Chapter 10: Using YAPPR Spaces

YAPPR Space overview

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

You can use the Spaces area under the dashboard to start a new conversation. In fact, the first time you start using YAPPR Spaces, you can view the option to create your own Space. You can invite participants to your Space 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 Space. If you have many Spaces, you can categorize the frequently used ones as favorites.

You can privately share documents and even ~~escalate~~ improve your chat~~ting experience~~ 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 Space. Tasks are simply things that need to get done. You can also set due dates and post additional comments.

YAPPR Spaces integrates with YAPPR Accessr®. You can use the YAPPR Accessr® ~~client :~~ client to:

- ~~E~~To ~~e~~xchange instant messages with other users by using YAPPR~~ontoso~~ Spaces Direct Messaging.
- ~~J~~To ~~j~~oin a Spaces meeting.

Signing up for YAPPR Spaces from YAPPR Accessr®

Before you begin

Enable Cloud Services.

Procedure

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

   The Spaces URL will open in the default browser.

2. Type your work email address.

   Alternatively, if you have an account on Google, Office~~365, or~~365, or ~~Salesforce,~~Salesforce, you can click the corresponding icon to log in to Spaces with your account credentials.

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

   You will receive an email to confirm your email address.

4. Follow the steps in the email to complete the creation of your account.

Logging in to YAPPR Spaces

About this task

Use this procedure to log in to Spaces from the YAPPR Accessr® client.

Before you begin

Ensure that you have an account on Accessr.

Procedure

1. On the top of the screen, in the YAPPR Accessr Meetings area, select **Spaces Sign in / Sign up**.

   The Spaces URL opens in the default browser.

2. Enter your email address.

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

3. In the **Password** field, type your password.

4. (Optional) To enable the application or browser to store your login credentials, select **Keep me Signed in**.

5. Select **Sign In**.

Opening YAPPR Spaces from within YAPPR Accessr

Before you begin

Login to Accessr.

Procedure

At the top of screen, in the Accessr Meetings area, select **Spaces Dashboard**.

The dashboard opens in one of the following:

- The Spaces 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.