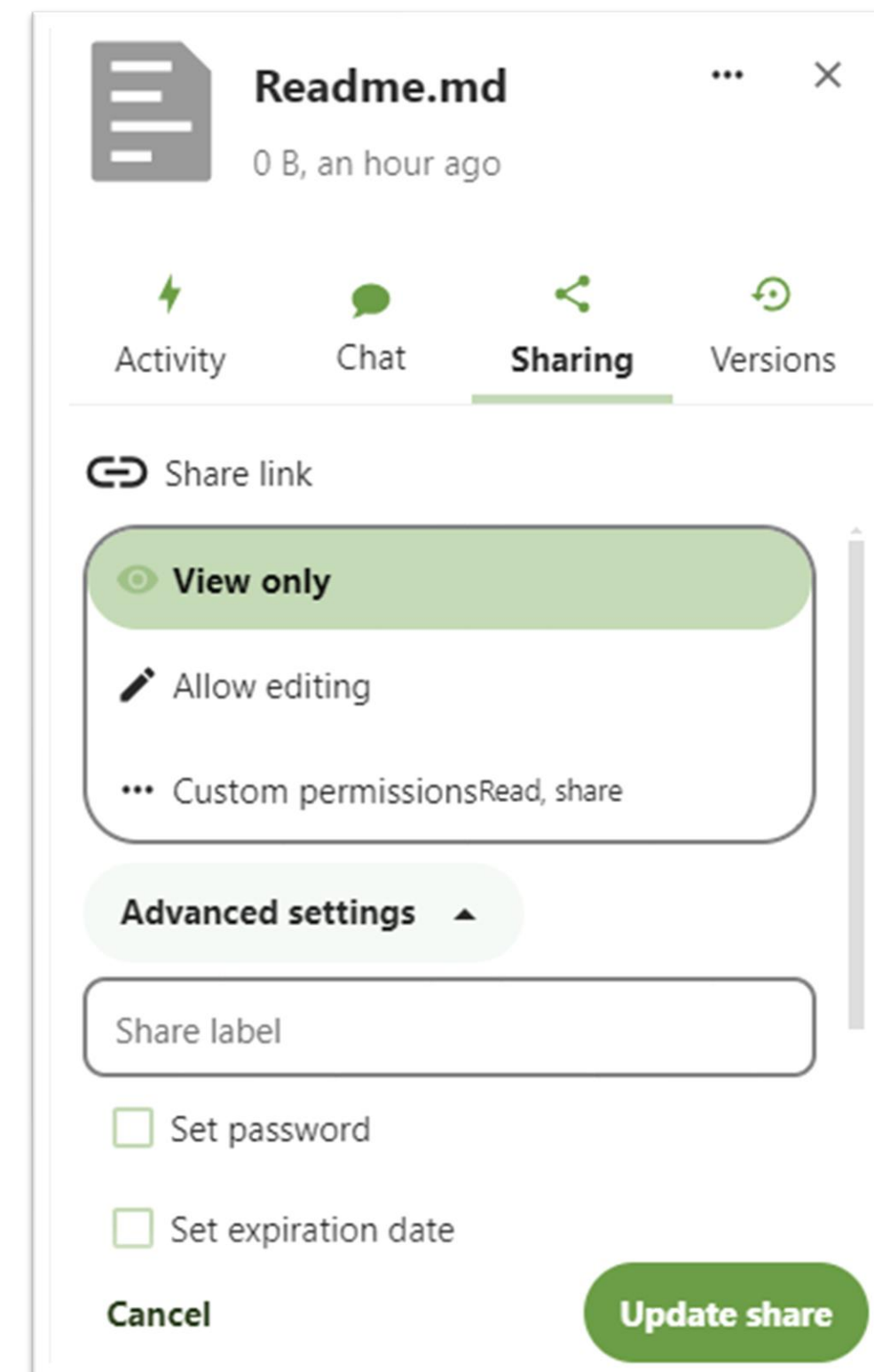
- **Read only** to allow viewing and downloading
- **Allow upload and editing**
- With **File drop**, the sharee can only upload files to a folder without seeing the files that are already in that folder.
- **Hide download** hides the download buttons and the default browser right-click options in order to make downloading for the sharee harder
- **Password protect**
- **Set expiration date** will automatically disable the share

Files

v. File Sharing

Public link shares

- **Note to recipient**
- **Unshare** to revert the share
- **Add another link** to create multiple public links with different rights
- For public file shares, you may allow editing the file with one of CloudSpace's collaborative editing solutions.

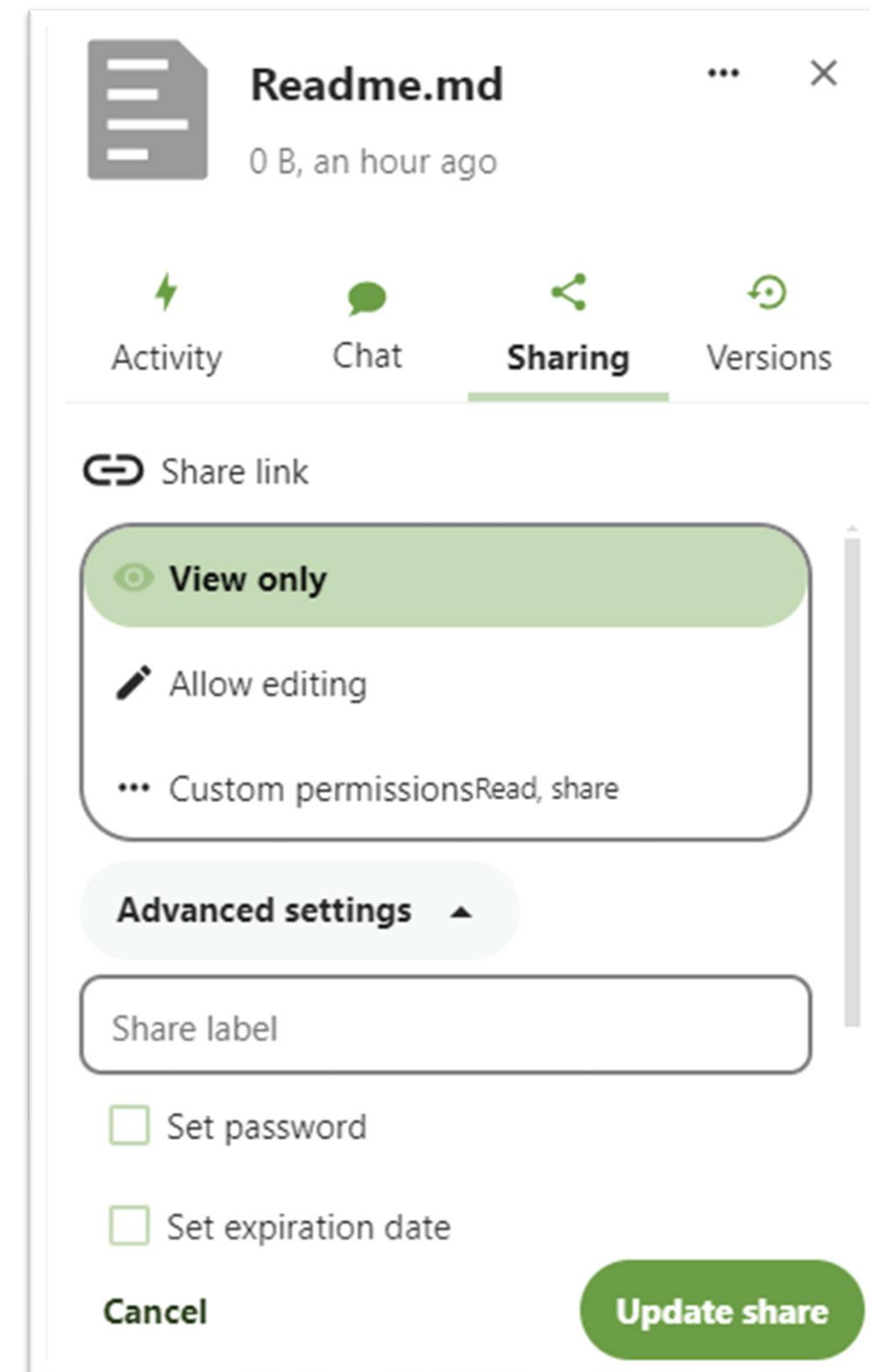


Files

v. File Sharing

Internal shares with users and groups

- When sharing with users, groups, circles or members of a Talk conversation, rights for the files or folder contents are adjustable:



Files

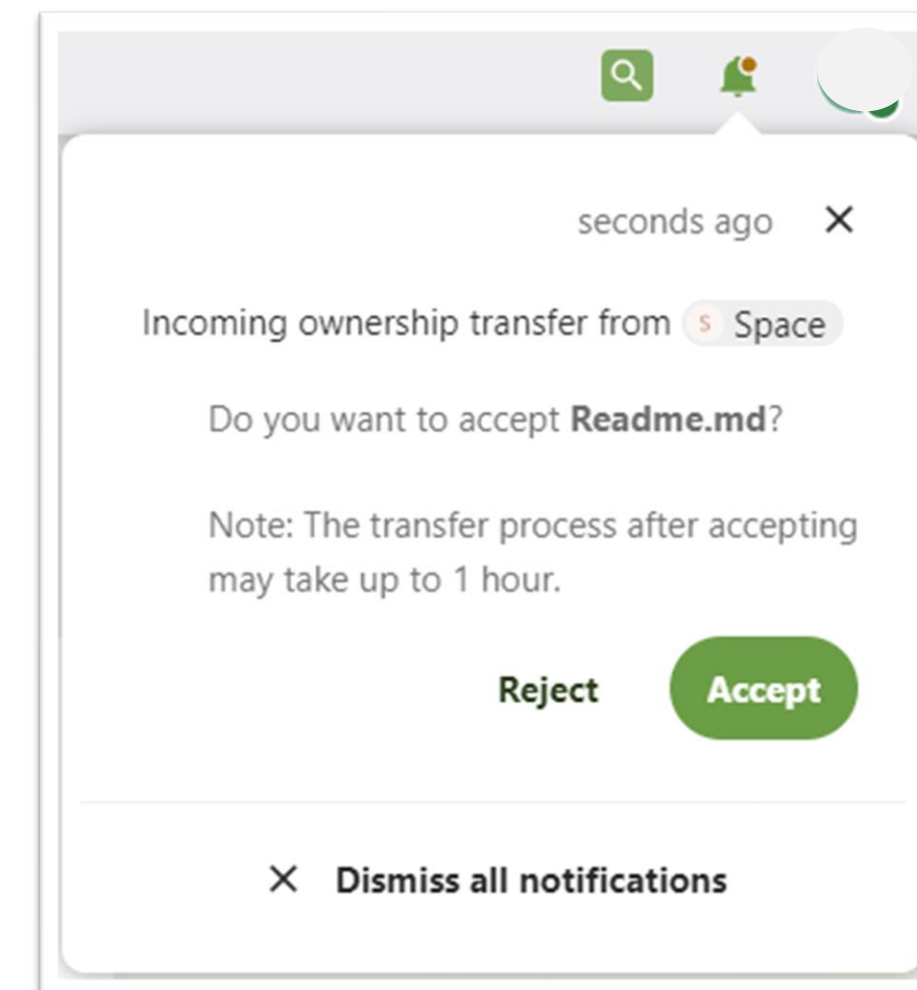
v. File Sharing

Internal shares with users and groups

- As a sharee, you can configure if you automatically want to accept all incoming shares and have them added to your root folder, or if you want to be asked each time if you want to accept or decline the share.
- For adjusting the acceptance setting, go to Settings > Sharing:

Sharing

- Accept user and group shares by default

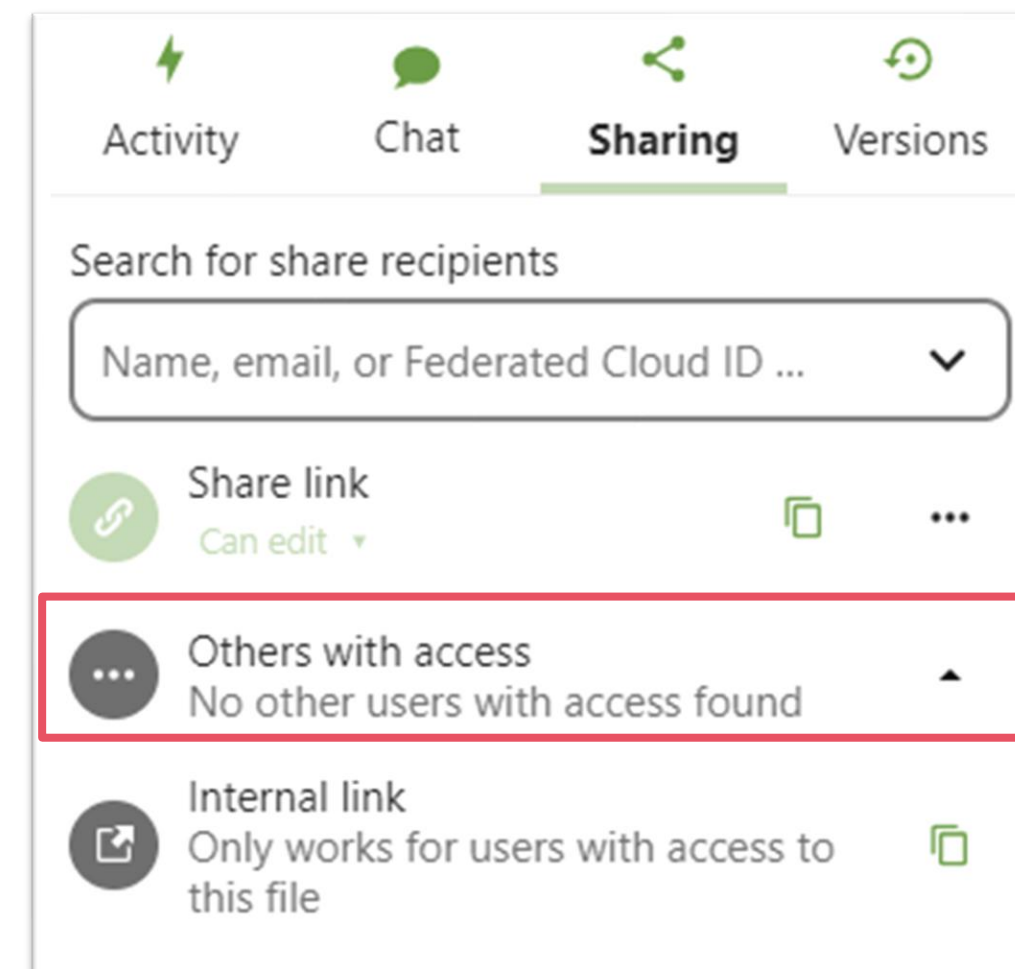
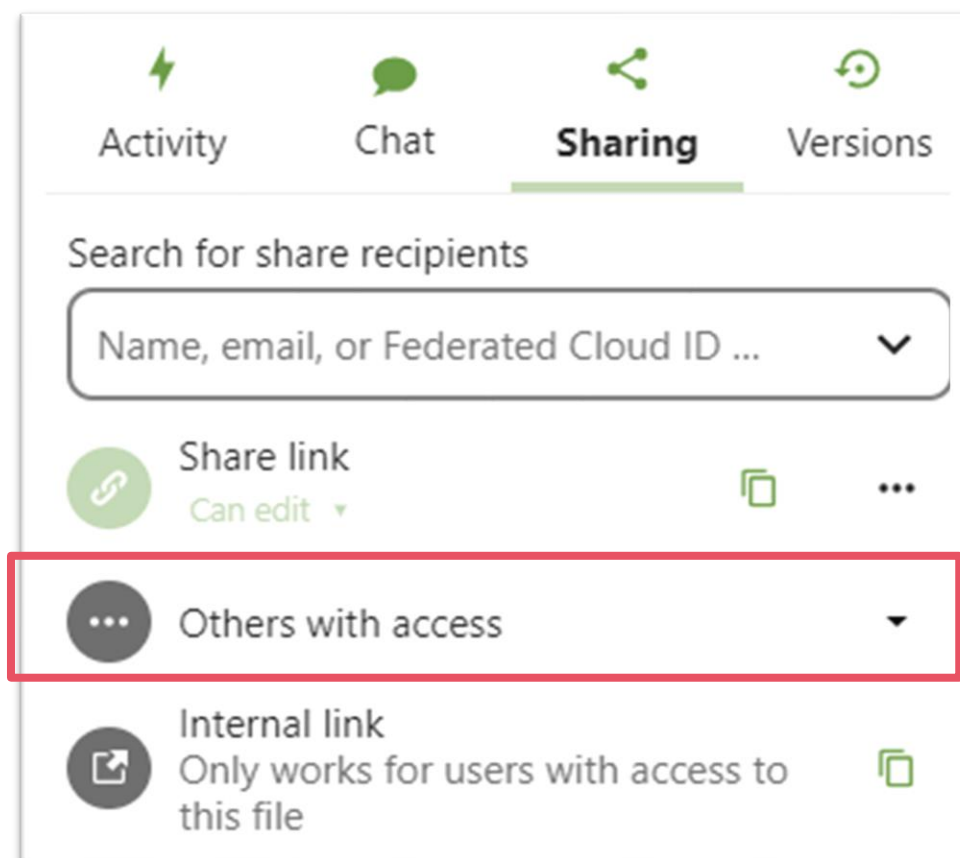


Files

v. File Sharing

Others with access

- In order to find out if a file or folder is accessible to others through sharing of a superior folder hierarchy level, click on Others with access in the sharing tab:
- The list shows all users, groups, chats etc. that the current object has been given access to through sharing of a superior folder in the hierarchy:



Files

vi. Making anonymous uploads

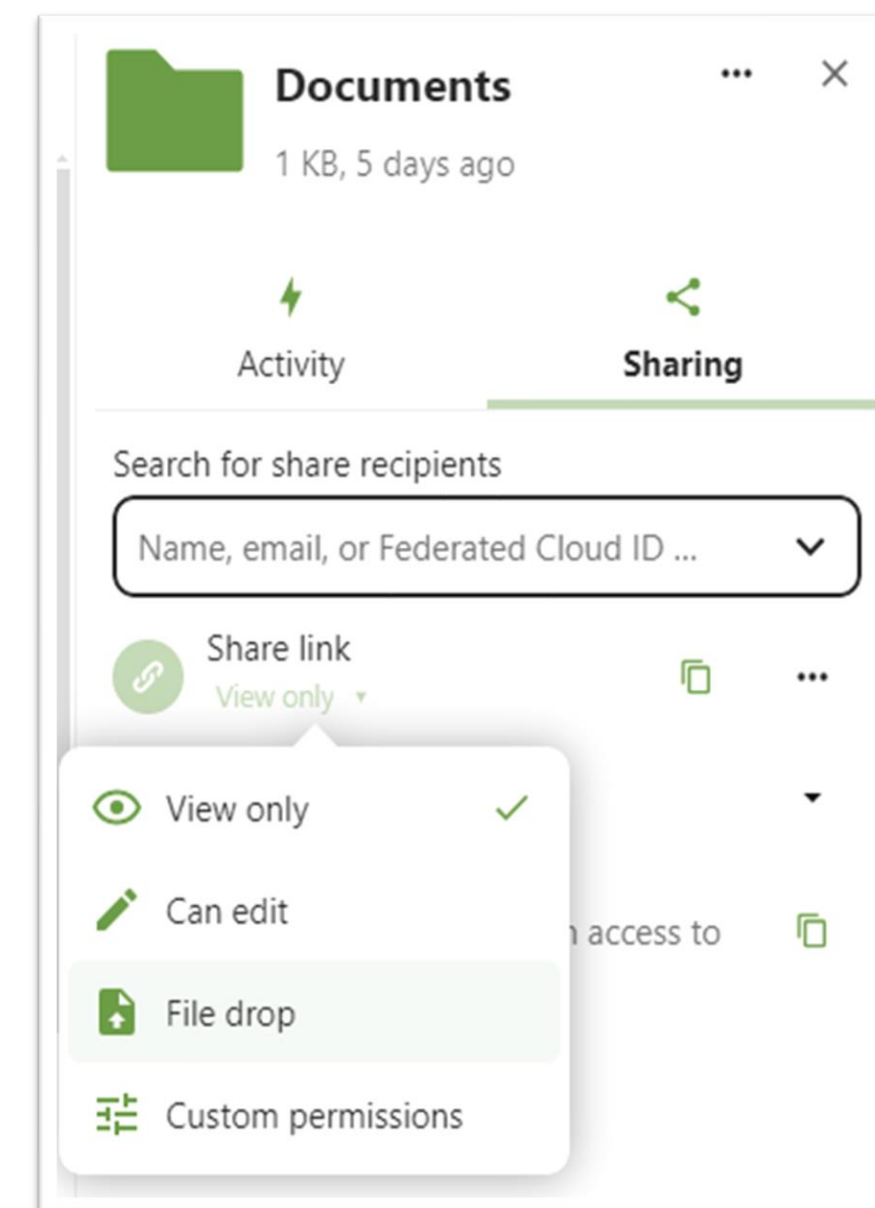
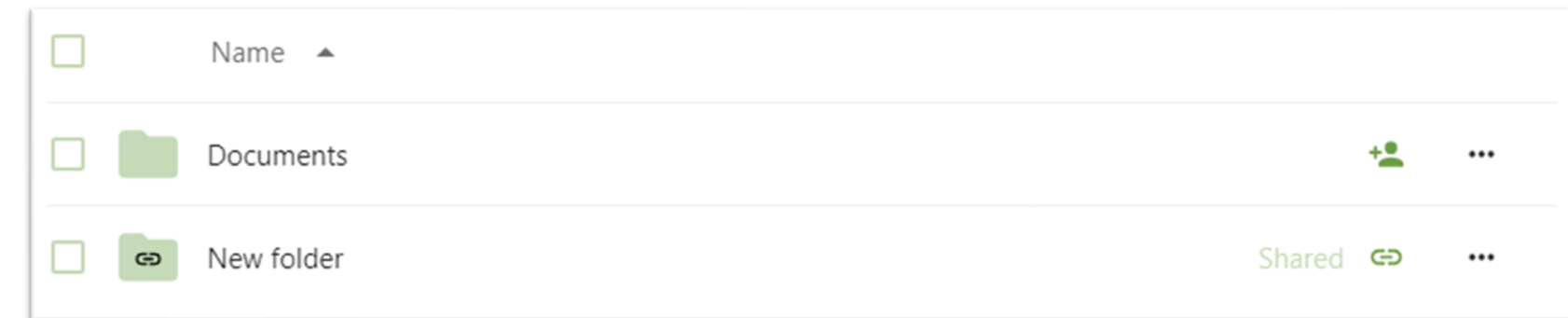
- You may create your own special upload directories so that other people can upload files to you without having to log in to the server, and without being a CloudSpace user.
- They will not be allowed to see the contents of this directory, or to make any changes.
- This is an excellent alternative to sending large attachments via email, using an FTP server, or using commercial file-sharing services.

Files

vi. Making anonymous uploads

Setting up your own file drop

- Go to Files and create or choose the folder, the anonymous upload should be made to.
- Check Share Link, Choose File Drop.
- Now you can send the link to the upload folder manually or by using the CloudSpace send function.

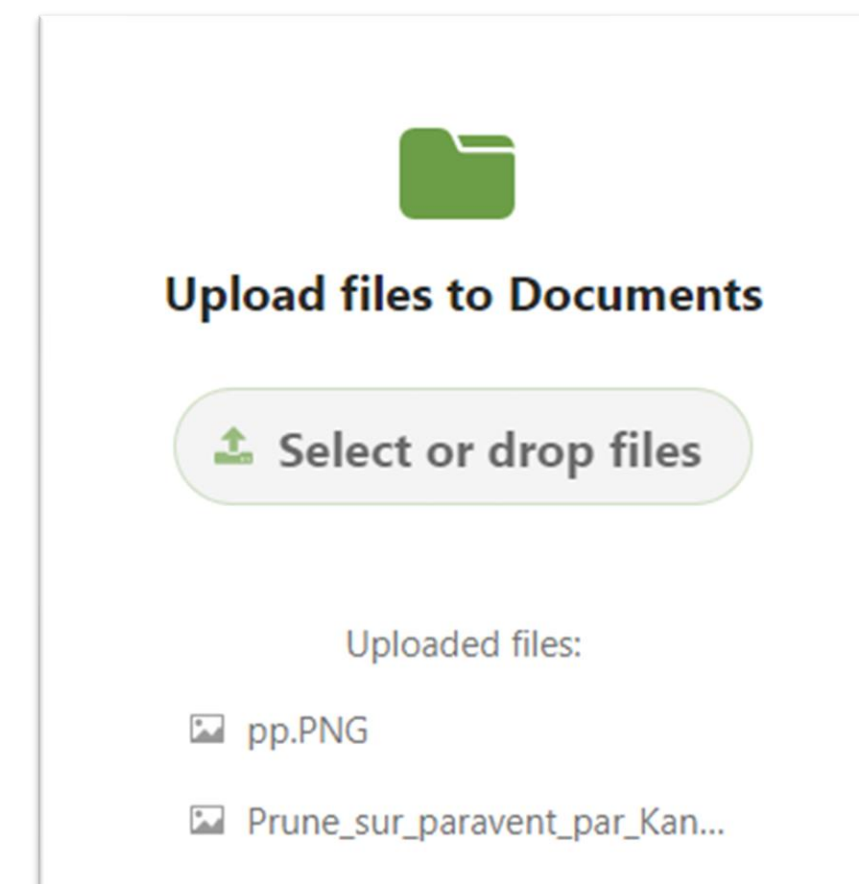
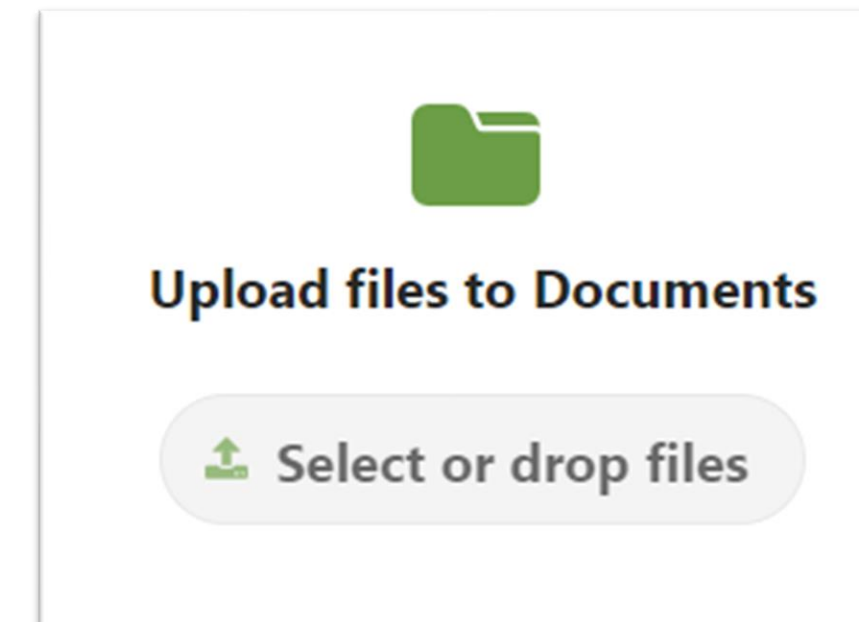


Files

vi. Making anonymous uploads

Uploading files

- Using the anonymous upload function is simple. You receive a link to the upload folder, click the link, and then you'll see a CloudSpace page with a "Select or drop files" button
- This opens a file picker, and you select the file or directory you want to upload. You're also able to just drop files into the window.
- When your upload is completed, the filenames are listed.



Files

vii. Storage quota

- Look at the Personal page to see what your quota is, and how much you have used. It may be helpful to understand how your quota is calculated.
- Metadata (thumbnails, temporary files, cache, and encryption keys) takes up about 10% of disk space but is not counted against user quotas. Some apps store information in the database, such as the Calendar and Contacts apps. This data is excluded from your quota.

You are using 7.2 MB of 5 GB (0.14 %)

Files

vii. Storage quota

- When other users share files with you, the shared files count against the original share owner's quota. When you share a folder and allow other users or groups to upload files to it, all uploaded and edited files count against your quota.
- When you re-share files shared with you, the re-share still counts against the quota of the original share owner.
- Encrypted files are a little larger than unencrypted files; the unencrypted size is calculated against your quota.

Files

vii. Storage quota

- Deleted files that are still in the trash bin do not count against quotas. The trash bin is set at 50% of quota. Deleted file aging is set at 30 days. When deleted files exceed 50% of quota then the oldest files are removed until the total is below 50%.

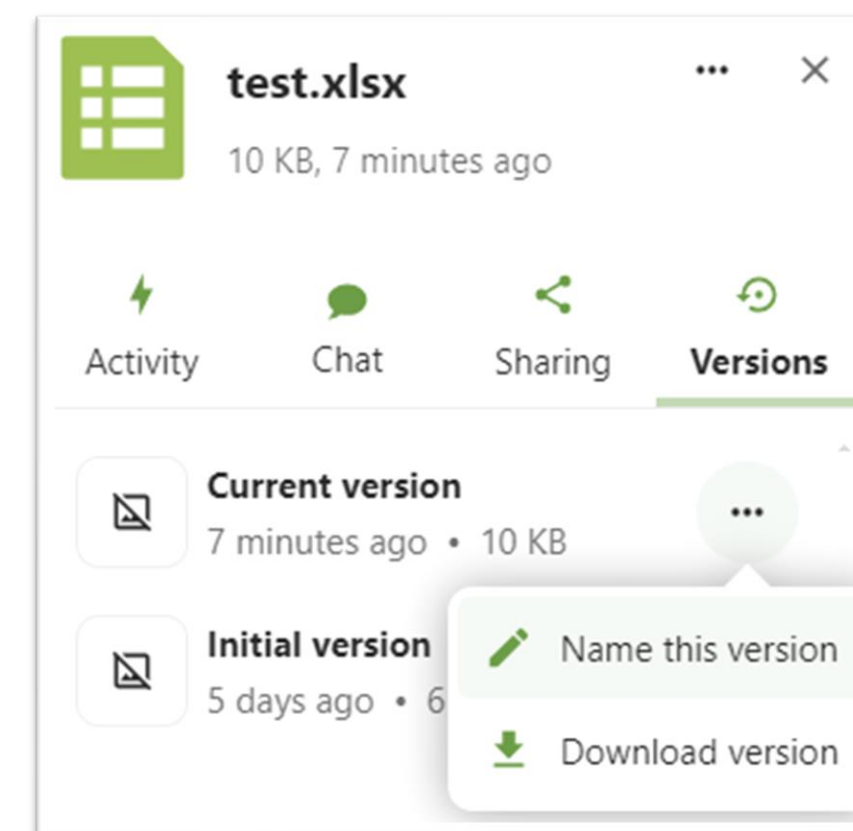
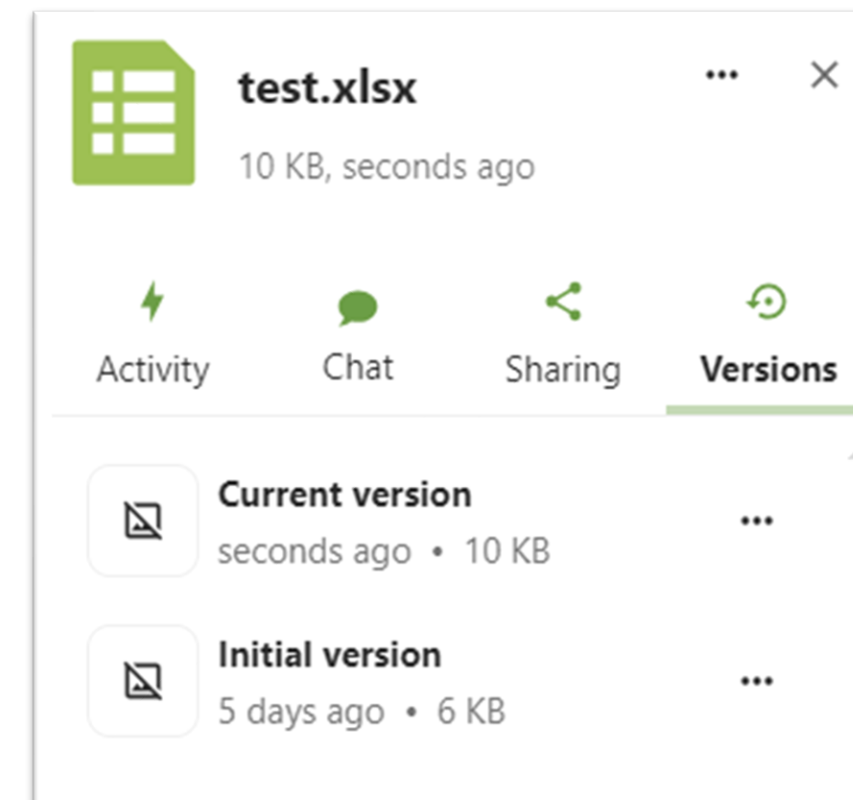
Note:

- When version control is enabled, the older file versions are not counted against quotas.
- If you create a public share via URL and allow uploads, any uploaded files count against your quota.

Files

viii. Version control

- CloudSpace supports simple version control system for files. Versioning creates backups of files which are accessible via the Versions tab on the Details sidebar.
- This tab contains the history of the file where you can roll back a file to any previous version. Changes made at intervals greater than two minutes are saved in data/[user]/files_versions.
- To restore a specific version of a file, click on the three dots to the right. You now have the option to rename the version or download it.

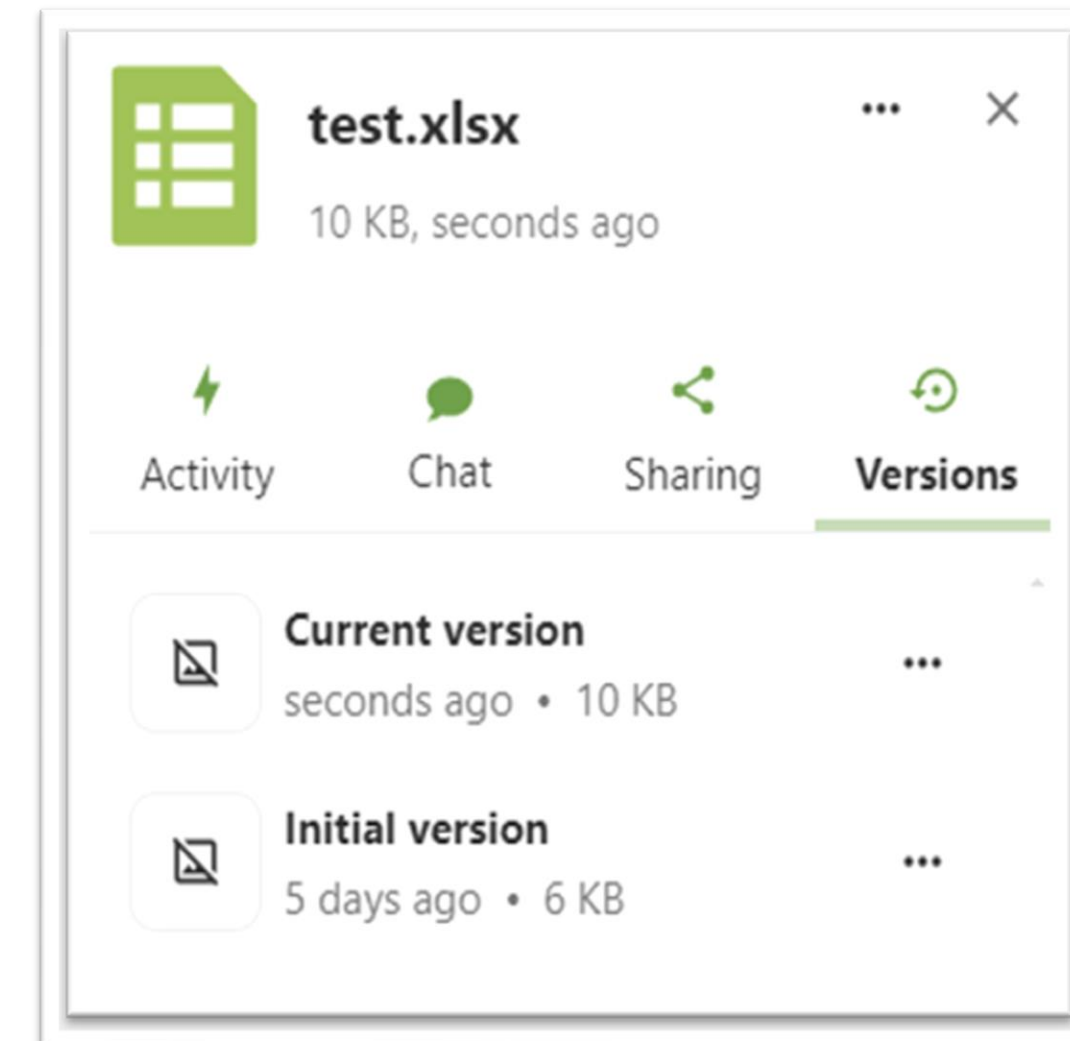


Files

viii. Version control

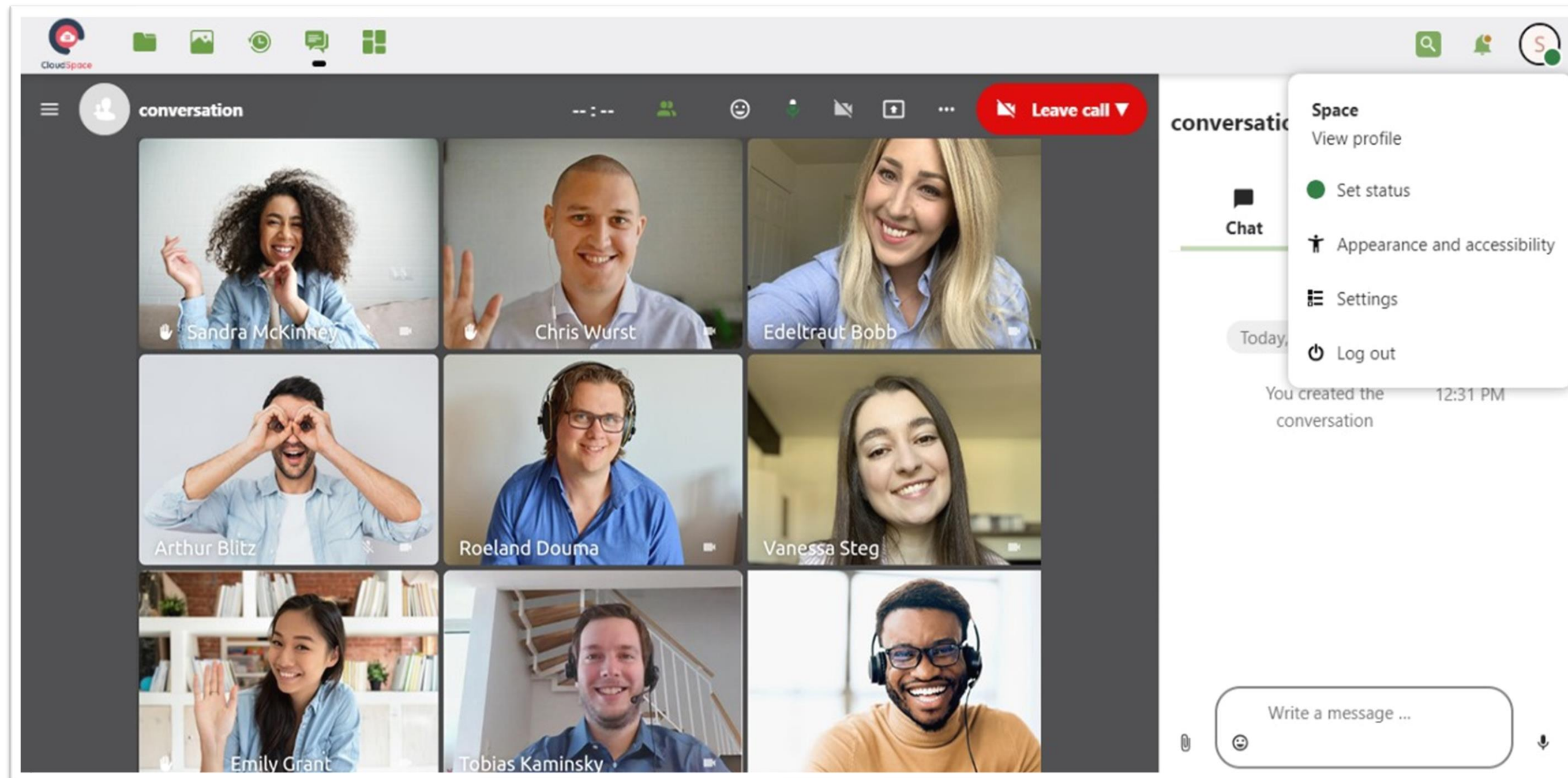
The version app never uses more than 50% of the user's currently available free space.

If the stored versions exceed this limit, CloudSpace deletes the oldest versions until it meets the disk space limit again.



Talk

CloudSpace Talk offers audio/video and text chat integrated in CloudSpace. It offers a web interface as well as mobile apps.



Talk

i. Basics of CloudSpace Talk

CloudSpace Talk lets you chat and have video calls on your own server.

Chats and calls take place in conversations. You can create any number of conversations. There are two kinds of conversations:

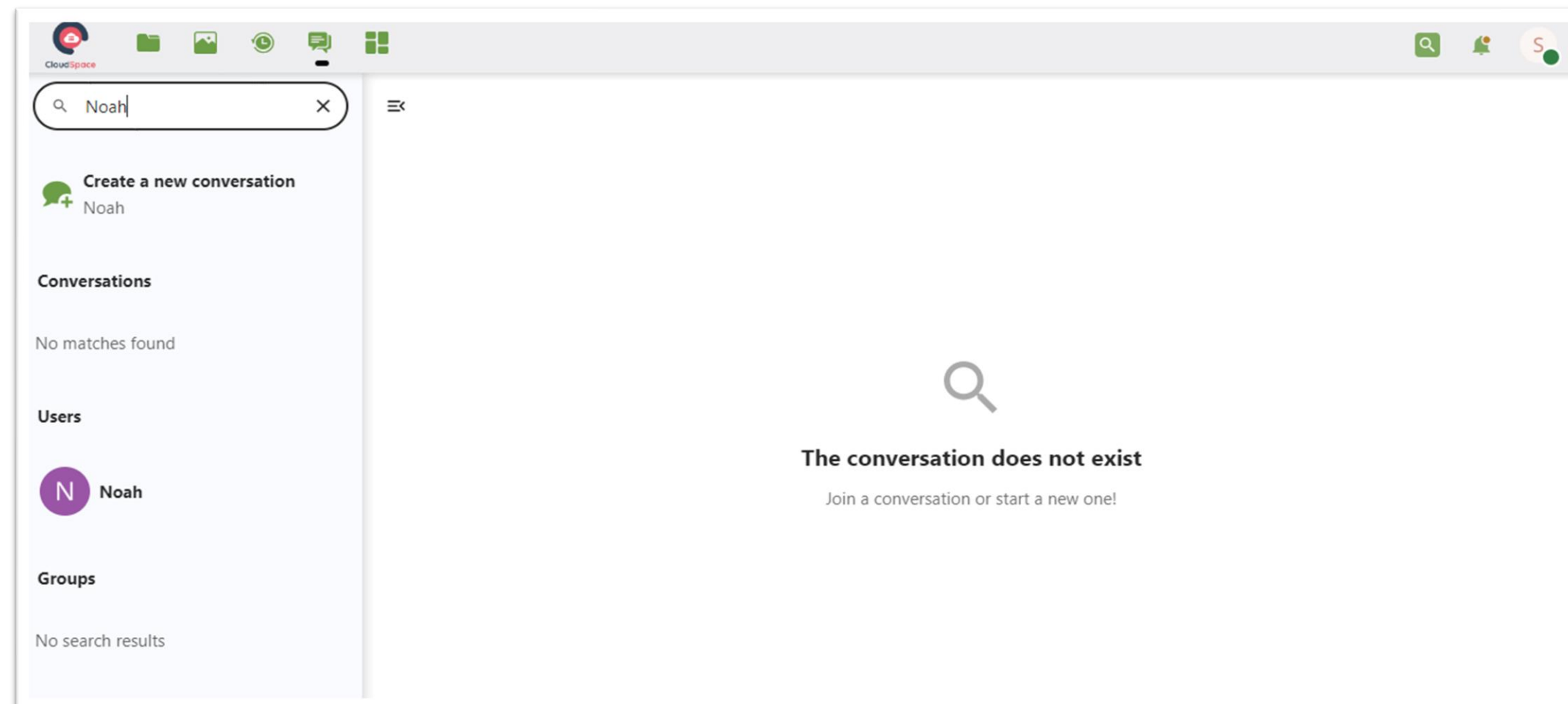
1. One-on-one conversations. This is where you have a private chat or call with another Talk user. You can't add other people to this conversation or share it with a link. You start a direct one-on-one chat by looking for another user in the search bar and then clicking their name.
2. Group conversations. Besides the person who created the conversation, a group conversation can have any number of people in it. A group conversation can be shared publicly with a link, so external guest users can join a call. It can also be listed, so other people on your CloudSpace server can join the conversation.

Talk

i. Basics of CloudSpace Talk

Creating a chat

You can create a direct, one-on-one chat by searching for the name of a user, a group or a circle and clicking it. For a single user, a conversation is immediately created, and you can start your chat. For a group or circle you get to pick a name and settings before you create the conversation and add the participants.

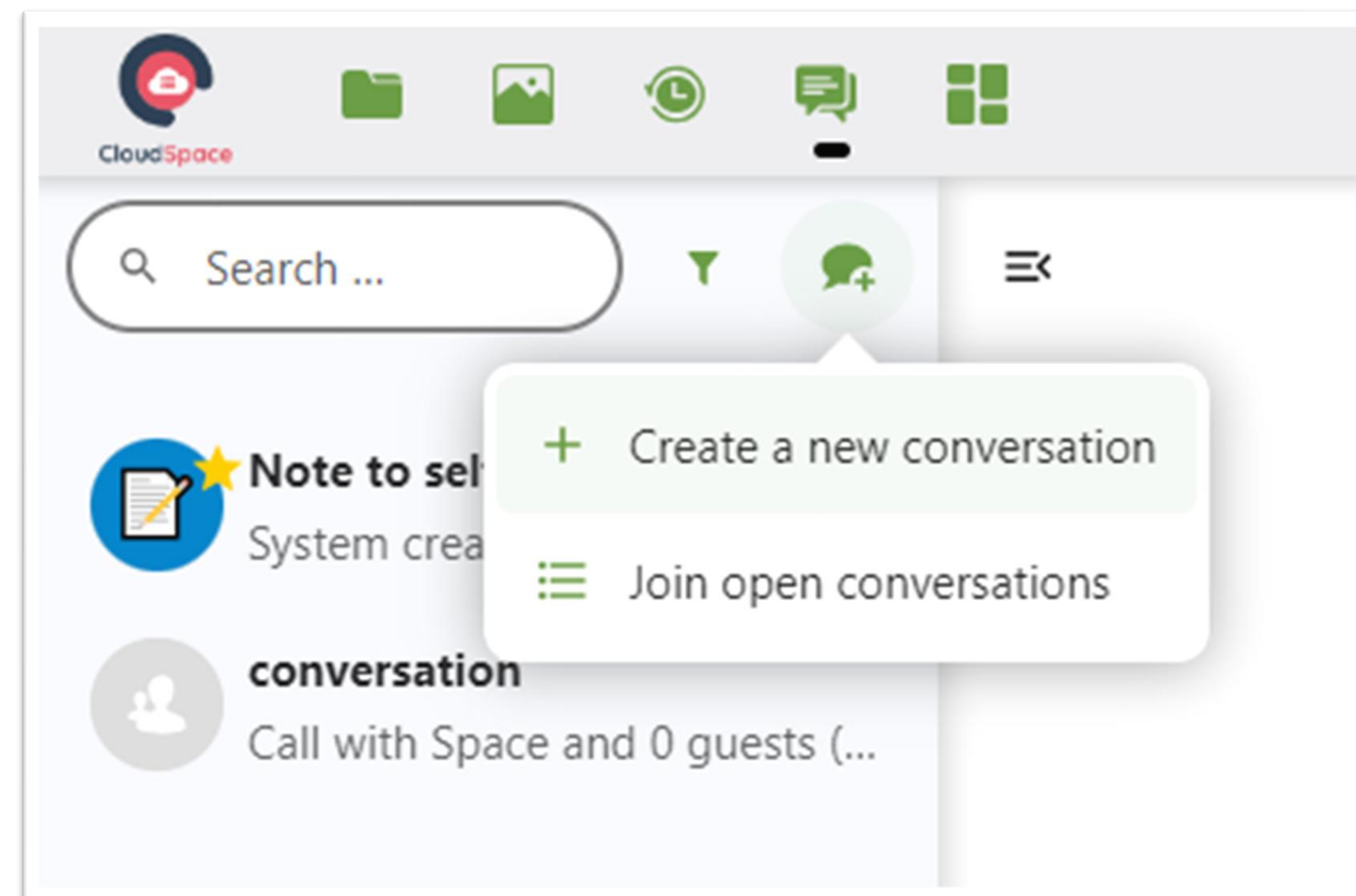


Talk

i. Basics of CloudSpace Talk

Creating a chat

If you want to create a custom group conversation, click the button next to the filters button and then on Create a new conversation.

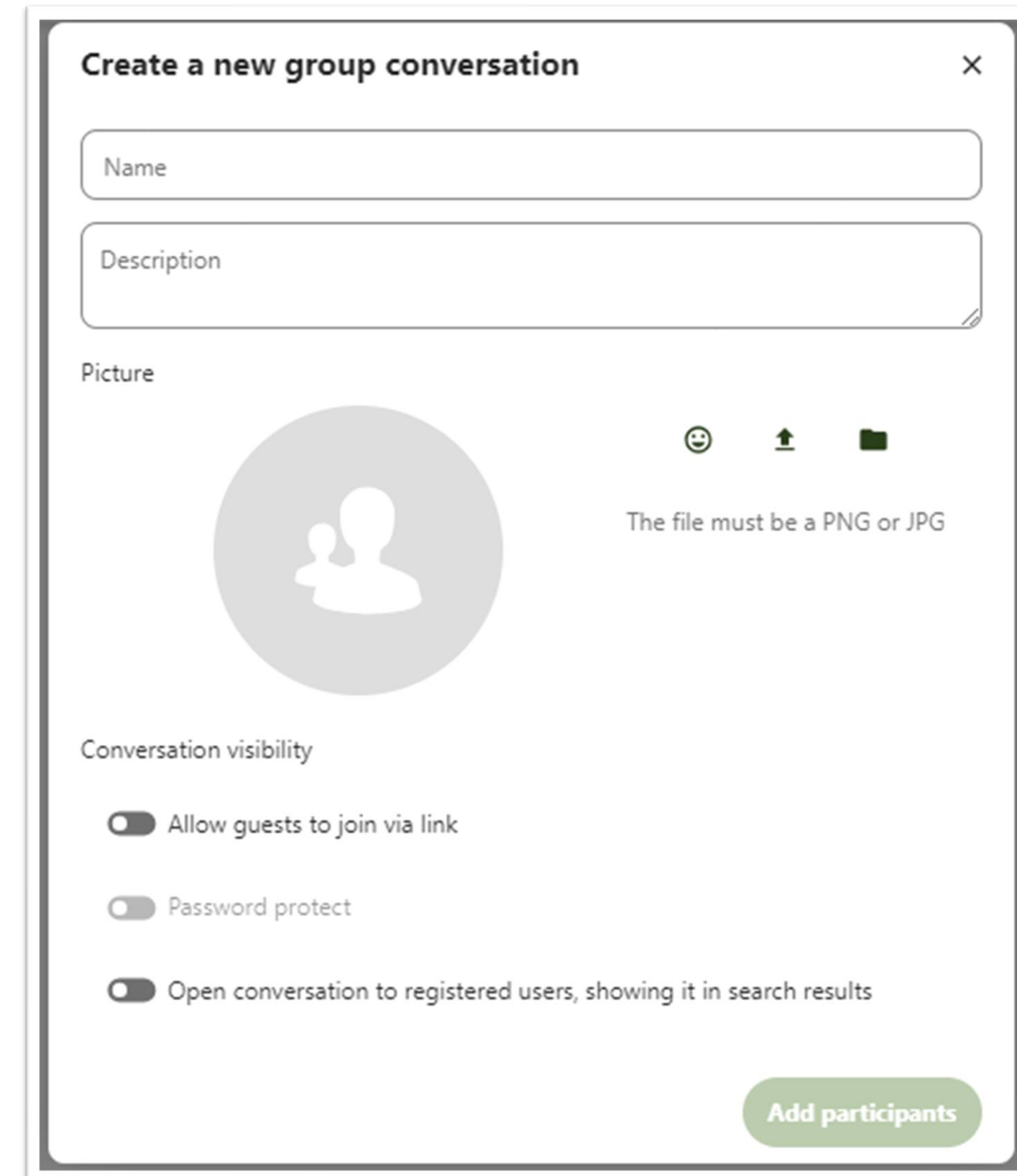


Talk

i. Basics of CloudSpace Talk

Creating a chat

You can then pick a name for the conversation, put a description, and set up an avatar for it (with uploaded photo or emoji), and select if the conversation should be open to external users and if other users on the server can see and join the conversation.



Create a new group conversation [X]

Name

Description

Picture

😊 ⬆️ 📁

The file must be a PNG or JPG

Conversation visibility

- Allow guests to join via link
- Password protect
- Open conversation to registered users, showing it in search results

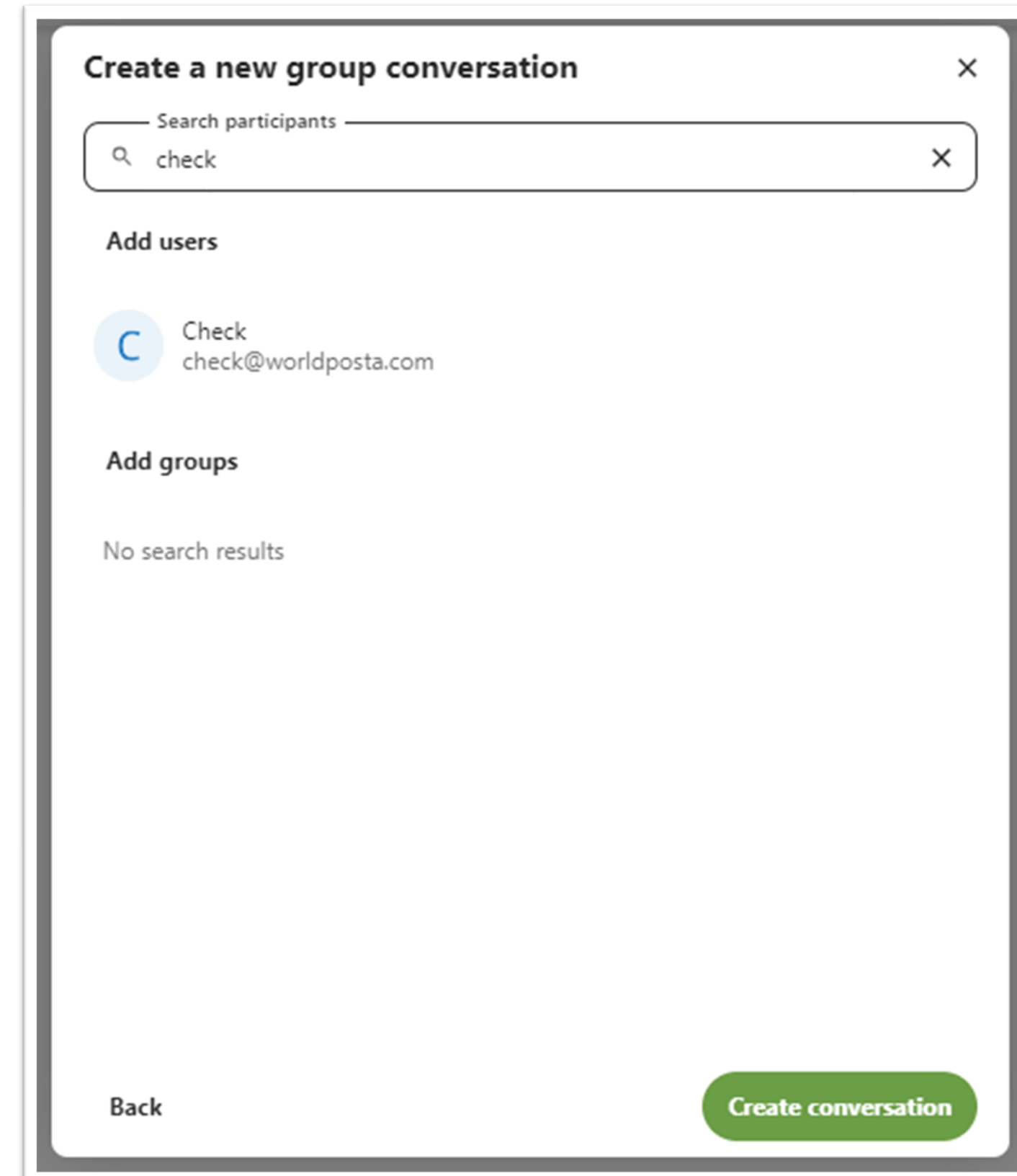
Add participants

Talk

i. Basics of CloudSpace Talk

Creating a chat

In the second step, you get to add participants and finalize the creation of the conversation.



Create a new group conversation ×

Search participants ×

check

Add users

C Check
check@worldposta.com

Add groups

No search results

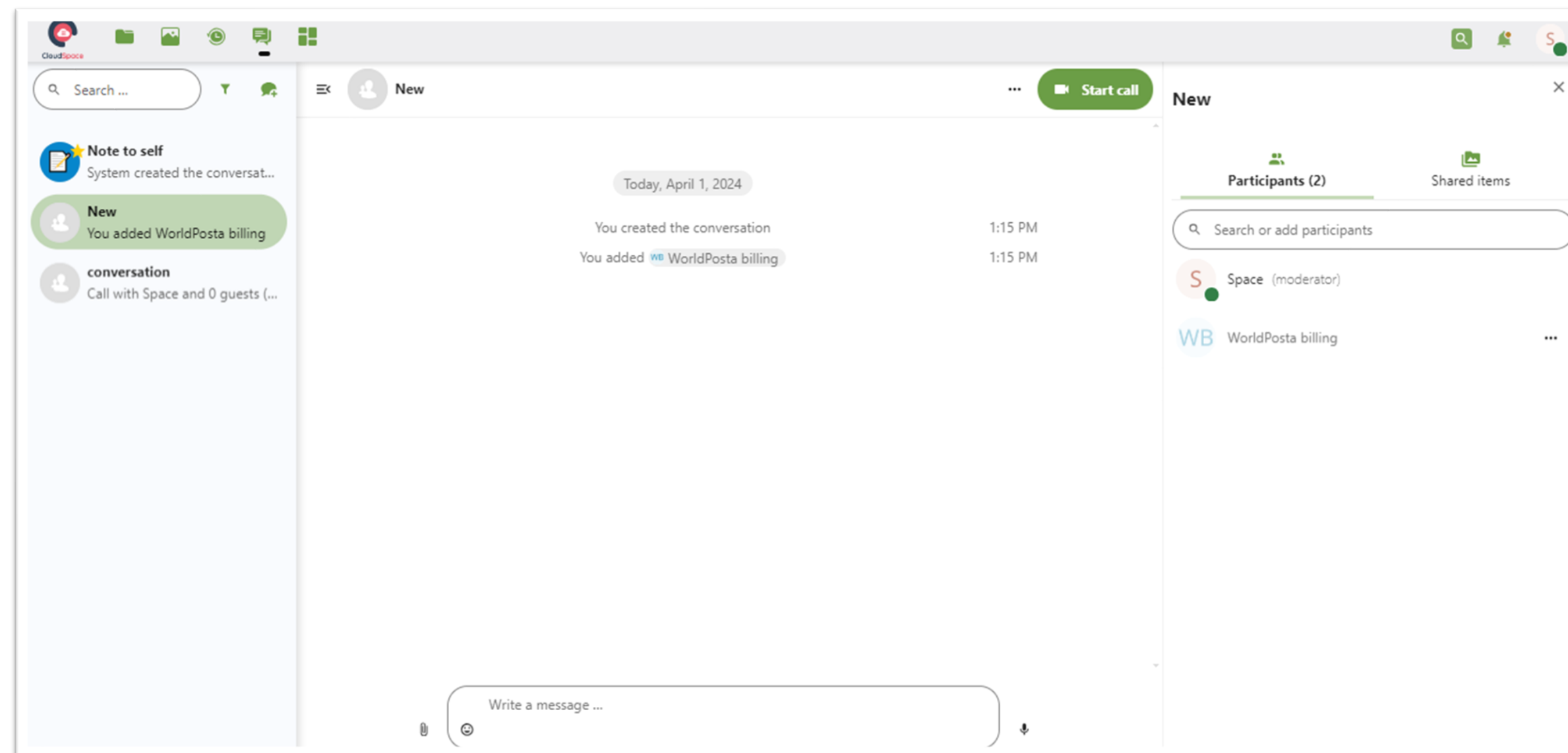
Back Create conversation

Talk

i. Basics of CloudSpace Talk

Creating a chat

You can cancel the creation of a conversation by clicking outside the white menu area at any time.

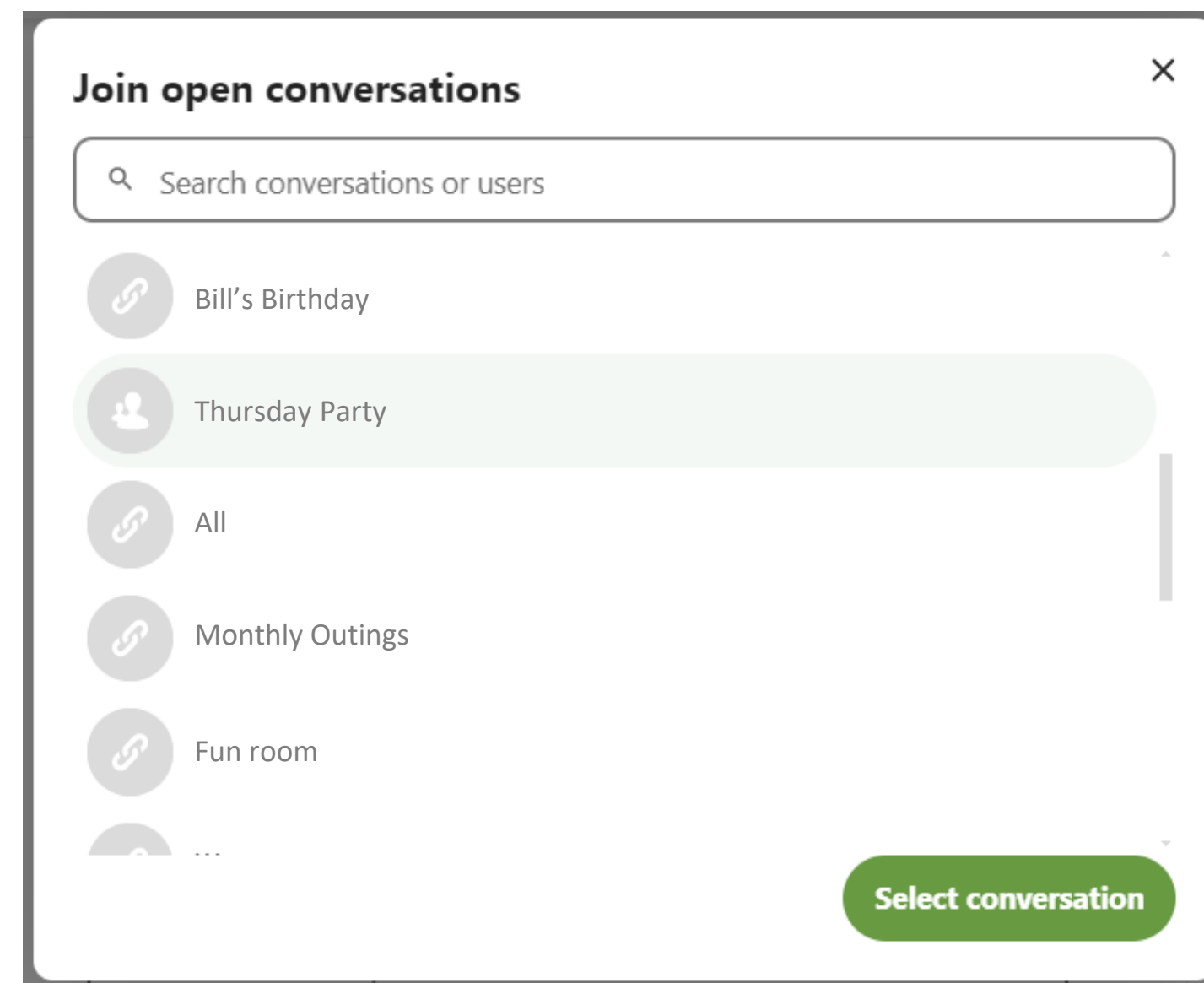


Talk

i. Basics of CloudSpace Talk

View all open conversations

You can view all the conversations that you can join by accessing the conversations list through the : menu next to the filters button and clicking on Join open conversations.



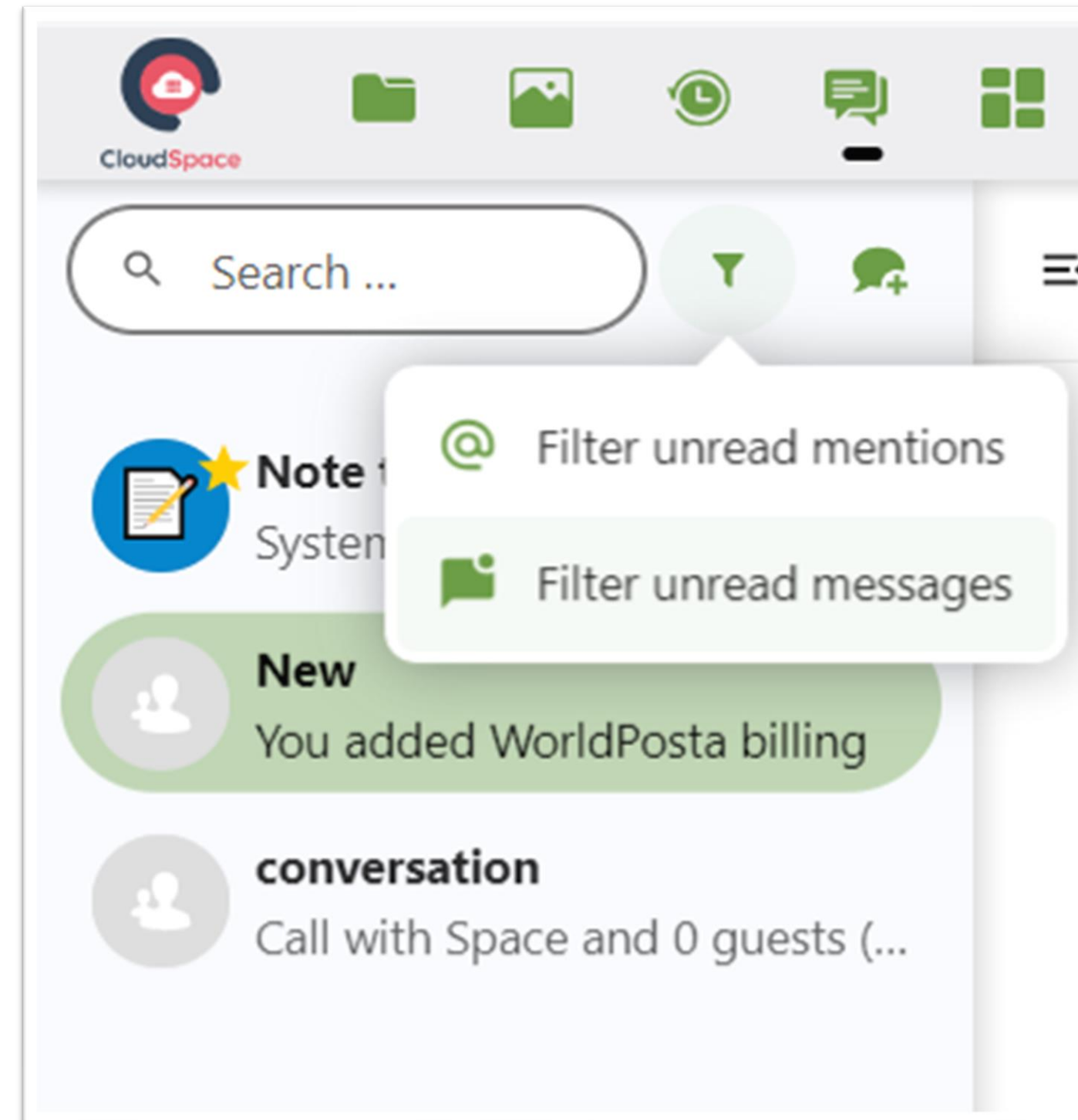
Talk

i. Basics of CloudSpace Talk

Filter your conversations

You can filter your conversations using the filter button located next to the search field. There are two options for filtering:

1. Filter unread mentions: This option allows you to view group conversations with unread mentions or unread one-on-one conversations.
2. Filter unread messages: This option allows you to view all unread messages in all joined conversations

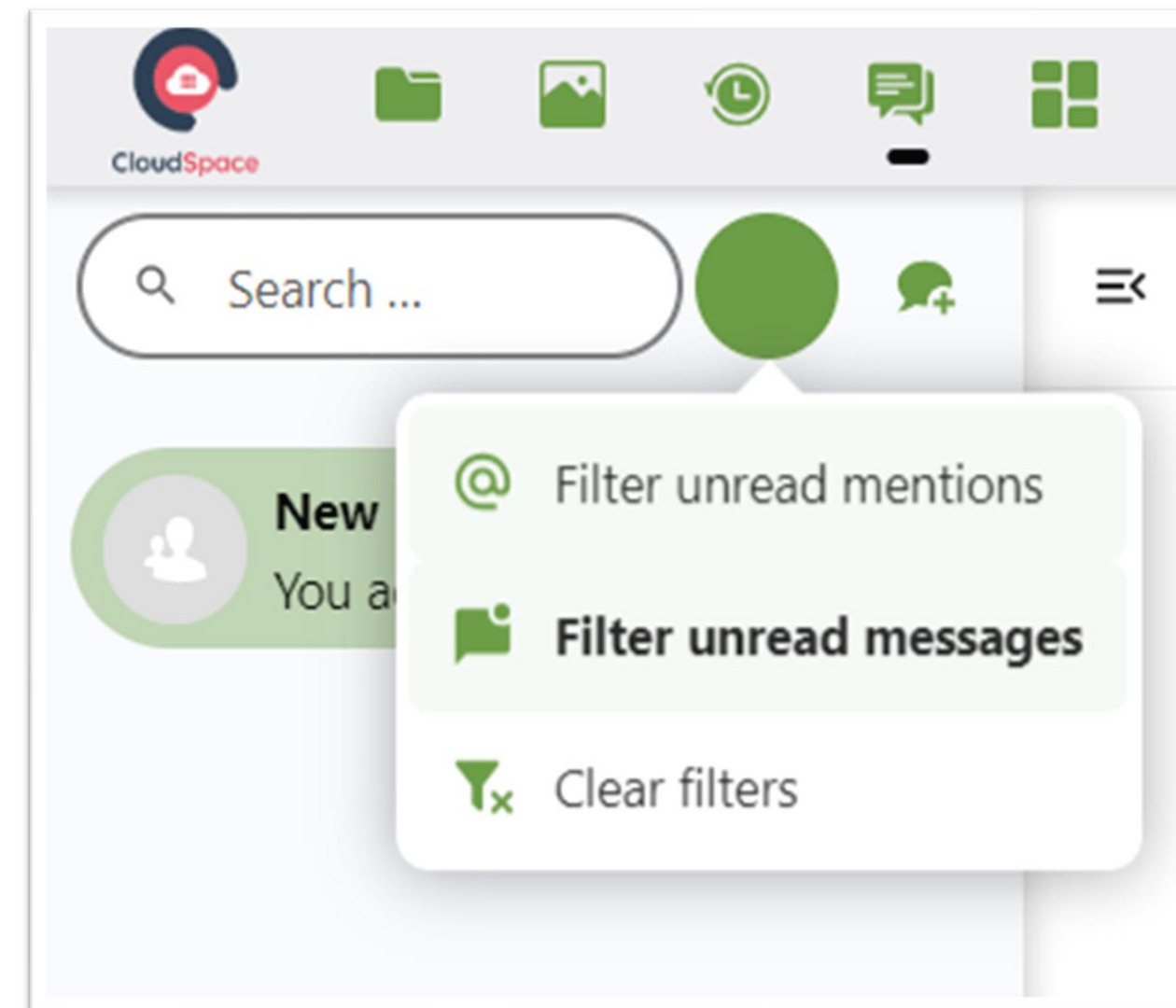


Talk

i. Basics of CloudSpace Talk

Filter your conversations

You can then clear the filter from the filters menu.



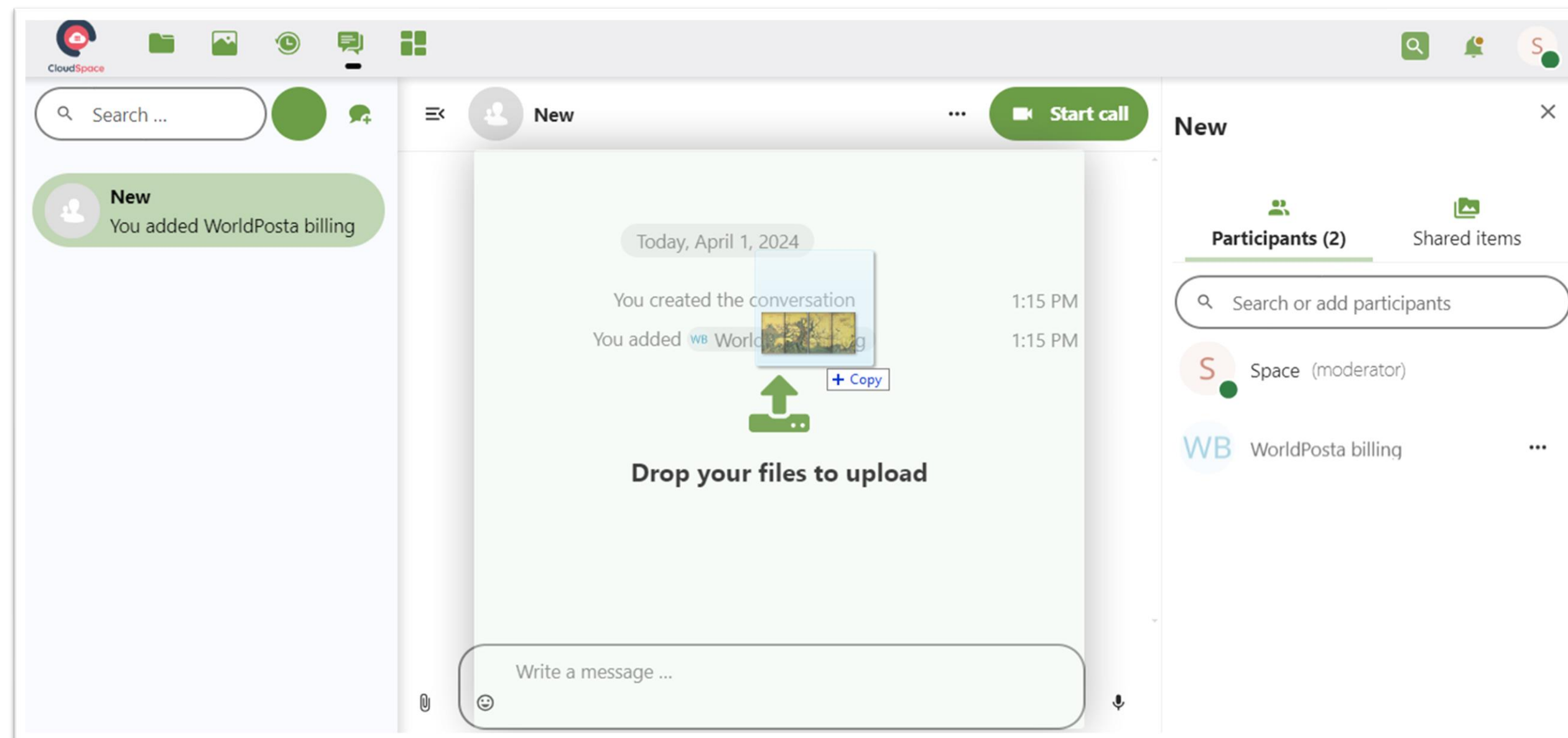
Talk

i. Basics of CloudSpace Talk

Sharing files in a chat

You can share files in a chat in 3 ways.

First, you can simply drag'n'drop them on the chat.



Talk

i. Basics of CloudSpace Talk

Sharing files in a chat

Second, you can select a file from your CloudSpace Files or a file manager by choosing the little paperclip and selecting where you'd like to pick the file from.

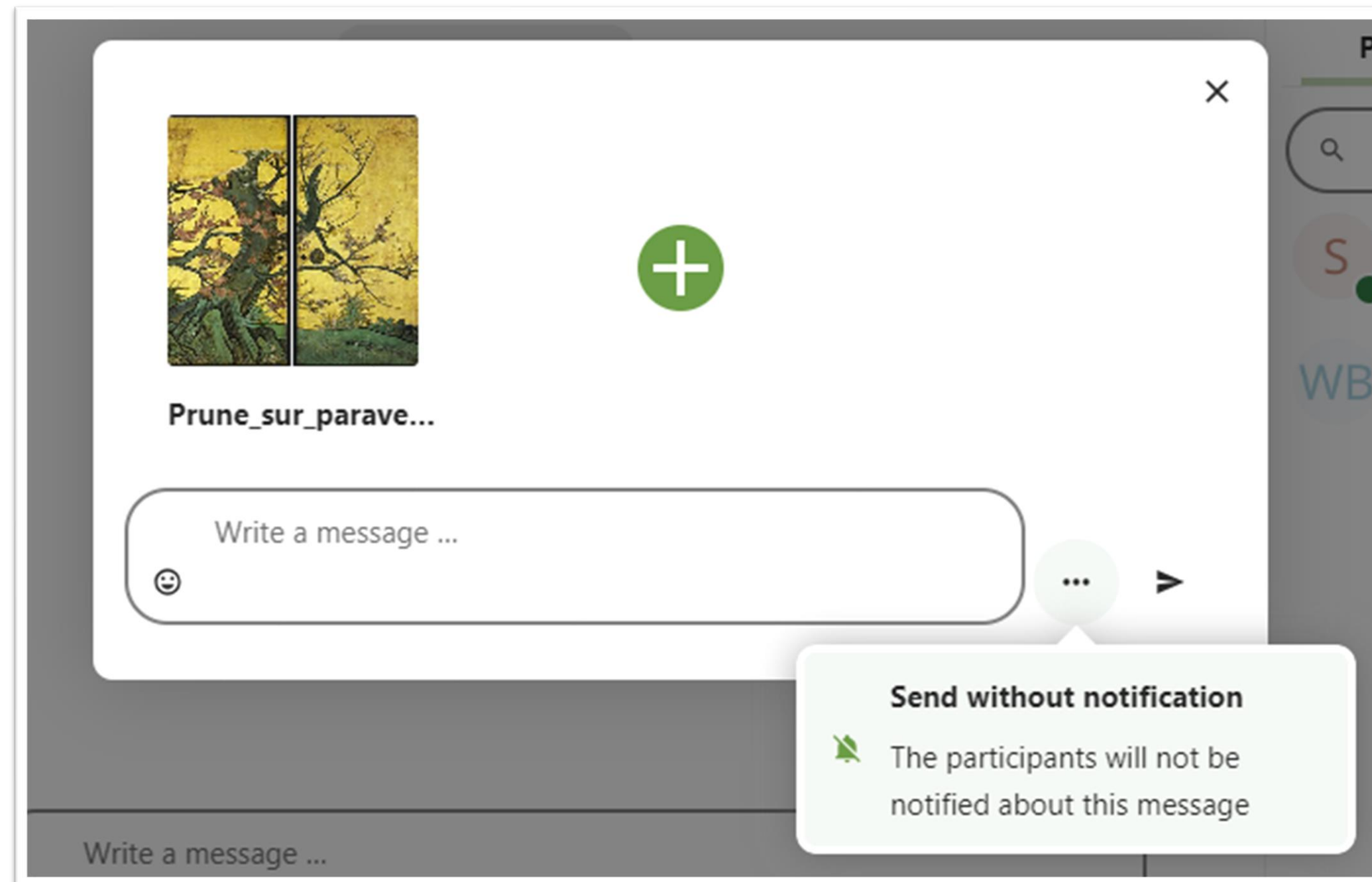


Talk

i. Basics of CloudSpace Talk

Sharing files in a chat

You can add more files until you are done and decide to share the files.

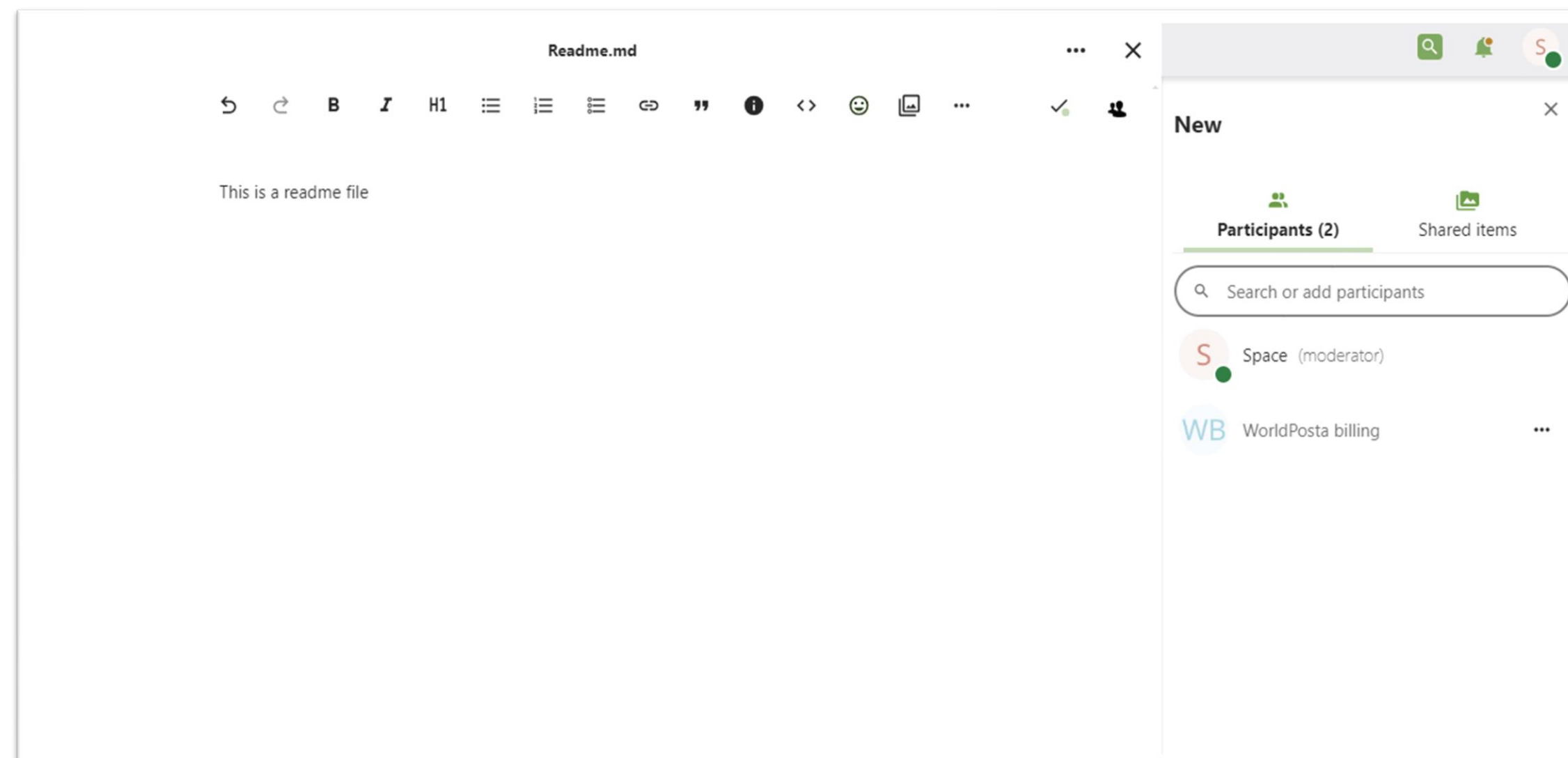


Talk

i. Basics of CloudSpace Talk

Sharing files in a chat

All users will be able to click the files to view, edit or download them, irrespective of them having a user account. Users with an account will have the file automatically shared with them while external guest users will get them shared as a public link.

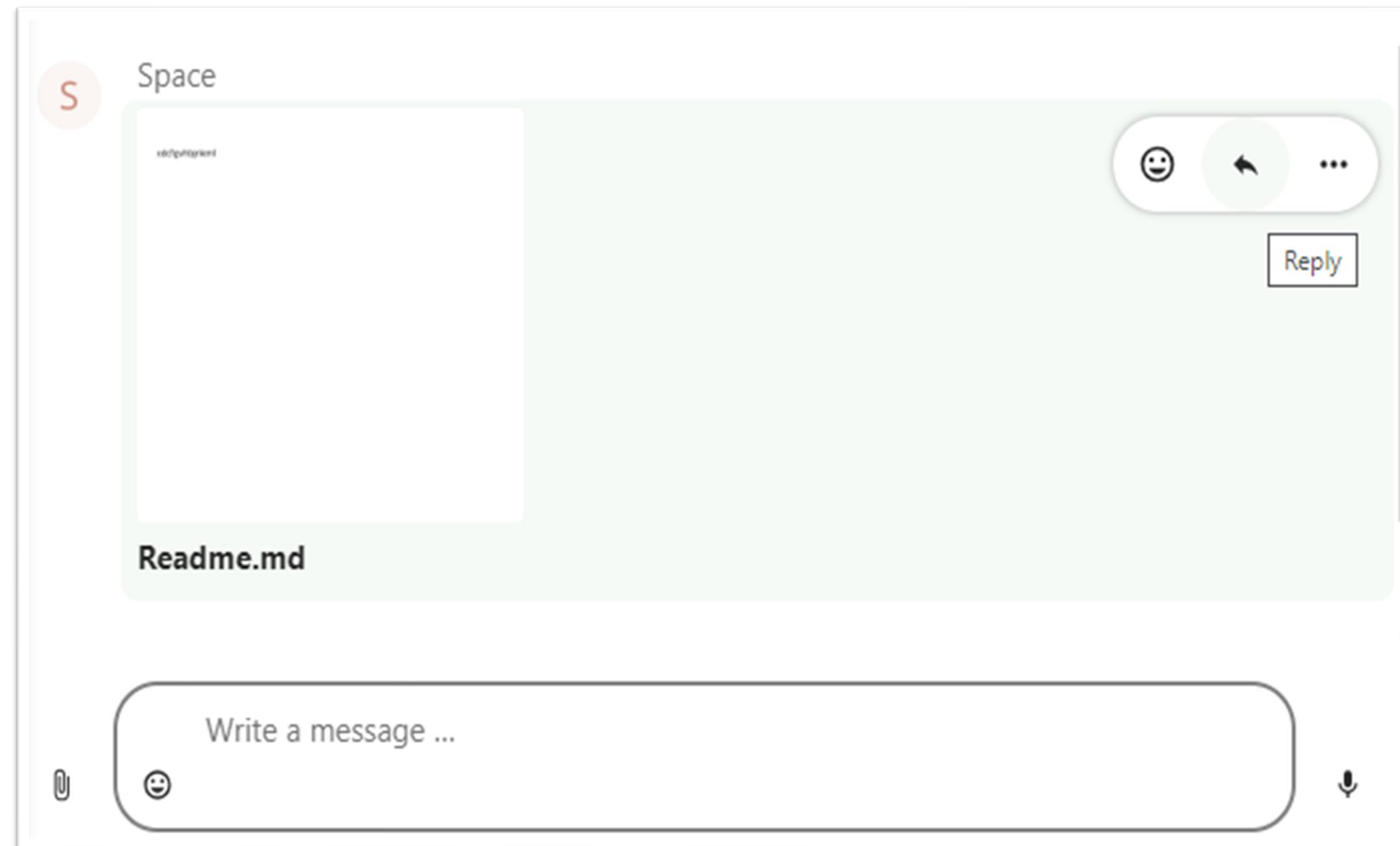


Talk

i. Basics of CloudSpace Talk

Replying to messages and more

You can reply to a message using the arrow that appears when you hover a message.

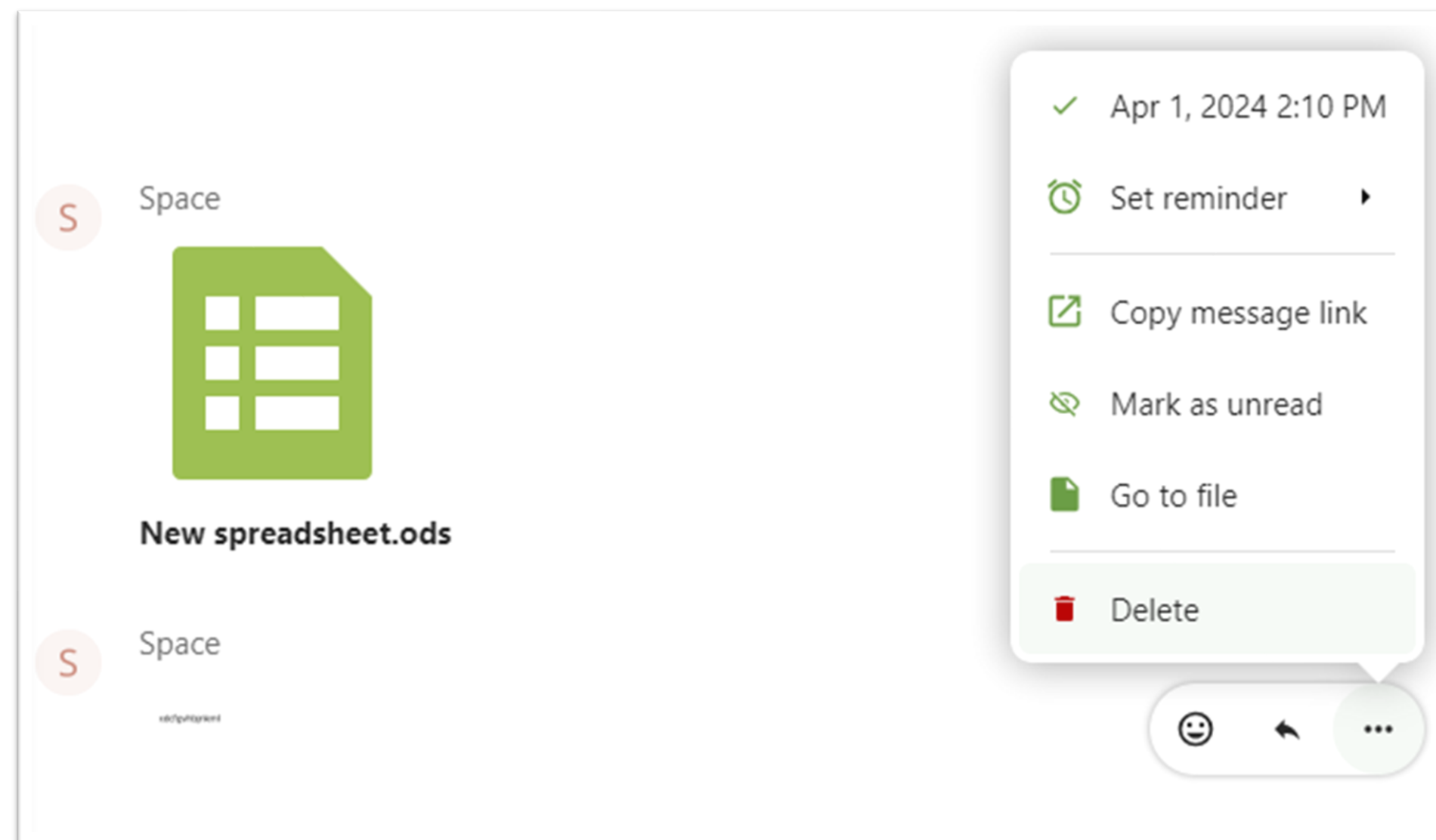


Talk

i. Basics of CloudSpace Talk

Replying to messages and more

In the ... menu you can create a direct link to the message or mark it unread so you will scroll back there next time you enter the chat. When it is a file, you can view the file in Files.



Talk

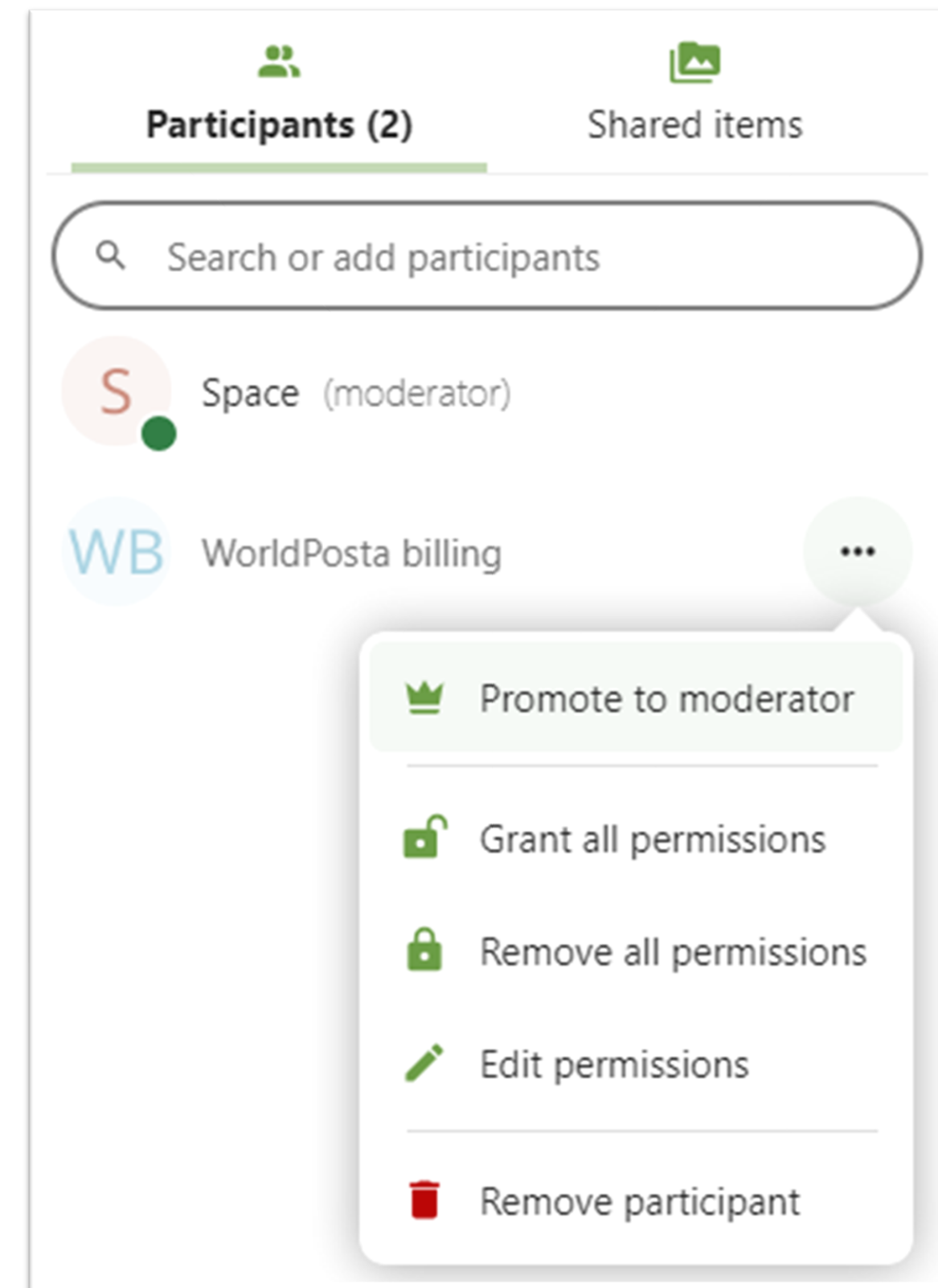
i. Basics of CloudSpace Talk

Managing a conversation

You are always moderator in your new conversation.

In the participant list you can promote other participants to moderators using the ... menu to the right of their username, assign them custom permissions or remove them from the conversation.

Changing permissions of a user that joined a public conversation will also permanently add them to the conversation.

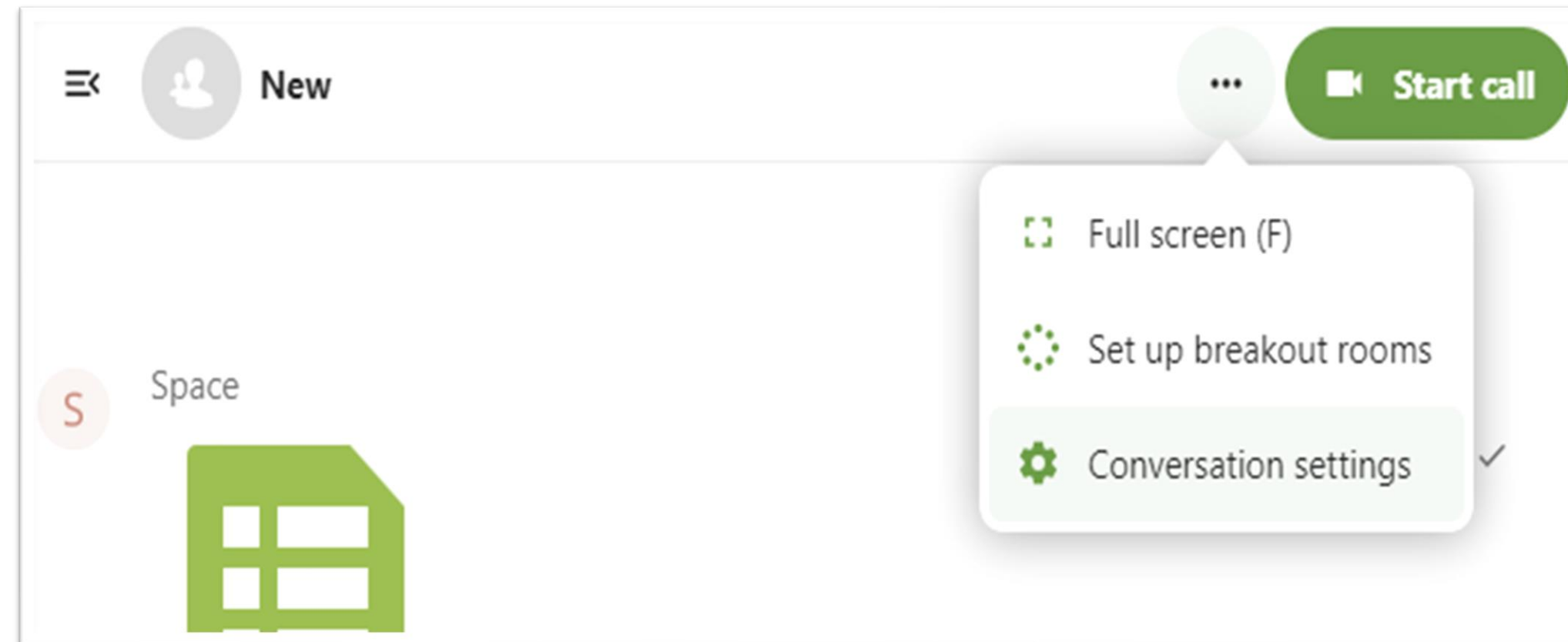


Talk

i. Basics of CloudSpace Talk

Managing a conversation

Moderators can configure the conversation. Select Conversation settings from the ... menu of the conversation on the top to access the settings.

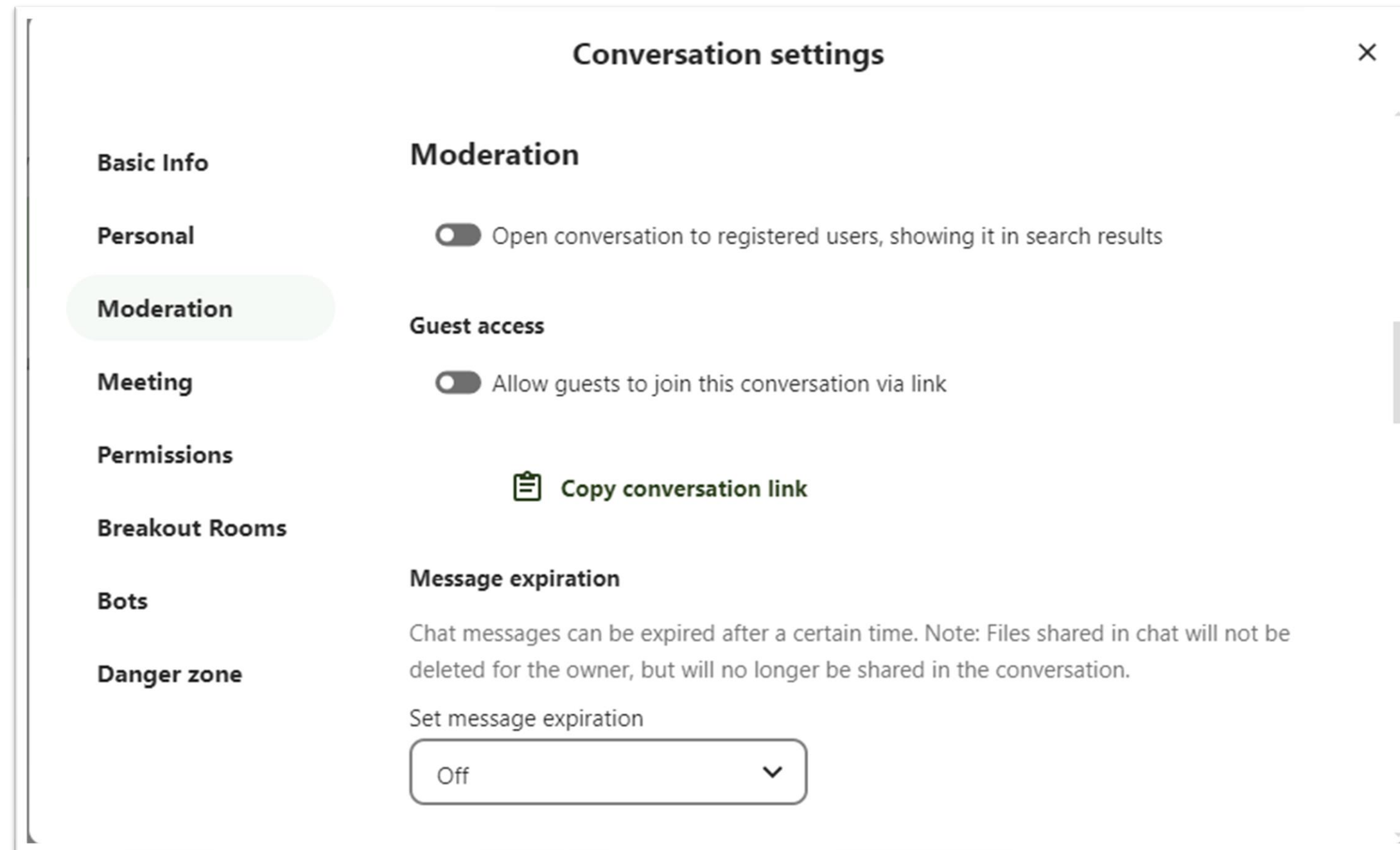


Talk

i. Basics of CloudSpace Talk

Managing a conversation

Here you can configure the description, guest access, if the conversation is visible to others on the server and more.



Conversation settings [X]

Basic Info

Personal

Moderation

Meeting

Permissions

Breakout Rooms

Bots


Danger zone

Moderation

Open conversation to registered users, showing it in search results

Guest access

Allow guests to join this conversation via link

 **Copy conversation link**

Message expiration

Chat messages can be expired after a certain time. Note: Files shared in chat will not be deleted for the owner, but will no longer be shared in the conversation.

Set message expiration

Off [v]

Talk

i. Basics of CloudSpace Talk

Messages expiration

A moderator can configure message expiration under the Conversation settings within the Moderation section.

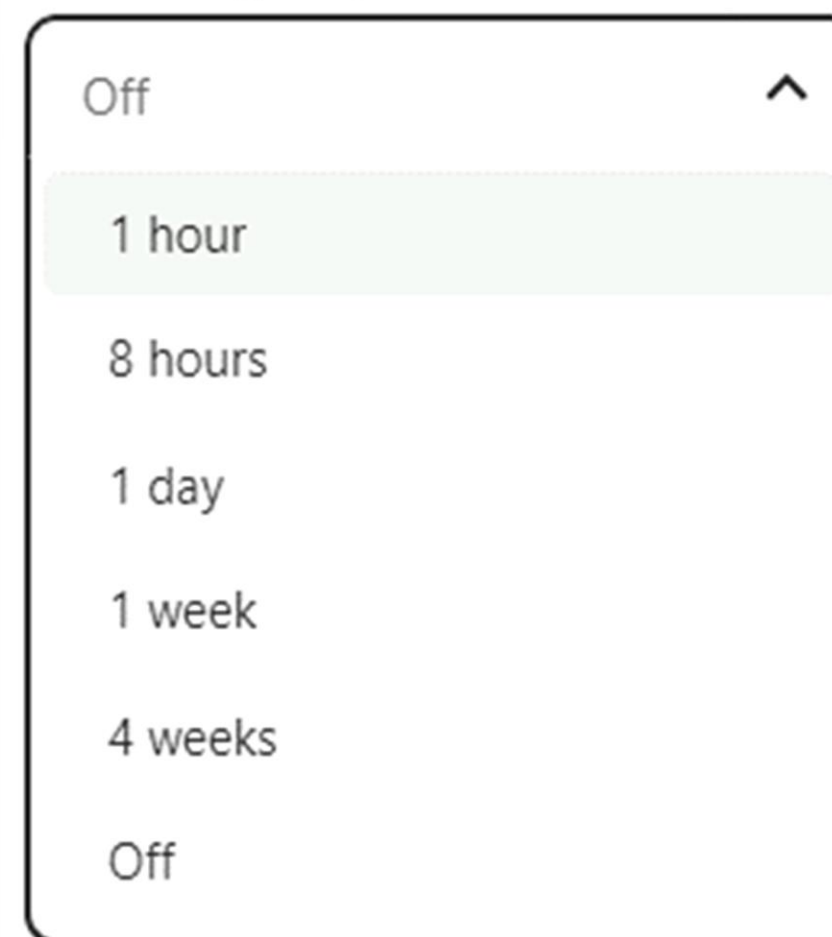
Once a message reaches its expiration time, it is automatically removed from the conversation.

The available expiration durations are 1 hour, 8 hours, 1 day, 1 week, 4 weeks, or never (which is the default setting).

Message expiration

Chat messages can be expired after a certain time. Note: Files shared in chat will not be deleted for the owner, but will no longer be shared in the conversation.

Set message expiration



The screenshot shows a dropdown menu for setting message expiration. The options are: Off, 1 hour (highlighted), 8 hours, 1 day, 1 week, 4 weeks, and Off. An upward arrow is visible at the top right of the dropdown.

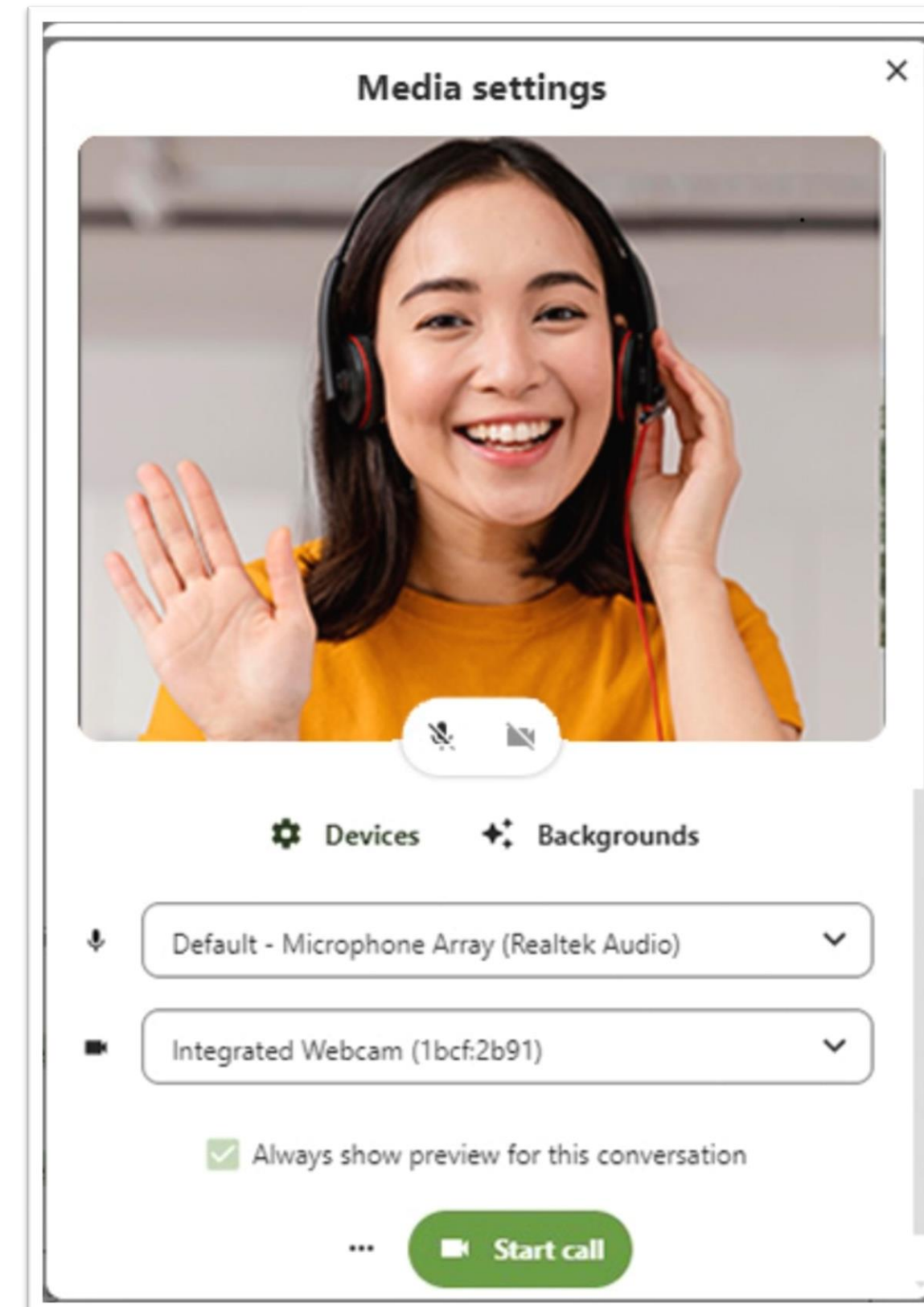
Conversation to moderators

Talk

i. Basics of CloudSpace Talk

Starting a call

When you're in a conversation, you can start a call any time with the Start call button. Other participants will get notified and can join the call.

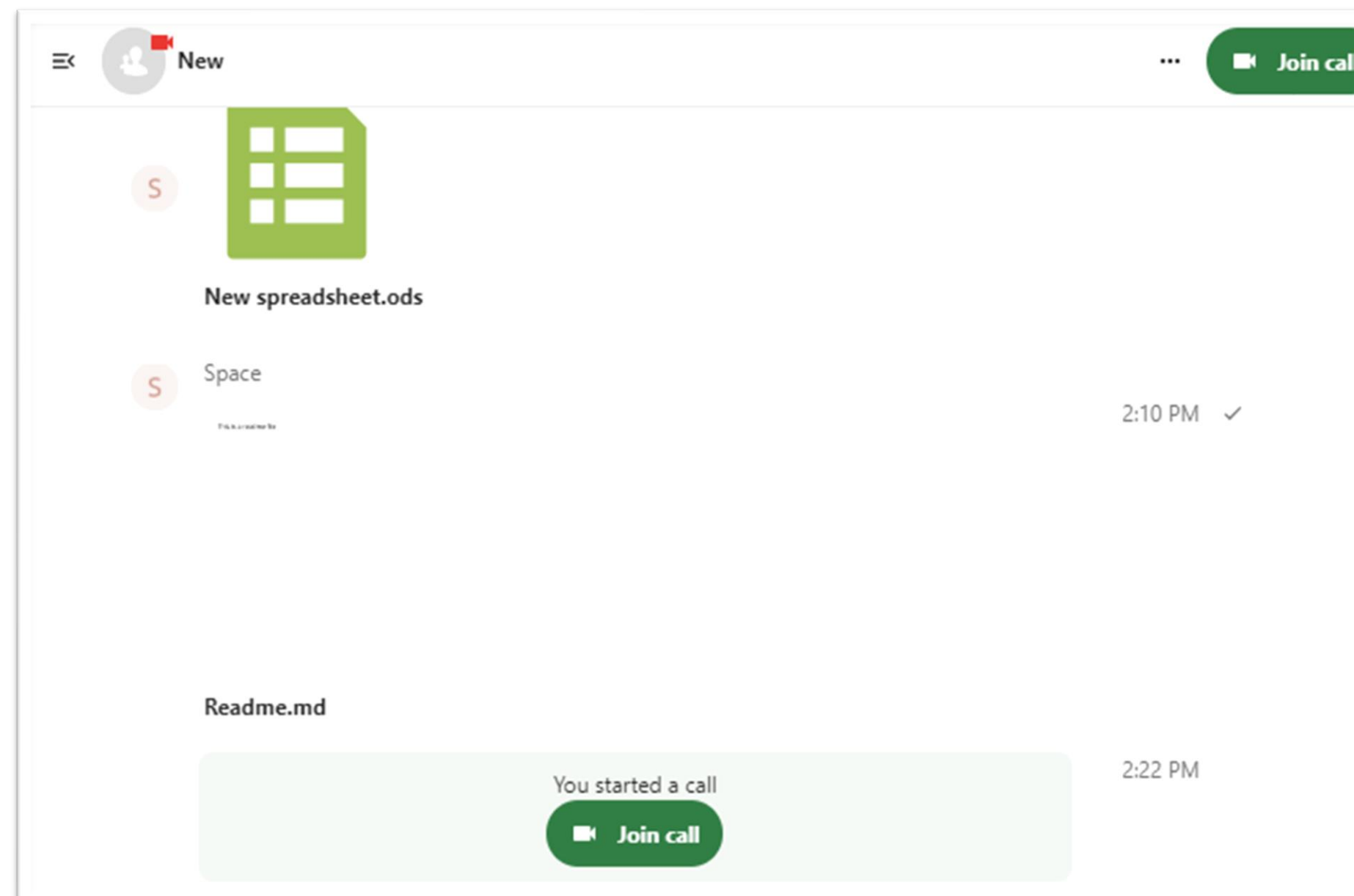


Talk

i. Basics of CloudSpace Talk

Starting a call

If somebody else has started a call already, the button will change in a green Join call button.



Talk

i. Basics of CloudSpace Talk

Starting a call

During a call, you can mute your microphone and disable your video with the buttons on the right side of the top bar or using the shortcuts M to mute audio and V to disable video.

You can also use the space bar to toggle mute. When you are muted, pressing space will unmute you so you can speak until you let go of the space bar. If you are unmuted, pressing space will mute you until you let go.

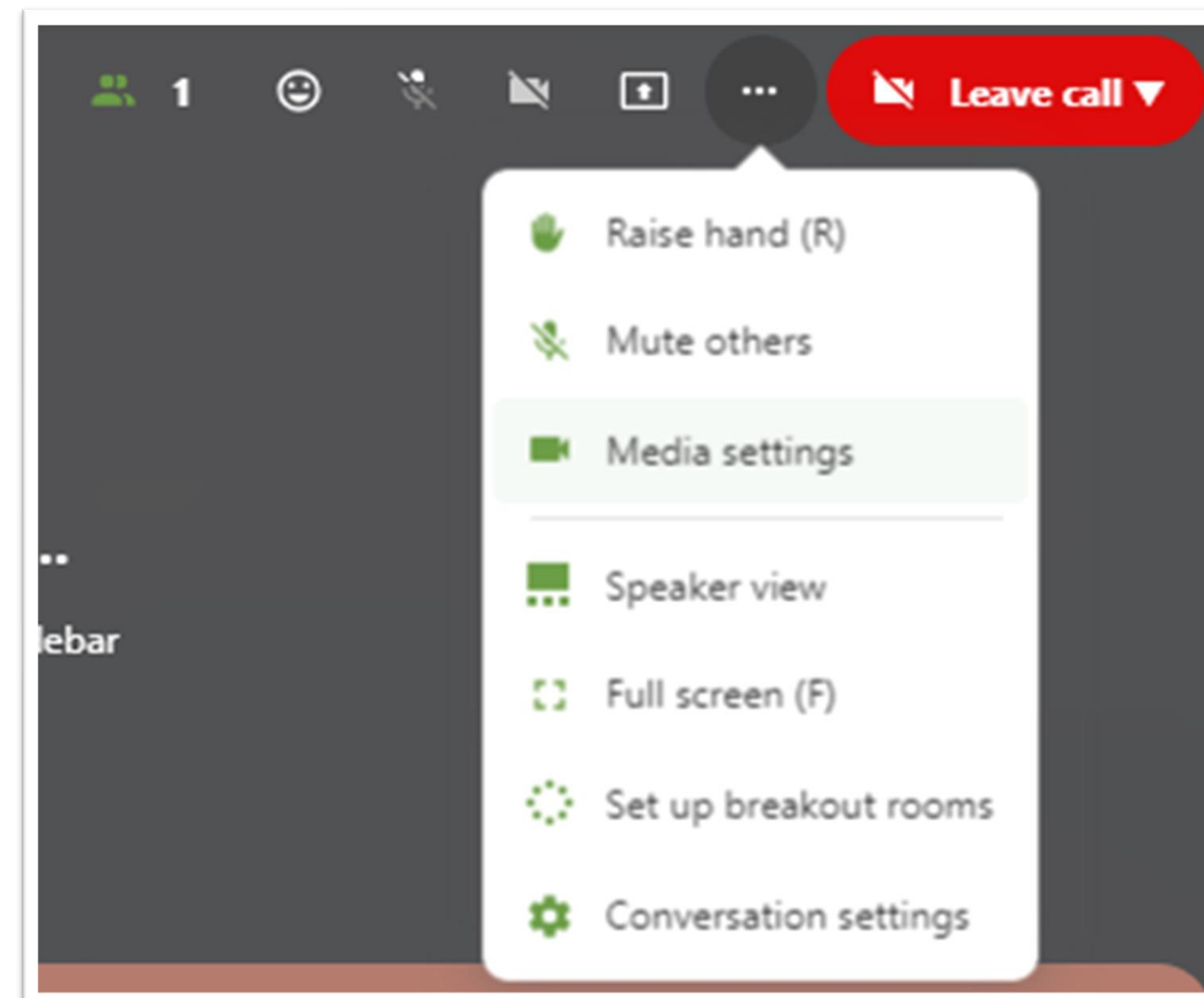
You can hide your video (useful during a screen share) with the little arrow just above the video stream. Bring it back with the little arrow again.

Talk

i. Basics of CloudSpace Talk

Starting a call

You can access your settings and choose a different webcam, microphone and other settings in the ... menu in the top bar.

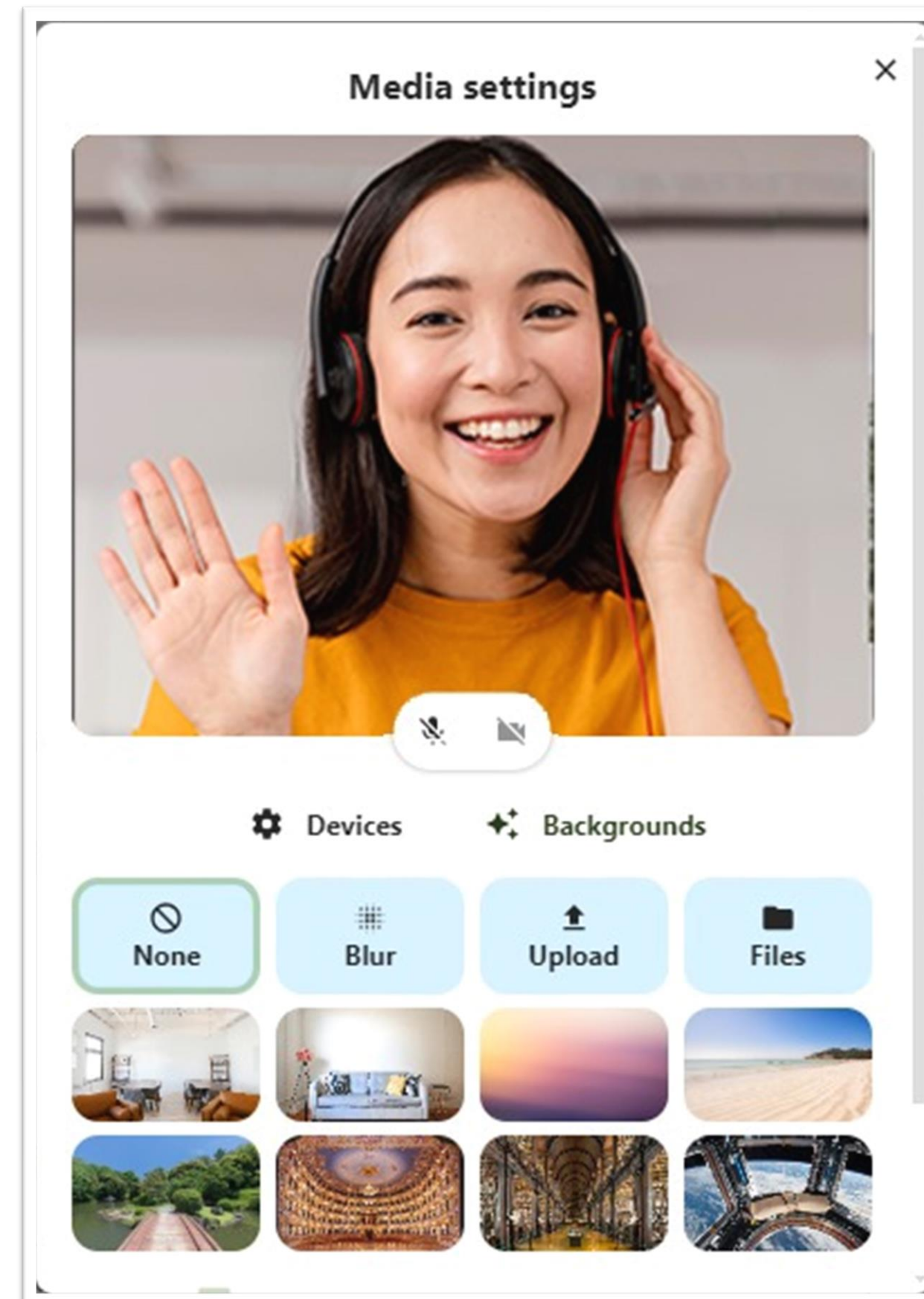


Talk

i. Basics of CloudSpace Talk

Starting a call

.. or change the background

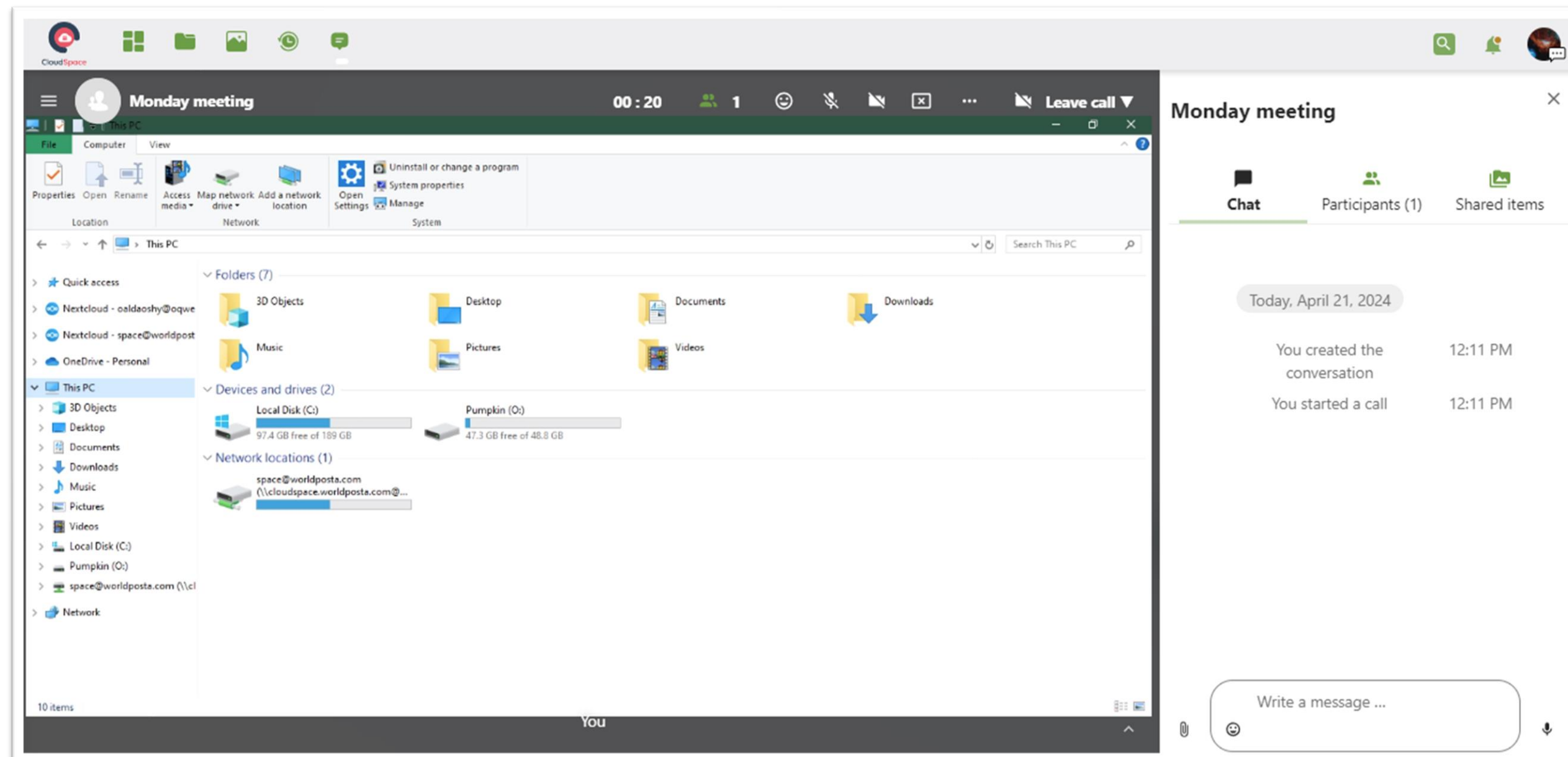


Talk

i. Basics of CloudSpace Talk

Starting a screen share

You can click the monitor icon on your video stream to share your screen. Depending on your browser, you will get the option to share a monitor, an application window or a single browser tab.

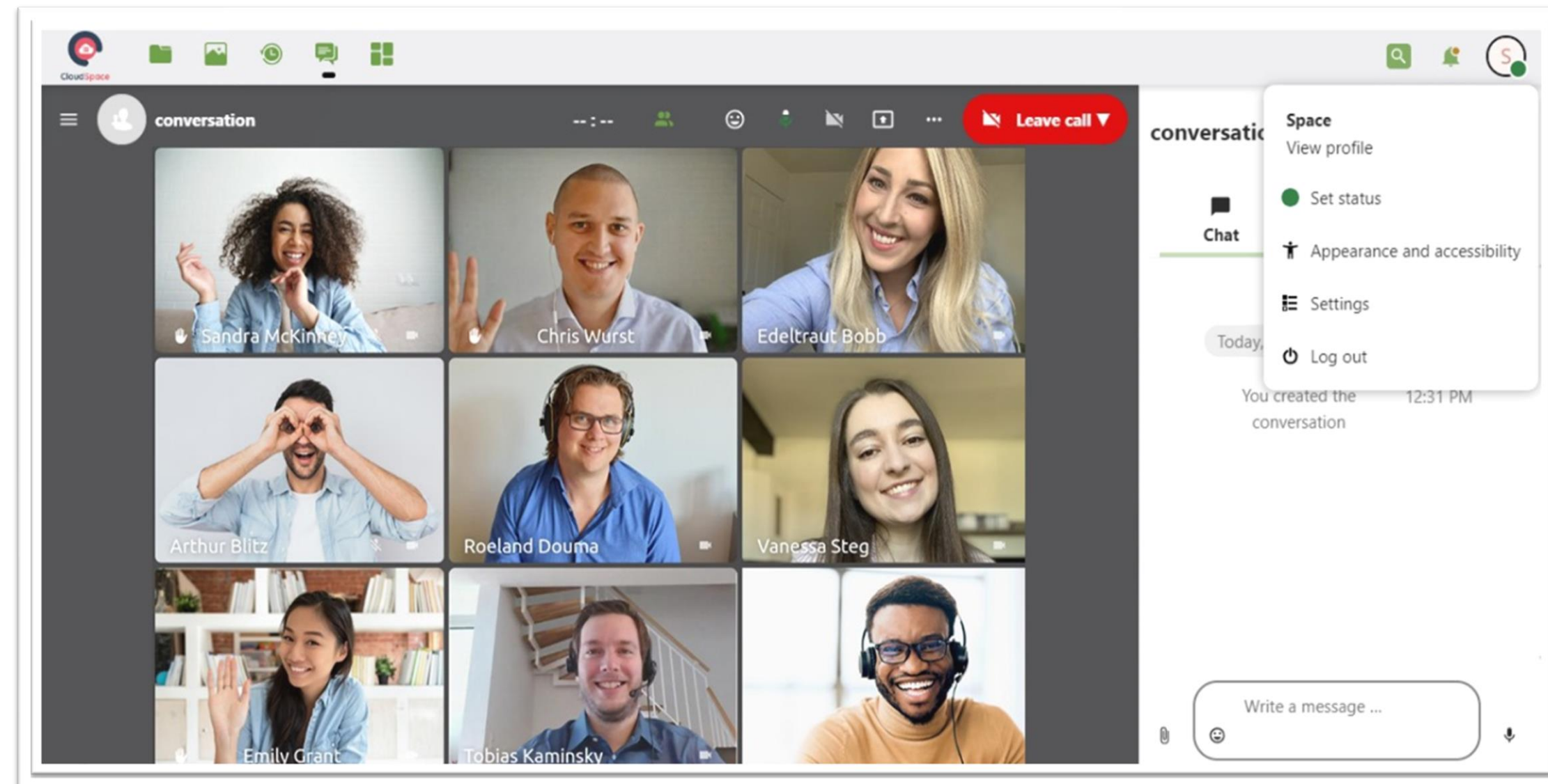


Talk

i. Basics of CloudSpace Talk

Changing view in a call

You can switch the view in a call with the little four-block icon in the top-right between promoted-view and grid view. The grid view will show everyone equally big and if the people do not fit on the screen, buttons will appear on the left and right that let you navigate.

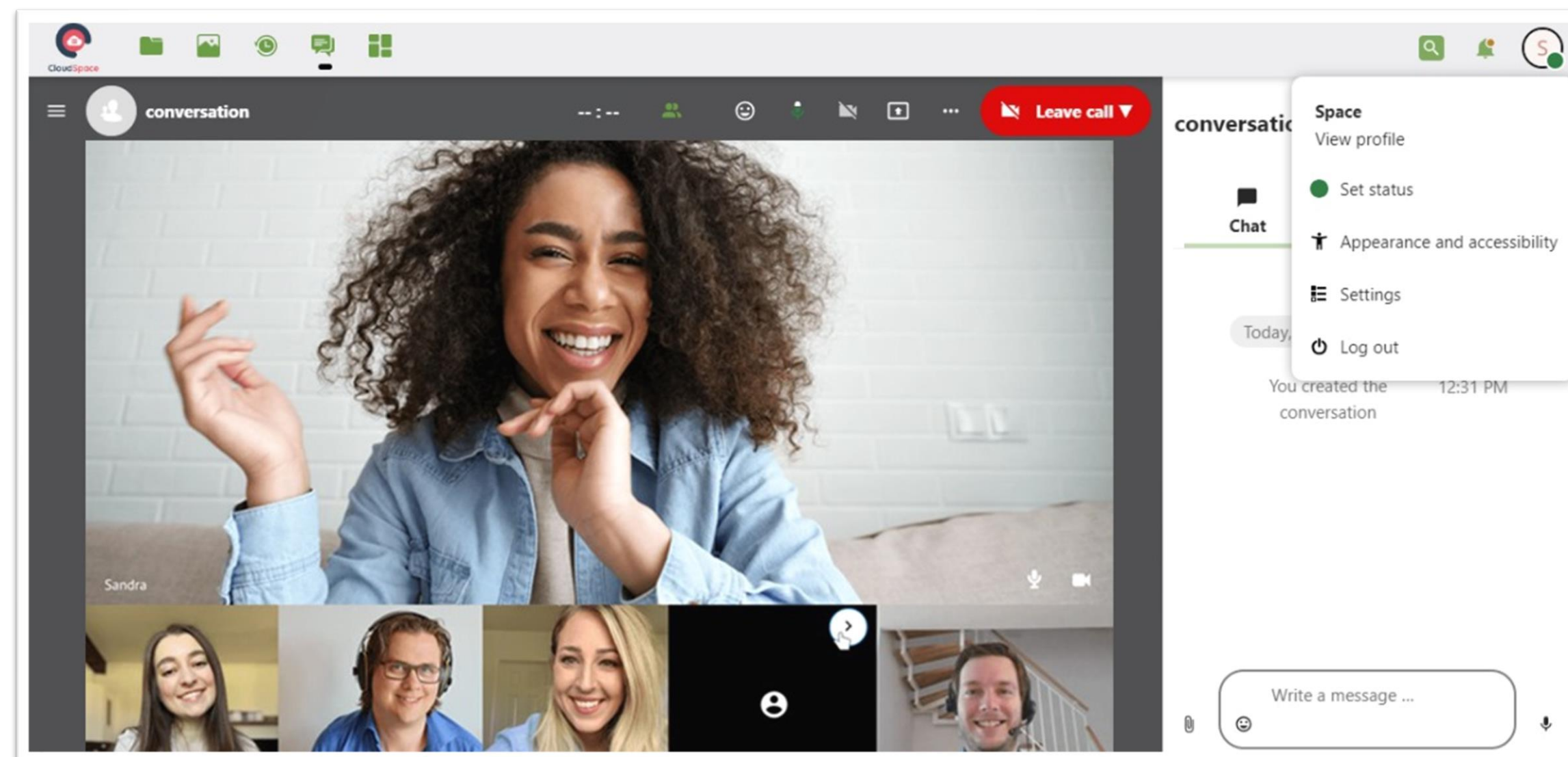


Talk

i. Basics of CloudSpace Talk

Changing view in a call

The promoted view shows the speaker large and others in a row below. If the people do not fit on the screen, buttons will appear on the left and right that let you navigate.

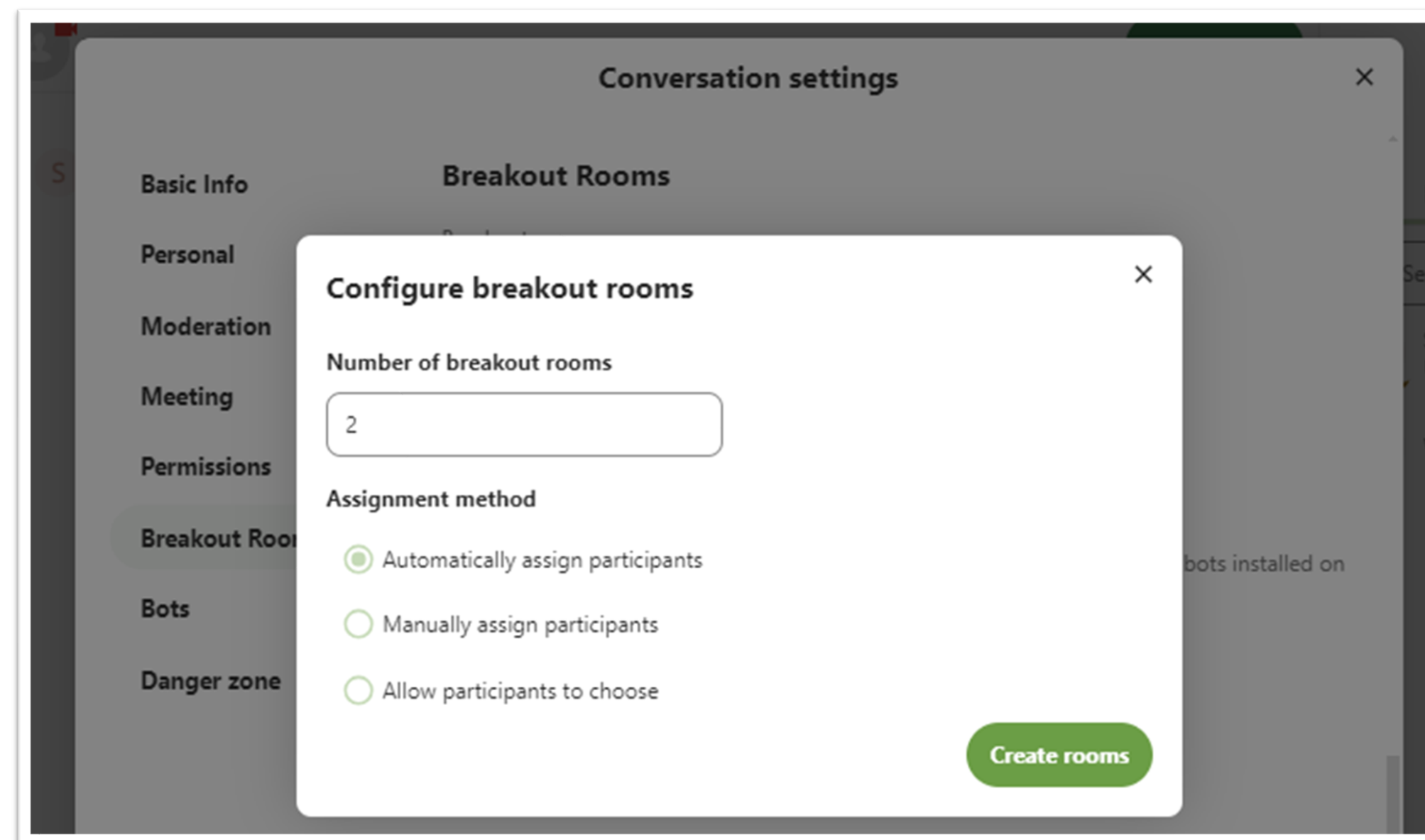


Talk

ii. Advanced Talk Features

a. Breakout rooms

Breakout rooms allow you to divide a CloudSpace Talk call into smaller groups for more focused discussions. The moderator of the call can create multiple breakout rooms and assign participants to each room.



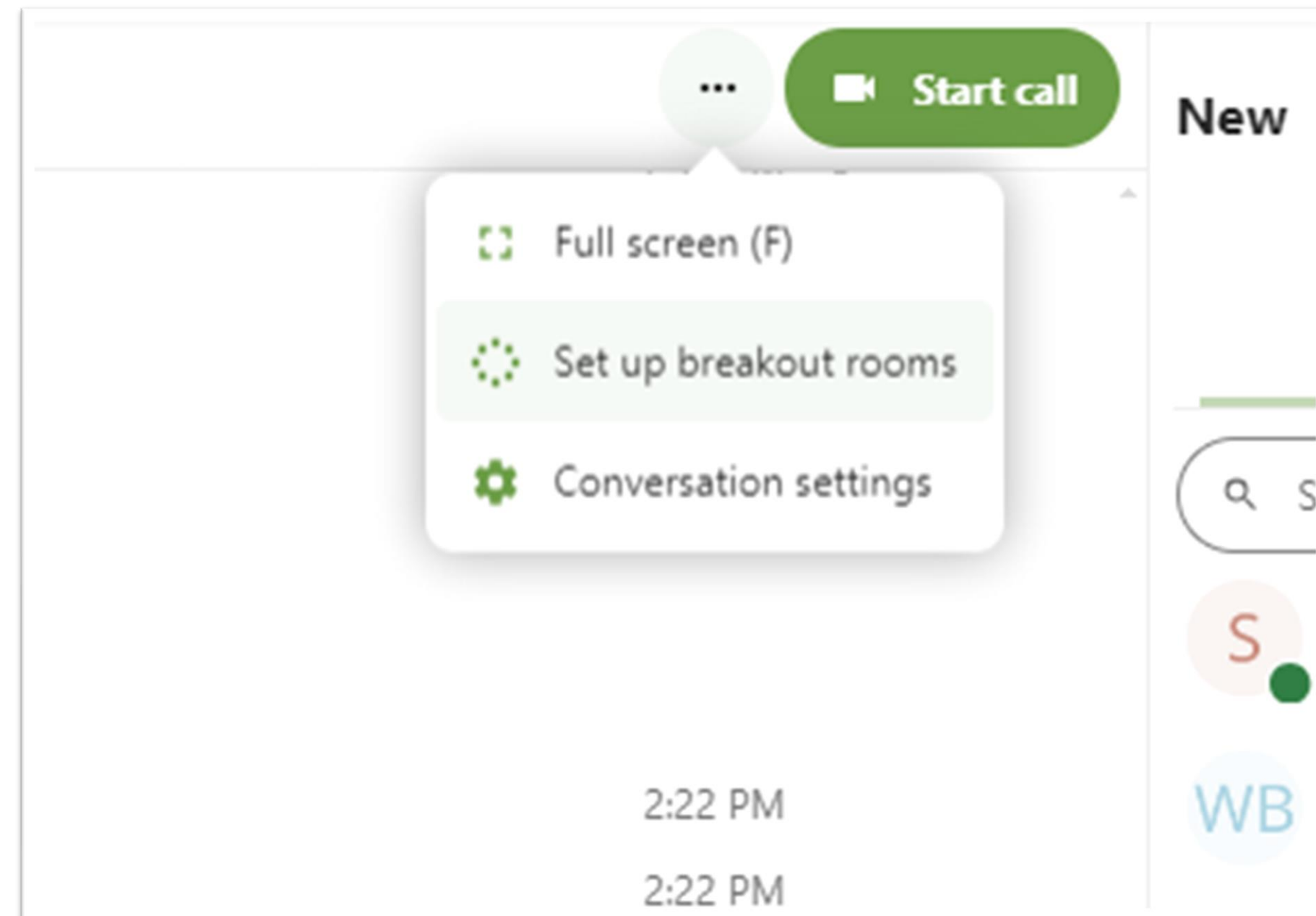
Talk

ii. Advanced Talk Features

a. Breakout rooms

1. Configure breakout rooms:

To create breakout rooms, you need to be a moderator in a group conversation. Click on the top-bar menu and click on “Set up breakout rooms”.



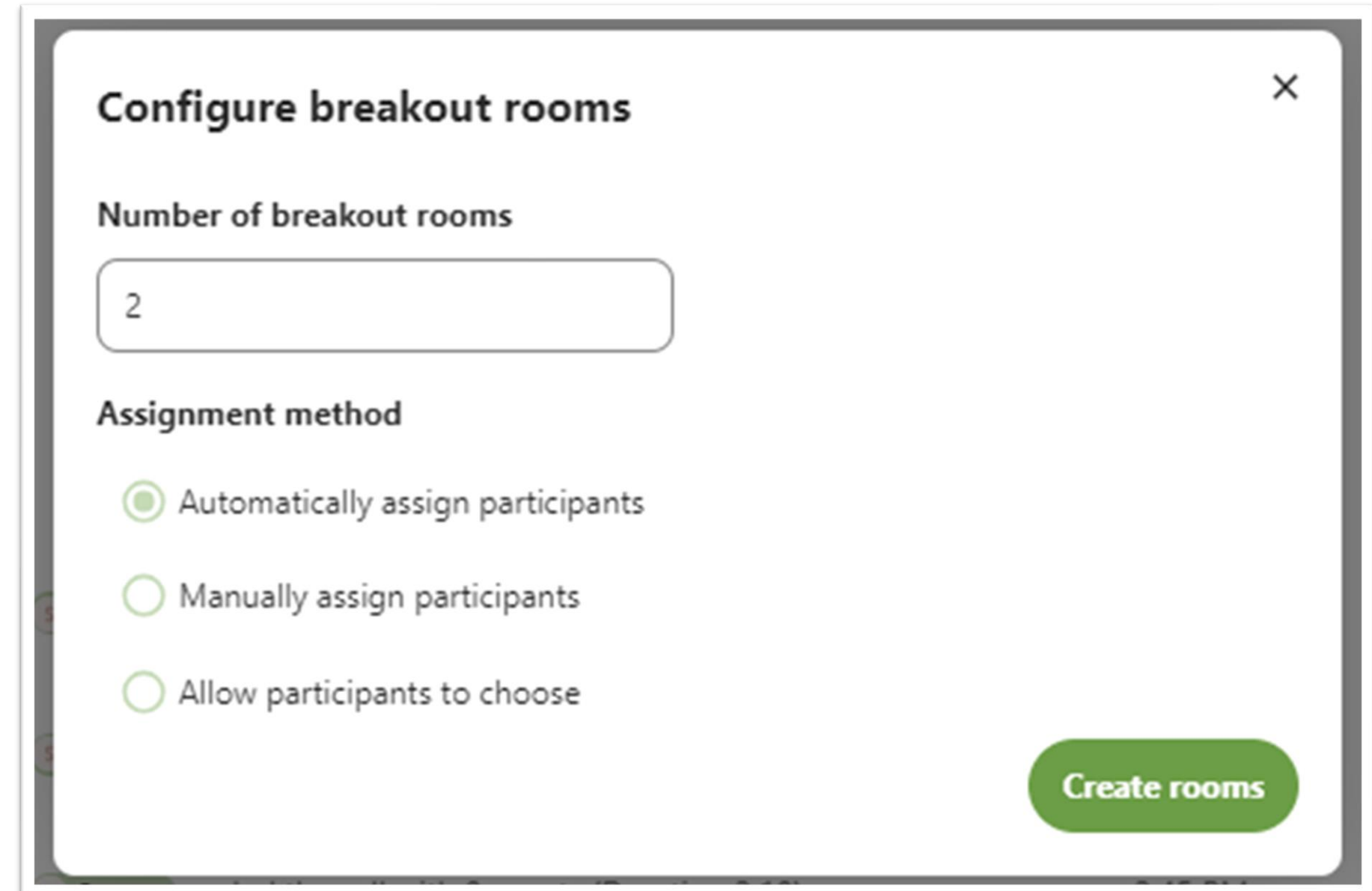
Talk

ii. Advanced Talk Features

a. Breakout rooms

A dialog will open where you can specify the number of rooms you want to create and the participants assignment method. Here you'll be presented with 3 options:

- **Automatically assign participants:** Talk will automatically assign participants to the rooms.
- **Manually assign participants:** You'll go through a participants editor where you can assign participants to rooms.
- **Allow participants choose:** Participants will be able to join breakout rooms themselves.



Configure breakout rooms ×

Number of breakout rooms

Assignment method

Automatically assign participants

Manually assign participants

Allow participants to choose

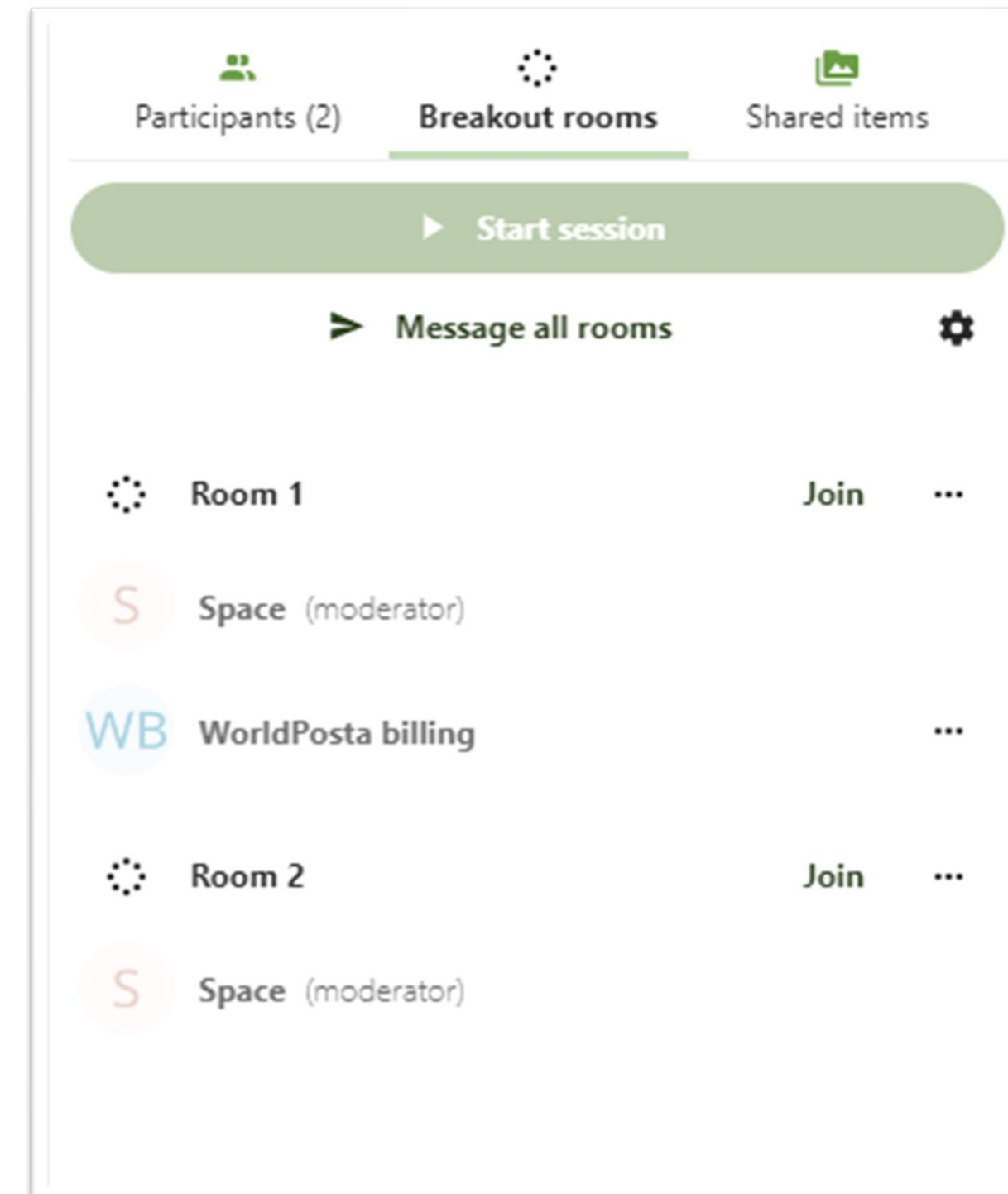
Create rooms

Talk

ii. Advanced Talk Features

Manage breakout rooms

Once the breakout rooms are created, you will be able to see them in the sidebar.

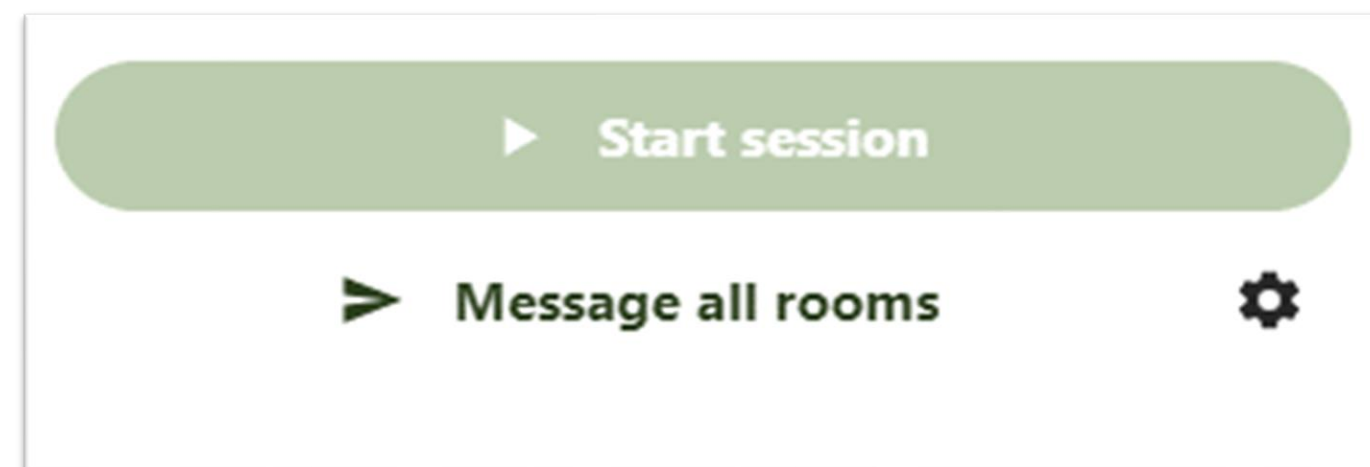


Talk

ii. Advanced Talk Features

From the sidebar header:

- Start and stop the breakout rooms: this will move all the users in the parent conversation to their respective breakout rooms.
- Broadcast a message to all the rooms: this will send a message to all the rooms at the same time.
- Make changes to the assigned participants: this will open the participants editor where you can change which participants are assigned to which breakout room. From this dialog it's also possible to delete the breakout rooms.



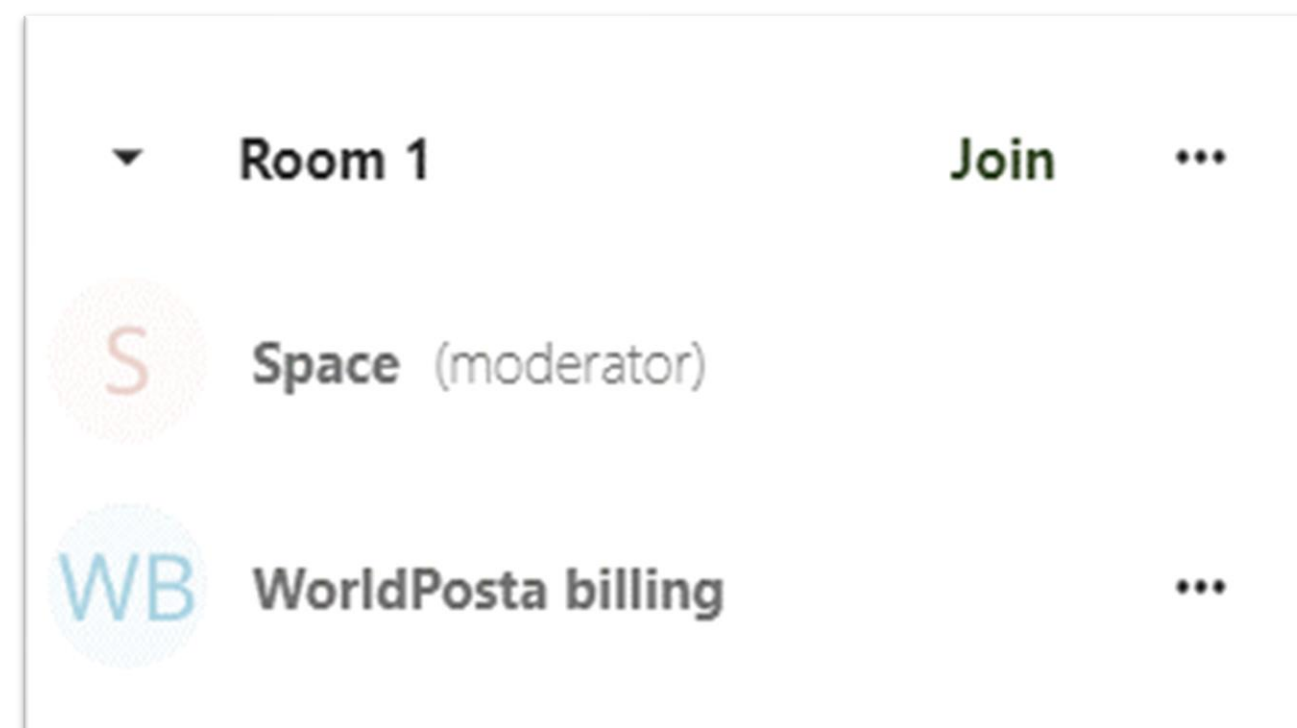
Talk

ii. Advanced Talk Features

From the breakout room element in the sidebar, you can also join a particular breakout room or send a message to a specific room.

Important Note:

Enabling Breakout rooms limits your ability to invite external users to the conversation.

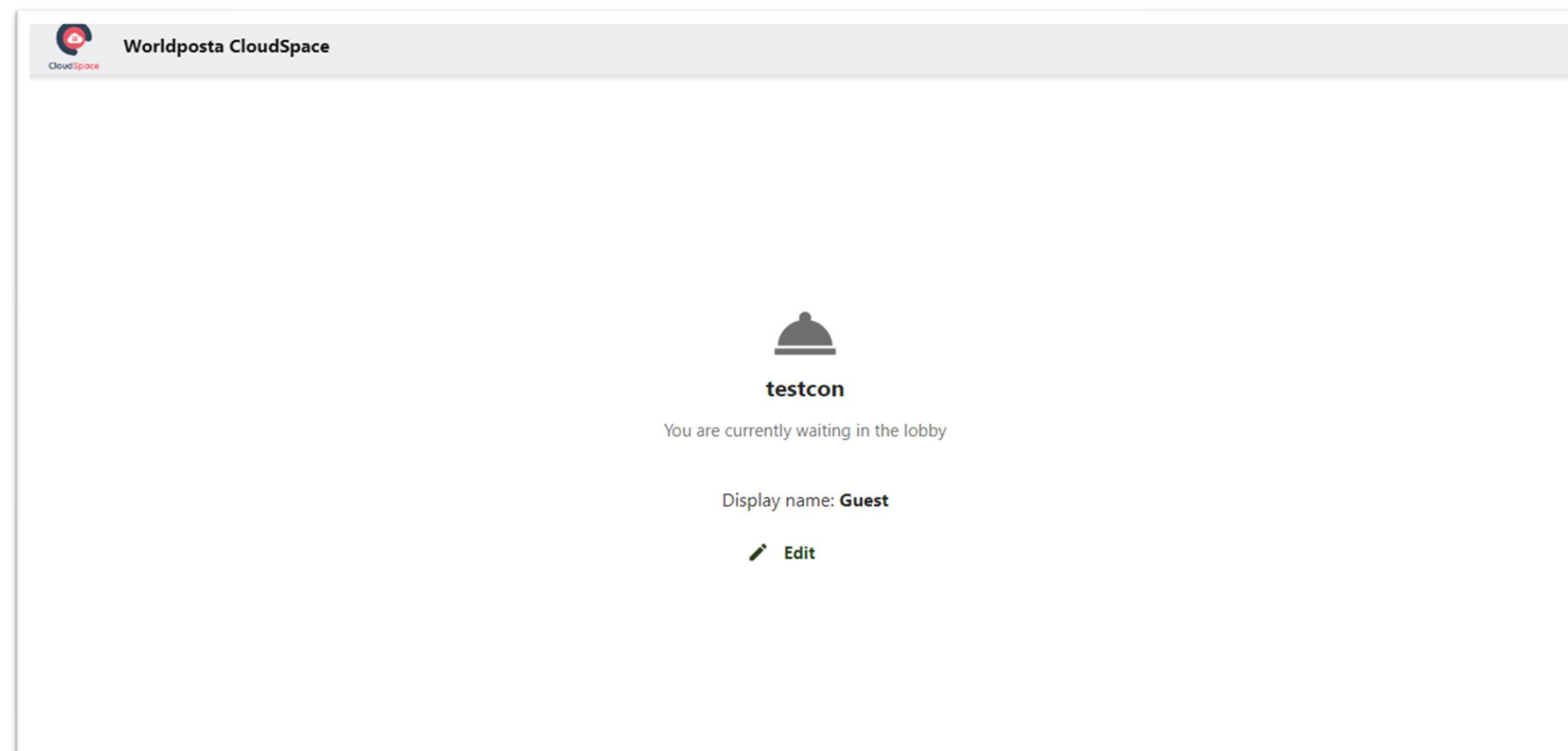


Talk

ii. Advanced Talk Features

b. Lobby

The lobby feature allows you to show guests a waiting screen until the call starts. This is ideal for webinars with external participants, for example. You can choose to let the participants join the call at a specific time, or when you dismiss the lobby manually.



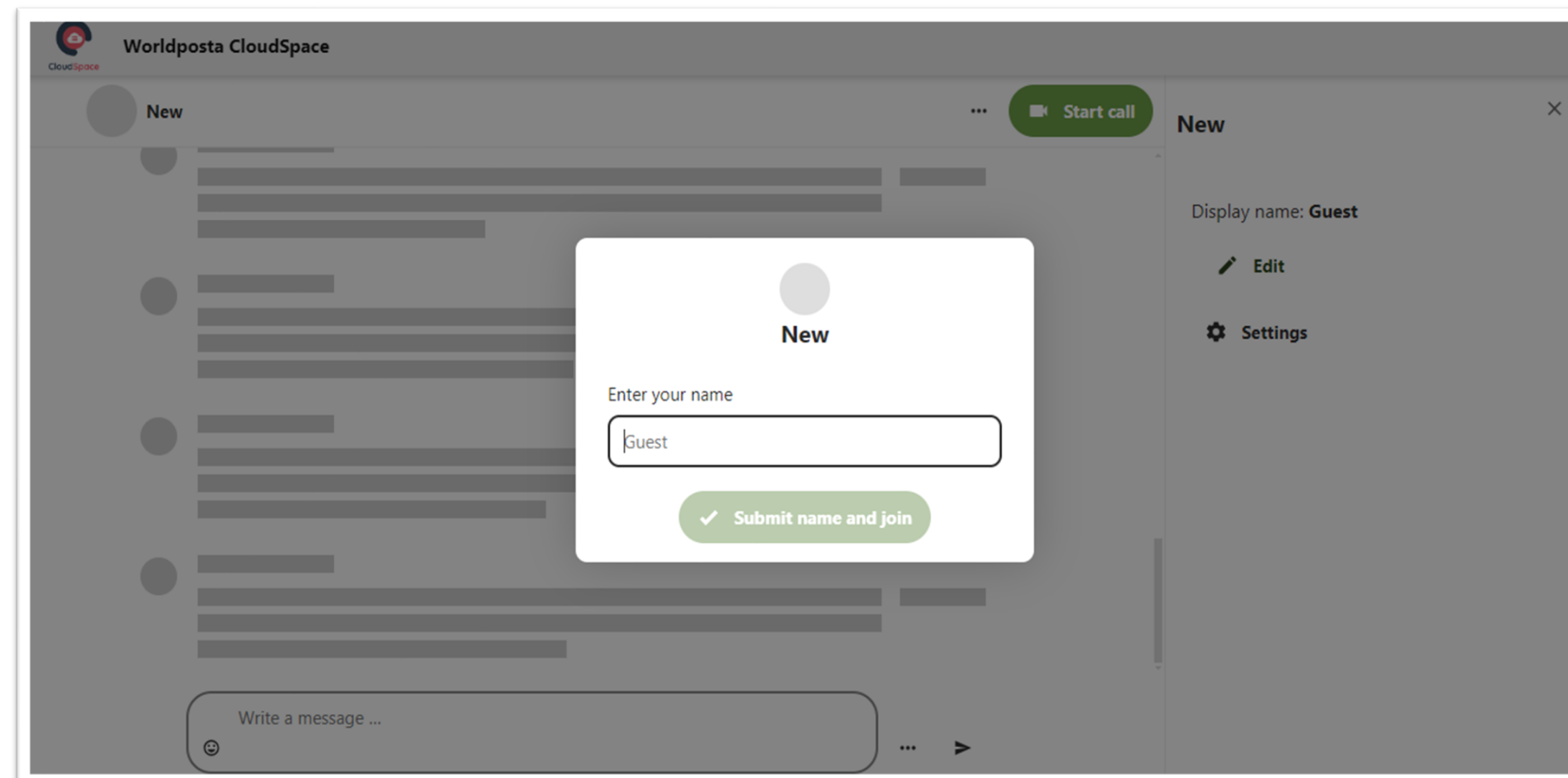
Talk

iii. Join a call or chat as guest

CloudSpace Talk offers audio/video call and text chat integrated in CloudSpace. It offers a web interface as well as mobile apps.

Joining a chat

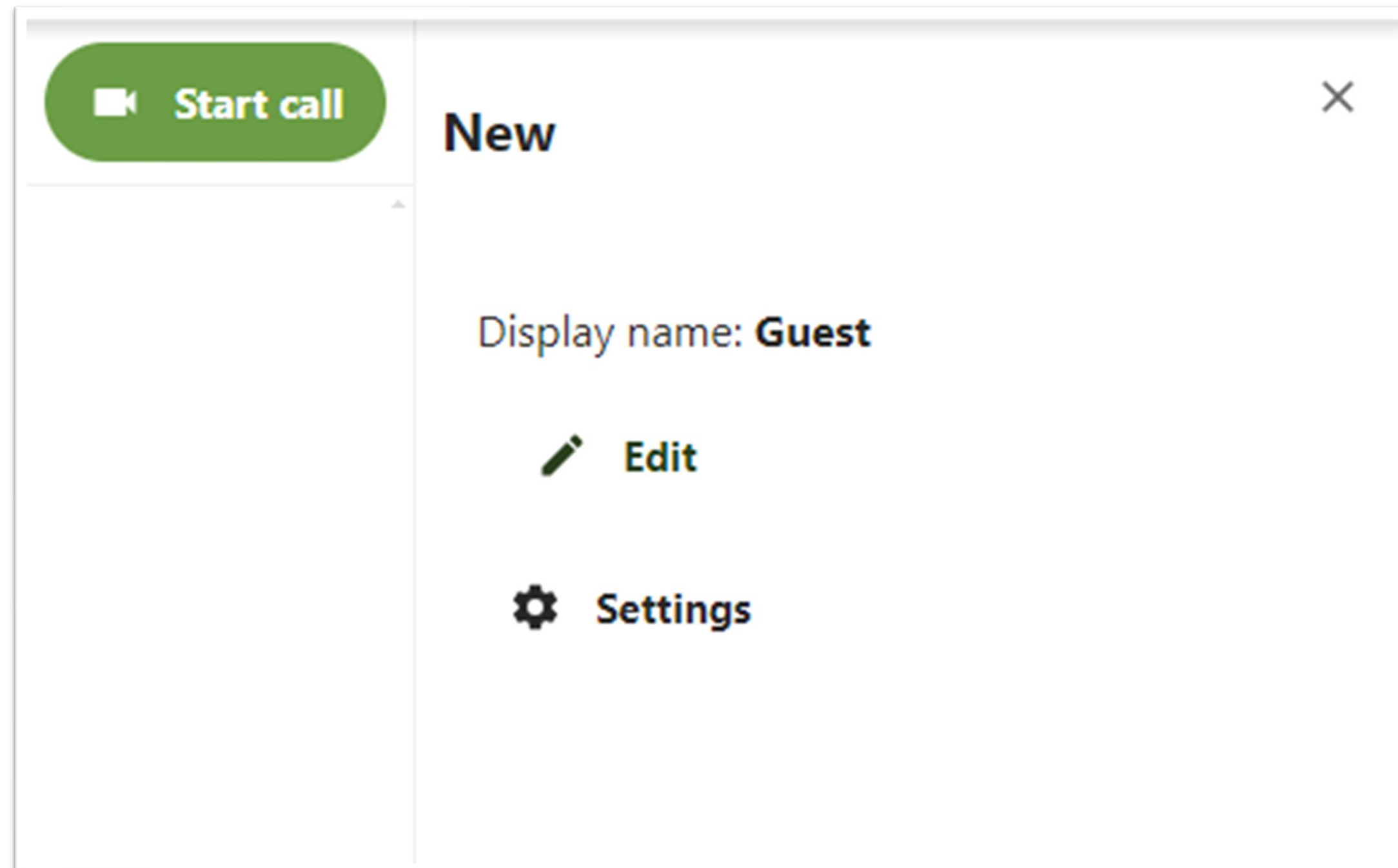
If you received a link to a chat conversation, you could open this in your browser to join the chat.



Talk

iii. Join a call or chat as guest

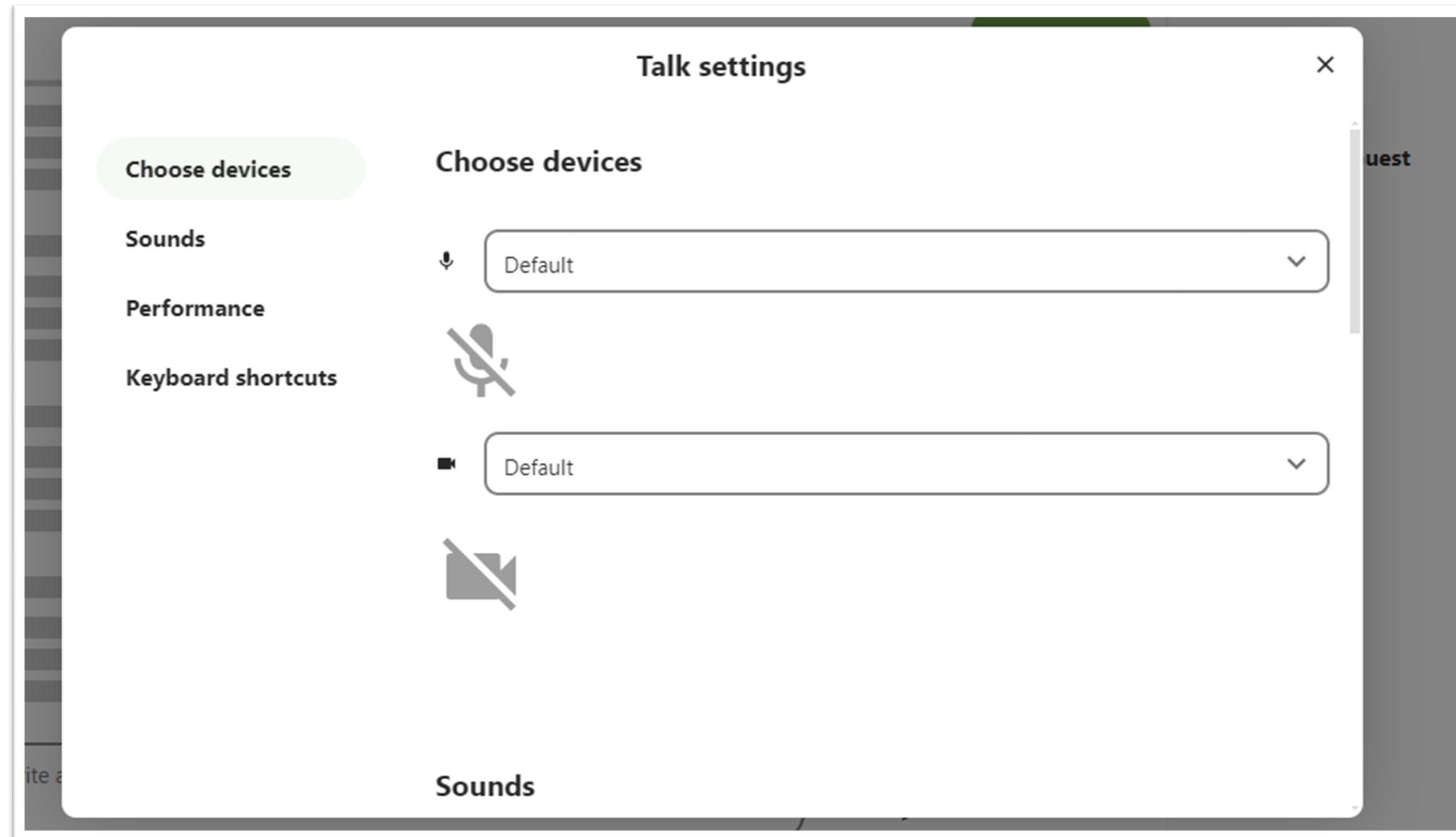
You can change your name by clicking the Edit button, located top-right.



Talk

iii. Join a call or chat as guest

Your camera and microphone settings can be found in the Settings menu. There you can also find a list of shortcuts you can use.



Talk

iii. Join a call or chat as guest

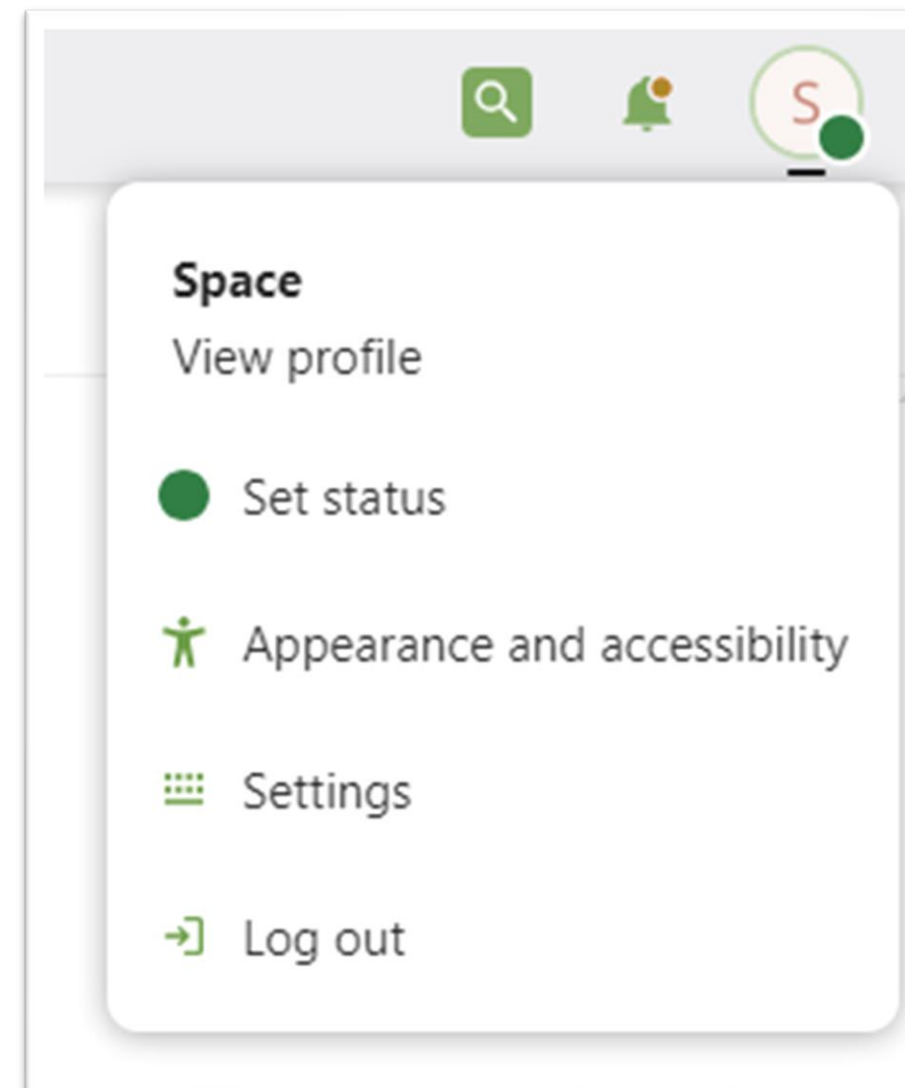
- During a call, you can mute your microphone and disable your video with the buttons in the top-right or using the shortcuts M to mute audio and V to disable video.
- You can also use the space bar to toggle mute. When you are muted, pressing space will unmute you so you can speak until you let go of the space bar. If you are unmuted, pressing space will mute you until you let go.
- You can hide your video (useful during a screen share) with the little arrow just above the video stream. Bring it back with the little arrow again.

Setting your preferences

As a user, you can manage your personal settings.

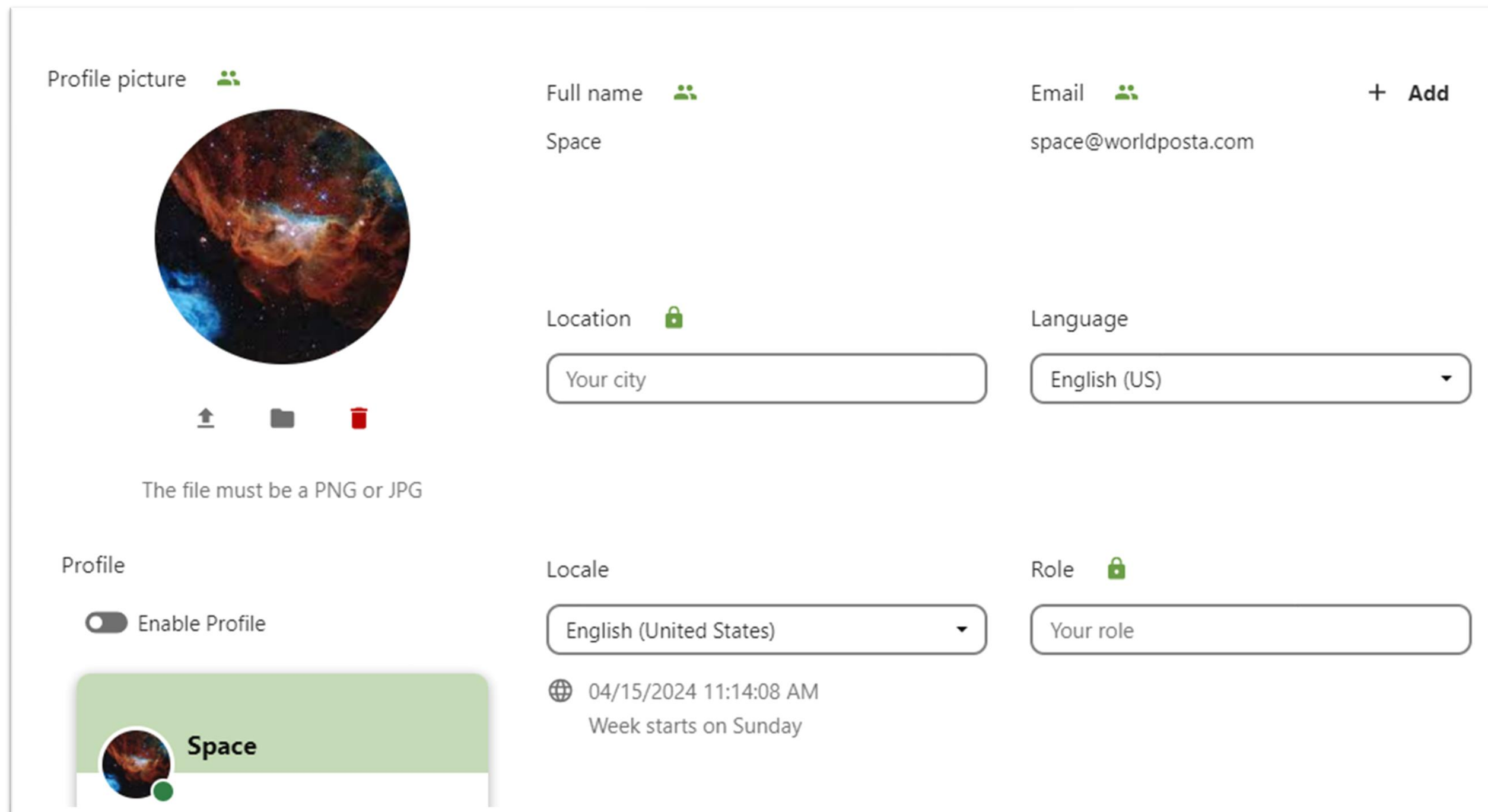
To access your personal settings:

1. Click on your profile picture in the top right corner of your CloudSpace instance to open the menu



Setting your preferences

2. Clicking on Settings from the drop-down menu opens the user preferences



The screenshot shows a user preferences interface with the following sections:

- Profile picture:** A circular image of a nebula. Below it are icons for upload, folder, and delete. A note states: "The file must be a PNG or JPG".
- Full name:** A text input field containing "Space".
- Email:** A text input field containing "space@worldposta.com". A "+ Add" button is located to the right.
- Location:** A text input field containing "Your city".
- Language:** A dropdown menu showing "English (US)".
- Profile:** A toggle switch labeled "Enable Profile" which is currently turned off.
- Locale:** A dropdown menu showing "English (United States)".
- Role:** A text input field containing "Your role".
- Footer:** A green bar with a small profile picture icon and the name "Space".
- System Info:** A globe icon followed by the text "04/15/2024 11:14:08 AM" and "Week starts on Sunday".

Setting your preferences

Note

Some of the features you will see in the Personal Settings Page include the following:

- Usage and available quota
- Manage your profile picture.
- Full name (You can make this anything you want, as it is separate from your CloudSpace login name, which is unique and cannot be changed)
- Email address.
- Choose the language for your CloudSpace interface

If you are not able to change the password or the display name in your personal settings, please contact your administrator for help.

Setting your preferences

- If you set your data to Private, nobody but you will be able to see it.
- If you set your data to Local, all logged in users within your CloudSpace instance will be able to see the information, but noone outside of it.
- If you set your data to Global, anyone can see your data. For some use cases this is wanted. Someone with a public facing role such as marketing or sales might want to share their contact with a wide variety of connections which might not be using CloudSpace.

Universal Access

Universal access is very important to us. We follow web standards and check to make everything usable also with keyboard and assistive software such as screen readers. We aim to be compliant with the on AA level, with the high contrast theme even on AAA level. We also follow the German BITV 2.0 guidelines.

Zoom and responsiveness.

The CloudSpace interface is fully responsive and usable on any size of screen. You can zoom in and out to fit the text and element size to your liking. The navigation and sidebar can be expanded or collapsed.

Universal Access

Navigating via keyboard

You can navigate the web interface with keyboard only just like you can with the mouse:

- Tab and Shift + Tab to move between elements
- Enter or Space to activate or open the element (depending on the type of element)
- Escape to be used to close modals, popover menus, and file viewers
- Left arrow and Right arrow to navigate between photos in the viewer
- Ctrl + F to focus the search field
- Ctrl + S to save changes in editors like CloudSpace Text

Universal Access

Navigating via keyboard

CloudSpace Talk has shortcuts which are also documented inside the settings of the app itself:

- Escape to unfocus the message input field to be able to use shortcuts
- F to fullscreen the chat or call

While in a call:

- M to toggle the microphone on and off
- V to toggle video on and off
- Space for push to talk or push to mute
- R to raise or lower hand

To reach the accessibility settings:

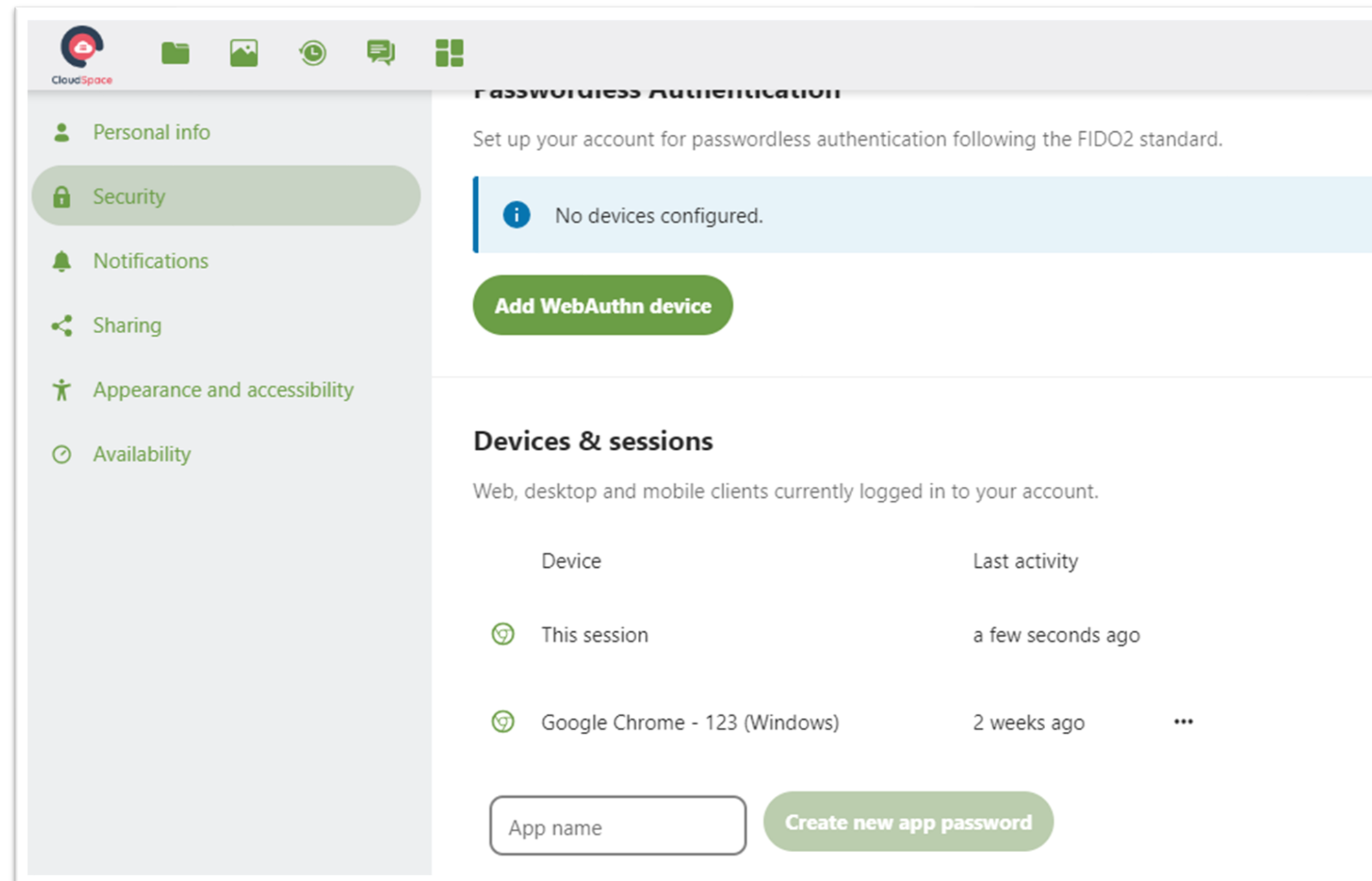
1. Open the settings menu at the end of the header
2. Pick Settings
3. In the navigation, pick Accessibility

Manage connected browsers and devices

The personal settings page allows you to have an overview on the connected browsers and devices.

Managing connected browsers

In the list of connected browsers, you see which browsers connected to your account recently:





Thank You

Looking forward to a fruitful co-operation with you soon.

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