Quick Start Guide
Create and manage Teamspaces

oodrive   **oodrive work**

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 teamspaces, or only those you are a part of. You can also filter teamspaces by their status: public or private.

Access your personal space

The My Space section allows you to store and manage your documents in a private folder structure. You can organize this space as you wish, define favorites, and share a specific folder or file with collaborators of your choice as needed.

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.
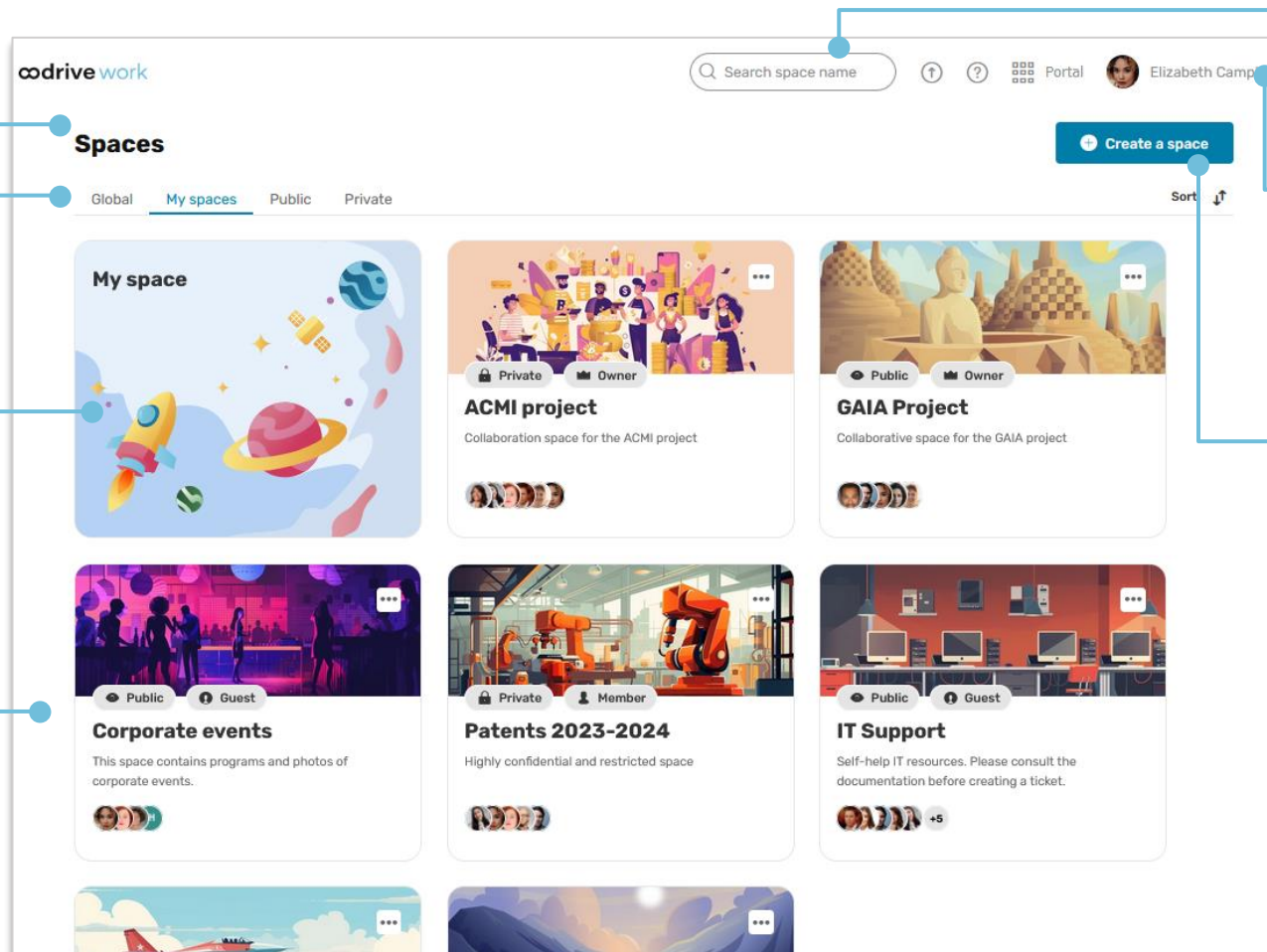
Search for a teamspace

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

Access your account

You can view and modify your personal information and preferences and log out of your session.
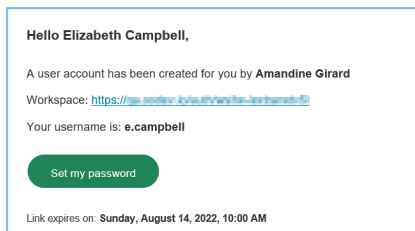
Create a new teamspace

Create a new teamspace, of which you will be the Owner. You can choose the visibility of the teamspace, populate it with files and manage its members.

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oodrive work   Search space name   Portal   Elizabeth Campbell

Spaces

+ Create a space

Global   My spaces   Public   Private   Sort

My space

Private | Owner
ACMI project
Collaboration space for the ACMI project

Public | Owner
GAIA Project
Collaborative space for the GAIA project

Public | Guest
Corporate events
This space contains programs and photos of corporate events.

Private | Member
Patents 2023-2024
Highly confidential and restricted space

Public | Guest
IT Support
Self-help IT resources. Please consult the documentation before creating a ticket. +5

➊ Log in to your workspace

First login

1. Retrieve the username emailed to you when your account was created.

2. Click **Set my password**.

> **Hello Elizabeth Campbell,**
>
> A user account has been created for you by **Amandine Girard**
>
> Workspace: https://
>
> Your username is: **e.campbell**
>
> [Set my password]
>
> Link expires on: **Sunday, August 14, 2022, 10:00 AM**

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:

https://sharing.oodrive.com/auth/ws/the-name-of-your-workspace
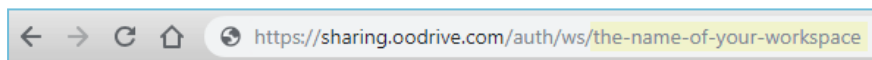
3. Enter your username and password, then click **Log in**.

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

➋ Create a teamspace

Oodrive Work allows you to create collaborative spaces with multiple owners, known as team teamspaces. Teamspaces enable you to organize collaborative work around common goals, and facilitate the distribution of documents to internal and external collaborators.

1. From the home page of your Oodrive Work application, click **Create a space**.
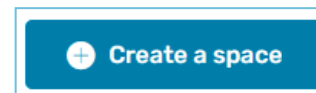

2. Enter a name and a description for your teamspace, then select its visibility :

   - **Public - Open to everyone** : teamspace freely accessible to Oodrive Work users, enabling content to be centralized and shared widely.

   - **Public - On request** : teamspace whose access is subject to the Owners' approval. You must invite your colleagues or validate their access requests.

   - **Private** : teamspace whose existence is known only to its owners and the colleagues they have invited.

   If needed, you can change the visibility status of your space at a later date.

3. Click **Create space**.

Your new teamspace has been created. You can find it in the list of your teamspaces:
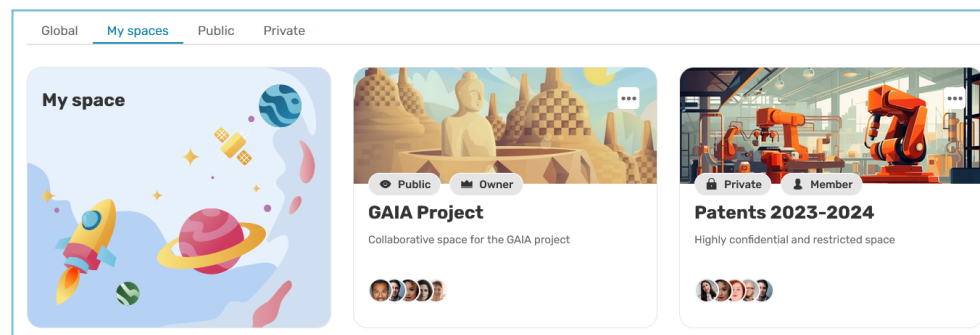
③ Manage the members of your teamspace

Add members and define their permissions

1. From the home page of your Oodrive Work application, click on the teamspace for which you want to manage members.

2. In the side menu on the left, go to the **Administration** section and click **Members**.

3. Click on **Add members**.

4. Using the address book, select the internal and external collaborators you want to add to your teamspace.

5. In the list of teamspace members, select the role you want to assign to each individual.
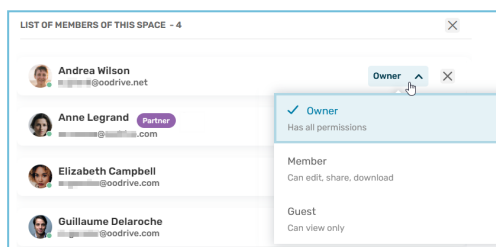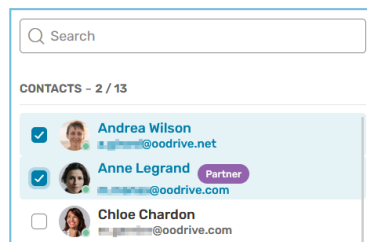
The available roles are as follows:

- An **Owner** have full rights to manage and contribute to the teamspace.

- A **Member** can upload to the teamspace and edit, share or download the items it contains.

- A **Guest** can only view and download.

   For more information, consult this summary table.

Please note: collaborators known as Partners (account without a license) may not become Owners.

6. When you have finished, click **Invite**.

Approve or reject joining requests

If you are the Owner of a public teamspace with on-request access, you will need to approve or reject joining requests made by your colleagues.

1. From the home page of your Oodrive Work application, click on the teamspace for which you want to manage members.

2. In the side menu on the left, go to the **Administration** sectio and click **Members**.

3. Go to the **Pending join list** tab and do either of the following:

   - **To reject a joining request**, click **Refuse**.

   - **To approve the joining request of a colleague**, click **Accept** and select the role you want to assign to them.
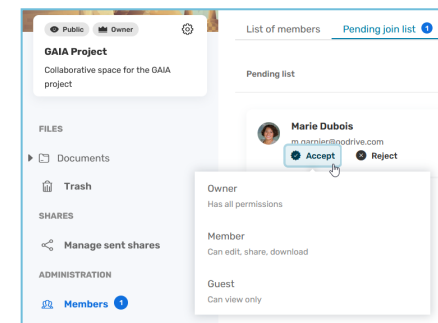

Modify or delete members

At any time, you can return to the **Administration > Members > List of members** section of your teamspace to remove collaborators or modify their roles.

To do so, click **Member** or **Guest** under a collaborator's name. Then, select a new role or click **Remove from space**.

You cannot modify the role of an Owner nor remove them from the teamspace.

④ Manage the teamspace trash

Files deleted from your teamspace are placed in the Trash. This gives you the option of restoring a file deleted by mistake, or permanently deleting obsolete files to free up storage space.
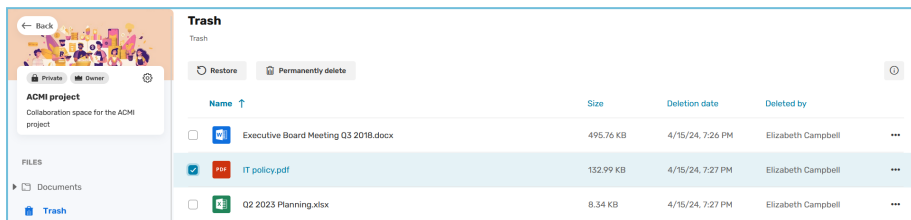
Restore an item from the Trash

1. In the navigation panel, click the **Trash** section, then select the item(s) you want to restore.

2. Click **Restore** to restore the selected item(s).

   You can now find the restored items in their last location before they were deleted.

Tip: You can click **Restore all** to restore all items in your Trash.

Permanently delete files from the Trash

1. In the navigation panel, click the **Trash** section, then select the item(s) you want to permanently delete.

2. Click **Permanently delete** to permanently delete the selected item(s).

   The selected item(s) are now permanently deleted.

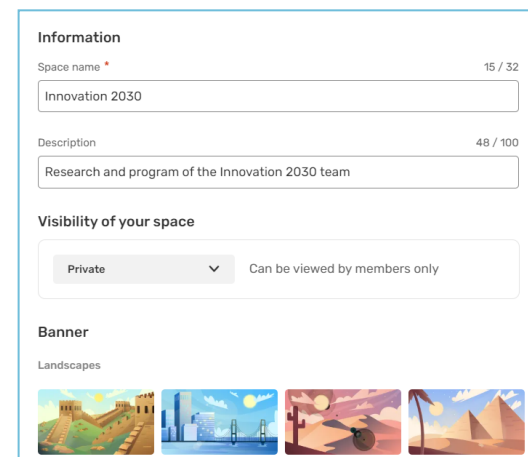**Tip:** You can click **Empty trash** to permanently delete all items in your Trash.

⑤ Modify a teamspace

You can modify the name, description, visibility and illustration of a teamspace.

1. From the home page of your Work application, click the teamspace you want to modify.

2. In the menu on the left, go to the teamspace tile and click on the icon **Edit space** ⚙.
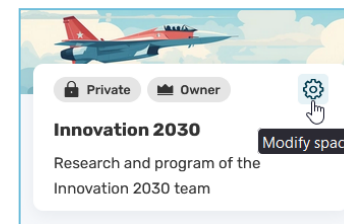
3. Make changes as needed. You can:

   - Rename the teamspace and/or modify its description,
   - Change the teamspace visibility,
   - Change the teamspace illustration.

4. When you have finished, click **Save**.