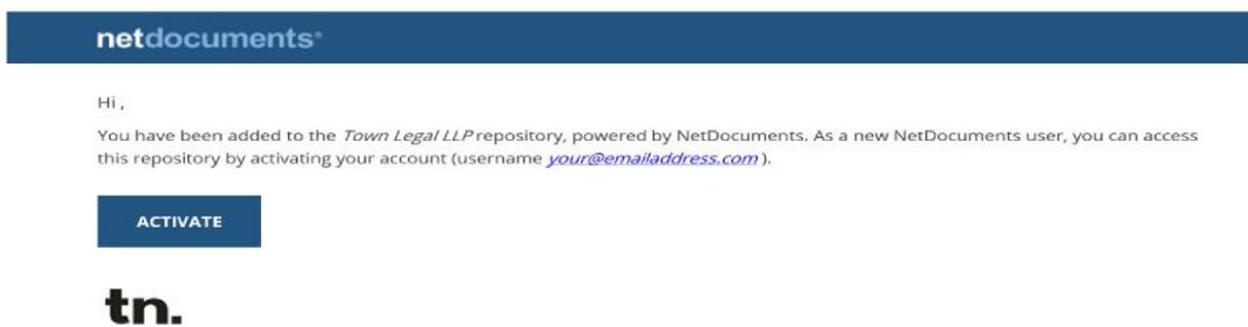


CollabSpace User Guide

1. The document has been designed to assist in viewing documents on Town Legal’s CollabSpace platform.
2. You will receive a Welcome email from NetDocuments asking you to activate your CollabSpace account.

From: notifier@email.eu.netdocuments.com
 Date: 3 November 2021 at 12:22:32 GMT
 To: your@emailaddress.com
 Subject: Welcome to the Town Legal LLP repository
 Reply-To: gavin.curtis@townlegal.com



3. Please remember your CollabSpace password as you will need this password to access CollabSpace.
4. To access the CollabSpace, please click either click on www.townlegal.com and navigate to the CollabSpace tab or save <http://eu.netdocuments.com/neWeb2/home> as an internet favourite

Navigating CollabSpace

1. Once you have successfully logged on select the ‘hamburger’ to show the folder structure and then select the ‘Pin’ to keep the folder structure in place.
2. Use the arrows to the left of the folder name to expand the sub folders.

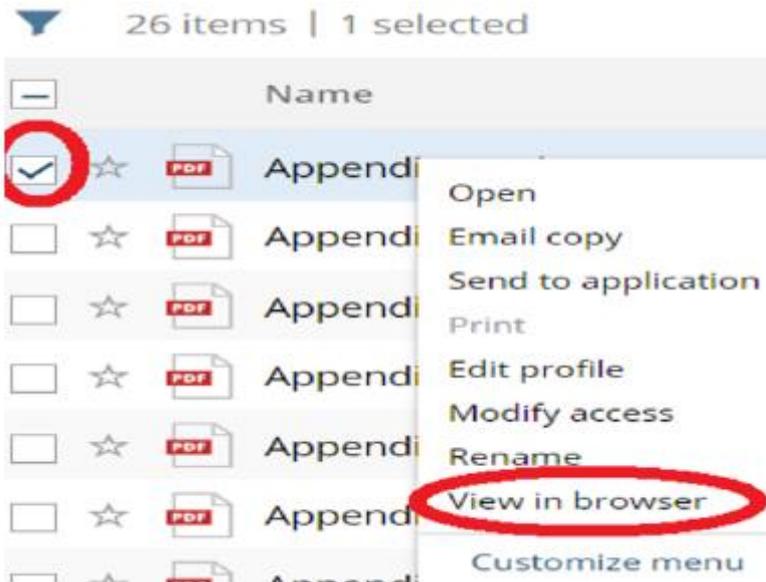


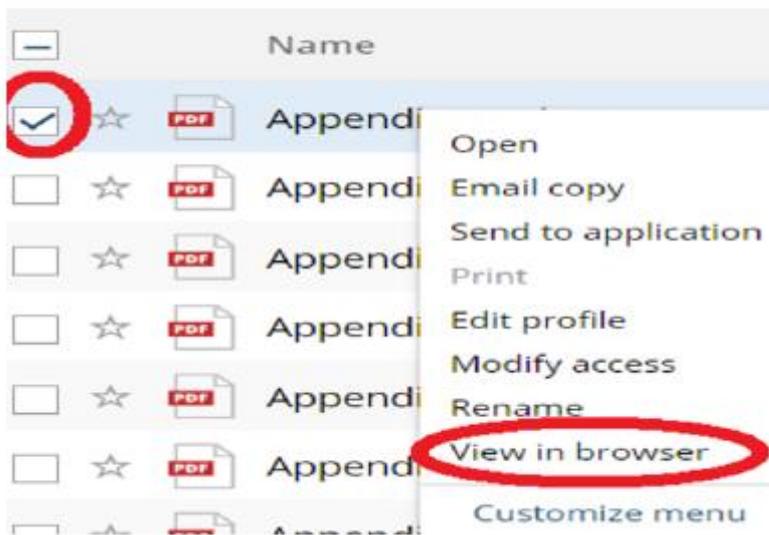
Alternative Document Viewing Options

1. If you encounter issues opening documents, CollabSpace offers an option to view within your computer's internet browser.

2. To use this service, place a tick in the box to the left of document name.

3. Right click on the document and select 'View in browser'

4.  26 items | 1 selected



5. Use the arrows at the top of the internet browser to navigate to other documents.