Chapter 10: Using CONTOSO Places

# CONTOSO Place overview

CONTOSO Places is a cloud based team collaboration and meeting application. It seamlessly integrates voice, video, tasks, sharing, and more into your browser or the Places application.

You can use the Places area under the dashboard to start a new conversation. In fact, the first time you start using CONTOSO Places, you can view the option to create your own Place. You can invite participants to your place by entering their email addresses. You can set different permissions for each participant based on the type of actions you want them to be able to take within your Place. If you have many Places, you can categorize the frequently used ones as favorites.

You can privately share documents and even escalate your chat with audio or video. The Posts area includes all the documents and files that you or your teammates shared. You can click on any of the posts to make comments, download a files, or attach more items, perhaps a revised version if you are editing a document.

You can assign tasks to other members of your place. Tasks are simply things that need to get done. You can also set due dates and post additional comments.

CONTOSO Places integrates with CONTOSO ComBox®. You can use the CONTOSO ComBox® client :

* To exchange instant messages with other users by using Contoso Places Direct Messaging.
* To join a Places meeting.

# Signing up for CONTOSO Places from CONTOSO ComBox®

Before you begin

Enable Cloud Services.

Procedure

1. On the top of the screen, in the Equinox Meetings area, select **Places Sign** in **/ Sign up**.

The Places URL will open in the default browser.

1. Type your work email address.

Alternatively, if you have an account on Google, Office365, or Salesforce , you can click the corresponding icon to log in to Places with your account credentials.

1. Select **Yes, sign me up!**.

You receive an email to confirm your email address.

1. Follow the steps in the email to complete your account.

# Logging in to CONTOSO Places

About this task

Use this procedure to log in to Places from the CONTOSO ComBox® client.

Before you begin

Ensure that you have an account on ComBox.

Procedure

1. On the top of the screen, in the CONTOSO ComBox Meetings area, select **Places Sign in / Sign up**.

The Places URL opens in the default browser.

1. Enter your email address.

Alternatively, if you have an account on Google, Office365, Salesforce, , you can click the corresponding icon to log in to Places with your account credentials.

1. In the **Password** field, type your password.
2. (Optional) To enable the application or browser to store your login credentials, select **Keep me Signed in**.
3. Select **Sign In**.

# Opening CONTOSO Places from within CONTOSO ComBox

Before you begin

Login to ComBox.

Procedure

At the top of screen, in the ComBox Meetings area, select **Places Dashboard**.

The dashboard opens in one of the following:

* The Places application (if application is installed on your mobile device).
* The default browser (if the application is not installed) .

If the browser is already open, the dashboard opens in a new window.