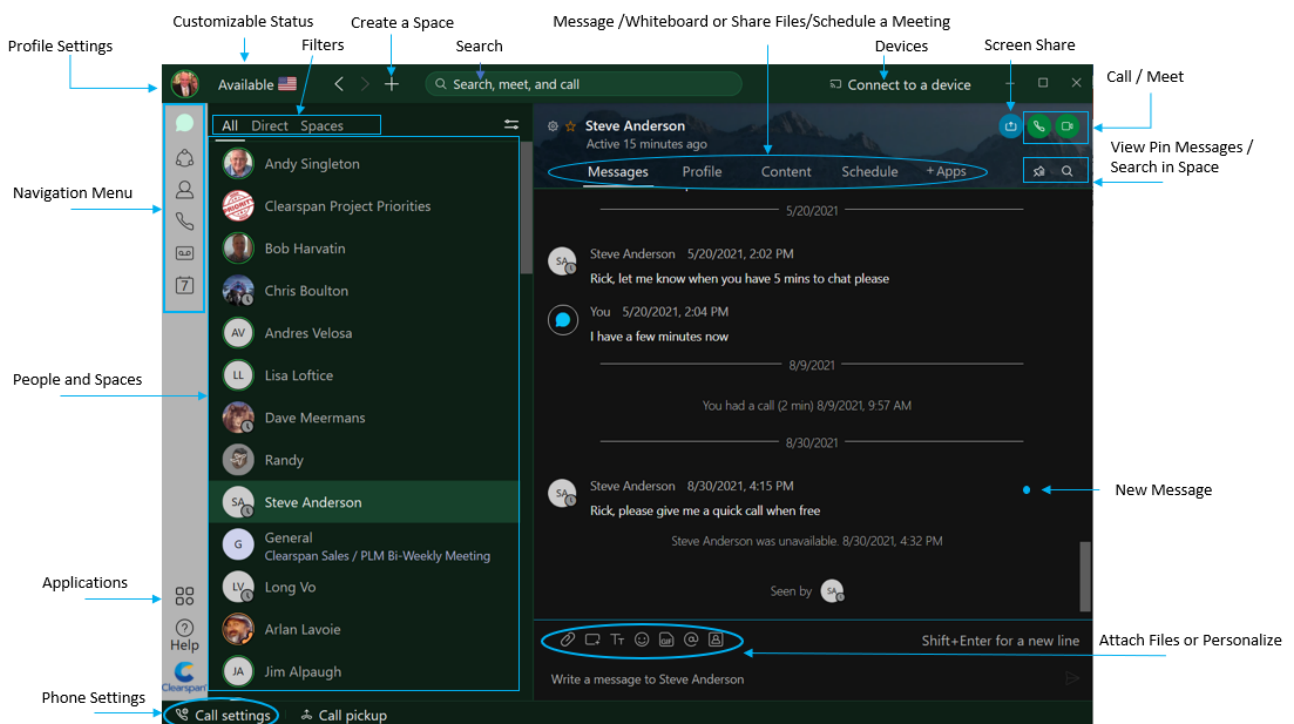


# Clearspan Engage: End User Quick Start Guide

This guide assumes all administrative pre-onboarding and new user set-up instructions have been adhered to.

## Getting Started



### Personalize the Application: Look for your initials in the Apps top left corner

#### Step 1

Click on your initials.

#### Step 2

Click on your initials in the window that opens.

#### Step 3

Select a profile picture.

#### Step 4

Change the email address to your name, just under the profile picture

## **Set Notification Preferences:** Click on Profile Picture and select 'Settings'

### **Step 1**

Click on Notifications.

### **Step 2**

Select the notifications for your spaces, scheduled meetings, and calls.

### **Step 3**

Select preferred notification Sounds and click 'Save'.

## **Check your Camera:** If you have more than one camera

### **Step 1**

From your Profile Settings click Video.

### **Step 2**

Select Webcam and click 'Save'.

## **Create Teams and Spaces to manage all your communication and collaboration needs.**

A **Team** is a group of people who are connecting for a longer-term community, a larger project or business objective. Each team has a space called General that everyone belongs to.

You can add any number of additional spaces to the team to divide up projects or priorities within the team.

A **Space** is a group of people who have been invited to work together.

Spaces typically have names that describe what they're for or are named after the people in them if they're one- on-one. A space can either be standalone or associated with a team. They can grow or shrink as needed.

## **Create a Team:**

### **Step 1**

Go to Teams.

### **Step 2**

Choose the Plus icon, name the team, and click Create.

### **Step 3**

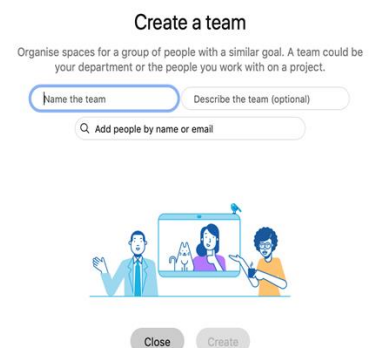
Use the search bar to add team members.

Enter a name or email address and pick from the results list.

People get added to the General space automatically, but then can join any team spaces on their own.

### **Step 4**

Click Create. To create more spaces for the team, click Create a space and add the space name.



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## Create a Space:

### Step 1

Click the + sign next to the Search field.

### Step 2

Click Create a space.

### Step 3

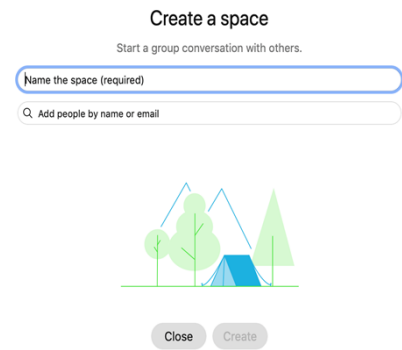
Type a name for your space.

### Step 4

Enter the names of people you want to invite.

### Step 5

Click Create.



Contact your Clearspan Sales Rep for additional information or the Main Clearspan Sales Hotline at @ (877) 314-5682. A Clearspan Sales Representative can assist Clearspan Engage users with obtaining additional product information or refer users to Customer Support for any support needs.

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