CloudSpace de Nube4

The central console for your organization, with one account for the whole suite

CloudSpace keeps track of who is who in your organization and what each person can open: domains, users, groups, units, sign-in, licenses, policies and audit. Cloud Mail, Cloud Drive and Cloud Meet pair with it and use its accounts. An installation that is yours alone, on Nube4's infrastructure or in your data center, that grows with the products you add.

1 account
for Cloud Mail, Cloud Drive and Cloud Meet, with a single sign-in

1 step
to offboard someone who leaves: mailbox, files and meetings go to whoever you choose

2FA
that you can require per organizational unit, with TOTP and recovery codes

2 languages
Spanish and English in the console, the sign-in, the setup wizard and the manual

SERVICE MODEL

Type of service	Central console and identity server of the suite. Cloud Mail, Cloud Drive and Cloud Meet hold the work, and each one also works on its own; CloudSpace holds everyone's accounts and access.
Where it runs	On Nube4's infrastructure or in the customer's data center. **One console per installation**, with a single organization.
Editions	The same installation at two stages, depending on how many products are paired: – **Lite** (one): users, groups, domains, sign-in, two-step verification, licenses and audit. – **Suite** (two or more): also organizational units, organization policies and integrations between products.
Languages	Spanish and English in the console, the sign-in, the setup wizard, the error pages and the manual.

IDENTITY AND SIGN-IN

One account	The same account for the console and every paired product: “Continue with CloudSpace” in Mail, Drive and Meet.
Shared screen	Always with the CloudSpace brand; it tells you which product you are signing in to. People sign in with their username, email or any additional address.
Protocol	OpenID Connect with PKCE; each product gets its own client, with a secret you can rotate.
Two-step verification	TOTP codes from any compatible app and **10 recovery codes**. The QR code is drawn in the browser: the key never goes to another service.
Required per unit	A switch on the unit requires it for everyone in that unit and the units inside it. Whoever does not have it yet turns it on at their next sign-in.
Single sign-on	Delegation to a **SAML 2.0** identity provider for the organization, a domain or a unit (the most specific wins). Set up through the API.
Sessions	Each person sees their sessions (console and products) and can end them. Disabling an account removes its access within 10 minutes at most.

ACCOUNT SECURITY

Passwords	12 to 256 characters, stored with **Argon2id**. An administrator can require a change at the next sign-in.
Lockouts	The account after 5 failed attempts in 15 minutes; the IP address after 20. The message is always the same, so it never reveals which accounts exist.
Emergency account	A super admin who always signs in with a password, even if the identity provider fails. It has no products.
Keys	The keys for sessions, two-step verification and SAML are created inside the installation itself.
From the server	**space-cli**: installation status, unlock, set a password and remove two-step verification, when nobody can sign in to the console.
Web	HTTPS through the server's proxy, a strict content security policy and a setup wizard protected by a token.

DIRECTORY

Users	Created with a name, email and domain; products ticked per person; edit, disable with “Undo”, and a profile page with products, addresses, security, groups and roles.
Addresses	Up to **20 additional addresses** per person. When the email changes, the previous address is kept as an additional one.
Domains	Registered and verified with a DNS TXT record, or by hand for internal domains. Only verified domains reach the products.
Groups	With a name, description and members. Every change reaches the products that accept groups within seconds.
Team space	Each group can turn on one piece in each product, which reaches only the members who have that product: – **Mailing list** in Cloud Mail, with who may write to it. – **Team folder** in Cloud Drive, with editor or manager permission and an optional quota. – **Team room** in Cloud Meet, with a stable link.
Units	A tree of organizational units, such as /sales/guatemala, in the suite edition.

OFFBOARDING AN EMPLOYEE

In one step	The person is disabled, leaves their groups, loses their roles and their sessions are closed. **Nothing is deleted**.
Mailbox	Becomes a shared mailbox, is forwarded with a copy kept, or is deactivated.
Files	The receiver becomes their owner, in a “Files of …” space, with their shares and links.
Meetings	The receiver becomes the host, with the same link.
Follow-up	The profile page shows what each product answered (done, nothing to hand over, or failed, with the reason). Reactivating gives the account back.

PRODUCTS OF THE SUITE

Pairing	With the product's address and a one-time code generated in its administration.
Sync	**SCIM 2.0** profile: verified domains and the users who have the product, in about 10 seconds; a full pass every hour repairs anything that did not arrive.

Adoption	Accounts the product already had move to CloudSpace after a dry run that shows what will happen to each one. Passwords are not carried over.
Connectors	Whether each product responds, its version, the change queue, the last sync, and who did not arrive and why. The product's usage and settings.
Licenses	Each product's status in one place (active, payment notice, limited, suspended or cut off), its validity and activation with the Nube4 code.
Launcher	Each person sees only their own apps, on the home page and in every product's bar.
Integrations	One switch per integration; they only appear to people who have both products: – Meet meetings in Mail calendar events, “Meet now” and invitations sent from the organizer's mailbox. – “Save to Drive”, “Attach from Drive” and large attachments sent as a link. – Meet recordings and chat files in the host's Drive.

POLICIES AND AUDIT

Policies	In the suite edition, one screen with what each product would have in its own console: public links and external sharing, forwarding mail outside the organization, guests, waiting room and recording.
Retention	Days for trash, spam and recordings, set once for every product that applies them.
How they apply	Pairing changes nothing; a policy set here shows as managed by CloudSpace in each product, and is sent again every hour.
Audit	One log for CloudSpace and the products' events: changes to users and resources, every sign-in attempt with its method, and security alerts. Everything is kept, or the number of days you set in Policies.
Search and export	By product, result, type and dates; NDJSON export of up to **100,000 events**. It never stores passwords, codes or keys.

ADMINISTRATION

Roles	– **Super admin**: everything. – **User admin**: users, groups and audit for the whole organization. – **Domain admin**: only the users of their domain.
Home	A dashboard with alerts (locked accounts, unverified domains, products that do not respond, licenses), a user summary and recent activity.
Manual	In Spanish and English, served by the installation itself and opened from the console at the section for each screen.
API	REST at /api/v1, documented with OpenAPI; errors in RFC 9457 format.