



Creating a space

A space serves as a collaborative workspace where team members can collaborate, create, and share knowledge. These spaces may be tailored to specific departments or projects within your organization, such as Development, Customer Service, HR, and more.

The advantage of using spaces is the ability to unite teams, ensuring that all essential information is consolidated in a single location. This centralized approach is designed to simplify processes, ultimately saving time and effort. In Zoho Learn, spaces can be utilized to categorize manuals within your organization, based on the teams or departments you wish to share them with.


You also have the option to manage your resources independently, without the need to create them within a specific space.

In Zoho Learn, all the spaces within the hub will be listed under the Spaces tab in the top navigation bar.

In the "**My Spaces**" tab, you'll see the spaces you've created and the spaces you're a member of. The "**All Spaces**" tab shows the spaces you've created, spaces you're a member of, and those containing manuals accessible to everyone in the hub.

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To create a space:

1. Click the **Add** icon () in the bottom-right corner.
2. Select **Space** from the list of options.
3. Enter a name and description for your space.
4. Enter the names or email addresses of the members you want to add to your space or click the **Add members** icon to select the users from your hub and click **Add**.
5. Click **Create**.

You will be taken to your space, inside which you can [create a manual](#).

You can add users to your space after creation and also manage their roles. To know more about how to add, remove, or manage space members, visit [Managing user settings](#) .

The users you add to the space should belong to your hub. To know how to add users to a hub, visit [Inviting users to hub](#).

