

## **Changing basic settings**

After creating your space, you have the flexibility to modify settings such as the name, description, URL, and even add a logo image for your space. This logo image will be visible when your space is listed in the spaces list.

The maximum size of the logo image that can be uploaded is 10 MB.

## To change basic settings:

- 1. Navigate to your space and click Manage, then click Settings.
- 2. Go to the Basic tab.
- 3. Enter a new name, description, or URL.
- 4. Click Update to save your changes.
- 5. To add a logo, click the Camera icon (<sup>1</sup>).
- 6. Choose an image from your device and click Update.

Signal Content	SPACES REPORTS FAVORITES *		Q Search	ୟ ଡି 🕸 😵
Marketing ☆ 4 members	Settings (Marketing)	×		1 Manage -
MANUALS ARTICLES	BASIC MEMBERS TEMPLATES ADVANCED POLICIES			🖬 🗮   Custom - ↓₹
Search Engine	LOGO NAME			Web Analytics
Optimization	Mo			the strangered
	DESCRIPTION			
	Description			
6 Articles :				1 Articles :
Deschut Driving		1		Markating Dise
Product Pricing	Character limit: 500	500		Marketing Plan
A CONTRACTOR OF	URL			
	marketing			
2016	https://learn.zoho.com/portal/zylker-hub/team/marketing			(+)
1 Articles :		UPDATE		5 Articles :