

# Octonius

Enterprise digital workspace

## User Guide

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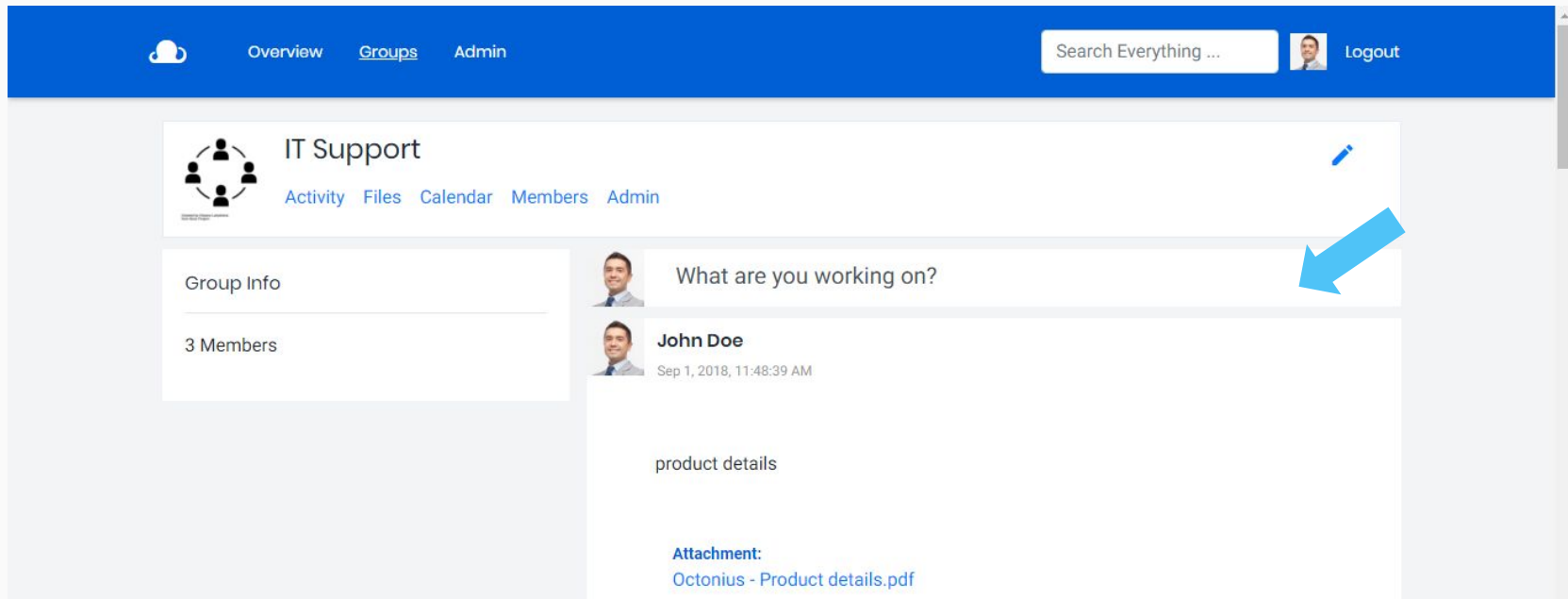
# Groups - Create a post

Go to Group, Activity,

> click “what are you working on?”

> type a message. Use the formatting options, located just above your message, to add clarity and detail to your message.

> click “Post”.




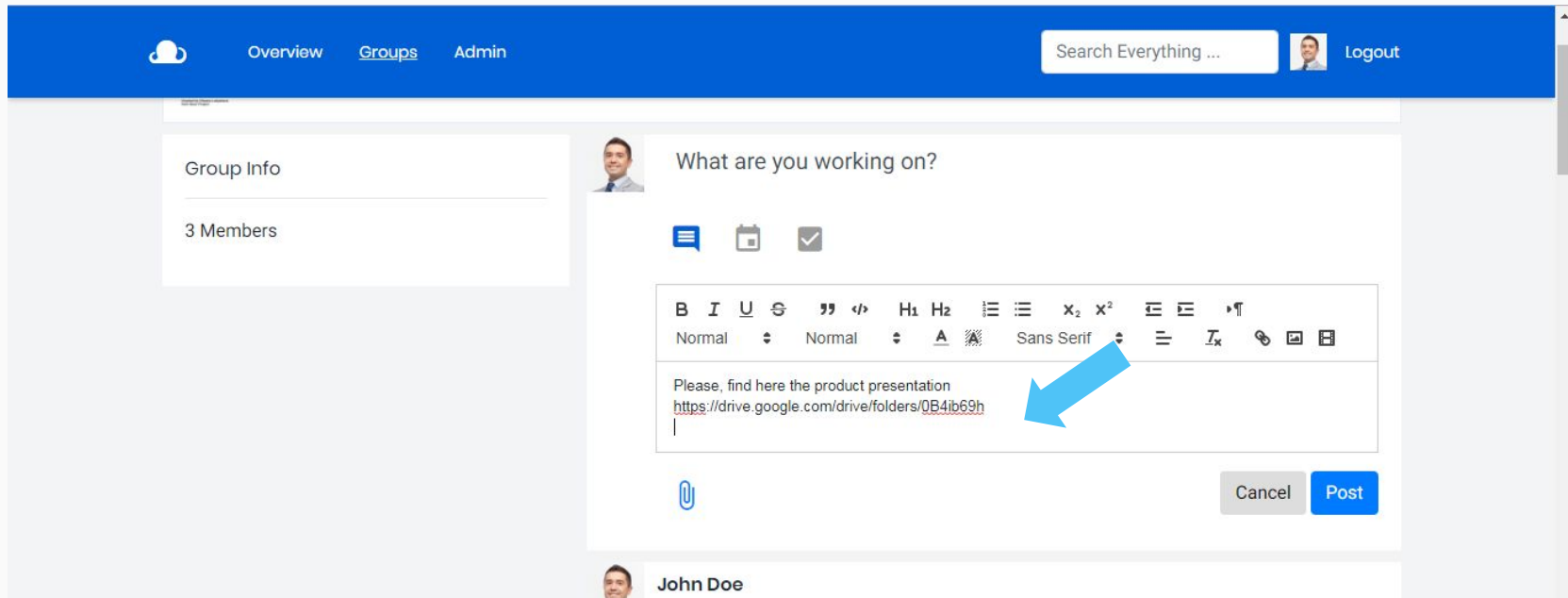
The screenshot displays the Microsoft Teams interface for a group named "IT Support". At the top, there is a blue navigation bar with "Overview", "Groups", and "Admin" tabs, a search bar labeled "Search Everything ...", and a "Logout" button. Below the navigation bar, the group header shows the "IT Support" name, a group icon, and links for "Activity", "Files", "Calendar", "Members", and "Admin". A large blue arrow points to the "What are you working on?" link in the group activity feed. Below this link, a post by "John Doe" is visible, dated "Sep 1, 2018, 11:48:39 AM". The post content includes the text "product details" and an attachment labeled "Attachment: Octonius - Product details.pdf". On the left side of the group view, there is a "Group Info" section showing "3 Members".

# Groups - Share a file

> copy and paste a link to a file inside the message box.

OR

> click the attachment button  to share a file from your computer (note: attachments are automatically uploaded to Octonius. For more details see the next page).



The screenshot displays the Octonius Groups interface. At the top, there is a blue navigation bar with a cloud icon, the text "Overview", "Groups", and "Admin", a search bar labeled "Search Everything ...", and a "Logout" button next to a user profile picture. On the left side, a "Group Info" sidebar shows "3 Members". The main content area features a message composition window titled "What are you working on?". The window includes a rich text editor with a toolbar containing icons for bold, italic, underline, link, quote, code, heading, list, link, subscript, superscript, indent, outdent, and text color. The text in the editor reads: "Please, find here the product presentation <https://drive.google.com/drive/folders/0B4ib69h>". A blue arrow points to the end of the URL. Below the text area is an attachment button (blue paperclip icon), a "Cancel" button, and a "Post" button. At the bottom of the window, the name "John Doe" is visible next to a profile picture.



# Groups - Access all your group files

Go to Group / Files

> click "Preview" to view files in pdf format.


> click "Download File" to upload a file.


Overview Groups Admin Search Everything ... Logout


 **IT Support** 

[Activity](#) [Files](#) [Calendar](#) [Members](#) [Admin](#)

All files from IT Support group

 **John Doe** [Preview](#) [Download File](#)  
**Attachment:** [Octonius - Product details.pdf](#)

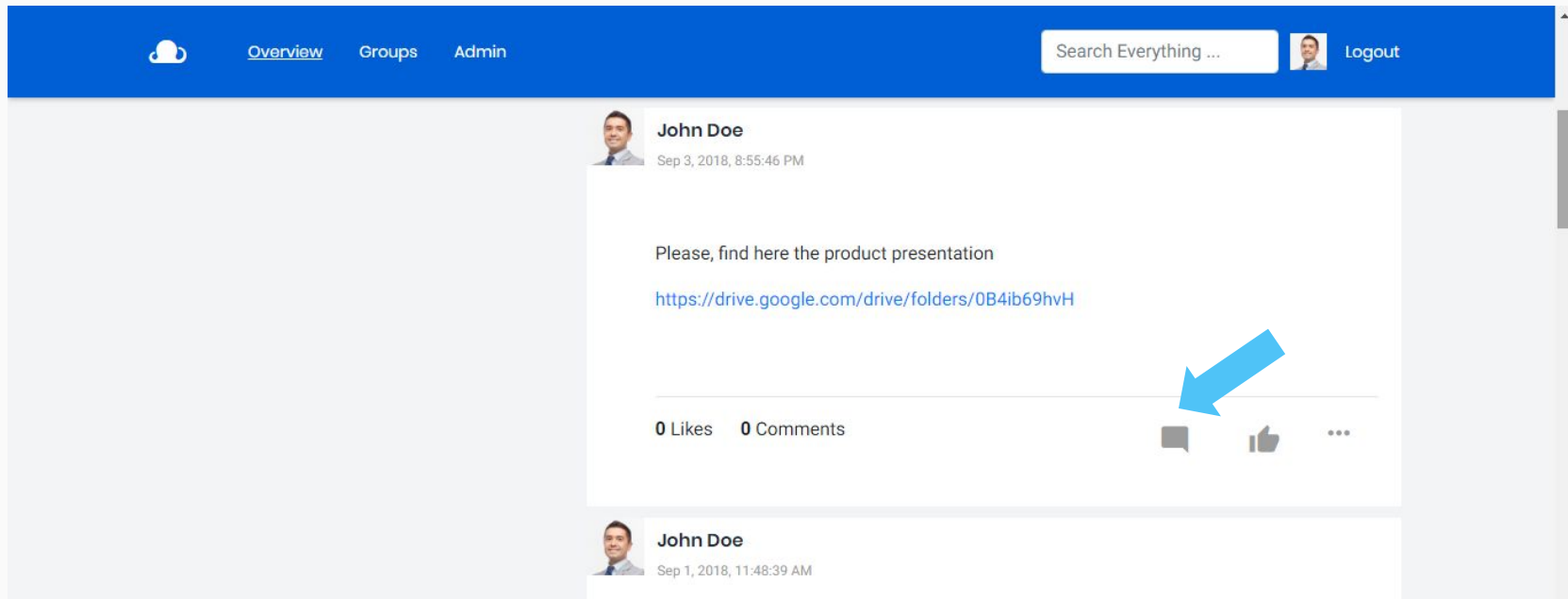
 **Emma Collins** [Preview](#) [Download File](#)  
**Attachment:** [Survey\\_august\\_2018.docx](#)

 **John Doe** [Preview](#) [Download File](#)

# Groups - Reply to a post

> click on the comment icon  located under any post.

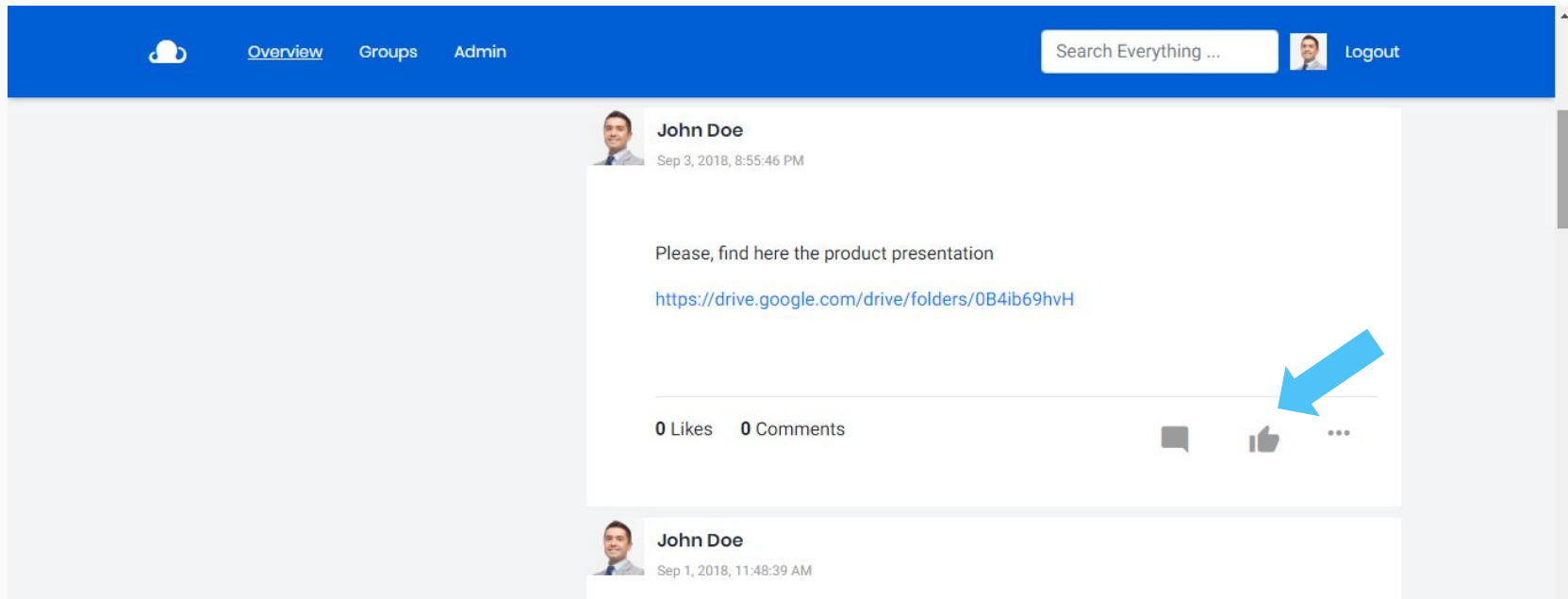
> type your comment and click “Comment”.



The screenshot shows a social media interface with a blue header. The header contains a logo, navigation links for 'Overview', 'Groups', and 'Admin', a search bar with the text 'Search Everything ...', and a user profile picture with a 'Logout' link. Below the header, a post by 'John Doe' is displayed, dated 'Sep 3, 2018, 8:55:46 PM'. The post content reads: 'Please, find here the product presentation' followed by a blue hyperlink: 'https://drive.google.com/drive/folders/OB4ib69hvH'. Below the post, there are interaction options: '0 Likes', '0 Comments', a comment icon (a speech bubble), a like icon (a thumbs up), and a three-dot menu icon. A large blue arrow points to the comment icon.

# Groups - Acknowledge a post

> click on the like icon  located under any post

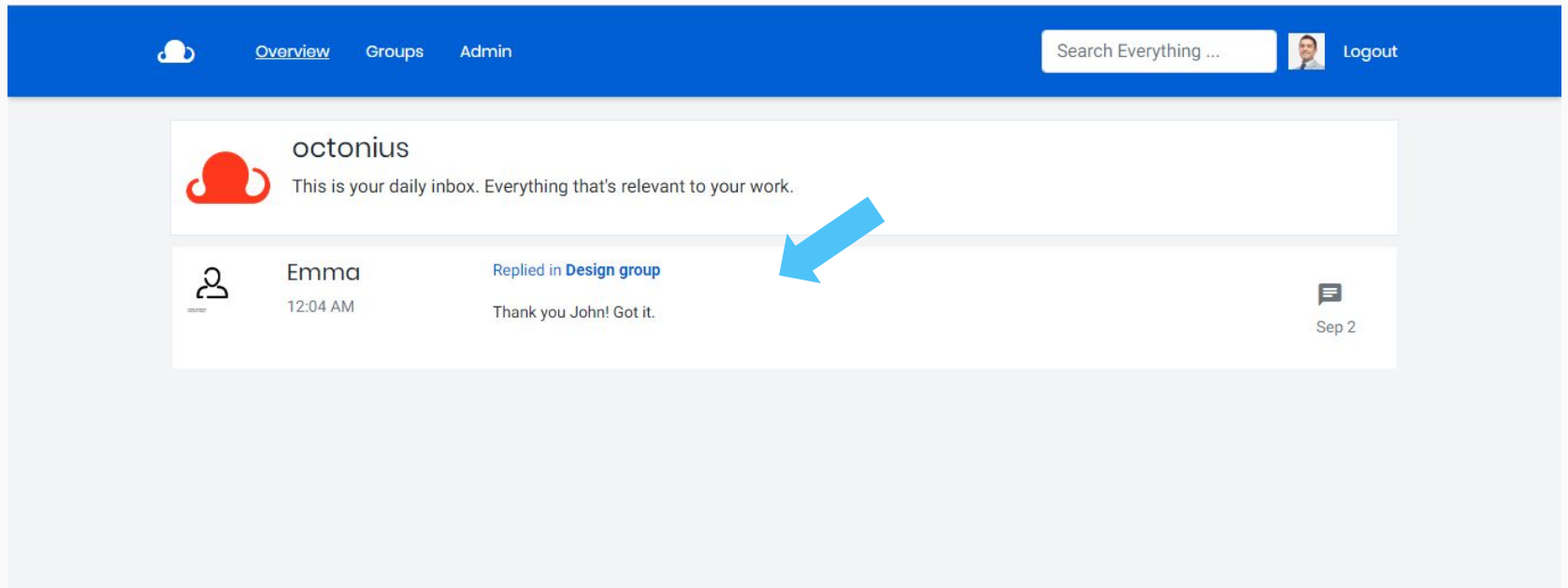


The screenshot displays a social media group interface. At the top, there is a blue navigation bar with a logo on the left, navigation links for "Overview", "Groups", and "Admin", a search bar containing "Search Everything ...", and a "Logout" button with a user profile picture. Below the navigation bar, a post by "John Doe" is shown, dated "Sep 3, 2018, 8:55:46 PM". The post content reads "Please, find here the product presentation" followed by a blue hyperlink: <https://drive.google.com/drive/folders/OB4ib69hvH>. Below the post, there are interaction options: "0 Likes", "0 Comments", a comment icon, a like icon (a thumbs-up), and a more options icon (three dots). A large blue arrow points to the like icon. Below the post, another post by "John Doe" is partially visible, dated "Sep 1, 2018, 11:48:39 AM".

# Overview - Access groups from overview

Go to Overview

> click on any message to access the related group



The screenshot displays the Microsoft Teams Overview page. The top navigation bar is blue and contains the following elements from left to right: a Teams icon, the text 'Overview' (which is underlined), 'Groups', and 'Admin'. On the right side of the navigation bar, there is a search bar with the placeholder text 'Search Everything ...', a profile picture of a user, and the text 'Logout'. Below the navigation bar, the main content area is white. At the top of this area, there is a header for 'octonius' with a red octopus icon and the text 'This is your daily inbox. Everything that's relevant to your work.' Below this header, there is a message card for 'Emma' with a profile picture icon, the name 'Emma', the time '12:04 AM', and the text 'Thank you John! Got it.'. To the right of the message text, there is a blue link that says 'Replied in Design group'. A blue arrow points to this link. At the bottom right of the message card, there is a speech bubble icon and the text 'Sep 2'.

# Groups - Calendar

Go to Group / Calendar

> click on Month, Week, Day to see events and tasks.

> click on Today, Next, Previous to move to another period.

Global

Activity Files Calendar Members Admin

September 2018

Month Week Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8