Managing a Team Workspace

This document is geared to give you additional information on managing a team workspace once you have already become familiar with team workspaces. If you are new to UMVibe, it is recommended that you review the *How to Create a Team Workspace* document first.

Team workspaces are the key to helping you and your team accomplish tasks and meet objectives, together. As the owner of a workspace, you are primarily responsible for workspace administration. You can create other containers for information (sub-workspaces and folders), adjust access controls to determine who can do what in the workspace, and provide some initial content to assist team members to get started.

**Creating a Team Workspace Inside an Existing Team Workspace**

UMVibe enables you to create nested workspaces, which are workspaces inside other workspaces. You can create a team workspace inside any existing workspace where you have appropriate rights.

Navigate to the workspace where you want to create a new workspace.

- Click the *Workspace* menu.
- Select *New Workspace*. The New Workspace page will appear:

  ![New Workspace Page Screenshot](image)

  - Click in the *Workspace Title* field to enter the workspace name. If you leave this field blank, the workspace is titled “Workspace.”
  - Select *Team Workspace*.
  - In the *Workspace Folders* section, click the checkbox to the left of each type of folder you want to include in your workspace.

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• In the **Announcement** section, if you want to send an e-mail announcement to team members, click the checkbox for **Announce the Creation of This Workspace**.
• Click **OK**.

For further details on creating a team workspace, view the *How to Create a Team Workspace* document.

**Adding Additional Team Members to Your Workspace**
After the workspace has been created, you can add other UMVibe users who need to join your team.

Navigate to the workspace where you want to add the additional team members.
• Click the **Workspace** menu.
• Select **Edit Team**. The Add or Delete Team Members page will appear:

![Add or Delete Team Members](image)

• (Conditional) IF this workspace is currently inheriting its team membership from a parent folder, click **Yes**.
• In the **Users** field, specify the names of the individual users that you want to add to the team.
• Click **OK**.
Sending E-Mail to Team Members

UMVibe enables you to send e-mail messages to your entire team. Also, if new team members join the team after the team workspace has already been created, you can use this functionality to announce the workspace to the new team members.

To send mail to team members:

- Navigate to the team workspace.
- Click the Workspace menu.
- Select E-Mail Team. The Send E-mail page will appear:

![Send E-mail Page](image)

- Fill in the appropriate fields.
  - **Add E-Mail Addresses** – Use this field if you need to send a message to an e-mail address that may not be linked to a user in UMVibe. You must separate multiple email addresses with commas; do not include spaces between addresses.
  - **Your e-mail address** – Select your name if you want to include yourself in the e-mail.
  - **Users** - Use type-to-find functionality to specify individual users to whom you want to send the email.
  - **Groups** - Use type-to-find functionality to specify individual groups to whom you want to send the email.
  - **Team Members** - Click this option to include all team members.
  - **CC** - Click this option to specify users to whom you want to send a copy of the message.
  - **BCC** - Click this option to specify users to whom you want to send a blind copy of the message.
  - **Subject** - Specify the subject of your e-mail message.
  - **Message/Additional Text Sent with the Entry** - Specify the main content of your e-mail message. The name of the workspace you are sending the message from will automatically appear as a link to the workspace.
  - **Include Attachments** - (This option is not available when you send an e-mail from a folder or workspace.) Select this option if you want to include any attachments that are attached to the entry from where you are sending the e-mail.

- Click Send.