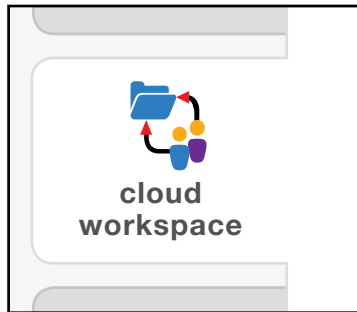
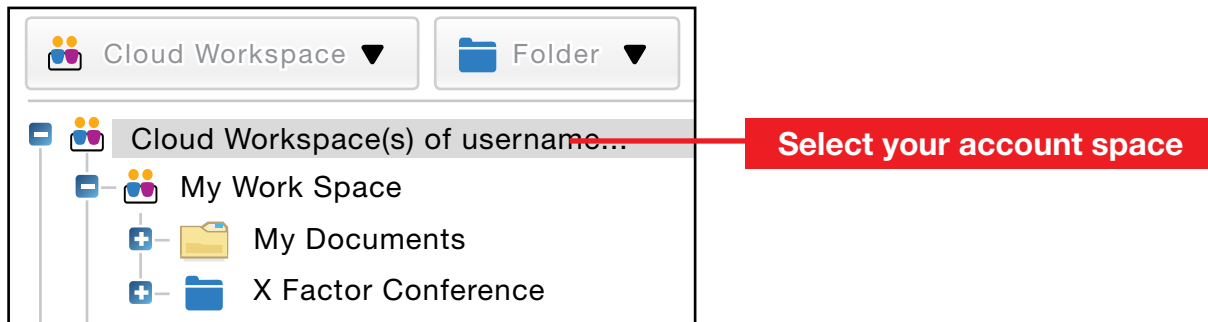


Creating a New Cloud Workspace

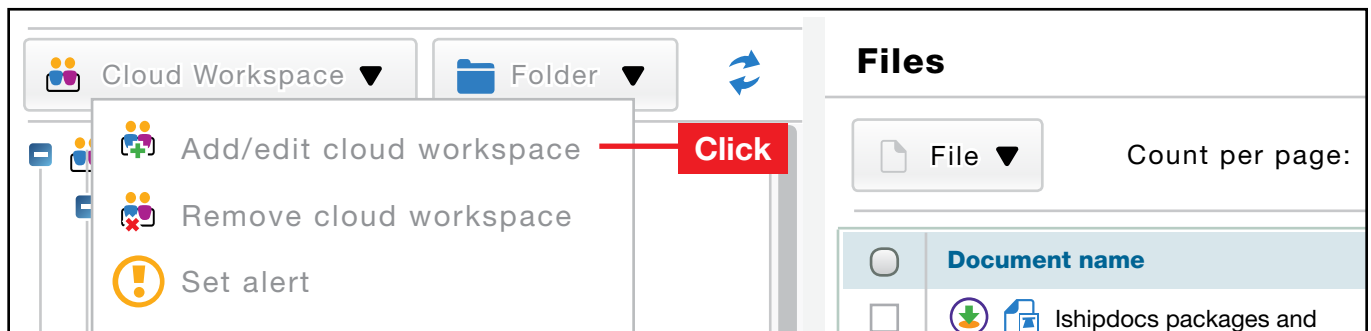
- 1 Click on the **Cloud Workspace** icon on the left side of the screen



- 2 Click on “**Cloud Workspace(s) of ...**”



- 3 Under the **Cloud Workspace** dropdown menu click on **Add/edit cloud workspace**



- 4 A) Give your new workspace a name (and an optional description), then
- B) click **Save**, then
- C) click **Close**

Add cloud workspace item

Create new cloud workspace

Cloud workspace information | Permission

* Name: Acme Towers

Description: (this is optional) **A**

Save Close

B **C**

- 5 Your new workspace will now be listed under “**Cloud Workspace(s) of...**”

