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## How to Use CollabSpaces

🕒 Mar 14, 2025 Knowledge

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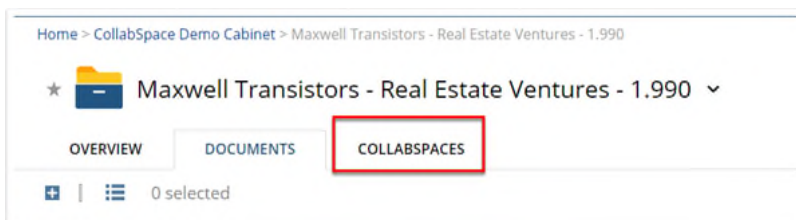
## Create a New CollabSpace

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Only *internal* users can create CollabSpaces.

**Note:** You need to have at least VES rights to create a CollabSpace AND you need to be in the group of internal users that has been designated by the Cabinet Administrator to create CollabSpaces in that cabinet.

1. Navigate to the workspace where you want to create a new CollabSpace. You should see a **CollabSpaces** tab in the workspace:



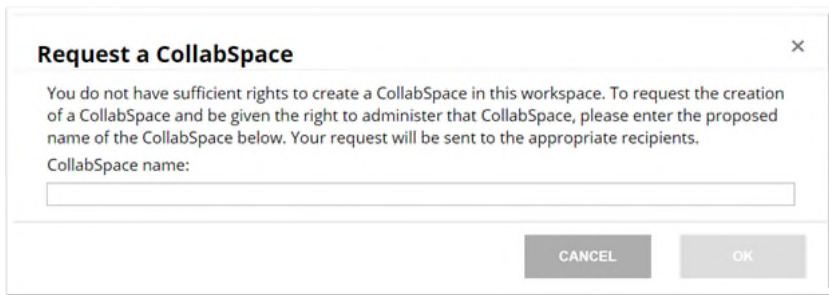
1. In the **CollabSpaces** tab, select **Add CollabSpace**:



Below are two possible workflows.

### Request a CollabSpace

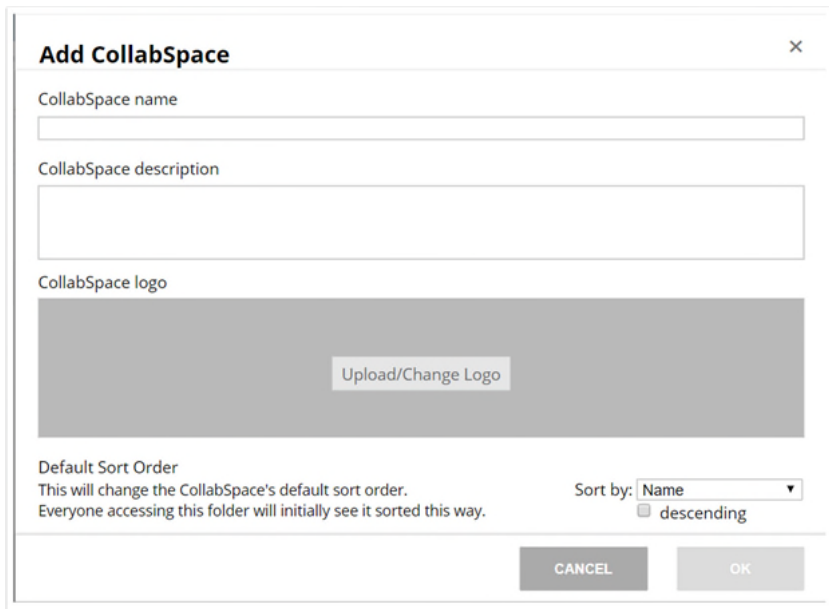
After clicking on Add CollabSpace, the **Request a CollabSpace** dialog box appears:



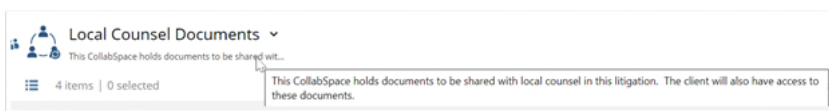
This means you do not have sufficient rights to create a CollabSpace, at least in that workspace. Enter the name of the CollabSpace you wish to be created and send the request. An administrator or support team member at your firm will handle your request and create the new CollabSpace for you.

## Create a CollabSpace

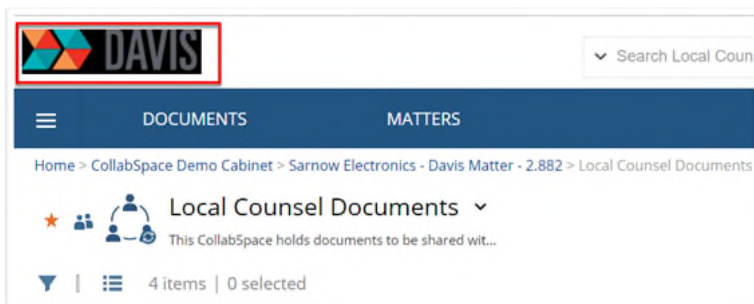
Alternatively, after clicking the button, the **Add CollabSpace** dialog box will appear:



Entering the **CollabSpace** name is required. You may optionally add a description and a logo. If a description is added, in the created CollabSpace it appears truncated, below the name of the CollabSpace. Hover over the displayed text to view the full description:



If a logo is added, it will appear in the upper-left corner of the CollabSpace page and in the upper-left corner of any CollabSpace folder page:



The sort order of content added to the CollabSpace will be set to **Name** by default, but you can select a different column.

The only restriction on creating a new CollabSpace is that the name of the CollabSpace must be unique among all of the CollabSpaces in the same workspace.

The following confirmation dialog appears after the new CollabSpace has been created:

### Add CollabSpace

Project X successfully created.

- Every internal user and group with access to this workspace has been given those same access rights to the new CollabSpace by default.
- Internal users with administrative rights will be able to manage the CollabSpace, including granting external access and creating external groups.

On the next page, you can modify these default access rights and create new external groups.

**OK**

It indicates that when you create a new CollabSpace, it will by default inherit all of the internal access rights of its workspace. Select **OK**, and the **Access List** dialog box for the newly created CollabSpace appears. Here you can remove any internal groups or users from accessing the CollabSpace and add or elevate internal users and groups.

Modify Access
ⓘ ×

### Client Collaboration

All Search for Users and Groups to add 🔍 Security Templates

Edit Rights
Remove

<input type="checkbox"/> Selected Users and Groups	Membership	Rights
<input type="checkbox"/> Associates ⓘ	Internal	V
<input type="checkbox"/> Partners ⓘ	Internal	V
<input type="checkbox"/> <span style="color: red; font-weight: bold;">AT</span> Thomas, Ann <span>ann@documents.com</span>	Internal	VESA

Apply this access list to all documents and subfolders in this CollabSpace

CREATE COLLABSPACE GROUP
CANCEL
APPLY

**Note:** After a CollabSpace has been created, it cannot be moved or reprofiled to a different workspace. If you create a CollabSpace in the wrong workspace, your only option is to delete it, which requires VESA rights to the CollabSpace.

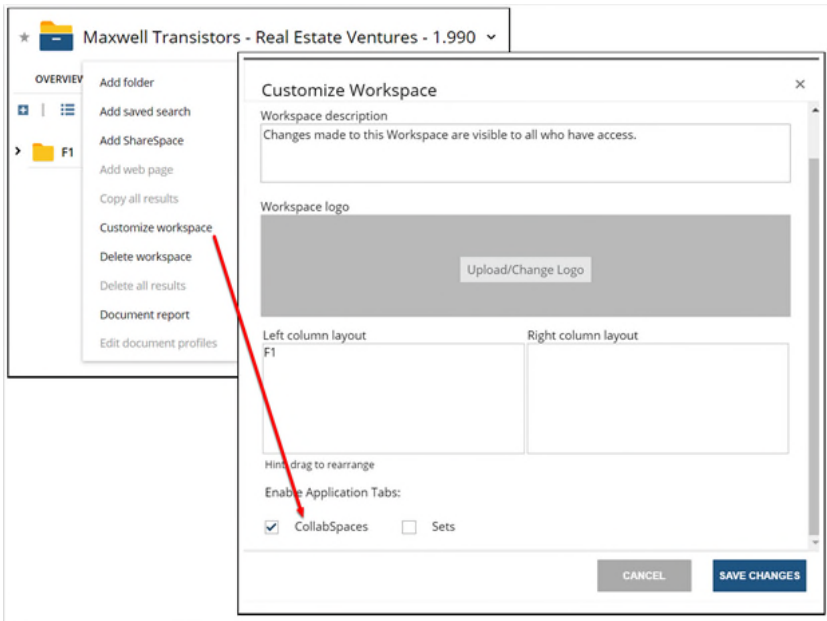
## Multiple CollabSpaces per Workspace

Multiple CollabSpaces can be created per workspace. There is no fixed limit to the number of CollabSpaces that can be created per workspace.

## Troubleshooting: The CollabSpaces Tab Does Not Appear

The **CollabSpaces** tab is not visible in every workspace, which will block you from creating a CollabSpace in that workspace. There are several reasons why this might happen. First, not every NetDocuments customer has opted to enable CollabSpaces for their repository. Alternatively, the CollabSpaces feature may not have been enabled in the cabinet that the workspace is part of. The NetDocuments administrator at your firm can confirm if either of these reasons applies.

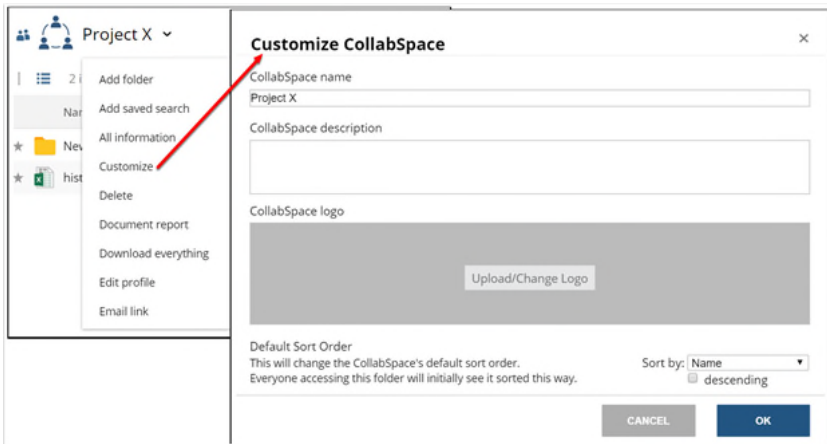
Another possible reason is that the **CollabSpaces** tab has not been enabled for that workspace. If you have VES rights to the workspace, then select **Customize workspace** from the workspace menu, and in the dialog that appears select the **CollabSpaces** checkbox. Then, select **Save Changes**.



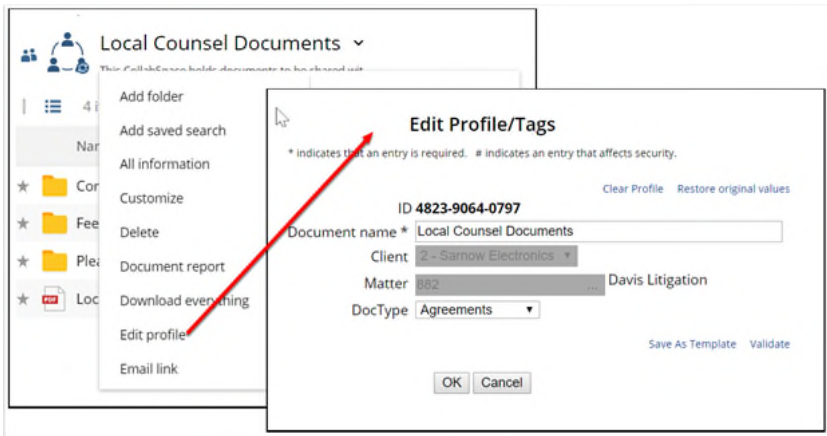
The **CollabSpaces** tab should now appear.

## Modify a CollabSpace

After the CollabSpace has been created, it is possible to modify any of the settings that were available at the time the CollabSpace was created. Any internal user with VES rights to the CollabSpace can select **Customize** and modify the settings:



In addition, the profile of the CollabSpace can be set or modified. Select **Edit Profile**, and the dialog box appears:



Setting the CollabSpace profile is useful because any new content added directly to the CollabSpace will inherit the CollabSpace's profile by default. It is *not* possible to change the CollabSpace's workspace attributes in order to reprofile the CollabSpace to another workspace.

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# Set Access Rights on the CollabSpace and its Content

- [CollabSpace Groups](#)
- [Add & Create External Users, and Send Email Invitations](#)
- [Apply Access Rights Changes to the Content of the CollabSpace](#)

CollabSpaces have several unique features when it comes to setting access rights:

- Access rights inheritance applies to all of the containers in a CollabSpace and to the CollabSpace itself. That means if you add a *new* document (or move an existing document) or a *new* folder to the CollabSpace, or to a folder in the CollabSpace, the document or folder will automatically inherit the access rights of the CollabSpace or CollabSpace folder. (The access rights of those documents and folders can be changed later.) However, if you move an *existing* folder to a CollabSpace, those existing access rights will *not* be applied. Instead, existing moved folders will retain the original access.
- External groups called CollabSpace groups can be created by everyday internal users who have VESA rights to the CollabSpace, and those external groups given access to that CollabSpace, in order to facilitate sharing the content in the CollabSpace externally. Those same internal users can create external users and add them to the CollabSpace groups.
- When external groups and users are given access to the CollabSpace or to content in the CollabSpace, those external groups and users will be given View rights by default. To give external users and groups greater access rights to content requires a deliberate decision and action.
- Only the external groups and users given access to the CollabSpace itself can be given access to any of the content inside the CollabSpace.
- External users, even if they have VESA rights to a document or folder in a CollabSpace, cannot remove or reduce the access rights of internal groups and users from that content.

## CollabSpace Groups

- [Create CollabSpace Groups](#)
- [Manage CollabSpace Groups](#)
- [Delete CollabSpace Groups](#)

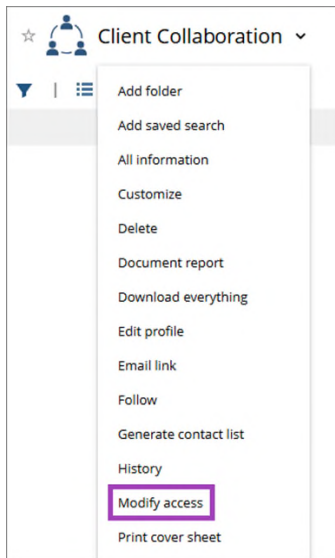
Any internal user with VESA rights to a CollabSpace can create one or more CollabSpace groups. These groups are external and uniquely associated with CollabSpaces.

Newly created external groups in CollabSpace-enabled cabinets may optionally be associated with a top-level workspace attribute value (for most customers, this would be the **Client** attribute).

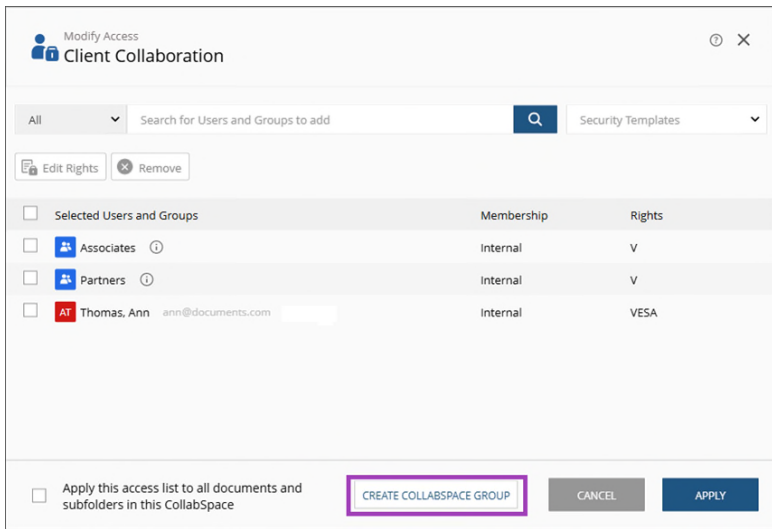
(Other types of external groups that have been added to that cabinet can also be given access to the CollabSpace.) This means that the CollabSpace groups created for one CollabSpace cannot be given access to any other CollabSpace. Any number of CollabSpace groups can be created for a CollabSpace.

## Create CollabSpace Groups

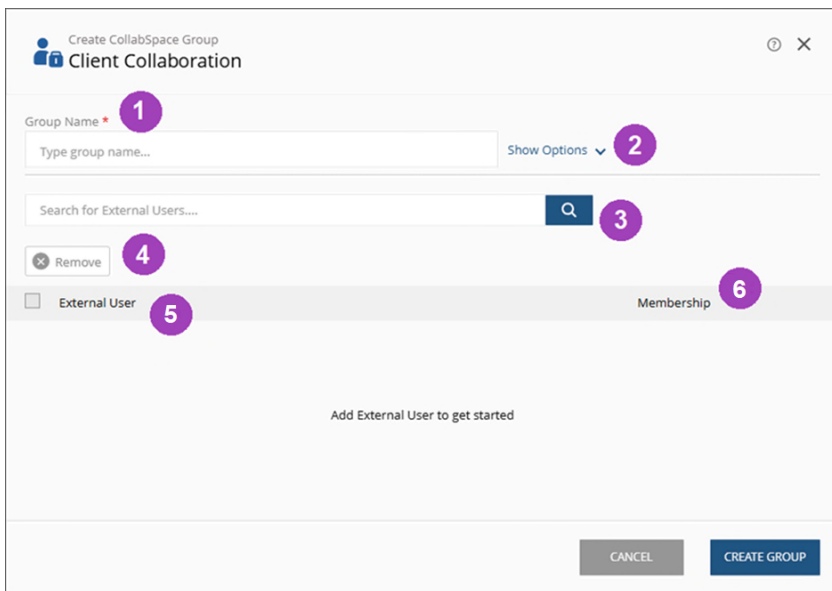
Assuming you have VESA rights to a CollabSpace, in order to create a new CollabSpace group, from the CollabSpace menu, select **Modify access**.



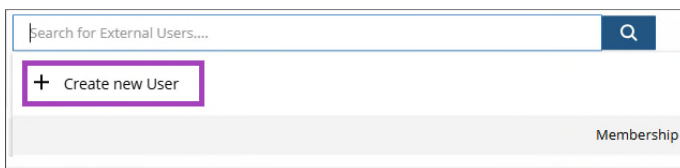
In the **Modify Access** dialog, select **Create CollabSpace Group**:



The **Create CollabSpace Group** dialog appears:



1. **Group Name:** The name of the **CollabSpace Group**.
2. **Show Options:** Click this to show 3 additional options available
  - **Hide group membership:** Prevents the users of this group from being displayed to others when viewing the **Modify Access** menu.
  - **Do not display in user group lists:** Select this option to reduce clutter in lists of user groups. **Note:** *If this group is added to a documents Access Control List (ACL), it will still be visible there.*
  - **Send welcome email:** Send users added to this group a NetDocuments welcome email.
3. **Search for External Users:** Use this field to search for existing external users by typing the users name in the field or click the **+Create new User** option to add a new CollabSpace user here



Proceed to the next screen where you will fill out the user information and click **Create User**.

You will then be brought back to **Create CollabSpace Group** menu.

4. **Remove:** Removes any users from the access list shown in figure 5.
5. **External Users Column:** Users added to the access list will show under this column.
6. **Membership Column:** A user's type of membership will show under this column. As this is a CollabSpace group, this will always be external.

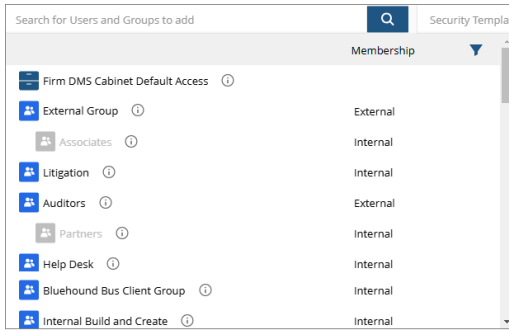
Give the group a name, configure any other group settings that apply, and add external users to the group, either external users that already exist in the repository or create new external users. Then select **OK** to save the group. The new CollabSpace group will appear in the **Access List** dialog with **View** rights by default:

### Manage CollabSpace Groups

Any internal user with VESA rights to the associated CollabSpace can manage all of the existing CollabSpace groups associated with that CollabSpace, regardless of who created them.

- In the **Modify Access** dialog box, select the name of a CollabSpace group and the **Modify CollabSpace Group** dialog appears:

1. **Membership Sort:** Use this dropdown to **sort** between user group types available in the dropdown show in figure 2.
2. **User Search:** Click this field to produce a dropdown that searches both External/Internal users and user groups here. Scroll through the dropdown to find your desired users and groups and select them to add them to the access list. They will be given **No Access** by default. Assure to assign them your desired access before moving to adding the next user or group to the access list, if applicable.



**Hint:** Click the *i* button to see what users are a part of a particular group.

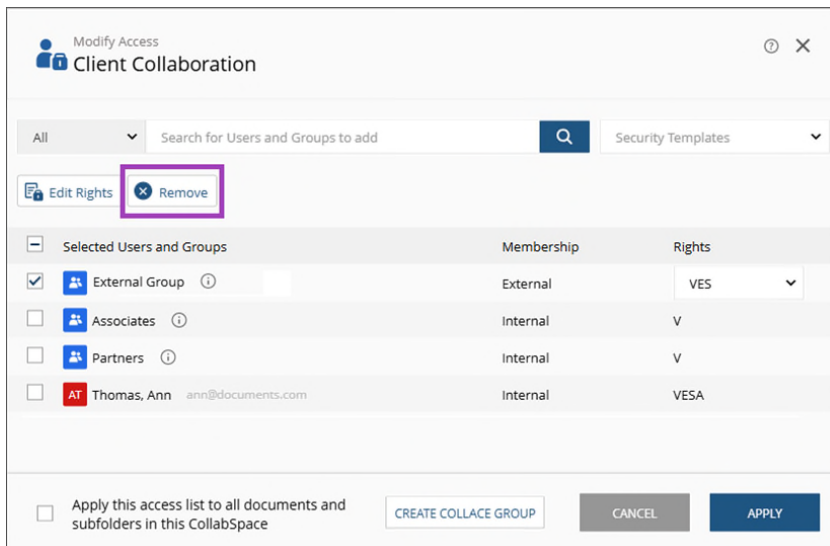
3. **Security Template:** Apply or create a new template using this dropdown. Find out more [here](https://support.netdocuments.com/s/article/205217700#h_01FMJW8JBC8JNWRGA6SD8RWJBC) (https://support.netdocuments.com/s/article/205217700#h\_01FMJW8JBC8JNWRGA6SD8RWJBC).
4. **Edit/Modify Rights:** These two buttons are used to modify or remove rights of those already added to the existing access list. First select the checkbox located to the left of a user or group's name (shown in the column under figure 5) then both these buttons will become available for use. The **Edit Rights** button allows you to adjust the user or group's rights from a dropdown menu that appears when clicked. The **Remove** button remove the user or group from the list entirely.
5. **Group/User Column:** This column displays which users and groups are currently a part of the CollabSpace. Select a singular user or group by clicking the checkbox to the left of their name or select all users and groups at once by selecting the topmost checkbox.
6. **Member Type Column:** Shows whether a user is **Internal** or **External**
7. **User Rights Column:** A user's rights can be adjusted here. You can only adjust a user's rights up to your own level of access.
8. **Cascade Rights:** You can check this box at any time, but it's most useful when adding a user or group to an existing CollabSpace with many documents they need access to. If left unchecked, the group will only see documents they have permission for that were added after they joined the CollabSpace.
9. **Create New CollabSpace Group:** Used to create a new CollabSpace group of external users, covered in the section above.

Once you have added the desired users via the dropdown in figure 2 and adjusted their rights accordingly (if applicable), click **Apply** to save your changes. If you are making a large volume of changes, the job may become a background process. If so, you will be notified via pop-up in the bottom right corner of your screen that you will receive an email when the changes have been completed.

## Remove CollabSpace Groups

Any internal user with VESA rights to the associated CollabSpace can remove any of the CollabSpace groups associated with the CollabSpace, which will have the impact of not only deleting that group but removing that group from the access rights of any content in the CollabSpace. However, if an external user in a CollabSpace group is given individual access rights to content in the CollabSpace and the group that user is a part of is later deleted, that individual's access rights will not be affected as long as that user is a member of another group given access to the cabinet.

To remove a CollabSpace group, from the **Modify Access** dialog box for the associated CollabSpace, select the user or group's name from the list **Users and Groups** column, select **Remove**, and then **Apply**:



(The group will not be shown in the left pane when you click **Deselect**.)

The following confirmation prompt appears:

Confirm
✕

Removing these external group(s) and/or user(s):

External Group

will also remove those groups and users from all of the documents and folders inside this CollabSpace. (If any of those are CollabSpace groups, those groups will also be deleted.) However, the removal of a group will have no impact on the access rights granted to individual external users who are members of that group.

CANCEL
CONFIRM

Select **Confirm** to proceed.

### Add & Create External Users and Send Email Invitations

An internal user with VESA rights to a CollabSpace can add external users at any time by creating a new CollabSpace group. To do this, open the **Create CollabSpace Group** menu (found in any **CollabSpace Modify Access** menu by clicking **Create CollabSpace Group**). Then, in the **Search for External Users** field, select **Create New User** from the dropdown to add a new external user.

Group Name \* Show Options ▾

Type group name...

---

Search for External Users.... Q

+ Create new User

	Membership
<div style="display: flex; align-items: center; gap: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 50%;">JE</div> <div> <p>Email, John</p> <p>esley@gmail.com</p> </div> </div>	External

A new menu appears:

Create CollabSpace Group

Client Collaboration

⊙ ✕

← + Add New User
External User

Full Name \* 1

Jenny K Smith

Email Address \* 2

jennySmith@email.com

Organization 3

Organization

Phone Number 4

(704)867-5309

Registration Date 5

Mon, 10 Mar 2025 21:53:55 GMT

Send welcome email 6

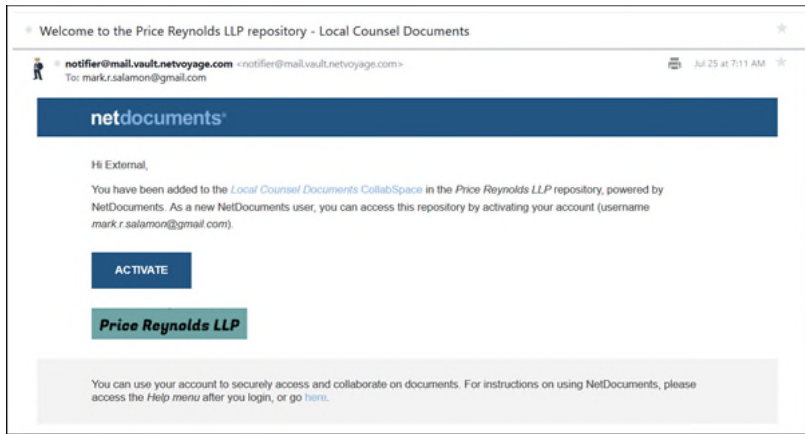
CANCEL
CREATE USER

1. **Full Name:** Enter the user's full name here. The user will see this name.
2. **Email Address:** Enter a valid email address.
3. **Organization:** Enter the user's organization. This is optional.
4. **Phone Number:** Enter the user's phone number. This is optional.
5. **Registration Date:** The date the user was created. Specifically, when the **Create New User** button was clicked.
6. **Send Welcome Email:** Check this box to send a welcome email to the user.

Fill out the information as desired and click **Create User** to finish the process. You will then be brought back to the **Create CollabSpace group** page.

Note that whether creating a new user or adding an existing external user from another repository, you can choose to send that external user a welcome email, to let them know they have been given access to the CollabSpace. This welcome email will include a button to login or activate their account.

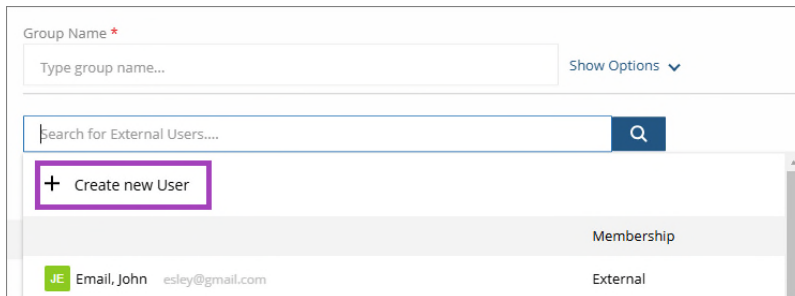
The welcome email looks as follows and references both the name of the repository (and shows the firm's logo) and the name of the CollabSpace:



If the external user does not already have an existing account, then when they select **Activate**, they will be asked to set a password.

### Adding a New User to an Existing CollabSpace

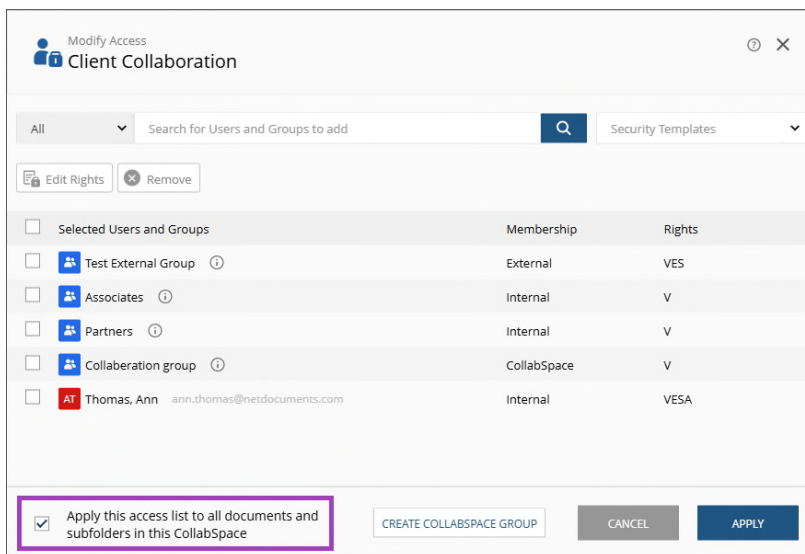
Adding a new user to an existing CollabSpace follows a similar process to creating a new CollabSpace group but with a key difference—you will not complete the group creation process. Instead, open the **Modify Access** menu and select **Create CollabSpace Group**. In the **Create CollabSpace Group** dialog, use the **Search for External Users** field to find an existing user or select **+Create New User** to add a new external user.



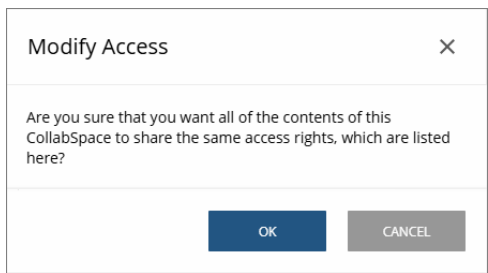
When creating a new user, enter their full name, email address, and any optional details such as organization or phone number as you would when creating a user for a new group. You can also choose to send a welcome email. Once the user is created, exit the **Create CollabSpace Group** menu without proceeding further. The new user is now available in the system and can be assigned access rights within the CollabSpace group you wish as needed.

### Apply Access Rights Changes to the Content of the CollabSpace

When you add a CollabSpace group – or any other user or group – to the access rights of the CollabSpace, or change the rights of any users or groups that already have access, those changes will NOT by default be applied to the existing content of the CollabSpace. The primary way to apply those access rights changes to the content of the CollabSpace is to select the **Apply this access list to all documents and subfolders in this CollabSpace** checkbox:



An additional confirmation dialog box then appears:



In those situations where different groups and users have been given different access rights to different content – which is often the situation with external document sharing – you should *not* select this checkbox. Instead, after changing the access rights of the CollabSpace, close the **Access List** dialog box and instead apply access rights changes at a more granular level, such as in a subfolder of the CollabSpace or in individual documents.

You can also select multiple documents from a CollabSpace and make access changes in bulk.

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## Add Content to the CollabSpace

- [Types of Content to Add to a CollabSpace](#)
- [Sources of Added Content](#)

### Types of Content to Add to a CollabSpace

Documents (including similar objects, like conversations), folders, and Saved Searches can be added to a CollabSpace. (Neither filters nor ShareSpaces can be added.)

The ability to add child content directly to a CollabSpaces requires the same or similar access rights to the CollabSpace as is required to add the same type of content to a folder:

- To add (or move or copy) a document to a CollabSpace you need VE rights to the CollabSpace
- To add (or move or copy) a folder to a CollabSpace you need VES rights
- To add a saved search to a CollabSpace you need VE rights (although to use the **Add saved search** action of the CollabSpace requires VESA rights)

To add a new folder directly to the CollabSpace, select **Add folder**.

Up to 500 folders can be added directly to a CollabSpace (the existing subfolder limit that applies to a folder). There is no limit to the number of documents that can be added to a CollabSpace or CollabSpace folder.

### Sources of Added Content

- [Copy Existing Content](#)
- [Move Existing Content](#)
- [Access Rights Inheritance](#)
- [CollabSpace Content Remains Profiled to the Workspace](#)
- [Filing Documents Already in a Folder to a CollabSpace is Not Permitted](#)
- [Automatic Auto-Versioning for External Users](#)
- [CollabSpace is Listed as a Location](#)

Content added to a CollabSpace can come from the same source as content added to any other area in NetDocuments. New content can be added:

- From your computer (using the **+Add** button or by dragging and dropping documents),
- By *copying* existing content into the CollabSpace from another area in NetDocuments, or
- By *moving* existing content into the CollabSpace from another area in NetDocuments.

#### Copy Existing Content

Copying documents and folders into a CollabSpace works the same way as copying documents and folders to any other location in NetDocuments, with one notable enhancement: when a document is copied, either directly or inside a folder that has been copied, NetDocuments will track inside the copy information about its original document.

Documents and folders can be copied to a CollabSpace using the **Move/Copy** dialog box and selecting the **Copy** button. Alternatively, documents can be copied using the **Share Externally** action and selecting the **Copy** button. Note that no more than 40 items may be shared at once using the Share Externally option.

#### Move Existing Content

Moving documents and folders into a CollabSpace works the same way as moving documents and folders to any other location in NetDocuments, with one notable difference: every document and folder that is part of a CollabSpace will be flagged as being part of that CollabSpace. That requires edit rights to all of the moved content.

Documents and folders can be moved using the **Move/Copy** dialog box and selecting the **Move** button or by dragging the content to the Navigation Pane. Alternatively, documents can be moved to a CollabSpace using the **Share Externally** action and selecting the **Move** button.

## Access Rights Inheritance

CollabSpaces and CollabSpace folders utilize access rights inheritance. This means that when individual documents are copied into a CollabSpace or CollabSpace folder, the system will attempt to modify the access rights of those documents to match the access rights of the destination. As there is often at least one user with VESA rights in a CollabSpace, VESA rights are most commonly needed to move documents into a CollabSpace \*but not always required.

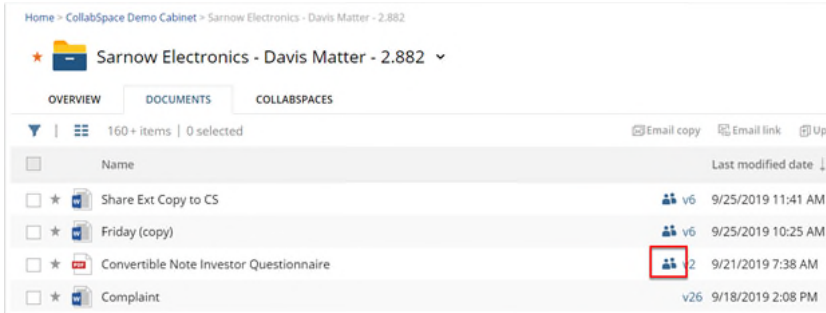
**\*NOTE:** Since access rights are assigned with inherited access, this means the level of access a user needs to move documents into a CollabSpace is assigned based upon the highest level of access present in a CollabSpace. For example, if all users in a CollabSpace have VE rights, someone with VE, VES, or VESA rights may move documents into that CollabSpace as their rights are equal or greater than the highest level of access present in the CollabSpace.

Similarly, when copying the content or adding new content to a CollabSpace or CollabSpace folder, the copied or newly added content will inherit the access rights of the destination.

## CollabSpace Content Remains Profiled to the Workspace

Content in a CollabSpace, in particular documents, is profiled to the workspace and therefore will appear inside the workspace in two different ways:

- When you are viewing the contents of the workspace in list view, the CollabSpace documents will be included, typically with the externally shared indicator:



- When you are viewing the contents of a filter, any CollabSpace documents that are also profiled to that filter will also be listed, likely with the externally shared indicator.

Other workspace actions that affect workspace documents will equally impact documents in CollabSpaces in that workspace, such as making bulk changes to access rights and profiles. Therefore, be careful when applying these actions in bulk.

## Filing Documents Already in a Folder to a CollabSpace is Not Permitted

It is not permitted, either explicitly or implicitly, to file (<https://support.netdocuments.com/s/article/205219030>), a document that is already in one folder into a CollabSpace. Therefore, filing a document from a workspace folder to a CollabSpace with the intent to share that document externally will fail.

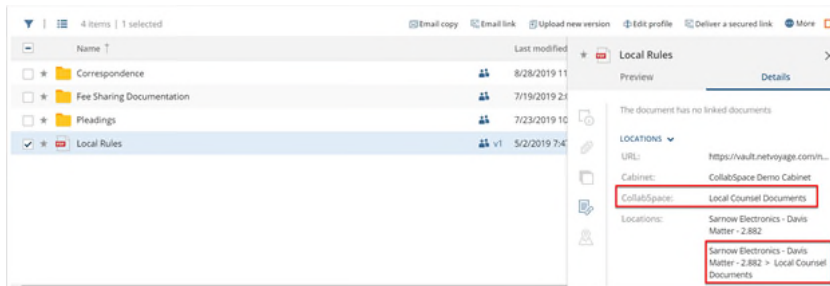
## Automatic Auto-Versioning for External Users

Auto-versioning is a flag that can be applied to individual documents by selecting **Auto-version**. Auto-versioning will automatically create a new version of a document when the next user who edits the document is different from the last user who edited the document. By creating a new version automatically, the changes made by the prior user will not be lost.

If an external user edits a document in a CollabSpace (and that user was not the last person to edit the document), a new version will automatically be created. It is not necessary to individually flag a CollabSpace document for auto-versioning to achieve this result. The automatic application of this rule ensures that changes made by an internal user will not be overridden by changes made later by an external user.

## CollabSpace is Listed as a Location

Any content added to a CollabSpace or folder in a CollabSpace will display the CollabSpace in the **Locations** section of the **Details** pane:



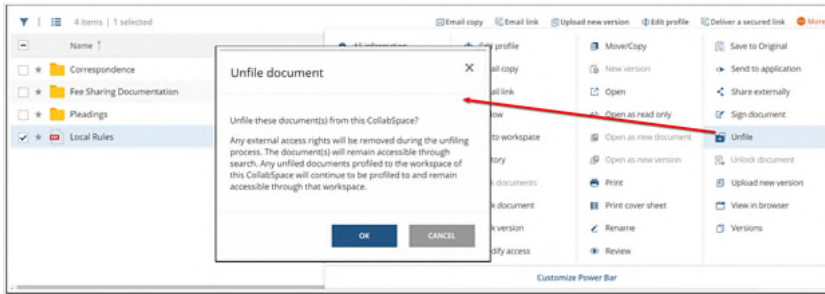
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## Remove Content from a CollabSpace

If content no longer needs to be shared externally in a CollabSpace, then remove it from the CollabSpace, which will automatically remove the content's external access rights; at the same time, the content will remain part of the workspace. However, taking this step requires that the user removing the content have VESA rights to the moved content (to remove access rights), otherwise the content cannot be removed.

There are several ways to remove content from the CollabSpace:

- For documents and folders, use the **Move/Copy** dialog box and select **Move**.
- For documents and folders, drag the content to another location in the workspace.
- For one or more selected CollabSpace documents, select **Unfile**, either from the CollabSpace or CollabSpace folder page, which will show the confirmation prompt:



Note that it is not possible to file CollabSpace documents to another folder, either explicitly or implicitly, which ensures that externally shared documents do reside outside of a CollabSpace.

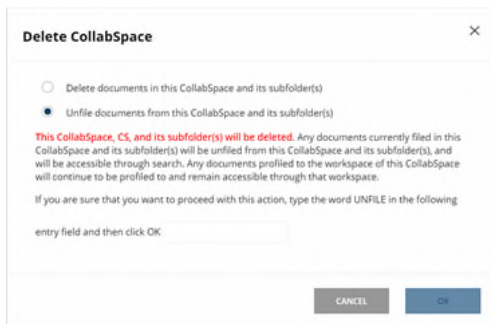
Also, deleting a CollabSpace and choosing to unfile its documents is another method to achieve the goal of removing the contents of a CollabSpace.

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## Delete the CollabSpace and the Contents in the CollabSpace

Content in the CollabSpace can be deleted the same as any other content in NetDocuments. Deleting content will remove it from the CollabSpace and remove any external access rights. If that content is later restored, it will not be part of the CollabSpace (unless specifically added there on restoration). If an external user deletes a CollabSpace document, the external user will not be able to permanently delete it (even if all regular users have been given the right to purge documents) because the external user will lose access to the document after it was deleted.

An individual CollabSpace can be deleted by an internal user with VESA rights to the CollabSpace. It is not possible to delete multiple CollabSpaces at the same time. When you select **Delete** for a CollabSpace, a dialog box appears:



You have two choices:

- Delete the CollabSpace and its folders but unfile its documents. Unfiling the documents has the effect of removing the documents from the CollabSpace and removing all external access rights from those documents but keeping those documents in the workspace.
- Delete the CollabSpace, its folder and all of the documents in the CollabSpace.

Whichever choice is selected, deleting a CollabSpace will also delete all CollabSpace groups associated with that CollabSpace.

## Deleting or Resetting the Workspace

If you delete the workspace that the CollabSpace is associated with, then the CollabSpace, all of its contents and associated CollabSpace groups will also be deleted.

Resetting the associated workspace (which can only be achieved using the REST API) will also delete the CollabSpace, its folders and associated CollabSpace groups, but not the documents in the CollabSpace.

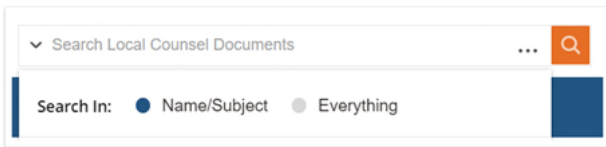
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## Search within CollabSpaces and Search for CollabSpaces

- [Search the Contents of a Single CollabSpace](#)
- [Search the Contents of Any CollabSpace](#)
- [Search for CollabSpaces](#)

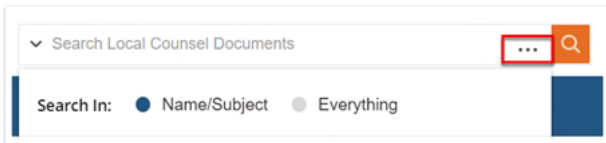
## Search the Contents of a Single CollabSpace

There are two ways you can limit a search to the contents of a CollabSpace. First, when you are on the CollabSpace page, from the quick search box at the top of the page, enter your search term (the search can be limited to names or everything can be searched) and press **Enter** or the search icon:

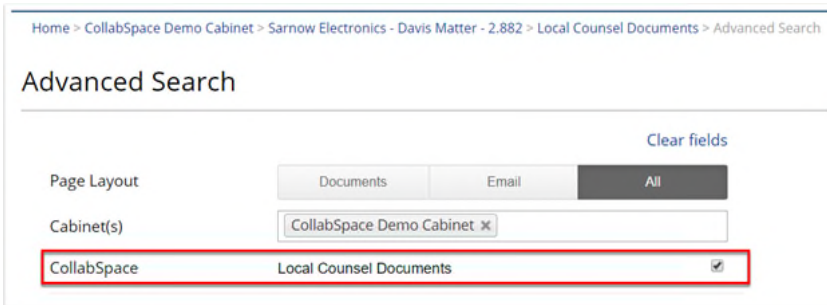


If the search is run while viewing the CollabSpace content in the **Folder** view, then only the immediate child content of the CollabSpace will be searched. If the search is run while in the **List** view, then all of the documents in the CollabSpace will be searched.

Alternatively, starting from the CollabSpace page, select the ellipses in the quick search box:



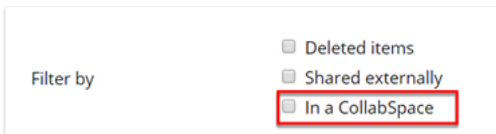
The **Advanced Search** page appears:



Notice the appearance of the CollabSpace search filter, which will limit the search by default to that CollabSpace. (That filter can be cleared if desired.) Limiting a search to a CollabSpace will search all of the contents of the CollabSpace, no matter how many folder levels deep or wide.

## Search the Contents of Any CollabSpace

It is also possible to search for content that is located in any CollabSpace by using the **In a CollabSpace** search filter, which is located in the **Show more options** section of the **Advanced Search** page:



In that same section of the **Advanced Search** page, it is possible to limit a search to content that has been shared externally. Typically, the only content in a cabinet that has been shared externally will be inside a CollabSpace. All of the content in a CollabSpace will be shared externally, but not always, such as in situations where content is first added to a CollabSpace and later is access given to external users.

## Search for CollabSpaces

CollabSpaces can be returned in any search, but it is possible to explicitly limit a search only to CollabSpaces. From the **Advanced Search** page, ensure that the search scope includes at least one CollabSpace-enabled cabinet and also that **CollabSpaces only** is selected in the **File extension** search field:

**Advanced Search** Clear fields

Page Layout: Documents | Email | **All**

Cabinet(s):

Everything:

Document ID:

Name / Subject:

Client:

Matter:

File extension:

Search version names:

Email From:

Documents Only (excludes email and all containers)  
 Email Only (msg and eml)  
 Folders Only  
**CollabSpaces Only**  
 Other...

The search results look like this:

Home > Search Results

Search Results ▾

16 items | 0 selected 
 Email copy  Email link  Upload new version  Edit profile  Deliver a secured link  More

<input type="checkbox"/>	Name ↑		Last modified date	Last modified by	Document ID
<input type="checkbox"/>	★  Big Data	v1	7/19/2019 12:33 PM	Mark R. Salamon	4819-7167
<input type="checkbox"/>	★  CollabSpace2	v1	7/23/2019 6:01 AM	Mark R. Salamon	4816-0711
<input type="checkbox"/>	★  CS	v1	9/30/2019 5:10 PM	Mark R. Salamon	4810-5143
<input type="checkbox"/>	★  Document Sharing with Investment Bankers	v1	7/18/2019 6:56 AM	Mark R. Salamon	4843-1477
<input type="checkbox"/>	★  Due Diligence Materials	v1	7/19/2019 1:04 PM	Mark R. Salamon	4815-2792
<input type="checkbox"/>	★  Jed	v1	9/17/2019 6:53 AM	Sterling Yacatow	4814-1437
<input type="checkbox"/>	★  Kelsey	v1	9/16/2019 10:30 PM	Sterling Yacatow	4817-3262

## Follow a CollabSpace

To receive notifications about activity in CollabSpaces, you can set up alerts using the Follow feature. When an alert is set for a CollabSpace, you will receive an email when another designated user adds a document to it. However, modifications to existing documents or document deletions within CollabSpaces do not trigger alerts. For instructions on setting up alerts, click [here \(https://support.netdocuments.com/s/article/205217660\)](https://support.netdocuments.com/s/article/205217660).

### Title

How to Use CollabSpaces

### URL Name

360034383652

CollabSpaces  
(/s/topic/0TO4Q000000cNKmWA...)

Collaboration & Sharing  
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  - [CollabSpaces Administration \(/s/article/360034274352\)](/s/article/360034274352)
  - [Guide to Receiving a CollabSpace \(/s/article/Guide-to-Receiving-a-CollabSpace\)](/s/article/Guide-to-Receiving-a-CollabSpace)
  - [CollabSpace Interface Overview \(/s/article/360034384092\)](/s/article/360034384092)
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[ndSync \(/s/topic/0TOQj0000007rYmOAI\)](/s/topic/0TOQj0000007rYmOAI)  
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[ndLink \(/s/topic/0TO4Q000000cNWwyWAM\)](/s/topic/0TO4Q000000cNWwyWAM)  
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