

Oodrive Work teamspaces

Teamspaces can be used to organize collaborative work around common goals and distribute documents to internal and external collaborators.

Filter the list of teamspaces

Display all available teamspace, or only those you have joined.

View and access your teamspaces

Each tile indicates the status of the teamspace (public or private) and your role (Guest, Member or Owner). Click on a teamspace to access it.

Search for a teamspace

Quickly find a teamspace in your list. Enter a minimum of three characters to launch a search.

Choose how teamspace display

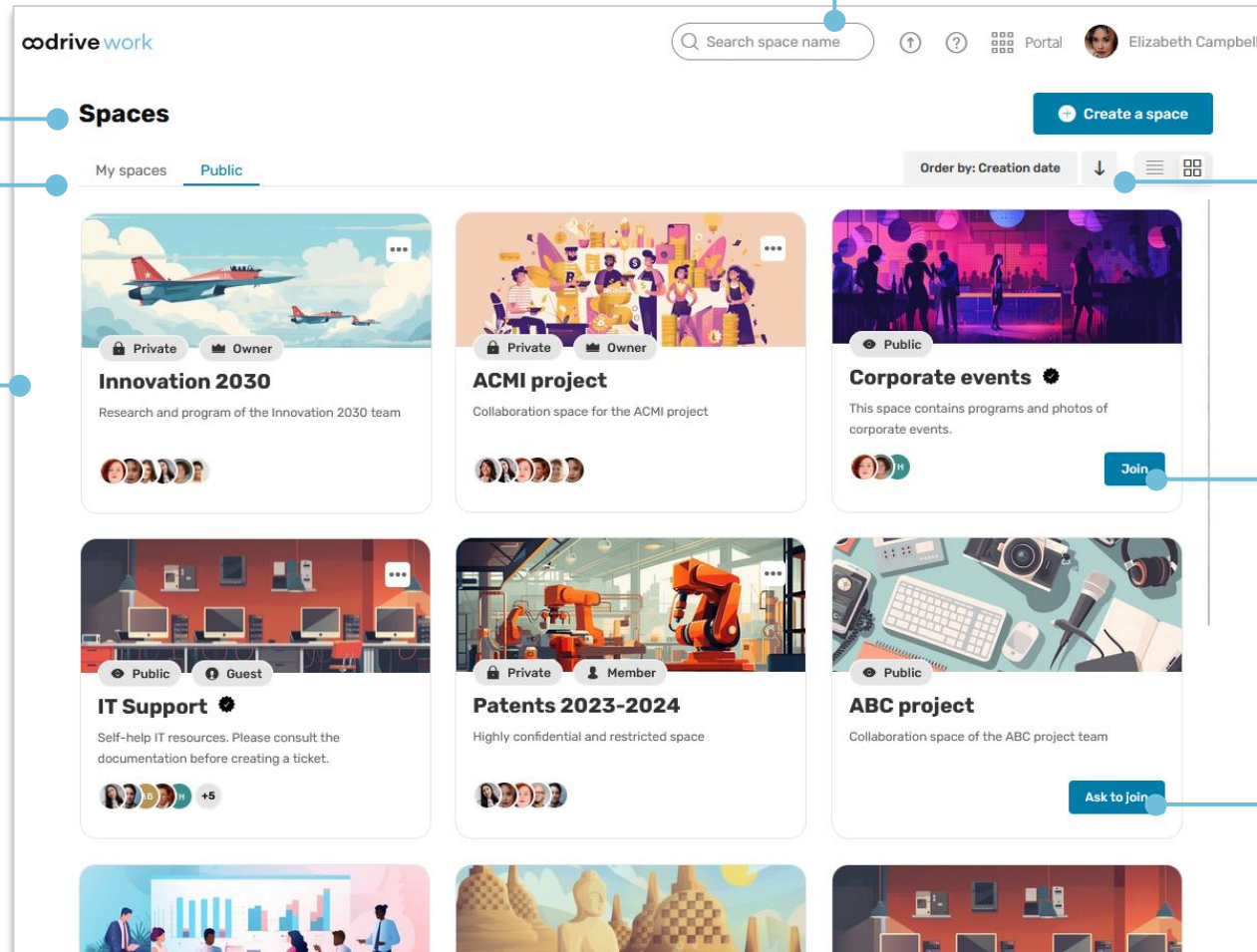
You can order the list of teamspace by the criteria of your choice (official spaces, alphabetical order, number of members, creation date) and modify the display mode (lines or tiles)

Join a public teamspace

You may join certain public teamspace freely. By default, you'll have the Guest role, but an Owner can intervene to assign you another role if necessary.

Ask to join a teamspace

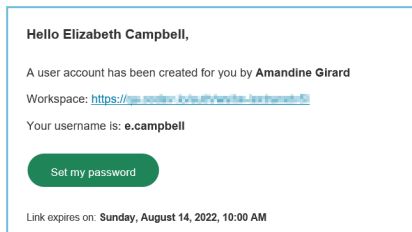
Access to certain public teamspace is subject to approval. Ask to join the teamspace and one of the Owners will intervene to approve or reject your request. Once your request has been approved, you will be able to access the teamspace.



1 Log in to your workspace

First login

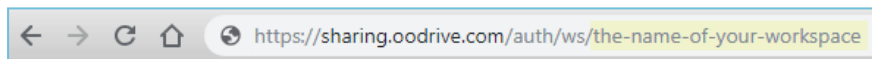
1. Retrieve the username emailed to you when your account was created.
2. Click **Set my password**.



3. You will be redirected to a browser page asking you to set a password and confirm before clicking **Validate**.
4. Click **Log in** to access the login page.
5. Enter your username and password, then click **Log in**.

After the first login

1. Retrieve the username emailed to you when your account was created.
2. In your web browser, go to the login page for your workspace:



3. Enter your username and password, then click **Log in**.

If you have forgotten your password, click **Forgot your password?**

2 Join a teamspace

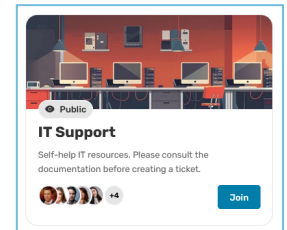
Oodrive Work teamspace enable project managers to organize collaborative work around common goals and distribute documents to internal and external collaborators.

Join a teamspace that is open to everyone

Some public teamspace can be accessed freely.

1. From the home page of your Oodrive Work application, click **Public** to display all public teamspace.
2. Identify the teamspace you want to join and click **Ask to join**.

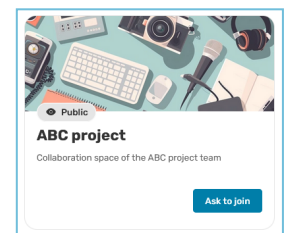
You automatically join the teamspace with the Guest role. If necessary, a teamspace Owner can attribute another role to you.



Join a teamspace on request

Some public teamspace are accessible only with the permission of the Owners. You must make a request to join them.

1. From the home page of your Oodrive Work application, click **Public** to display all public teamspace.
2. Identify the teamspace you want to join and click **Ask to join**.



You must now wait for an Owner to accept your request. Once your request has been approved, you will be able to access the teamspace with the permissions defined for you by the Owner.

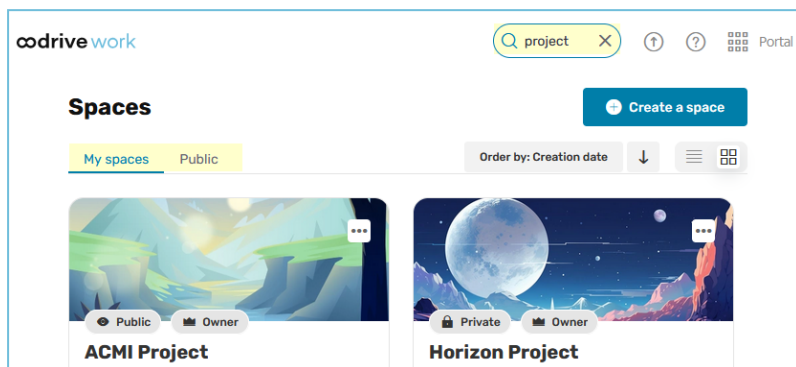
Join a private teamspace

The existence of a private teamspace is known only to its Owners and the individuals they have invited. You can only join a private teamspace if one of the Owners has chosen to invite you.

3 Browse teamspace

From the home page of your Oodrive Work application, you can view all available teamspace.

1. Search for a teamspace using the search bar or filter the teamspace list using the tabs along the top of the page:



2. View the tile of a teamspace to see its status (public or private) as well as the role you have been granted by the Owner(s).

The roles are as follows:

- **Owner:** you have full rights to manage and contribute to a teamspace.
- **Member:** you can upload to the teamspace and edit, share or download the items it contains.
- **Guest:** you will only have consultation rights on items in the teamspace.

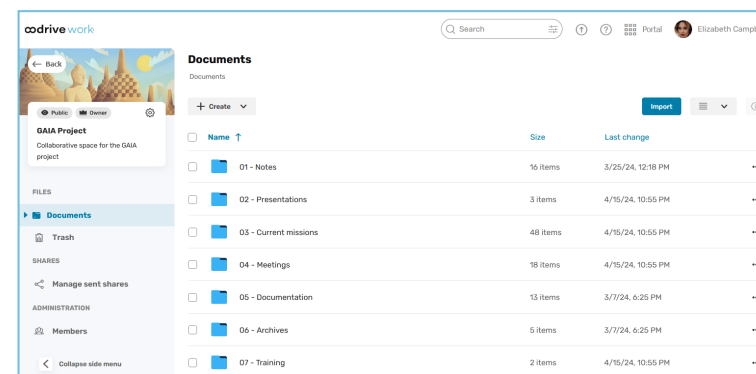
To view the details of your permissions according to your role, consult [this summary table](#).

3. To access a teamspace, click on its tile. You access the teamspace and all the files it contains.

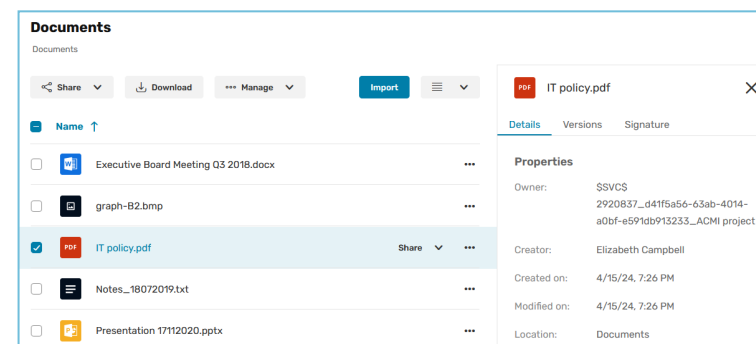
To leave a teamspace and return to the home page, go to the side menu on the left and click on **Back**.

4 Browse the files of a teamspace

1. From the home page of your Oodrive Work application, click on the teamspace for which you want to view the documents.
2. By default, the teamspace opens on the **Documents** section. Here, you can view all the teamspace files and folders.



3. To view a file or a folder's details, select it then click ⓘ in the upper-right corner above your files.

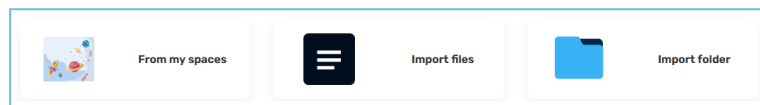


From the information panel displayed on the right side of the page, you can view the selected item's properties.

5 Add files to a teamspace

Depending of the type of teamspace as well as your access rights, you can upload files into a teamspace.

1. From the home page of your Work application, select the space to wich you want to add documents.
2. In the navigation panel, click on the **Documents** section.
3. If you want to add files to a specific folder, browse your folders and open the folder of your choice.
4. Import the items of your choice.



To import items from one of your spaces:

- Click **Import**, then **From my spaces**.
- Click on the space containing the items you want to import, then click **Select**.
- Select the files you want to import and click **Import**.

To upload files from your computer:

- Click **Import**, then **Import files**.
- Browse the file explorer on your computer and select one or several files by holding down the **Ctrl** key, then click **OK**.

To upload a folder from your computer:

- Click **Import**, then **Import folder**.
- Browse the file explorer on your computer and select the folder of your choice, then click **OK**.

The selected items are added to your space.

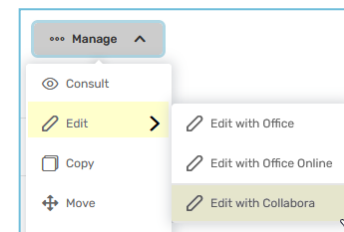
6 Edit a file with Collabora

Depending on the type of teamspace and your permissions profile, you may be able to edit teamspace documents online.

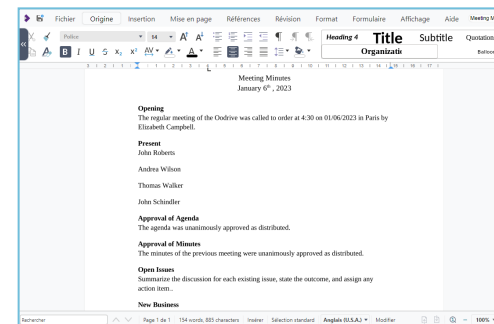
1. From the home page of your Oodrive Work application, click on the space containing the document you want to edit.
2. In the navigation panel, click the **Documents** section.
3. Browse the file manager and select the file you want to edit.

Please note: You can edit your own files as well as shared files for which you have editing rights.

4. Click **Manage** and select **Edit**, then **Edit with Collabora**.



The document opens in a new tab.



5. Make changes as desired.
6. When you have finished, click **Save** and close the file.