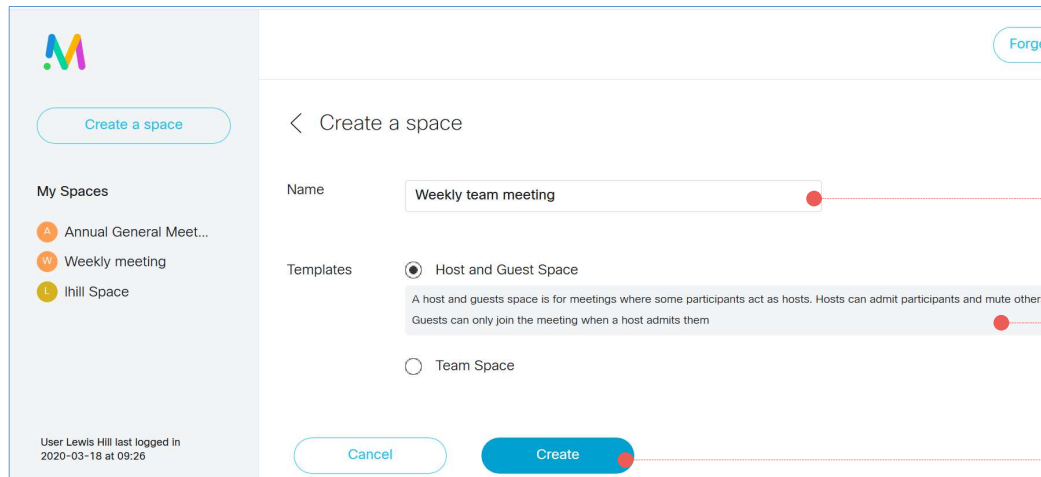


Create a space

From the web app home page, click Create a space



Enter a name for your space

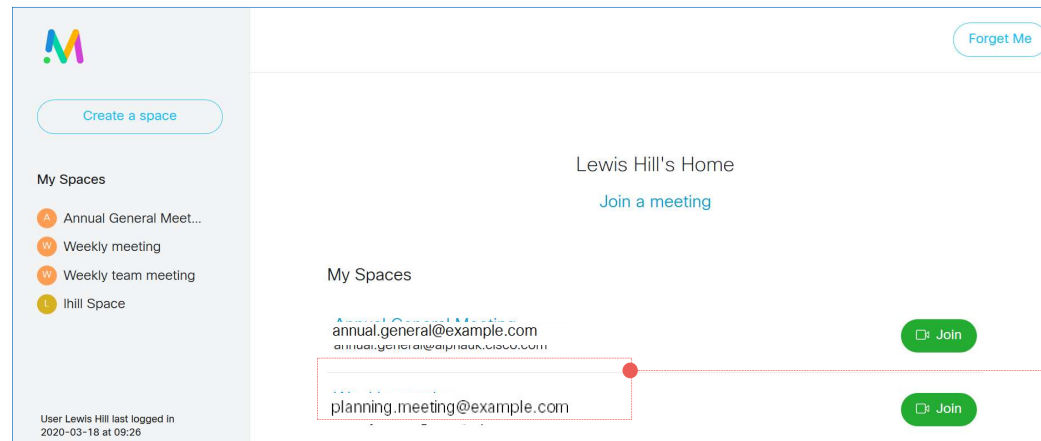
Select a template* for your space.

Note: Templates shown here are examples and may vary from the ones available in your organization.

Click **Create**

Important: To create a space in web app, you need to have templates assigned to you. Contact your administrator for information about space templates available to you

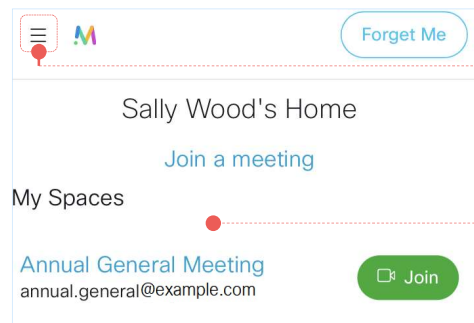
**A space template is a combination of pre-configured settings that will be applied to new spaces created using this template.*



The new space will now appear on your home page and you can use this to invite others for meetings

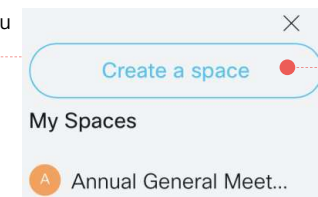
For steps, refer to "Inviting someone to a Meeting".

If you are using a mobile or tablet



Click here to open the side menu to see list of spaces

Click on a space name to edit or view join information



Click **Create a space** and