

Editing a space

If you leave a space, you cannot rejoin unless another member adds you back to the space

If you delete a space, the space will no longer exist

The screenshot shows the 'Edit Release Project Management' dialog box in the Cisco Meeting App. The dialog has a title bar with standard window controls. Below the title, there are three buttons: 'Leave space', 'Delete space', and 'Clear messages'. The main content area contains several fields and a checkbox:

- Space name:** A text input field containing 'Release Project Management'.
- Guest access:** A checkbox labeled 'Allow non-members to join this space' which is checked.
- Passcode:** A text input field containing '1234', with a note below it: 'Add a numeric passcode to restrict access'.
- Video address:** A text input field containing 'project-mgmt@tryacano.com', with a note below it: 'Customize the video address'.

At the bottom of the dialog are 'Cancel' and 'Save' buttons. Red lines connect various elements to explanatory text on the right side of the image.

Annotations:

- Red lines from the 'Leave space' and 'Delete space' buttons point to the text at the top of the page.
- A red line from the 'Clear messages' button points to the text: 'Click to delete all messages in the space. All members of the space can see a notification in the chat window if you delete all messages'.
- A red line from the 'Space name' field points to the text: 'Customize the space name to something of your choice'.
- A red line from the 'Guest access' checkbox points to the text: 'Check this check box to restrict access to guests'.
- A red line from the 'Passcode' field points to the text: 'Specify a passcode to restrict space access'.
- A red line from the 'Video address' field points to the text: 'Customize video address of the Space'.
- A red line from the 'Save' button points to the text: 'Click **Save** to save your changes or **Cancel** to exit without saving'.