

How to Customize the Workspace Appearance

6 Steps [View most recent version](#) 

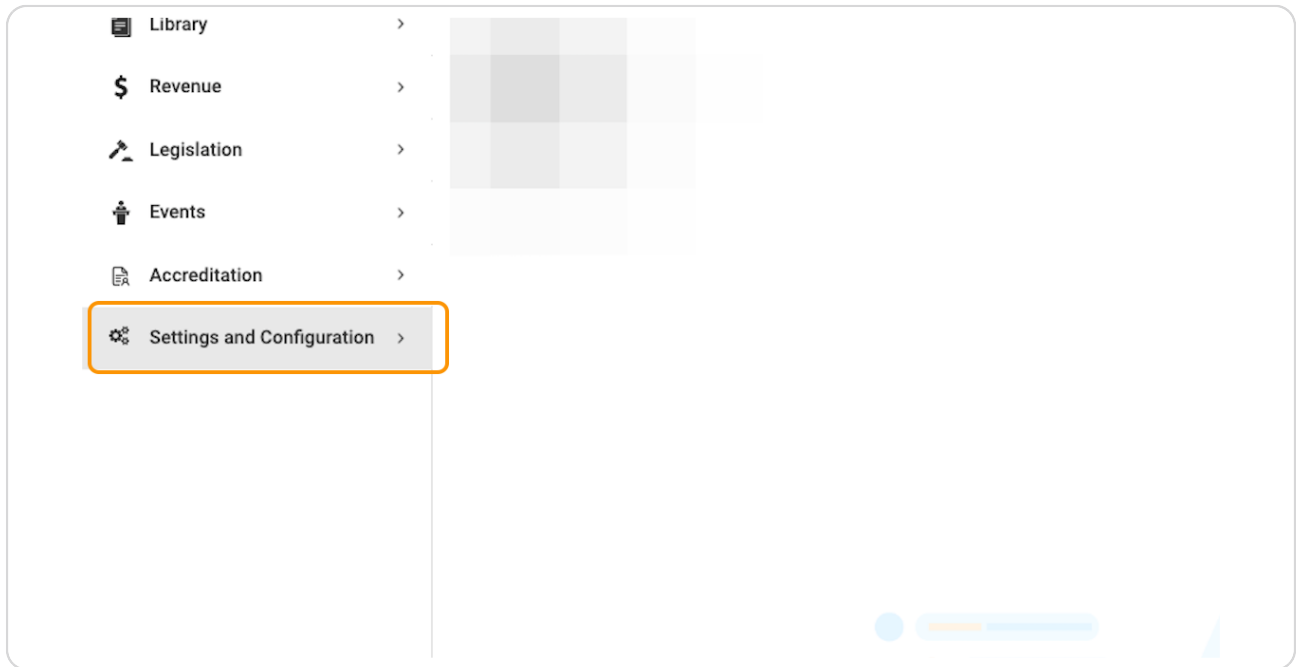
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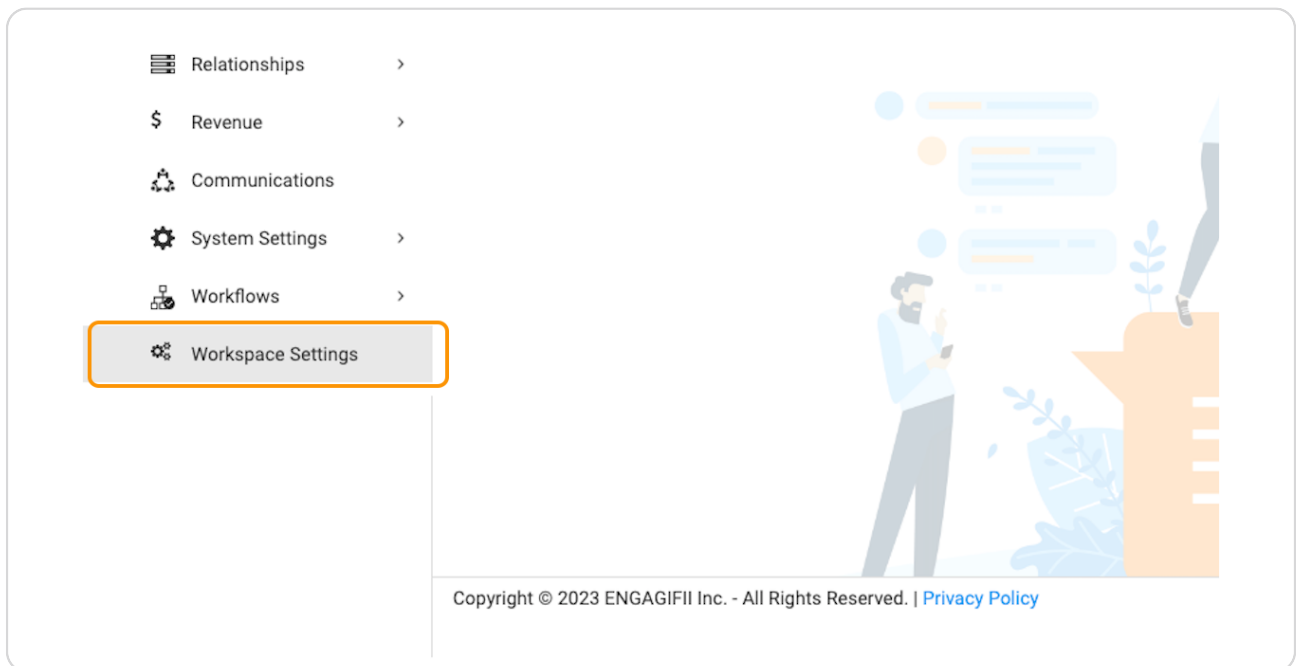
STEP 1

Click on Settings and Configuration



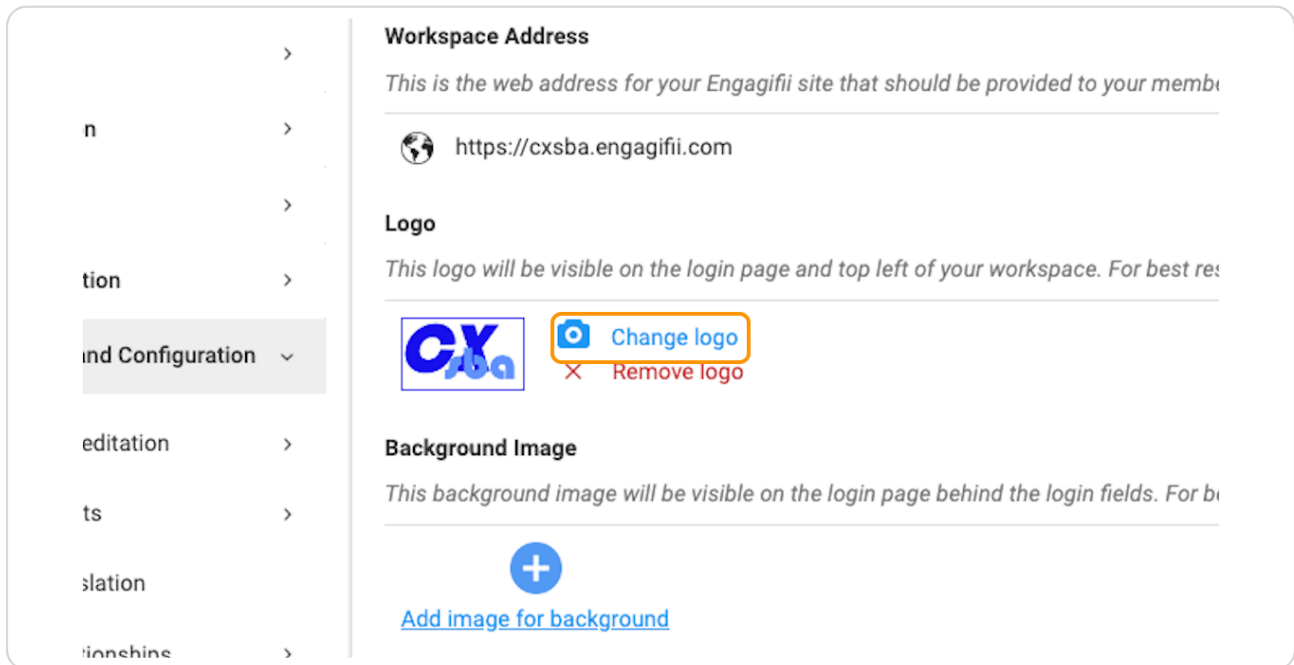
STEP 2

Click on Workspace Settings



STEP 3

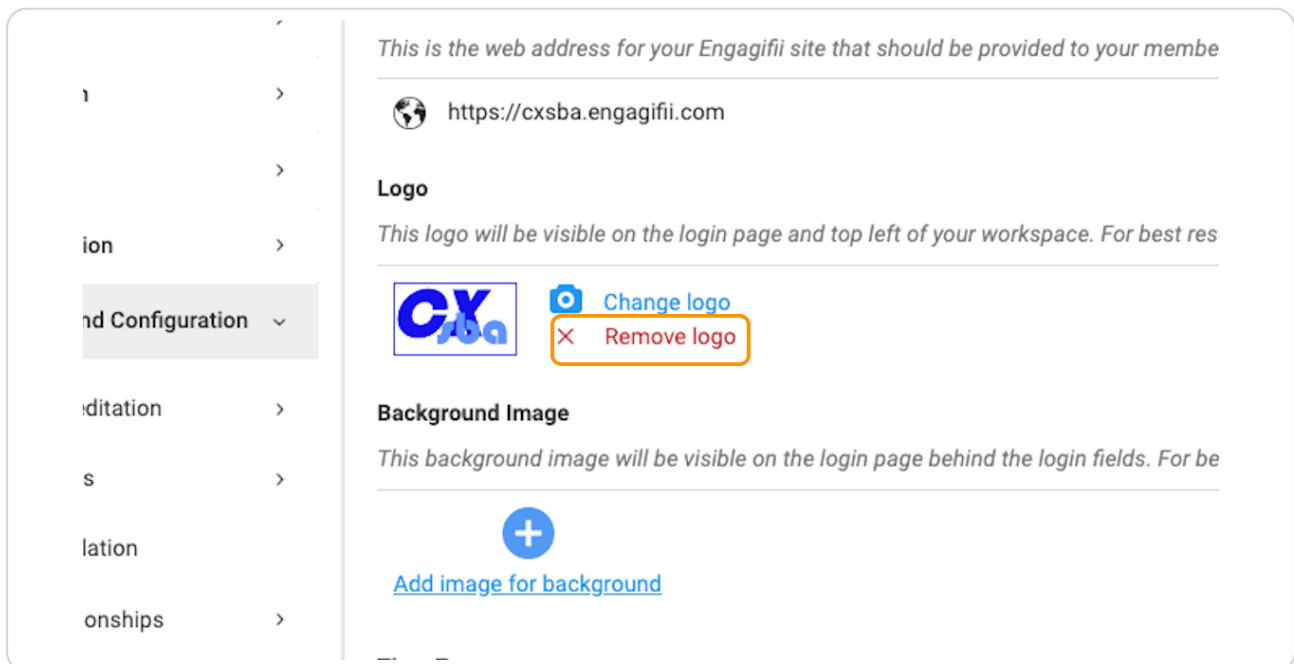
Click on Change logo to add a new logo to your workspace



The screenshot shows a sidebar on the left with a menu item 'Workspace Configuration' highlighted. The main content area is titled 'Workspace Address' and contains the URL 'https://cxsba.engagifii.com'. Below this is the 'Logo' section, which is highlighted with a blue box. It features a 'CX' logo and two buttons: 'Change logo' (highlighted with an orange box) and 'Remove logo'. The 'Background Image' section is also visible below, with a plus icon and the text 'Add image for background'.

STEP 4

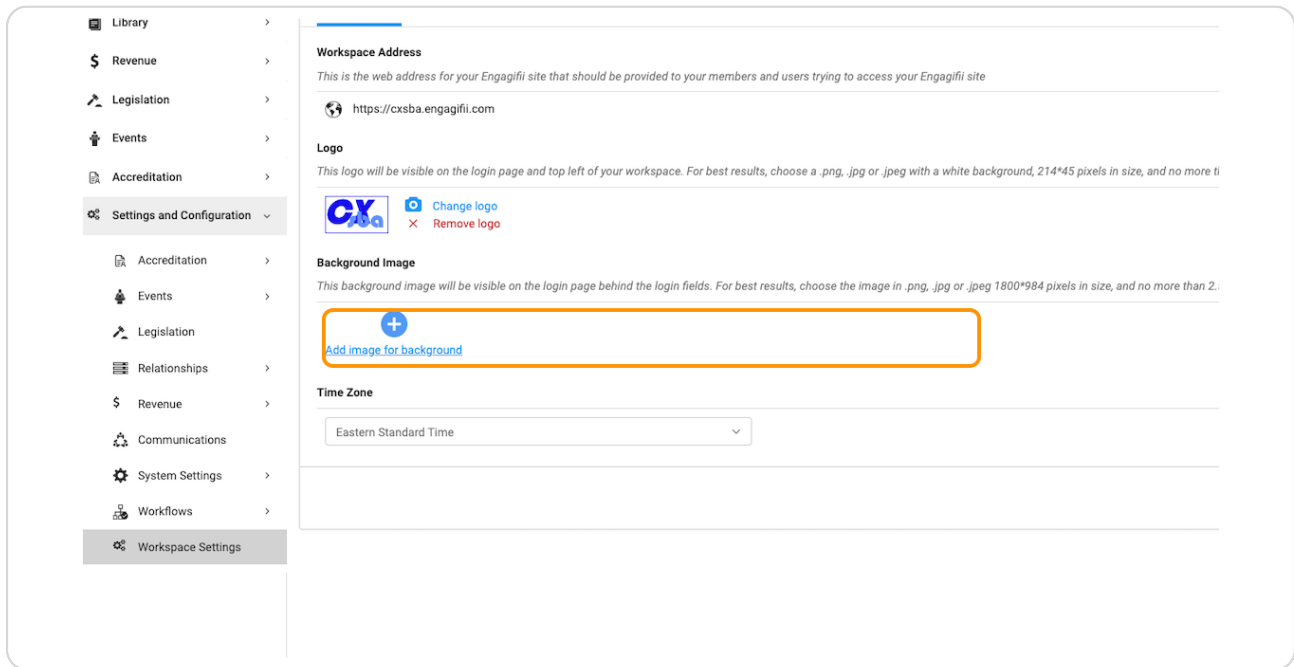
Click on Remove logo to remove the logo from your workspace



The screenshot shows the same workspace configuration page as in Step 3. The 'Remove logo' button is now highlighted with an orange box, indicating it is the target for the next step. The 'Change logo' button is no longer highlighted. The rest of the page content remains the same.

STEP 5

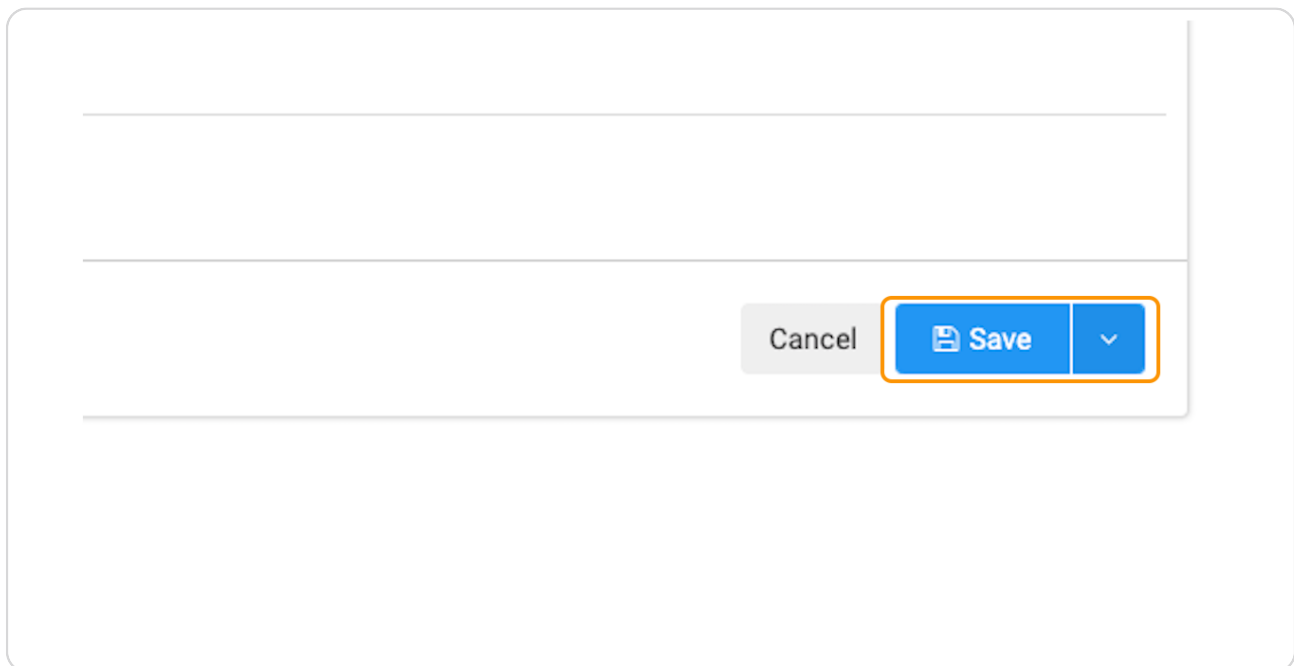
To change the background image, click on Add image for background...



The screenshot shows the 'Workspace Settings' page in the Engagifii application. The left sidebar contains a navigation menu with 'Settings and Configuration' selected. The main content area is divided into sections: 'Workspace Address' (with a URL field), 'Logo' (with a logo preview and 'Change logo'/'Remove logo' buttons), 'Background Image' (with a description and a red-bordered button labeled 'Add image for background'), and 'Time Zone' (with a dropdown menu set to 'Eastern Standard Time').

STEP 6

Click on Save when you are finished making your updates



The screenshot shows the bottom of the settings page. It features a 'Cancel' button and a 'Save' button with a dropdown arrow. The 'Save' button is highlighted with a red box.

