



## Public Spaces

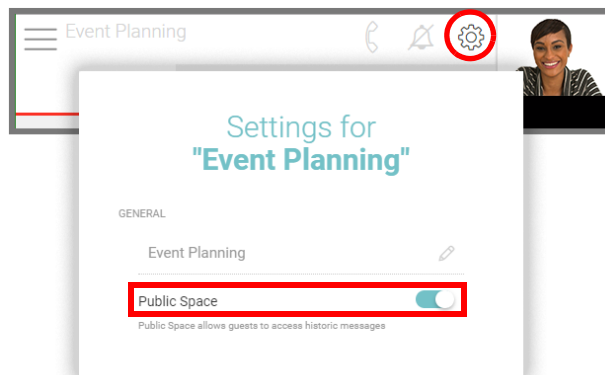
### BRIEFING

When you are hosting an event in Spaces, you can invite contacts and give them specific rights within the meeting.

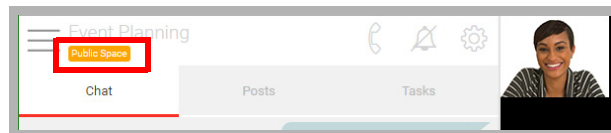
Guests can only add messages to the current Chat session. If you make the Space Public, then Guests can see the Chat History, and view (but not create new) Tasks and Posts.

### LAUNCH

- With Spaces open and a Space chosen, click the Settings icon.



- In the pop-up window, enable the Public Space option and click Save.
- An orange tag appears beneath the Space name in the upper left corner. This identifies it as a Public Space.



Guests invited to the meeting can now see the complete Chat history, as well as all Posts and Tasks associated with this Space.

Guests who were already in the meeting when the change was made may have to refresh their browser window to see the updated view.

- To turn off the Public Space, return to the Settings window and disable the option.

### STILL NEED HELP?

For a complete description of this and other features, take a look at our program documentation at [resources.zang.io](https://resources.zang.io).