

Avaya Workplace Initial Setup

This document will walk you through the setup of Avaya Workplace. If you have any questions or concerns, please reach out to us and we will be happy to assist.

You can reach us via email at support@agilitycg.com.

You can reach us by phone at 972-715-9200 option 2.

Step 1 – Setup Zang Spaces

You will need to create a Zang Spaces account **BEFORE** attempting to log in to Avaya Workplace.



Good news! You have an Avaya Cloud account for Spaces and Messaging.

Please enter your work email address or phone number

Get Started

With a Chrome browser navigate to <https://spaces.zang.io/> and create an account with your work email address. Once you create an account you will get an email from Zang with a link to create a password. Keep track of this password as it will be used later in this setup process.

If you are interested in exploring Zang Spaces further, please review our guide here:

<https://agilitycg.com/training/attachment/avaya-spaces-getting-started-cl81286/>

Step 2 – Download Workplace

Workplace is available as a mobile application or a desktop application.

The mobile application is available on both IOS and Android via Apple Store and the Play Store.

Application name: Avaya Workplace

Desktop Application will be provided by Installation Engineer

Step 3 – Accept UELA

Launch the application and accept the End User License Agreement.

18:14



AVAYA IX™
workplace

End User License Agreement

AVAYA

EULA

AVAYA GLOBAL APPLE APP STORE SOFTWARE LICENSE TERMS FOR AVAYA IX WORKPLACE™

REVISED: September 20, 2018

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A. Definitions

DECLINE

ACCEPT

Step 4 – Configure Account

Click “Configure My Account”.

18:15



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Join a Meeting

Let's get into the meeting!

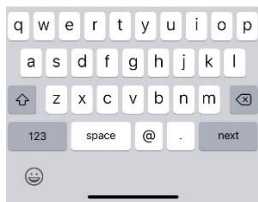
You can also join from your calendar,
tap the link in the meeting invite.

Configure my account

I have an Avaya IX Workplace account,
let's set it up and get me signed in!

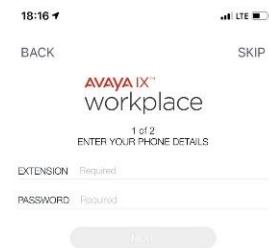
Step 5 – Logging in to Workplace

Enter your work email address and click “Next”.



Step 6 – Logging In to your extension

Enter your extension and password details that were provided to you then click next



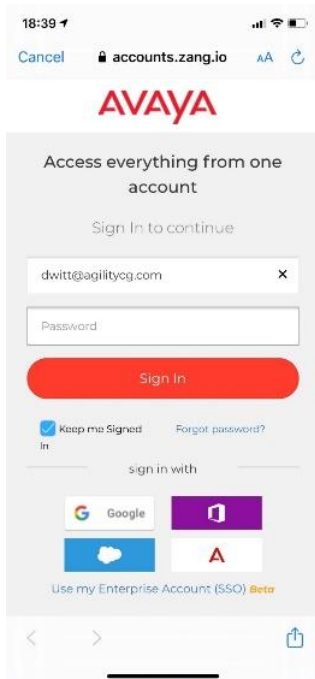
Step 7 – Logging in to Exchange Calendar

Enter your full work email address and password here. Click next.



Step 8 – Logging in to Zang Spaces

Enter your Zang Spaces credentials that you created in the first step and click sign in.





CONGRATUATIONS!!

You are now ready to begin using your Avaya Workplace Note: You will not be able to fully use the application to make and receive calls until Go Live

This is a video of Avaya Workplace Basic Call Handling (referenced in the video as Equinox)

[Avaya Workplace](#)