

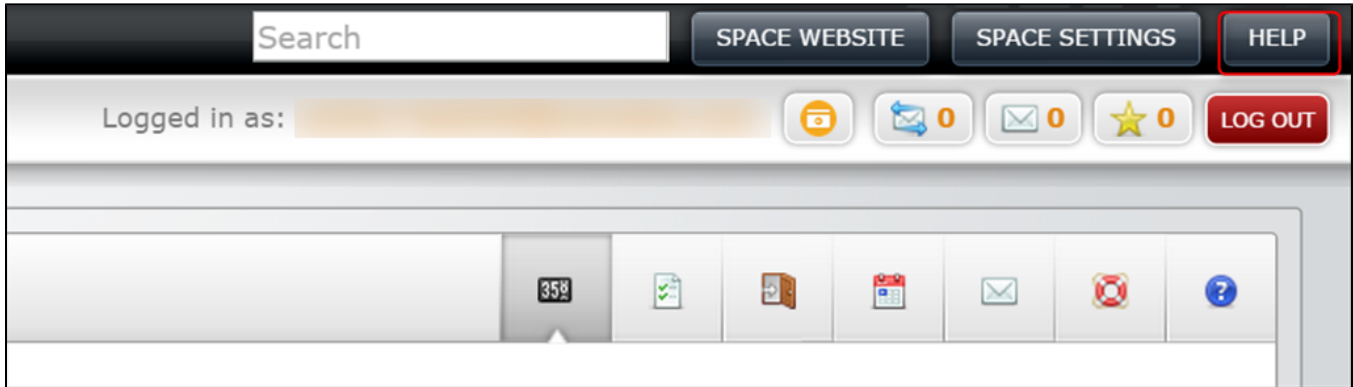
Adding your contact details

Adding your contact details is important so that your space users can contact you. As we have seen before, you can enter them directly via the **First Steps** help window on your Nexodus Spaces account home page.

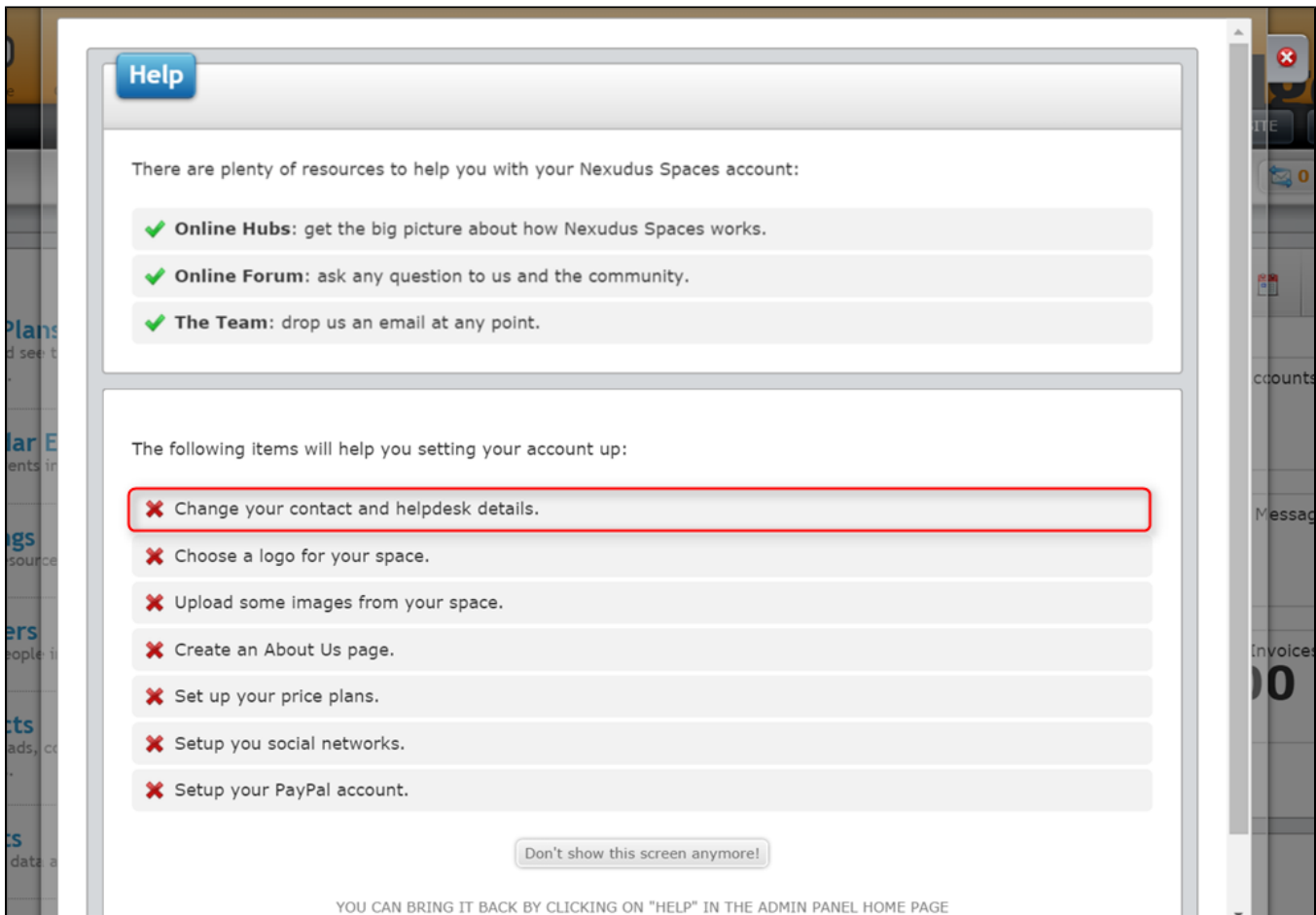
Adding your contact details

You can go to the **First Steps** window on your Nexodus Spaces account home page.

- You can open this window at any time using the **Help** button located in the top right corner of the screen.



- Click on the **Change your contact and help desk details** link.



- Fill in your space's details and complete the process by clicking on **Save**.

First Steps

Contact and helpdesk details

Contact Details

Address
1

Phone
2

Fax
3

Click save to keep the changes, or click cancel to return to the main menu.

Cancel
Save
4

i The address you enter will be used to locate your space on the map that's displayed on your space website. We recommend writing your address on two separate lines. Put the street and number on the first line and the city/town and postal code on the second, separating them with commas.

- You can also edit these details via **System > Spaces > View this record's details > Contact**.

Home
Queue
People
Content
MRM
Security
Space
Support
System
1

Spaces Knowledge base

SPACES
2
QUEUE ITEMS
LANGUAGES
TAX RATES
USERS
LOGS
WEB TEMPLATES
EMAIL TEMPLATE FILES

SPACE WEBSITE
SPACE SETTINGS
HELP

Home > List of spaces
Logged in as: carlos+test444@nexodus.com

Spaces

	Name	Backend Language	Web Address	Current Invoice Number	Invoice Number Format	Updated	
<input type="checkbox"/>	Spaces Knowledge base	Spanish	KnowledgeBase2	76	Blank	about	3

SHOWING 1 TO 1 OF 1 RECORDS.

Select All
Unselect All
Reverse
Export
Date Range
More Actions...
Run
Users: -

Contact

Address José Dámaso Pepete 17
Córdoba, 14005

Phone +34 000 000

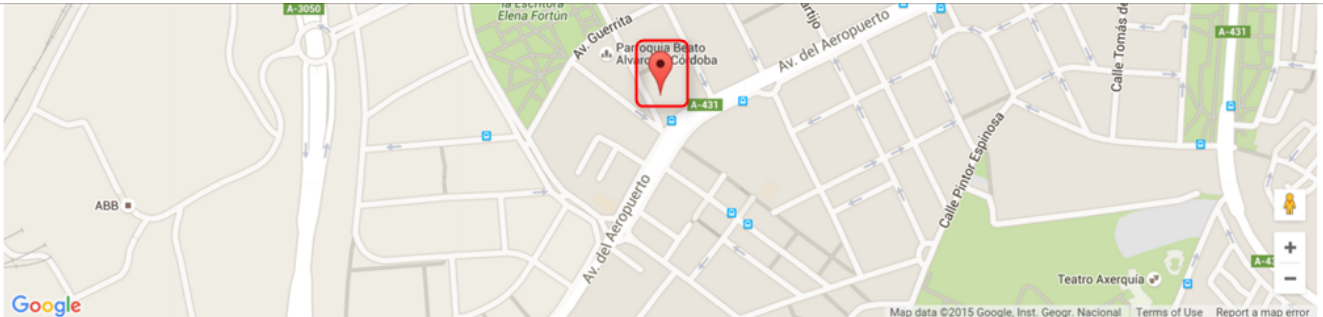
Fax +34 000 000

Email Contact

Web Contact nexodus.com

Country United States

- Check how your details are displayed in the contact section of your **space website**.



Send us an email

Your email address

Subject:

Message:

Contact details

📍 José Dámaso Pepete 17
Córdoba, 14005

☎ **Phone:** +34 000 000

📠 **Fax:** +34 000 000

🌐 **Web:** nexodus.com

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