Community Spaces

Version 12

Community Spaces

Spaces provide organizations and teams with customizable, virtual working spaces – a place where people, content, and conversations come together. Reduce the amount of time chasing emails, tracking documents and finding resources and increase your time doing the things that make the biggest difference!
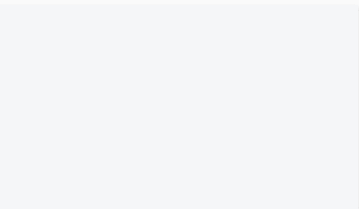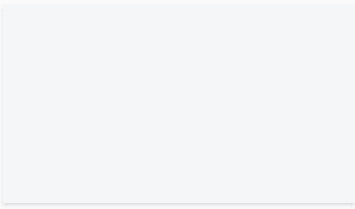
In the **Lobby**, guests and members have access to general resources. Access to resources in a private space is by guest access or by invitation.

Community Spaces: The Basics (Part 1 & Part 2) Videos

Watch in full or search by Table of Contents.

Part 1: Login & Password/ Spaces/ Personal Settings: Profile & Preferences/ Header, Chat, Notifications/ Navigation & Search

Part 2: Activity Stream/ Articles (News)/ CMS Pages/Discussions/ @ Mentions/ Files/ Bookmarks/ Recognition/ Required Reading/ Calendar & Events/ Tag Search/ Tech & Refresh

Part 1	Part 2

Select from below or the right menu to learn more about each feature.

My Account

Login & Password
Information for login and password reset.

Profile: Personal Information & Preferences Emails
Personal settings & preferences. Update your contact information. Set your preferences for notifications and daily/weekly emails.

Roles & Permissions
Each community space has unique membership, content and user roles and permissions.

Space(s)
Locate your Space(s) from the top header bar. Each community space has unique membership, content and user roles and permissions. Members are invited to private spaces and are able to view and download content and interact with the community.

My Apps & Tools

Activity Stream & Ticker
Activities displays new content in real time. You can view and interact with content by commenting or liking or select to discover a detailed view of the posted content by others. On the right side of the Activity Stream is the Activity Ticker. This features the finer details such as commenting, liking and up voting.

Articles/News
Content that informs members about topic(s).

Bookmarks
Use bookmarks to save key content for future reference.

Calendar
Find important dates, meetings and deadlines.

Chat & Notifications
Instant message others and monitor notifications.

Discussions
Forums where Members can "like", comment and reply.

Files
A virtual filing cabinet. Review, download, like and star your files.

@Mentions & Connections
Bring attention to people, content or spaces. Connect with others to share activity and posts.

Navigation
Navigate your space with the header bar and menus.

Pages (CMS)
Content Management System (CMS) Pages contain key content.

Print & Download
Print and download various types of content, including news, wikis and blogs.

Recognition
Earn points and give recognition to others with badges.

Required Reading
If content is designated 'required reading", click to confirm.

Search & Tags
Search is a great way to filter and find content and people.

Tech & Refresh
Tech challenges are a reality in today's world. Learn more about refreshing your computer.

Wikis

Content informs members about certain topics.

*Features are customized per Space and may be turned on/off depending on the needs of your community.

Go home by clicking "Lobby" or "Spaces" in the top navigation bar

Lobby   Spaces

lobby » frn portal space » wiki » frn portal space home » resources » frn communication space » engagement sessions

FRN Portal Space › Wiki   **Words and images connect to content**