

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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