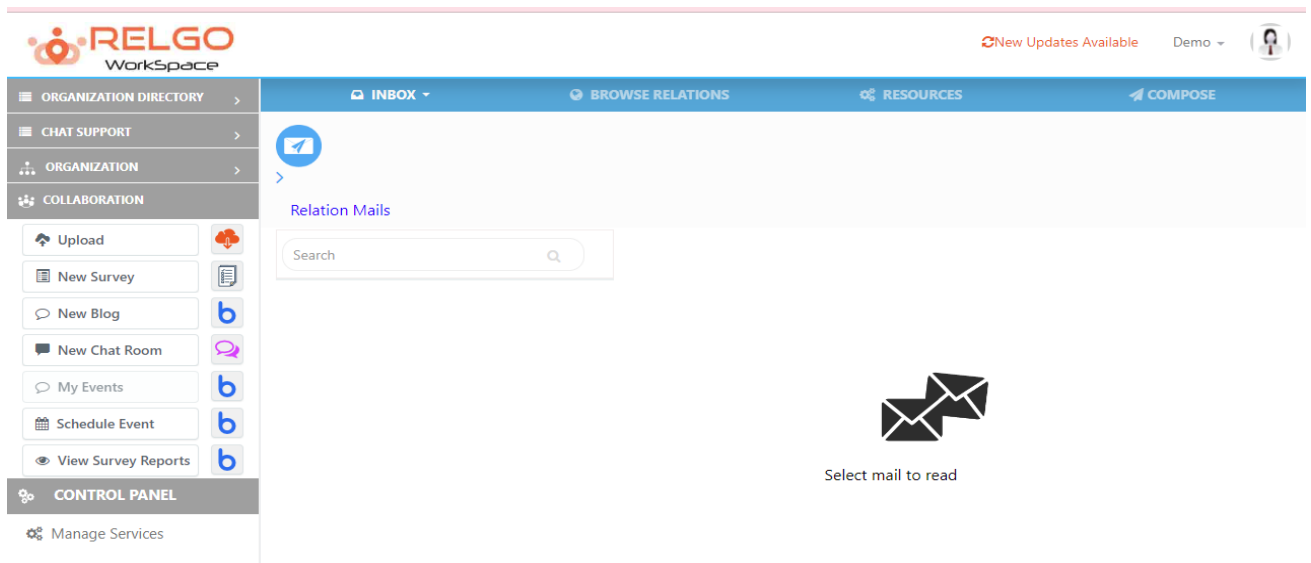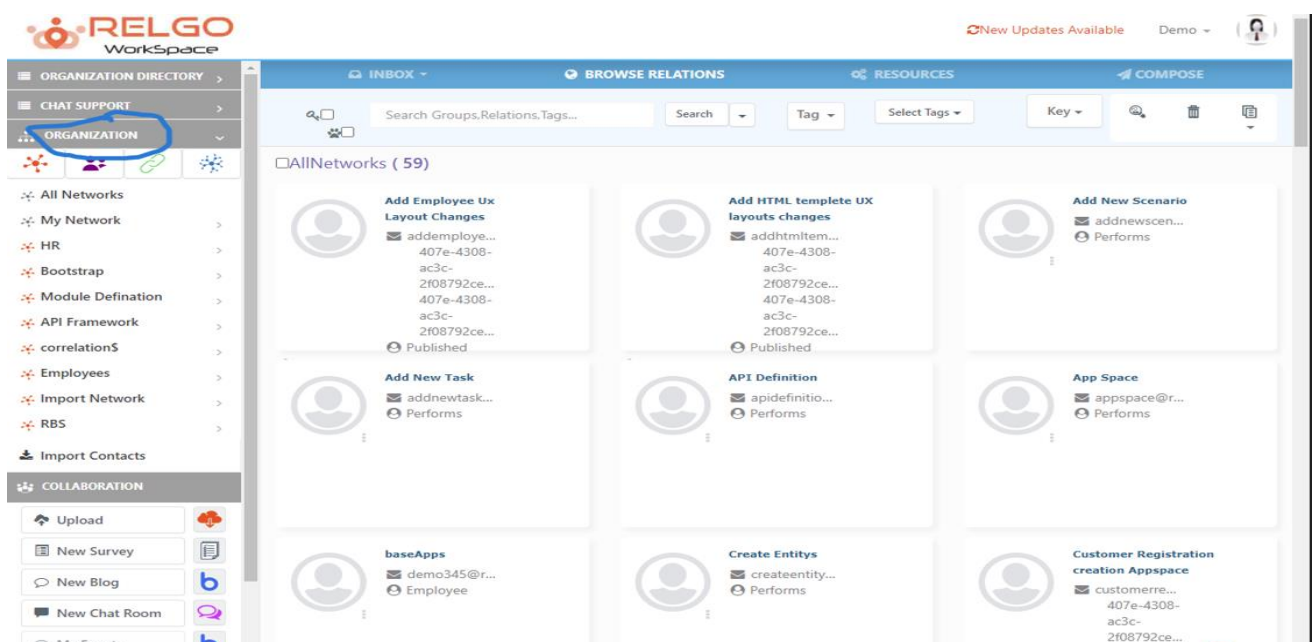# Network Creation

How to create a Network?

Below are the steps to create a Network.
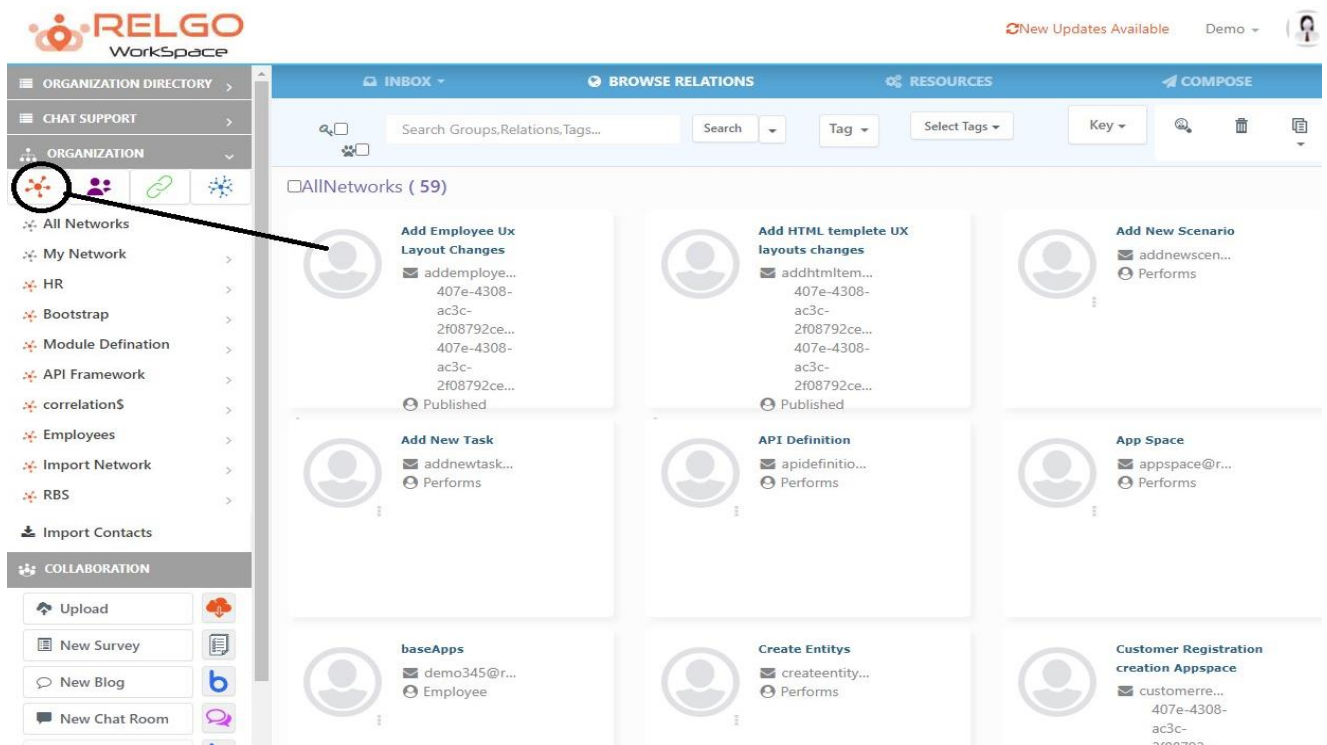
> ➢ Login to Workspace account

> ➢ Click on Organization to find the networks available or to create the new network.

➢ Click on Network Creation as shown below.

➢ When a user clicks on network creation option, the below screen is displayed.

➢ One needs to fill all the required fields.

Network Details:

Network Name: One needs to provide a network name in this field.

Privacy: Select privacy settings either public or private based on your choice, if you choose public, your uploaded docs will be seen by all the people and if you choose private, your docs would be up to you only.

Visibility: Purpose of name visibility in site.

Description: User can give description of network.

Named tags for the Network Relations:

Tag Name: Named tags are used to extend the relationship data with custom information. By adding named tags like "Income, Skill", you will be able to extend the data collected for a relation. This feature is useful in case you are creating an administered network such as directory information with additional data or capturing a manual survey for the purpose of aggregation and reports.

Types of Networks:

1. **Relations Network:** It is a normal private/shared network into which groups and relations can be added.

2. **Managed Network:** This type of network allows creating relations between the existing contacts.

3. **Directory Network:** This type of network allows building employee directory and hierarchy contacts/relations.

Create and share: You can create and share the network through this option.

➢ Once network is created the below page will be displayed.