Matrix Spaces

Documentation covering from basic usage and creation of spaces to space management.

- [Understanding Matrix Spaces](#)
- [Getting Started: Creating a Space](#)

Understanding Matrix Spaces

Matrix Spaces are a way to group multiple rooms together. Rooms can be in multiple spaces at once, and spaces themselves can also be included within other spaces.

Much like rooms, Spaces can be made available publicly or kept private. From the Element Matrix clients, [Element Web](#) or [Element Mobile / Desktop Apps](#), spaces can be found within the vertical navigation menu along the left. When viewing a space, all rooms and chats are filtered to show you only those within the selected space.
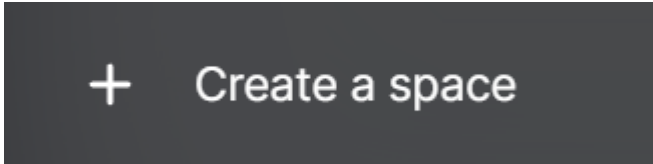
What's Next?

Getting Started

To start learning the basics of creating and using rooms, check our 'Getting Started' series of docs on the subject, starting with [Creating a Space](#).

Getting Started: Creating a Space

> **Disclaimer:** This guide refers to using the Element Matrix clients, Element Web or Element Desktop apps

You can create a space by clicking the `+ Create a space` button, located at the bottom of the vertical navigation menu on the left when using the Element Web App.

Starting a New Space

After clicking `Create a space`, you will be presented with the `Create a space` prompt, from here you need to first choose whether the space should be `Public` or `Private`. You will then need to fill in the required details to create your space:

Your public space

Add some details to help people recognise it. You can change these anytime.

Upload

Name

Address

\# e.g. my-space   :element.io

Description

Create

Your private space

Add some details to help people recognise it. You can change these anytime.

- **Avatar:** Here you can upload a picture for your space, this will be visible in the navigation menu and on the space overview.
- **Name:** This is the name your space will appear as, if you are making a public room, make sure you choose a name that will be easily found when searching and is appropriate for the homeserver.
- **Address:** Available when creating a public space, this is the address for your space. User's will be able to link to it using this address when typing `#`
- **Description:** A description of the space and it's purpose will help inform others of why the space exists and help them decide whether it's a space they'd like to join.

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