



eXo Social User Guide

Version 1.0.1

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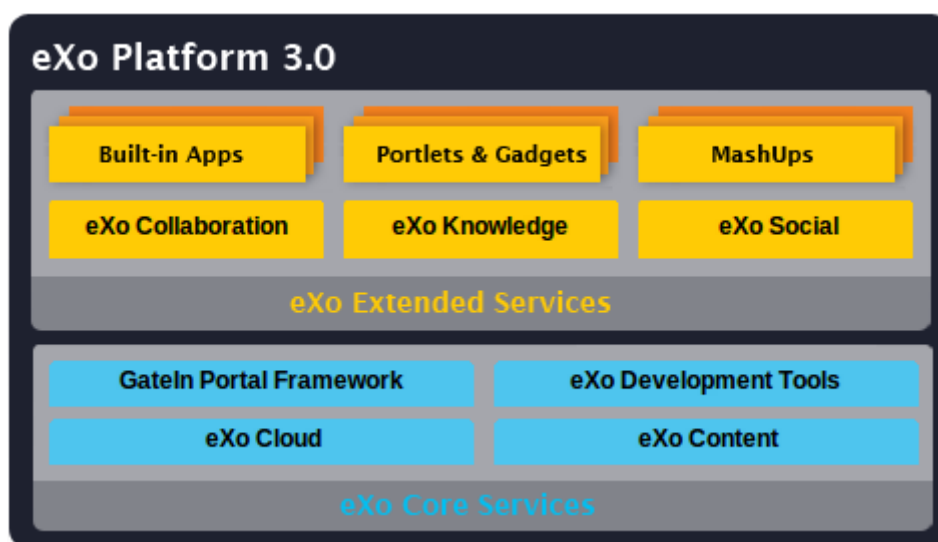
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1 Preface

1.1 Overview

Beginning as an Open Source project in the year 2002, eXo is well-known as the industry's first Java portlet container. With the aim of dominating the potential portal market through robust and easy-to-use applications, eXo Project succeeded in attracting consumers in the whole world. eXo actually opened the floodgates to various options in many markets, and customers have been choosing eXo as the best method for their success.

The eXo Platform™ software is a powerful Open Source corporate portal and content management system. Users of the platform have a customized single point of access to the company's information system and resources.



Developed on eXo Platform 3.0, eXo Social is one of eXo Extended Services that provides a social network with much more features to share, and communicate between individuals and organizations. With eXo Social, it is easy to approach many easy-to-use social networking applications and more.

1.2 Why Uses eXo Social

With eXo Social, users can do many actions with outstanding benefits such as:

- **Write Social Gadgets intuitively and easily:** eXo Social provides built-in JavaScript client

libraries for OpenSocial API so that developers can easily leverage the data produced by social-enabled applications to build mashups.

- **Offer a Rich User Experience to Existing Applications:** eXo Social provides end-users with features that are similar to social networking sites Facebook and LinkedIn, etc, allowing users to establish more meaningful connections and improve communication and collaboration.
- **Turn Company Directory into a Social Network:** eXo Social provides users with the ability to add details to their profiles, like experience, skill and team information and to establish connections based on defined and relationships.
- **Extend an Enterprise Social Network Easily:** Built-in applications and other Extended Services can be added to share collaboration features within eXo Social network, providing many capabilities like Calendar, Address Book, Chat, Email and more.

1.3 About this document

The book was written as a handbook, aiming at instructing step-by-step on how to use this application to the utmost. Thus, the information included herein will give basic steps that makes it easy for users to follow through in-depth examples and clear explanations. Whether you major in technology or not, you are able to learn about or work on eXo Social easily and efficiently.

The information provided in the guide has been arranged into such a way that ensures readers to search and implement them quickly. Initialized with the basic terms mentioned in eXo Social, the guide will give main knowledge about eXo Social. Next, the most important section so-called “**Social Administration**” will represent most of steps necessary in the process of using and mastering the eXo Social. Also in this section, the spaces administration is emphasized. And the last but not the least important part in guiding users is named as “**Social Network Features**” with many useful functions for meeting other demands by users and customers. And with the aim of helping users better understand eXo Social, we mentioned references and other resources in the Conclusion section.

The guide can be widely used for everyone interested in learning and using Social application. In particular, the manual can be used by the following groups:

- Normal users who use eXo Social with Spaces applications in their work and business.
- Integrators who want to know more about the rich knowledge features to give reasonable advices for their customers.

From above, the guide objectives can be summarized as follows:

- Define some basic concepts used in Social applications.
- Guide step-by-step for basic actions.

1.4 References & Related documents

Information

- [eXo Home Page](#)
- [eXo Wiki](#)

Support

- [Forums](#)
- [FAQ](#)

Download

- [eXo Content](#)
- [eXo Development tools](#)
- [Gatein Portal Framework](#)
- [eXo Collaboration](#)
- [eXo Knowledge](#)
- [eXo Social](#)

Resource Center

- [Video demos, tutorials, webinar archives, features & benefits tables and more](#)

2 Glossary

2.1 eXo People

eXo People is an application providing a way to add profile information, connections between users. With **People**, profile information and relationships can be managed and customized easily.

2.2 Profile

Profile is a set of information which can be entered and supplemented by users. This feature can improve the company directory's usability, such as basic information, avatars, experiences, contacts, and more.

2.3 Connection

Connection is to display information related to relations between users, including established connections, incoming and outgoing invitations.

2.4 Request

Request is the act of asking or expressing a desire for connections that can be accepted and/or denied by receivers and sending requests also can be cancelled by users.

2.5 eXo Activity

eXo Activity is an application where users can do many actions such as publishing their own respective activity stream, showing recent activities or updates, new connections or update status and more.

2.6 eXo Spaces

eXo Spaces is an application or a working environment which is made to create and manage users and communities more easily than with Portal. It helps regrouping people by various interests or projects and leverages any existing application such as Portlets or Gadgets to enable a collaborative work.

2.7 Space manager

Space manager is a user with special rights within a space. He can manage the list of members, configuration and installation applications. When a user creates a space, he automatically becomes the space's manager who can validate space subscription requests.

2.8 Different visibility options for a group

- **Visible:** The space is always visible.
- **Hidden:** The space is not listed in the space list.

2.9 Different registrations to a group available

- **Open:** The user is free to join a space without any validation.
- **Validation:** The user's membership has to be *validated* by a space manager.
- **Close:** The user cannot request for joining, only a space manager can invite him.

3 People: Enterprise Social Networking



Before using the eXo Space, you should have basic knowledge about GateIn. Before reading further, you need to learn how to login and navigate in GateIn.

3.1 Profile

By default, the profile information is just initialized with basic account information entered in the Registration form. You can complete your profile with more detailed information.

The screenshot shows a user profile for 'Root Root'. On the left is a sidebar with 'Me' selected, containing links for 'Activity', 'Profile', and 'Connections'. The main area shows the user's current position as 'Public Profile'. Below the name is a 'Change avatar' button. The profile details are organized into sections: 'Basic information' (with fields for User name, First name, Last name, and Email), 'Contact', and 'Experiences'. Each section has an edit icon (pencil) in the top right corner. The 'Contact' and 'Experiences' sections currently show the message 'You did not enter any contact information yet' and 'You did not enter any experience yet' respectively.

3.1.1.1 Change avatar

To change avatar, see more details in the section 4.2.2.

3.1.1.2 Change current position

To change the current position, do as follows:

Step 1: Click **Edit**. The form to update the current information will appear:

Root Root


 * [Close] [Save]

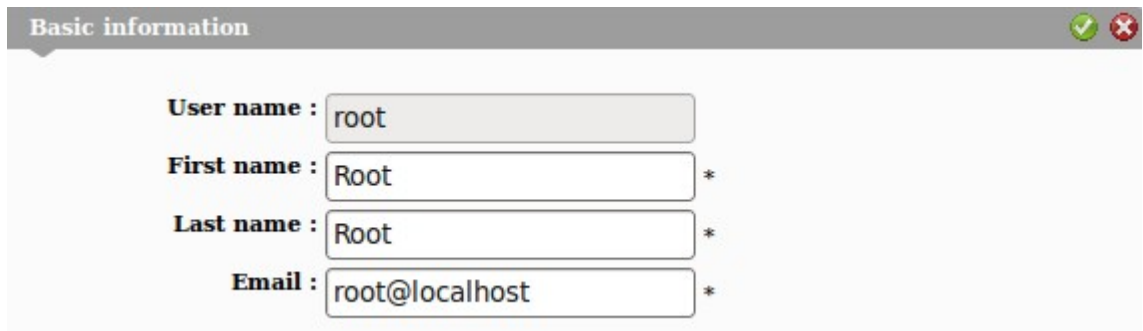
Step 2: Enter your new position in the text box and click **Save**. It immediately updates

your current position.

3.1.1.3 Change basic information

To change basic information, do as follows:

Step 1: Click the icon  in order to edit basic information. The **Account Profile** tab will appear:



Basic information




User name : root

First name : Root *

Last name : Root *

Email : root@localhost *

Step 2: Change information related to your account.


Step 3: Click the icon  to accept all changes or  to delete these input information. After clicking , there will be a message which informs that the account information has been updated.

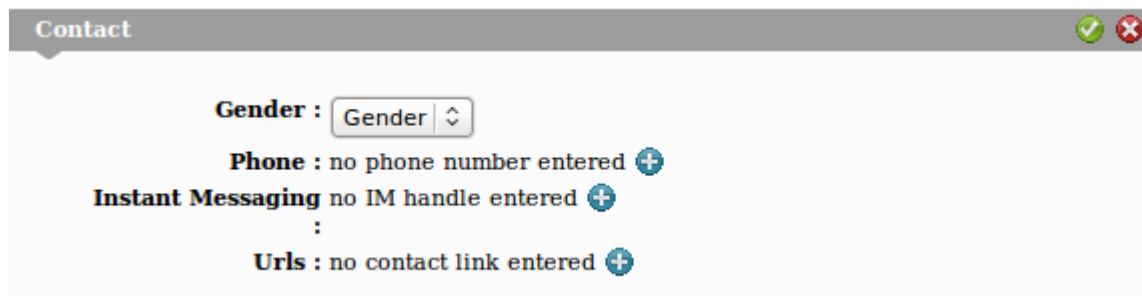
Step 4: Click **OK**

Step 5: Click **Close** button to close this form after changing.

3.1.1.4 Change contact information

To change contact information, do as follows:


Step 1: Click the icon  that corresponds to the **Contact** pane. The form to edit contact information will display:

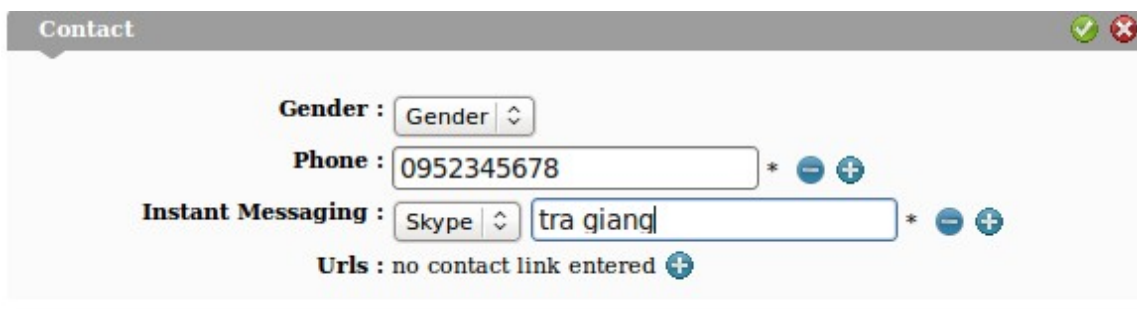


The screenshot shows a 'Contact' form window. It contains the following fields and controls:

- Gender :** A dropdown menu with 'Gender' selected.
- Phone :** The text 'no phone number entered' followed by a blue plus icon.
- Instant Messaging :** The text 'no IM handle entered' followed by a blue plus icon.
- Urls :** The text 'no contact link entered' followed by a blue plus icon.



Step 2: Select a value for the **Gender** field.

Step 3: Click the icon  that corresponds to fields which you want to update: **Phone**, **Instant Messaging** and **Urls**.




The screenshot shows the 'Contact' form window after updates. The fields now contain:


- Gender :** A dropdown menu with 'Gender' selected.
- Phone :** The text '0952345678' followed by a minus icon and a plus icon.
- Instant Messaging :** A dropdown menu with 'Skype' selected, followed by the text 'tra giang' in an input field, followed by a minus icon and a plus icon.
- Urls :** The text 'no contact link entered' followed by a blue plus icon.

Step 4: Click the icon  to save all changes or the icon  to close this form without any change.



3.1.1.5 Change Experience

To change Experience, do as follows:

Step 1: Click the icon  that corresponds to the **Experiences** pane. A form will display that allows you to edit this information.

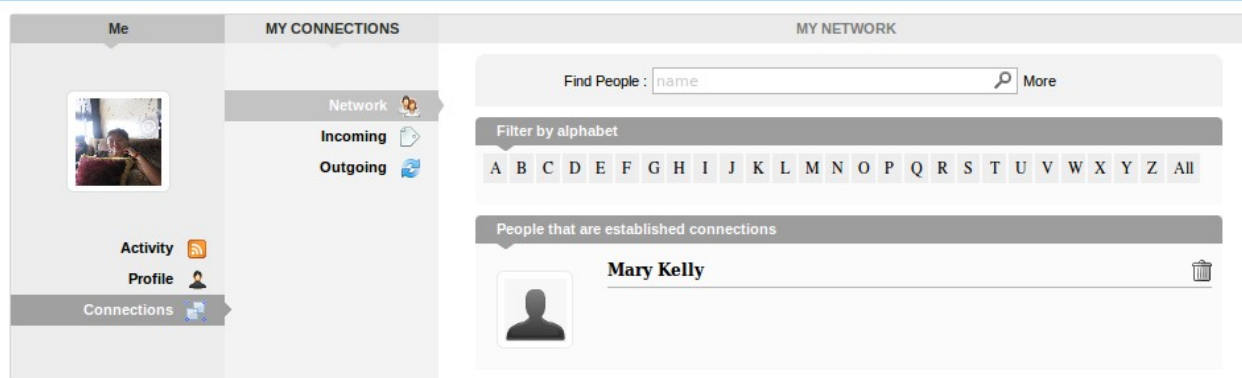
Step 2: Click the icon  to open a form that allows you to enter information related to your experience.


The  beside the  is used to delete this experience.

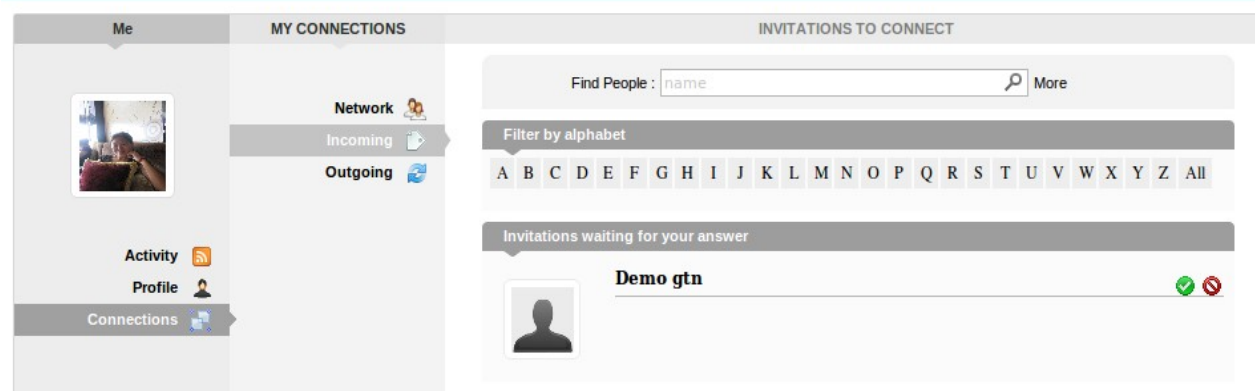
- Input values for fields: **Organization**, **Position**, **Job Details**, **Skills Used**, **Start Date**, **End Date** and **Still in this position**.
- After updating information, click the icon  to save all changes or the icon  to close this form without saving any change.



3.2 Connection


Click **Connections** in the left pane, or hover your mouse over **People** on the Administration bar and select **Connections**. The **Connections** page lists all contacts who accepted as your contacts as well as the contacts are waiting for your acceptance and the contacts are in request.



In the **Network** list, you can delete the users if you don't want to be as your contact anymore by clicking the icon .



The **Incoming** pane lists contacts that are inviting you as their contact: You can click the icon  to accept being as his/ her contact or click the icon  to refuse.

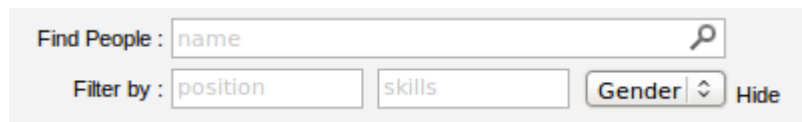
The **Outgoing** pane lists contacts that you are requesting as your contact. You also can click the icon  that correspond to users who you want to remove your request.


3.2.1 Search Contacts

Click **People**, all contacts who use eXo Social are listed in the People page. The Search function facilitates users to search contacts conveniently:


Step 1: Enter the contact name that you want to search in the **Find contact** field:

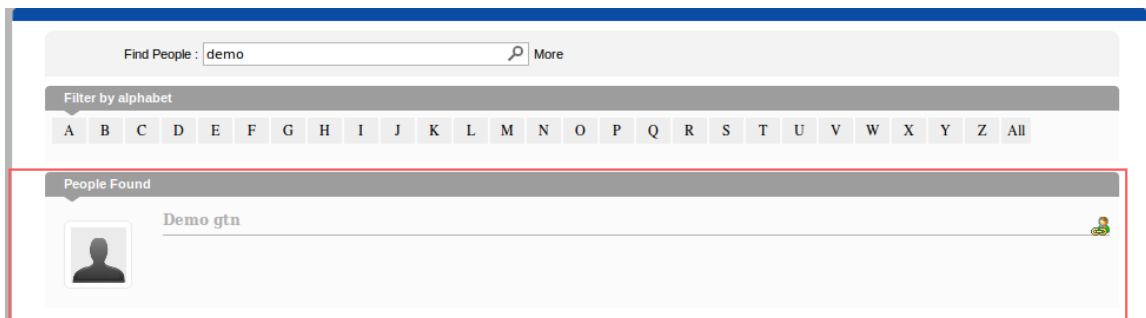
- If you want to filter a contact with more information, click the **More** label that lies behind the Search text box. More fields: **position**, **professional**, **gender** will appear in order to specify a contact.
- In case you don't want to filter contacts by these information, you can click the **Hide** label to hide. These search results will be listed with all contacts who have the same names as compared to the name that you entered in the Search text box.




Find People : 

Filter by :

Step 2: Click the magnifying search icon  to find a contact. The Search results will be listed below:





Find People :  More

Filter by alphabet


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

People Found


 Demo gtn 

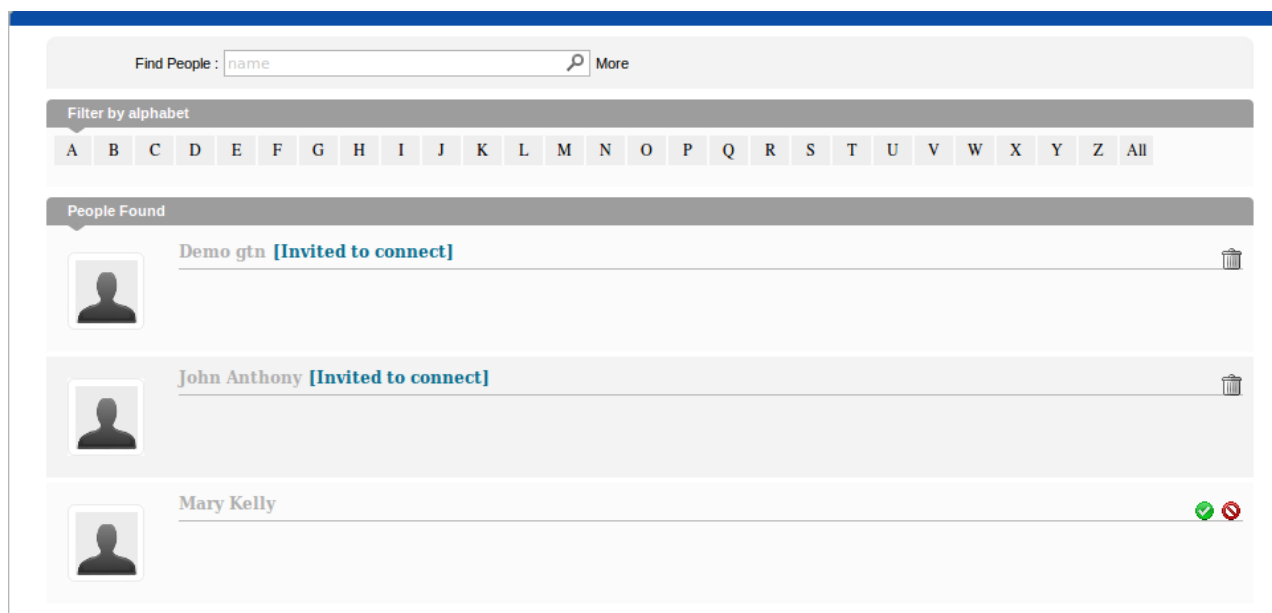
3.2.2 Send Request

You easily send a request by following these steps:



Step 1: Click the icon  which corresponds to the contact that you want to send a request.

The contact name will display a **[Invited to connect]** text , it means that your connection request has been pending until your contact confirms it.

You can also click the icon  to remove your request to that contact.



Others can send requests for you, in **People listing** you can see two icons that correspond to that user.

- Click the icon  to become the user's contact.
- Or click the icon  to refuse becoming the user's contact.

3.3 Activities

To enter **Activities**, hover your mouse over the User Profile icon on the administration bar and select **Activities**:




In the **Activities**, you can do the following actions:


3.3.1 Update Status

To change your status, do as follows:

Step 1: Enter your current status in the **Status Update** form:

Status Update


 I am working in office


Attach 

Share


Step 2: Click the **Share** button to accept sharing your status.

Root Root's updates


 Collapse




Root Root
I am working in office
Less than a minute ago.
[Comment](#) | [Like](#)



Root Root
Reading
About 15 hours ago.
[Comment](#) | [Like](#)



Root Root
reading books
About 15 hours ago.
[Comment](#) | [Like](#)



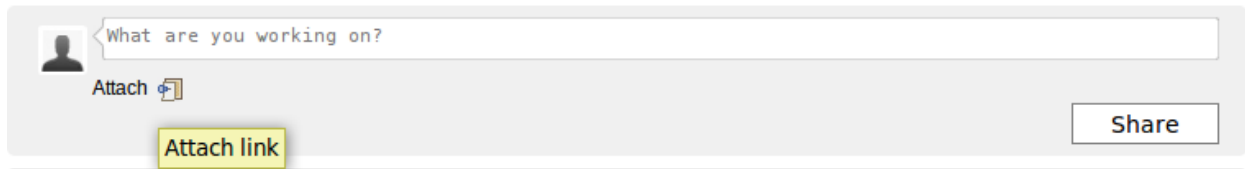
Root Root
I am now connected to [Demo gtn](#)
About 15 hours ago.
[Comment](#) | [Like](#)

In the **Activity** space, you can see your own activities by clicking Expand icon. Your contacts' activity stream is displayed above.

3.3.2 Share links

You can share your preferred links as follows:

Step 1: Click the Attach link  icon .



The screenshot shows a post creation interface. At the top, there is a text input field with the placeholder text "What are you working on?". Below the input field, there is an "Attach" button with a plus icon. To the right of the "Attach" button is a "Share" button. Below the "Attach" button, there is a yellow box containing the text "Attach link".


Step 2: Enter the link into the **Attach** field and press the **Attach** button. If the link address is correct, it will be attached, then shown below the **Attach link** line with the link's overall introduction. Click the **Share** button if you want members to see it or the link to be displayed in your updates as below:



The screenshot shows a user's update. At the top, there is a header "giang tran's updates" with a "Collapse" button. Below the header, there is a user profile card for "giang tran" with a "Home" button. The update text reads: "The eXo Platform extends traditional Java middleware with cloud-based services that enhance the user experience of existing applications by adding modern features. Source : <http://www.exoplatform.com> Less than a minute ago. [Comment](#) | [Like](#)".

3.3.3 Delete activities

To delete an activity, do as follows:

Step 1: Choose one profile containing the activity you want to delete and hover your mouse over the  icon .

Step 2: Click the Delete icon. The selected activity will be deleted.



The screenshot shows a user's update. At the top, there is a header "Root Root's updates" with a "Collapse" button. Below the header, there is a user profile card for "Root Root" with a "Delete" button. The update text reads: "I am working in office Less than a minute ago. [Comment](#) | [Like](#)".

3.3.4 Comment activities

To comment activities, do as follows:

Step 1: Choose one profile containing the activity you want to comment

Step 2: Click the **Comment** in the bottom line of the profile. The Comment form will appear below the **Comment**.

Step 3: Enter your comment into the **Comment** form and press the **Comment** button.

The screenshot shows a user profile for 'Root Root' with the status 'I am working in office' and 'Less than a minute ago'. Below the profile is a comment form with the text 'Today you seem to be so busy. Nice day!' and a 'Comment' button.

Your comment will be displayed right below the profile and you can delete your comment by clicking the **X** icon.

The screenshot shows the same user profile for 'Root Root'. Below the profile, a comment is displayed: 'Today you seem to be so busy. Nice day!' with a red 'X' icon in the top right corner. Below the comment is a new comment form with a 'Comment' button.

3.3.5 Like/Unlike activities

You can show your interest by choosing to like/unlike activities as follows:

Step 1: Choose the profile containing the activity you want to like/unlike.

Step 2: Click **Like** beside **Comment**.

After you choose Like, a text '**You like this**' will be displayed below the Profile form and **Like** will be turned into **Unlike**.

You can choose to Unlike one activity in the same way as steps for Like.

4 Space: Community Management



Before using the eXo Space, you should have basic knowledge about GateIn. Before reading further, you need to learn how to login and navigate in GateIn.

4.1 Create a space

To create a space, do as follows:

Step 1: Click **Spaces** on the administration bar.

Step 2: Click **Add New Space** button below the space list.

The **Add New Space** form will appear:

Illustration 1: The Add New Space form

Details:

The **Settings** tab includes:

Name	The space's name to be created that must be filled. Only alphabet, digit and space characters are allowed for this field.
-------------	---

Priority The preference order which is applied for a space, including three priority levels: **High**, **Intermediate**, and **Low**. There will be three textual explanations corresponding to 3 priority values.

Description This field is to fill detailed information about the space, such as the space is used for which purposes.



When you input more than 2 spaces between words, these spaces will be converted to ONLY ONE space character when being displayed. With space characters at the beginning and end of space names, these space characters will be omitted.

The **Visibility** tab:

Illustration 2: The Visibility tab in Add New Space form

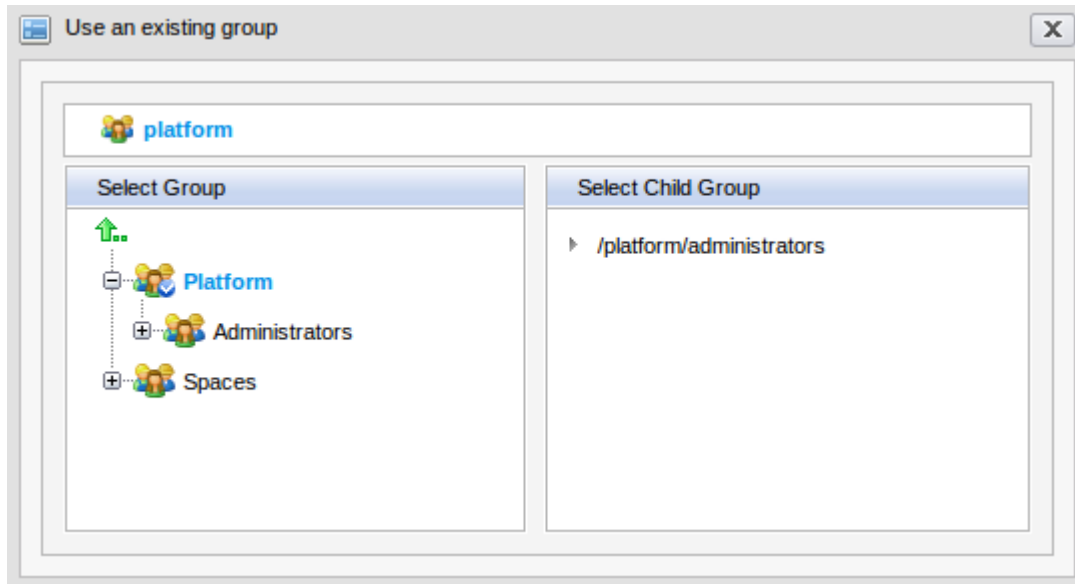
Visibility By default, the **Visibility** value is set to be **Visible** that means this space is visible to public spaces. If Hidden is selected, it means this space is invisible to public spaces.

Registration By default, the **Registration** value is set to be **Validation**. If **Open** is checked, users will automatically become the space's members after sending requests; or if the **Validation** is selected, users will become the space's members after being accepted by this space's manager; or in case **Close** is checked, users are unable to send a request to this space, only this space's manager can send requests to users.

The **Bound to Group** tab: allow users to bind a space ONLY to groups where they are already 'manager'. If one user is the group's manager, the group will be displayed in the group list for choice. When one space is created by **Bound to Group**, the group's members will be invited to be

members in that space.

Select the **Use an existing group** checkbox if you want members of the selected existing group to become this space's members. The **Use an existing group** will appear:



After an existing group has been selected, all users in that group will be the space members with the manager role by default.

Step 2: Enter values for fields in the **Add new space** form.

Step 3: Click **Create** to complete adding a new space.

You will see your new space in the list. Click its name and start exploring it.

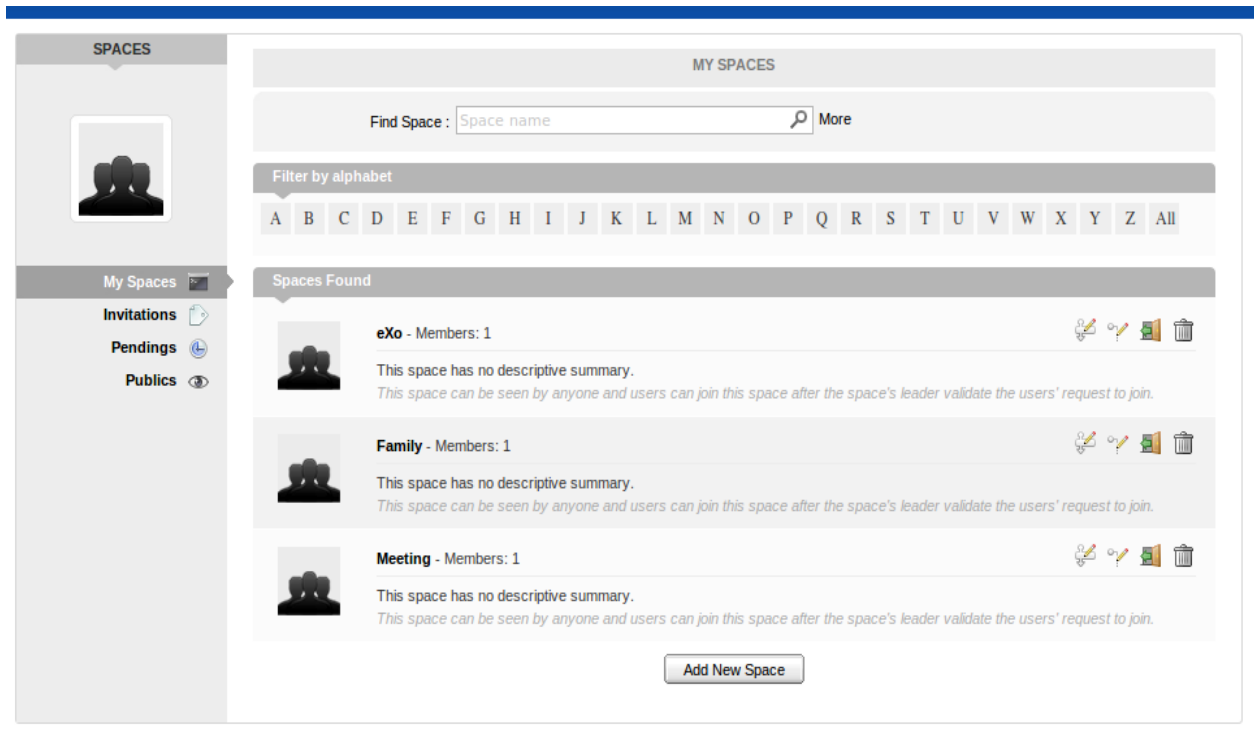



Illustration 3: The Space Listing in My Spaces form

4.2 Edit Space Settings

This function allows you to change setting information of a space, manage members and applications if you are the space's creator or have a manager right on it. Follow these steps:

Step 1: Click the icon  that corresponds to the space which you have the edit right.

Step 2: In the **Settings** tab, change information related to the space:

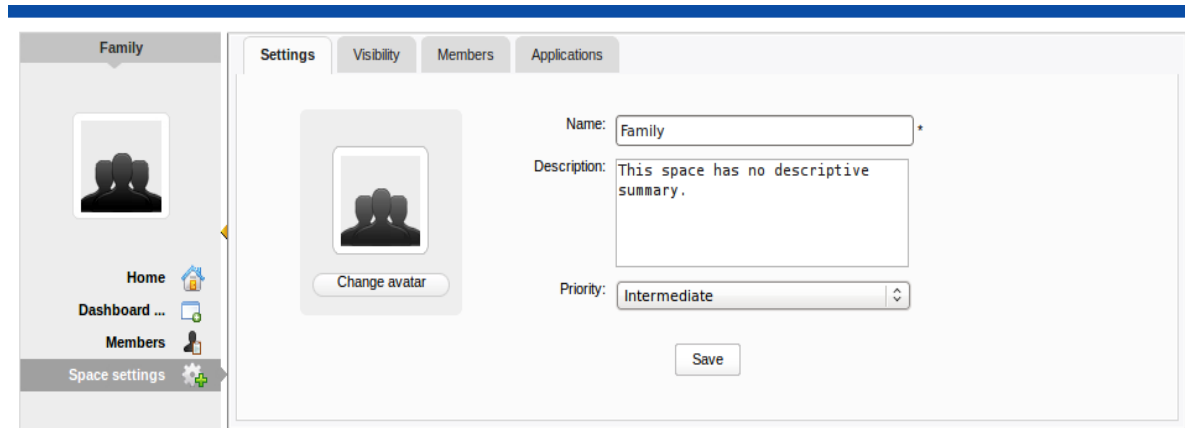


Illustration 4: The Setting tab in the Space form

4.2.1 Change space's information

This function allows you to edit basic information about a space.

Step 1: Change information that you want to edit.

Details:

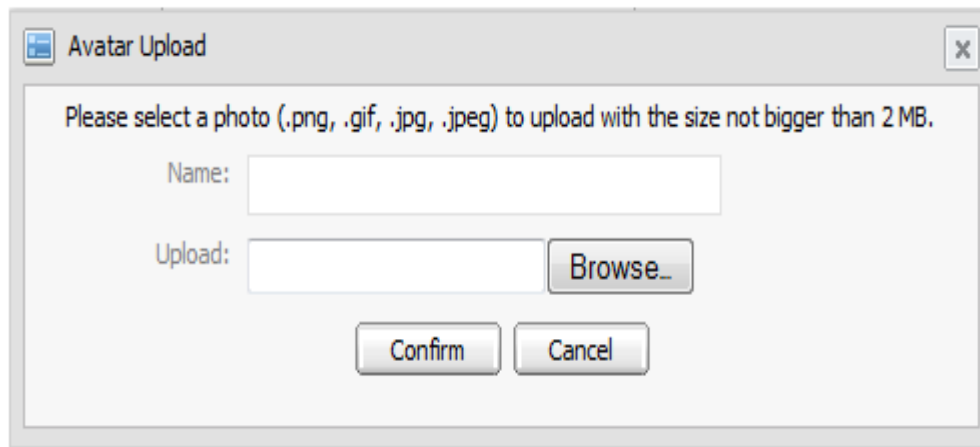
Name	The space's current name. This field is required, so you can not leave it blank.
Description	The space's brief description.
Priority	The priority affects the space order in the space list.

Step 2: Click **Save** to save all changes.

4.2.2 Change Space avatar

You easily change your avatar by following these steps:

Step 1: Click the **Change Avatar** button to open the **Avatar Upload** form:

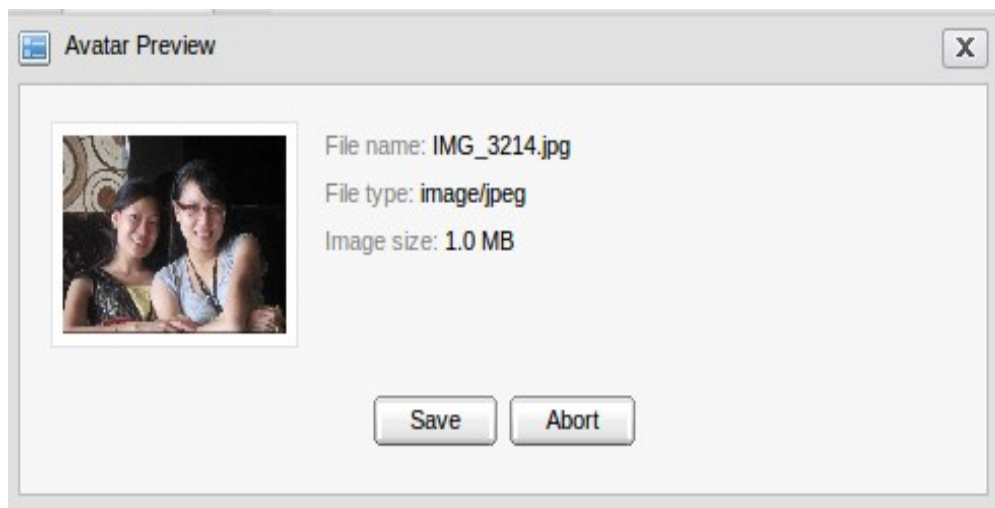


The 'Avatar Upload' dialog box has a title bar with a close button (X). The main content area contains the instruction: 'Please select a photo (.png, .gif, .jpg, .jpeg) to upload with the size not bigger than 2 MB.' Below this, there is a 'Name:' label followed by a text input field. Underneath that is an 'Upload:' label followed by another text input field and a 'Browse...' button. At the bottom of the dialog are two buttons: 'Confirm' and 'Cancel'.

Illustration 5: The Avatar Upload form

Step 2: Click the **Browse** button to open the folder that contains an image which you want to upload and select that image.

Step 3: After uploading, click the **Confirm** button to open the **Avatar Preview** form in order to review the selected avatar and some related information such as: file name, file type and image size:



The 'Avatar Preview' dialog box has a title bar with a close button (X). The main content area is divided into two sections. On the left is a small image of two women. On the right, the following text is displayed: 'File name: IMG_3214.jpg', 'File type: image/jpeg', and 'Image size: 1.0 MB'. At the bottom of the dialog are two buttons: 'Save' and 'Abort'.

Illustration 6: The Avatar Preview form

Step 3: Click **Save** to save this image as the current avatar or **Abort** to quit without saving.

4.2.3 Manage the visibility

Step 1: Click the edit icon that corresponds to the space which you have the edit right.

Step 2: Select the **Visibility** tab:

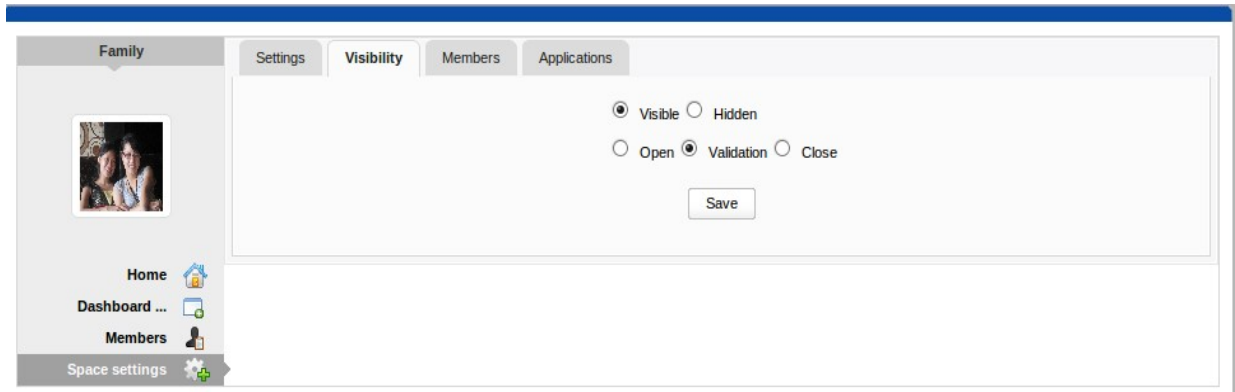


Illustration 7: The Visibility tab

Step 3: Change the **Visibility** and **Registration** modes to meet your needs. By default, **Visibility** is **Visible** and **Registration** is **Validation**.

Step 4: Click **Save** to save changes.

4.2.4 Manage members

Click the **Members** tab to open the edit member interface:

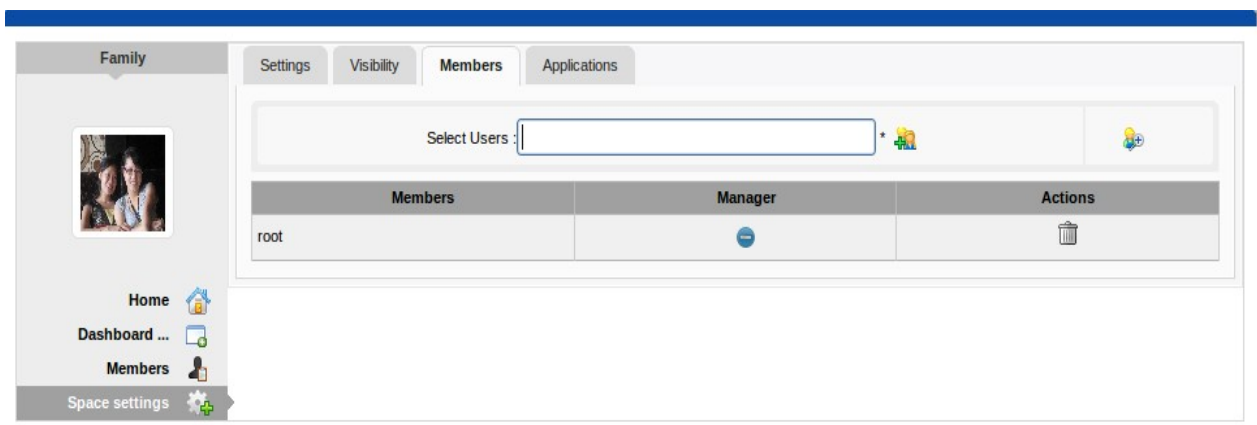



Illustration 8: The Members tab in the Space setting form


In this tab, you can take the following actions:

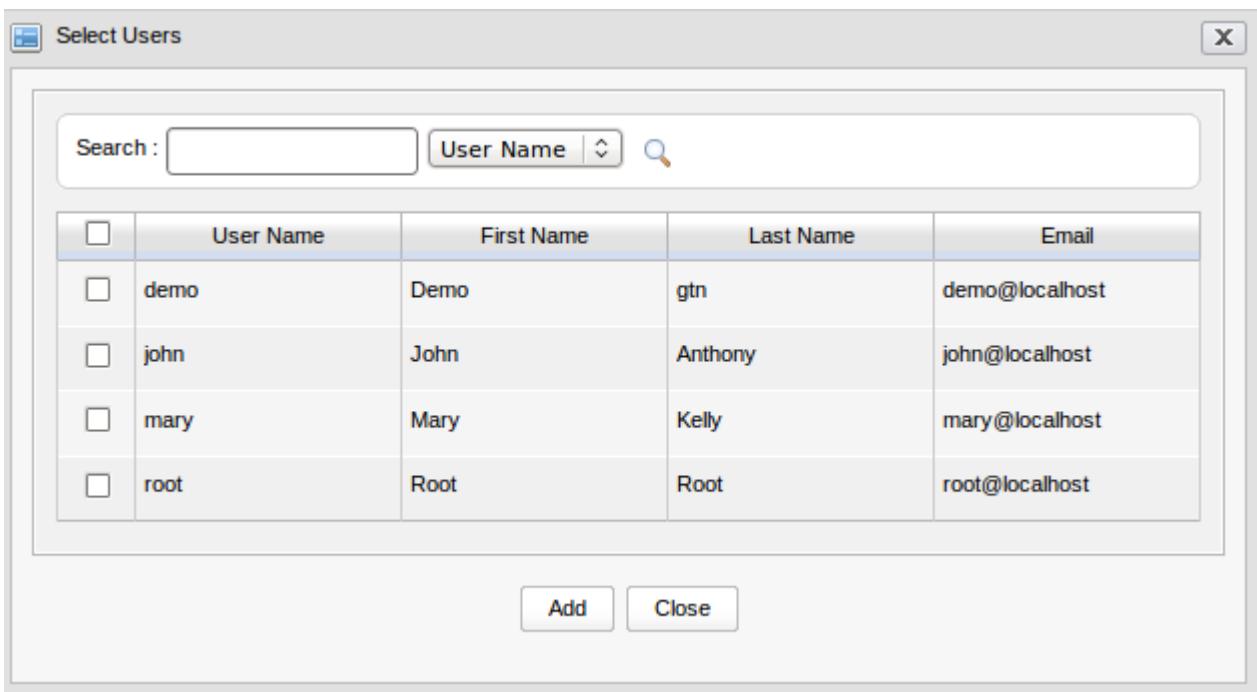
- Invite new members to join this space.
- Change a user to a manager.
- Remove users.

4.2.4.1 Invite new members

If you know the user name of a person, you can easily invite him/her to your space by following these steps:

Step 1: Simply enter his/her user name in the text box and click the  icon .If you have multiple people to invite, you can enter multiple user names separated by a comma.

Step 2: If you don't know the user name of a person who you want to invite, you can click the  icon to open the **Select Users** form:



<input type="checkbox"/>	User Name	First Name	Last Name	Email
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost
<input type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	mary	Mary	Kelly	mary@localhost
<input type="checkbox"/>	root	Root	Root	root@localhost

Illustration 9: The Select Users form

Step 3: Search among members of a portal as follows:

- Enter a search term in the **Search** box.
- Then, select a field that you want to find in the combo box next to this **Search** box.
- Click the search icon to perform searching.

The search results will be listed in the table under. When you have found the people you want to invite, select them by checking the corresponding check boxes and click the **Add** button.

Then, click the icon  to accept the invitee.

After inviting, you will see the invited user list.

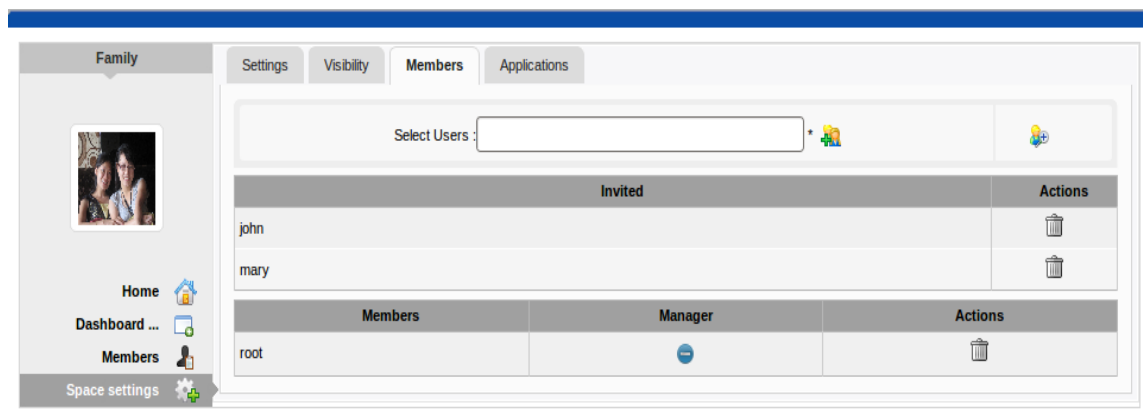



Illustration 10: The Members tab in the Space settings form

In the invited users' space, he/she will see those spaces in the **Invited** part.

Please note that Root is an administrator who automatically becomes a member of spaces whenever invited.

4.2.4.2 Revoke the invitation

If invitations aren't accepted by the invited users yet, you can revoke the invitations by yourself.

To revoke the invitation of the invited user, just click the button  that corresponds to that user. That user will be removed from the **Invited** list column.

4.2.4.3 Accept and deny the invitation

This function allows you to accept an invitation that you received from others.

Spaces which are being waited for acceptance will be listed in the **Invitations** space of the invited

users:

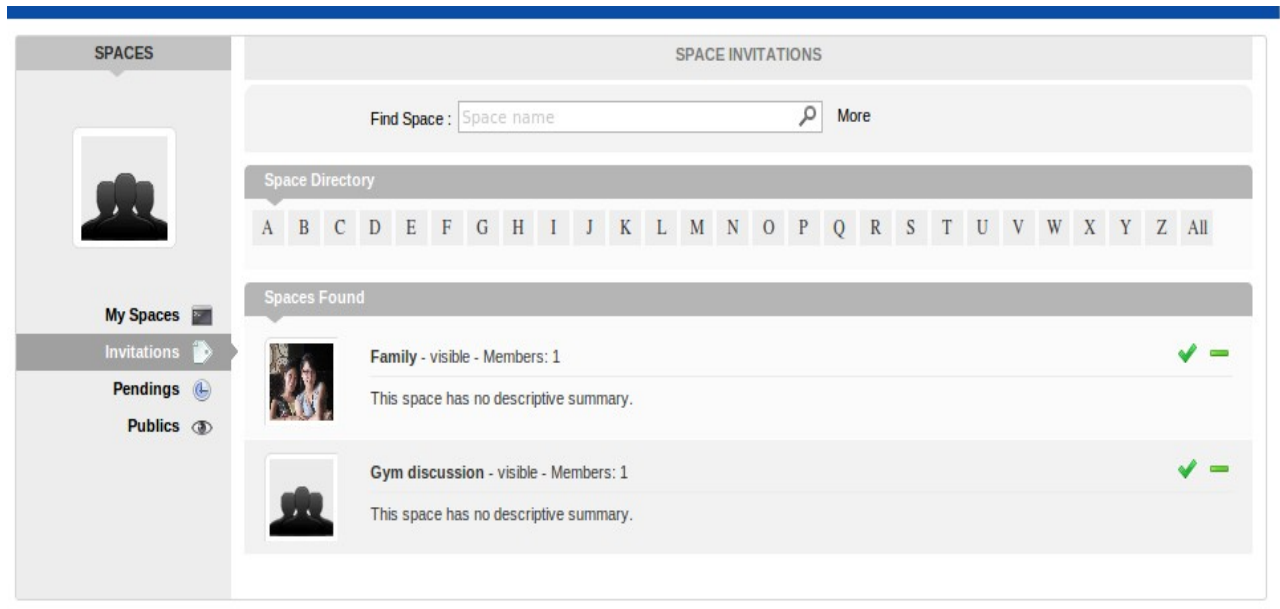




Illustration 11: The Space Listing in the Invitations Space

If you want to accept the invitation, click the icon  that corresponds to the space which you want to accept.

If you don't want to accept the invitation, click the icon  that corresponds to the space which you don't want to accept.

4.2.4.4 Change a user to manager or vice-versa

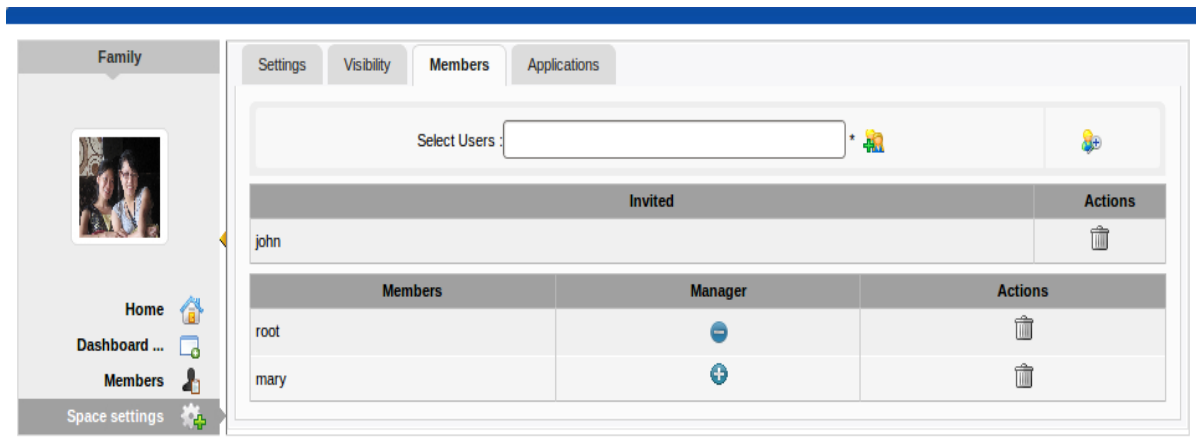


Illustration 12: The Members tab in the Space settings

Just click the icon that corresponds to the member's name in the **Manager** column. The user will be automatically promoted as a manager in the current space.

To remove the manager status, just click the icon . Be careful not to remove the rights for yourself, or you will not be able to edit the settings anymore.

4.2.4.5 Remove a user

Simply click the icon on the same line as the member you want to remove.

4.2.5 Manage applications of a space

Step 1: Click the **Applications** tab to open the application list:

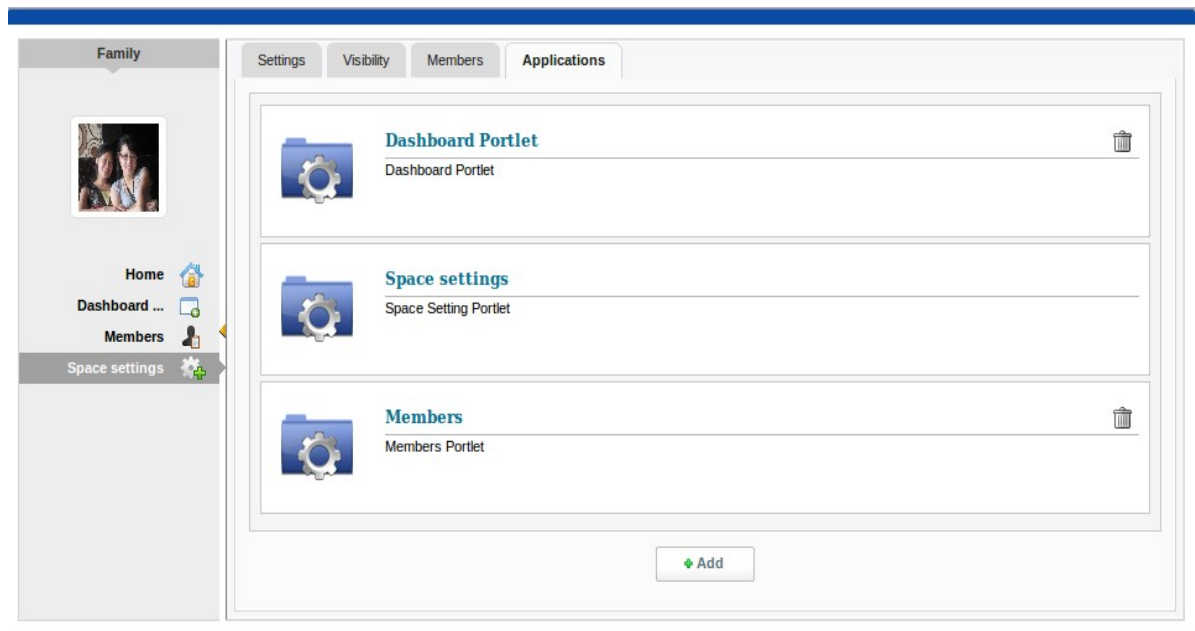



Illustration 13: The Applications tab in the Space settings

To remove an application:

This function is used to remove an application in the application list. Just click the icon  next to the application name.

To add an application:

You can add a new application to your application list of the current space. Do as follows:

Step 2: Click the **Add** button to open the available application list:

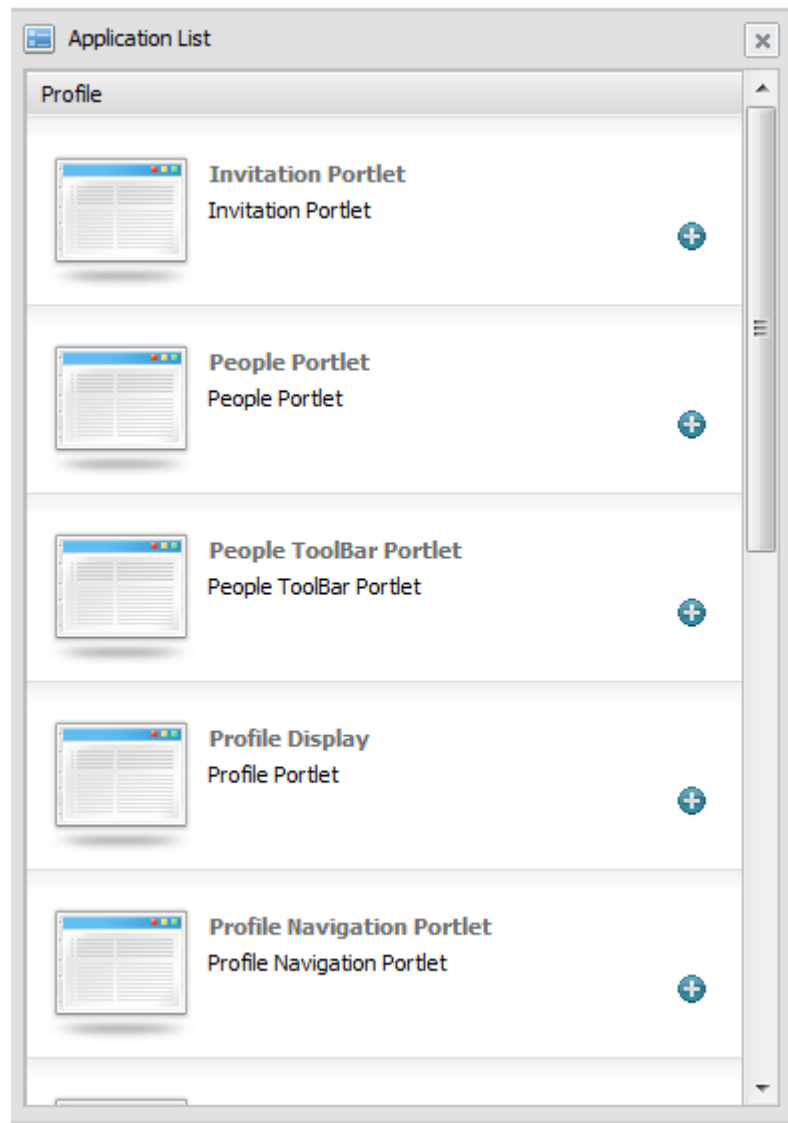




Illustration 14: The Application List form

Step 3: Select the application that you want to install by clicking the icon  which corresponds to that application.

If there is no available application, ask your system administrator to give you the access right to them.

4.3 Edit a space's navigation

Users can easily edit a space's navigation by following these steps:

Step 1: Click the icon  which corresponds to the space that you have the edit right. The **Navigation Management** will appear:

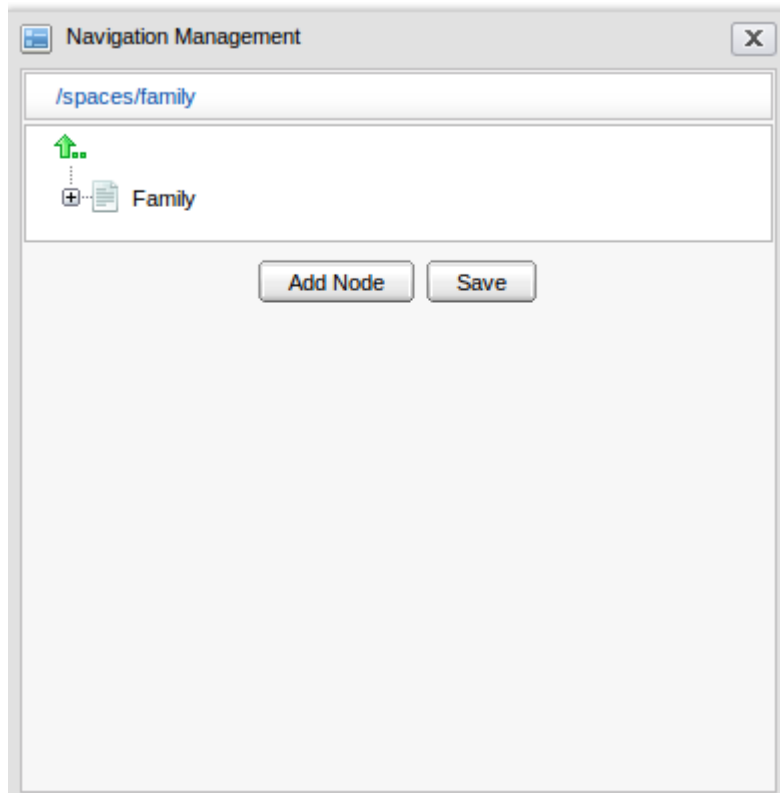


Illustration 15: The Navigation Management form

Users can take the following actions: (refer to GateIn guide for more details):


- Right-click the node's name (space's name) in order to add a new node, edit a node, edit a node's page, copy a node, clone a node, etc.
- Click the **Add Node** button.

Step 2: Click **Save** to save all changes.

4.4 Leave spaces

This function allows users to quickly leave the space that users don't want to stay anymore or to be

the space's member.

Step 1: Click the icon  that corresponds to the space in order to leave that space.

If a user is only the leader of that space, the message which informs that you cannot leave a space will appear:

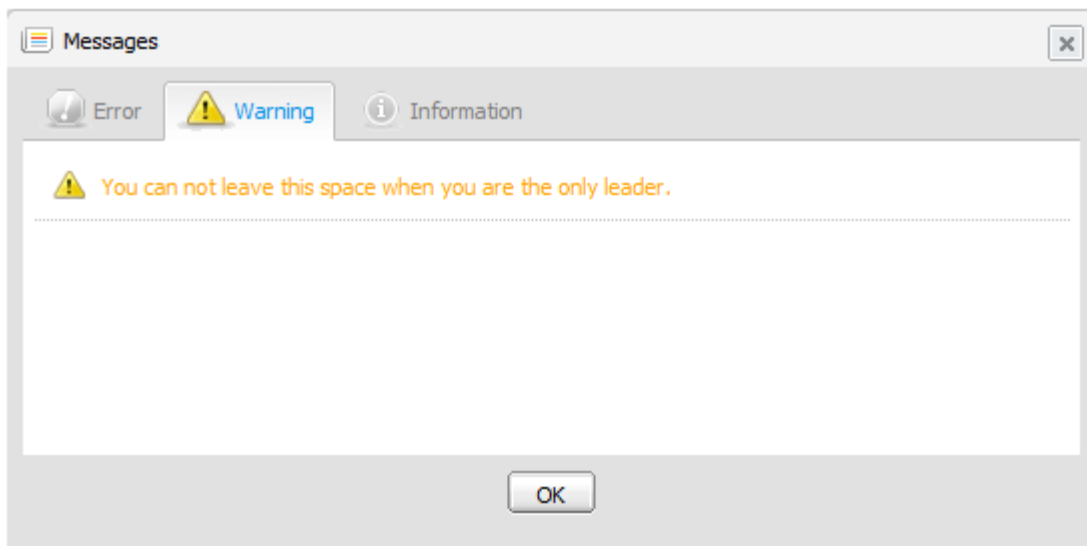


Illustration 16: The Warning Message


However, when you are members invited by the leader, you can leave the space as follows by click

the icon  corresponding to the space.



After you can leave one space, the space will not exist in **My Spaces** other than in **Publics** in the left pane.

4.5 Delete spaces

Only the space manager can delete their spaces by clicking the icon  that corresponds to the desired space to delete all information and navigations related to that space.

4.6 Manage Spaces

4.6.1 Define access rights to Applications



To be able to do this, it's recommended the GateIn Administration Guide should be read, because the section is about the Application Registry.

By default, applications are not available to users in eXo Spaces. eXo Spaces leverages the rights on applications defined in the **Application Registry**. Every eXo Space has a group under the group **/Spaces**.

There are 2 configuration levels for applications:

Step 1: Go to **Group** → **Administration** → **Application Registry** on the Administration toolbar.

Step 2: Click the application category on the left to select it:

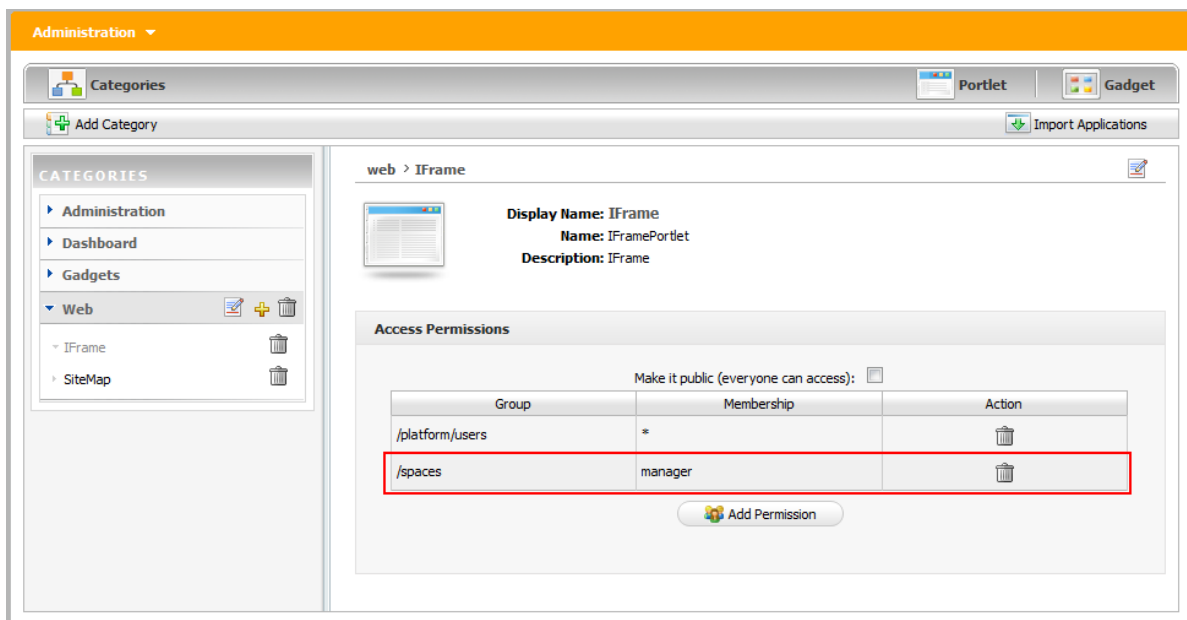


Illustration 17: The Category page

Step 3: Allow all space managers to install an application: Add the right on an application to the **Spaces** group with the **manager** membership.

- Click the **Add Permission** button to open the **Select Permission** form:
- Select the **spaces** group on the left pane and the **manager** membership on the right pane.

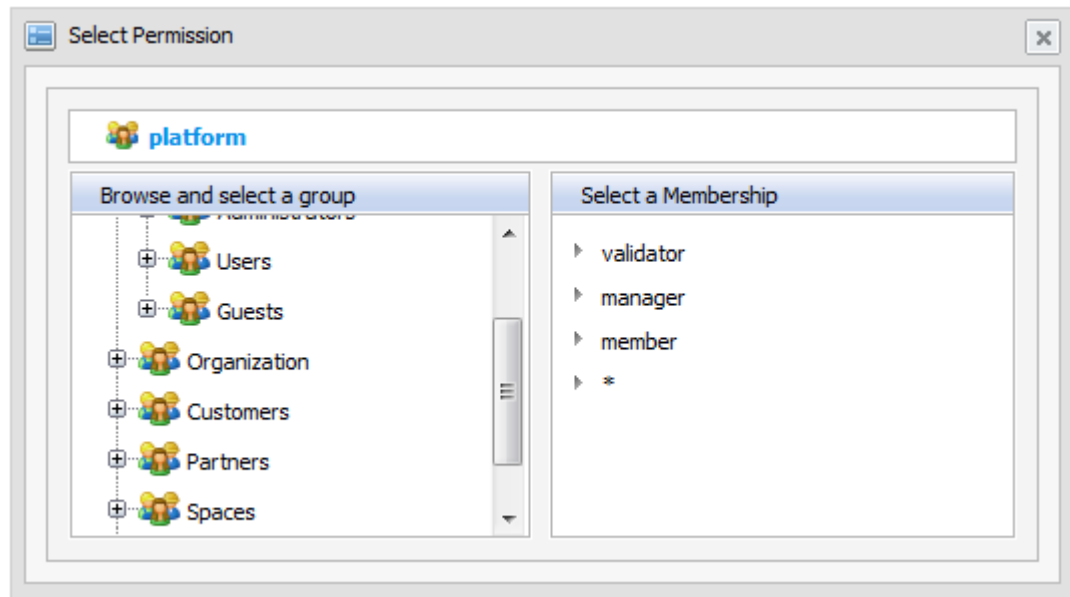


Illustration 18: The Select Permission

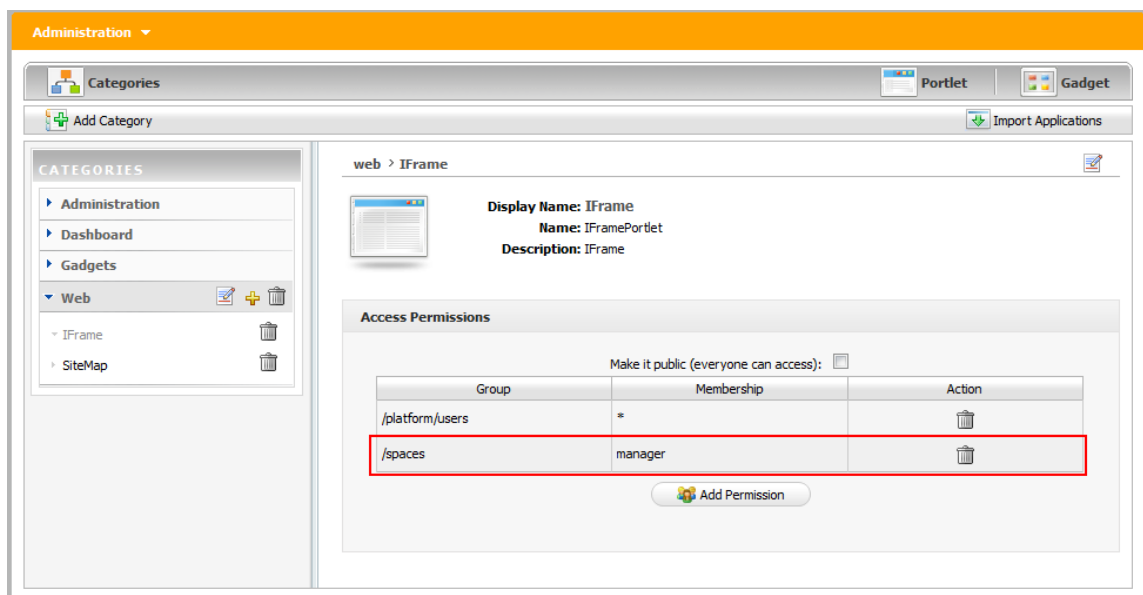


Illustration 19: Access Right on an application

In order to allow the specific space to install an application: Add the right on an application to the group **Spaces/SpaceName** (where SpaceName is the name of the space that you want to allow to install the app) with the **manager** membership.



Be careful to make sure the category of the portlet added has the right permissions.

4.6.2 Add users

After a new space has been created, it automatically has its own group's navigation. An administrator can add new users to a space's group by following steps:

Step 1: Go to **Group** on the administration toolbar.

Step 2: Select **Organization** → **Users and groups management**.

In order to add users to a group, select **Group Management**. Follow these simple steps:


- Select the path to the **Spaces** group that you want to add a new user by selecting the group from the list on the left pane. The Group's information is displayed, including the user list and a form which allows a new user to be added.

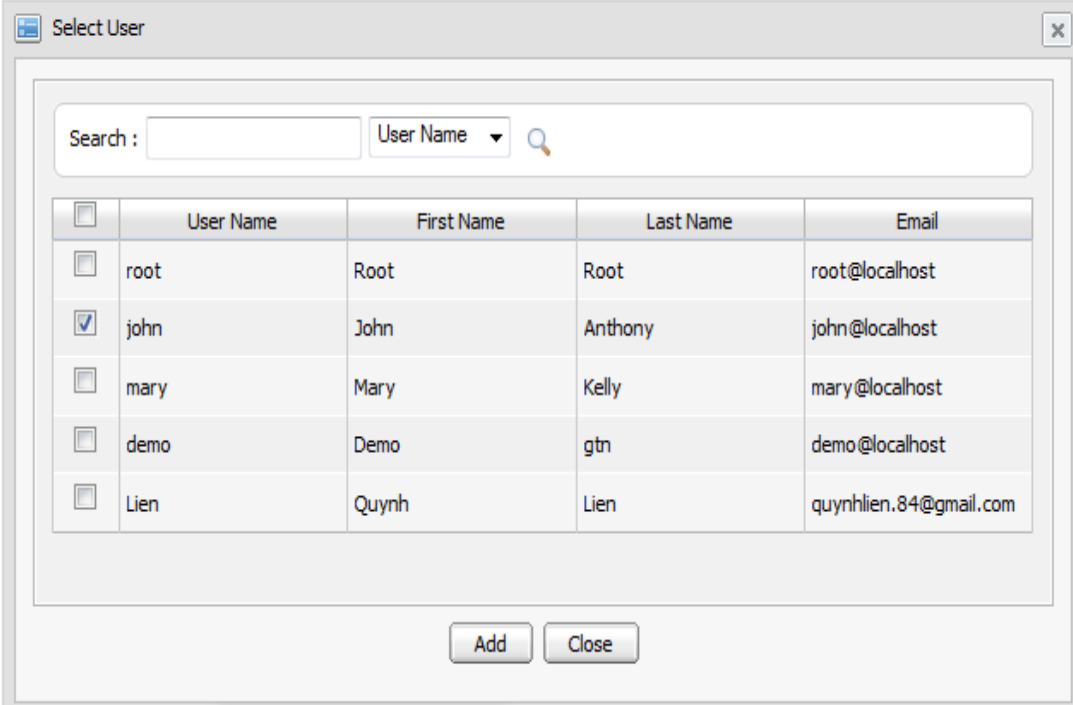
User Name	First Name	Last Name	Membership Type	Email	Action
root	Root	Root	member	root@localhost	
mary	Mary	Kelly	manager	mary@localhost	

Add member
Username
Membership

Illustration 20: The Group Management

- Enter the exact user name of the user that you want to add to the selected group or you can enter some characters if you are not sure about exact spelling.

- Click the magnifying Search icon  to select users.
- After you click the magnifying glass icon, there will be a list of all existing users:



The 'Select User' dialog box contains a search bar at the top with a magnifying glass icon. Below the search bar is a table with the following columns: User Name, First Name, Last Name, and Email. The table lists five users: root, john, mary, demo, and Lien. The 'john' user is selected, indicated by a checked checkbox. At the bottom of the dialog box are two buttons: 'Add' and 'Close'.

<input type="checkbox"/>	User Name	First Name	Last Name	Email
<input type="checkbox"/>	root	Root	Root	root@localhost
<input checked="" type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	mary	Mary	Kelly	mary@localhost
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost
<input type="checkbox"/>	Lien	Quynh	Lien	quynhlien.84@gmail.com

Illustration 21: The Select User

- Select the check box of the user(s) that you want to add to the group.
- After clicking the **Add** button, you will see user name(s) in the table:

Organization ▾

User Management Group Management Membership Management

Spaces > Family

Groups

- eXoPlatform
- Friends
- Family
- CookingPassion
- GoingOut

Group Info

User Name	First Name	Last Name	Membership Type	Email	Action
john	John	Anthony	member	john@localhost	
root	Root	Root	member	root@localhost	
mary	Mary	Kelly	manager	mary@localhost	

Add member

Username

Membership

Save

- Select a membership for a user in a group from the membership list. The refresh icon can be used to update the membership list in case there is any change.
- Click **Save** to accept adding the selected user to a specific group with the selected membership type.

5 Conclusion

This user manual has provided a thorough explanation of basic terms and features within eXo Social. Now, you have known how to use **People, Activity and Spaces** easily and effectively. The following links can connect you with resources to learn more and contribute to the open source development process.

- [Learn more about eXo Platform 3.0](#)
- [Video demos, tutorial and more in the eXo Resource Center](#)
- [Access another eXo documents in the eXo Wiki](#)