

# 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 improve/escalate your chatting 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:

- To exchange instant messages with other users by using YAPPR Spaces Direct Messaging.
- To join 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, Office365, or 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

- Commented [r1]:** Try using the application name consistently throughout the document. i.e., either YAPPR Spaces or Spaces.  
  
If Spaces is a convenient option, mention at the beginning of the document that henceforth YAPPR Spaces will be referred to as Spaces all through this document.
- Commented [r2]:** Best practice is to have a single theme per paragraph. In this paragraph, the following themes have been covered:  
How the User can create their own Space?  
What they can do within the Spaces?  
Features available for a User with multiple Spaces.  
  
Recommend breaking up this paragraph based on a single theme. For example –  
a.Steps to follow if you are a first-time user.  
b.How to create your own spaces?  
c.Features available to you in Spaces.
- Commented [r3]:** Consider including a visual representation of the panel being described here. It'll aid the User better in following the instructions.  
  
A screenshot highlighting the Posts area would be ideal.
- Commented [r4]:** Consider re-writing this sentence in the form of lists, for better readability. For example, the sentence could be rephrased as follows:  
  
You can perform the following actions on any of your posts:  
Make comments  
Download files  
Attach files
- Commented [r5]:** Two different themes: Tasks and Comments, are covered in this paragraph. This can potentially confuse the User.  
  
Consider breaking it into two paragraphs.  
  
One that explains what Tasks are and why Users might need them.  
Second that explains the comments section.
- Commented [r6]:** What is YAPPR Accessr?  
  
Give a reference or link to the section elaborating on YAPPR Accessr.
- Commented [r7]:** Recommend maintaining consistency of application names and interface names throughout the document. If there is a deviation for some reason, specify the reason in the document.
- Commented [r8]:** Recommend a Pre-requisites section that covers the actions Users must take before using the application.  
  
Also, include the following information, if necessary:  
Which cloud services needs to be enabled?
- Commented [r9]:** Right side or left side? Recommend a more accurate description of the position of the Sign in/ Sign up button
- Commented [r10]:** Suggest rephrasing this sentence.  
  
It could be as follows:
- Commented [r11]:** Redundant heading, consider removing it.  
  
Having consecutive headings without content between them is not considered as a best practice.

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**.

**Commented [r12]:** Must be mentioned in the Pre-requisites section.

Also give a reference or link to the Sign-up section.

**Commented [r13]:** If this is a recurring step, mention this at the beginning of the Accessr client section.

Inform the User that when they click on Sign in or Sign up they'll be navigating out of the application. Also, that their default browser will be used. You could also consider giving security warnings, if any.

**Commented [r14]:** Consider rephrasing this sentence as follows:

Click on **Keep me Signed in**, to store your login credentials for convenient logging. This is an optional step.

## 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.

**Commented [r15]:** Consider rephrasing this sentence as follows:

Access YAPPR Spaces from YAPPR Accessr

Or

**How to access YAPPR Spaces from YAPPR Accessr?**

**Commented [r16]:** Provide a link or reference to the Log in section of the Accessr application.

**Commented [r17]:** Visual representation of this area will help the User. A screenshot with the **Meetings** area highlighted might help.

**Commented [r18]:** Will the User need both the YAPPR Accessr and YAPPR Spaces applications installed in the mobile?

If yes, should the necessity of installation of those apps be mentioned in the pre-requisites?

Can both the applications be accessed via the browser?

Is there a recommended way to access these applications?