

Software Support

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Getting started - Creating your workspace

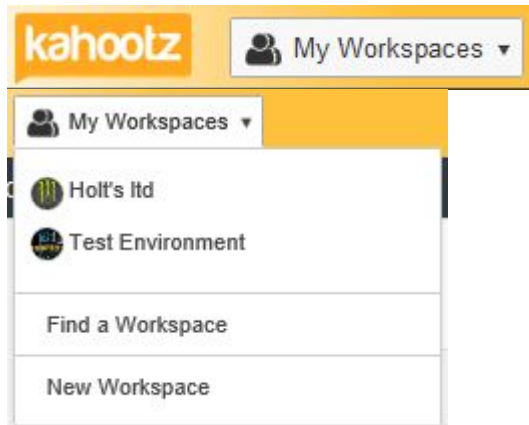
Software Support - 2017-06-26 - in Getting Started Guides & Manuals

Three simple steps to get you started with your workspace in a matter of minutes.

1. Set up your workspace.

Click on **My Workspaces** (top left) then select **New Workspace**.

Fill in the basic details and choose an **Empty Workspace Template**. Click **Create**.

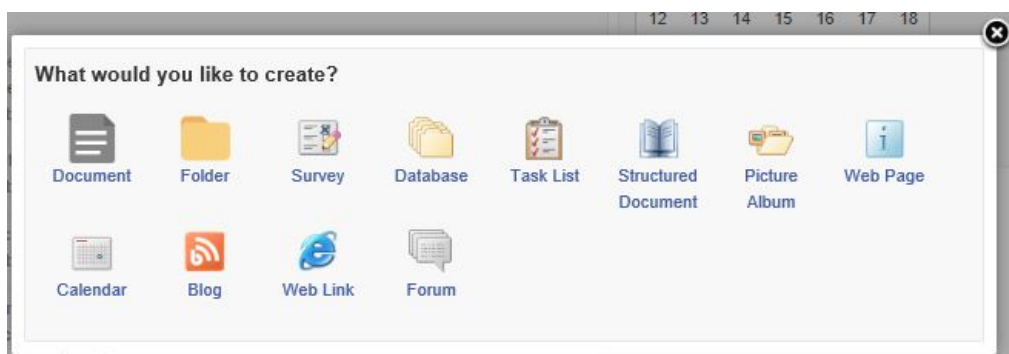


2. Add content.

Open your new Workspace Home and click **Create a new item** > **Select what you would like to create** > eg: **Document** > **Attach** > **Upload**.

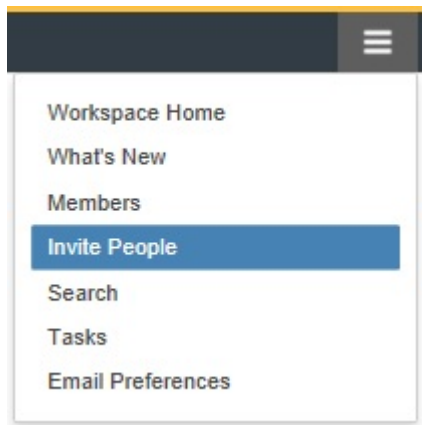
Actions

- ▶ [Create a new item](#)



3. Invite people.

Click on the **Workspace Menu**, choose **Invite** > Enter invitees email addresses > **Invite**.



Please see [Kahootz best practice for creating a workspace](#).

Related Pages

- [Inviting people into Kahootz](#)