

# Spaces

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# Spaces

Once you have joined or created a new space you can work on projects, discuss topics or just share information with other users.

There are various tools to personalize a space, thereby making the work process more productive.

# Space Menu

This is the most important menu and will probably be the one you use most often!

Access all the spaces you have joined and create new spaces here.

# Navigation Menu

This is where you can navigate the space – where you find which modules are active or available for the particular space you are currently in. These could be polls, tasks or notes for example.

Only the space admin can manage the space's modules.

# Preferences

This menu is only visible for space admins. Here you can manage your space settings, add/block members and activate/deactivate tools for this space.