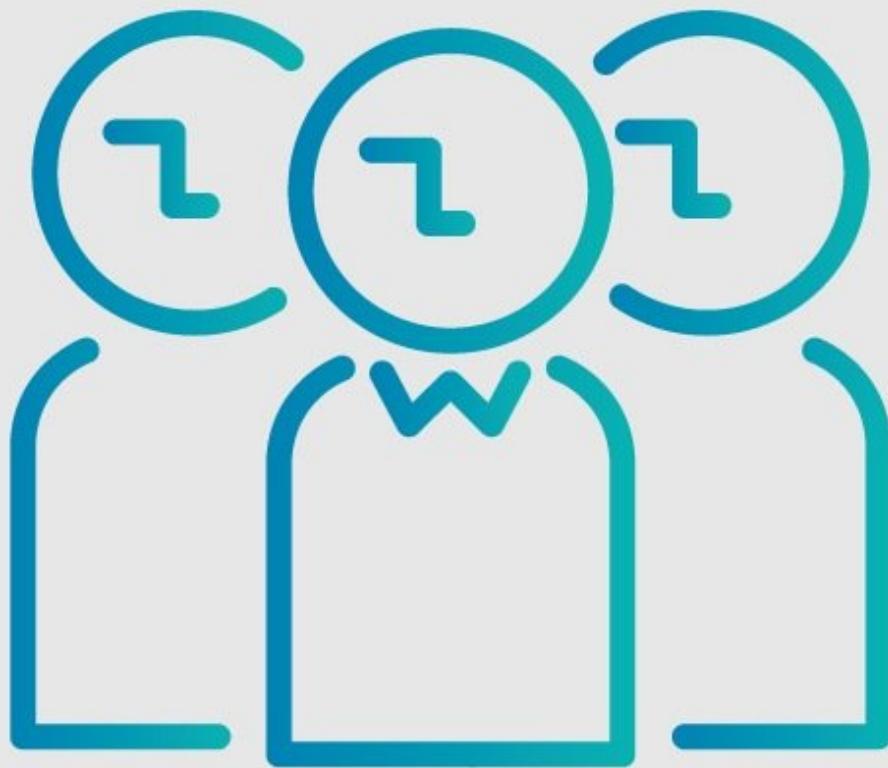




How to Invite Users to a Team

This guide demonstrates how to invite users to an existing team.

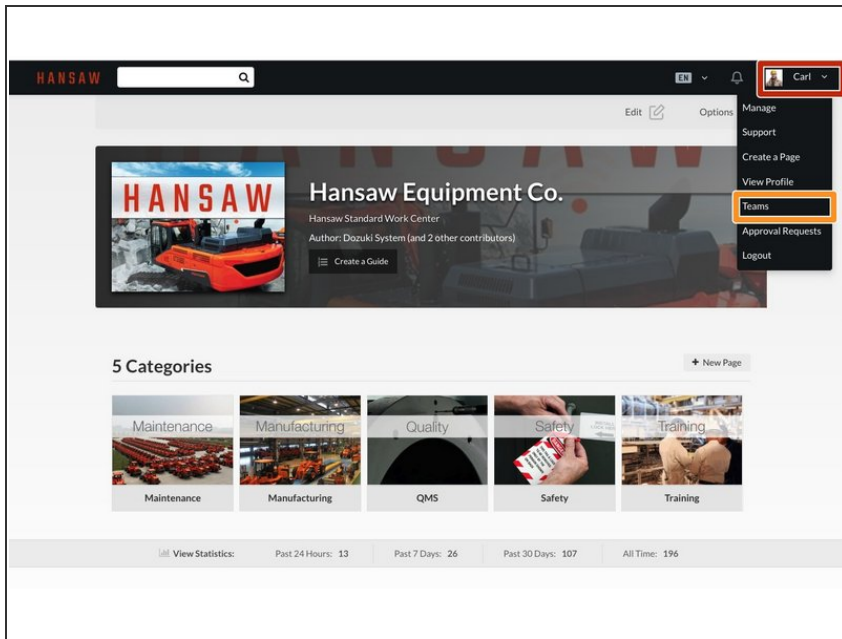
Written By: Dozuki System



INTRODUCTION

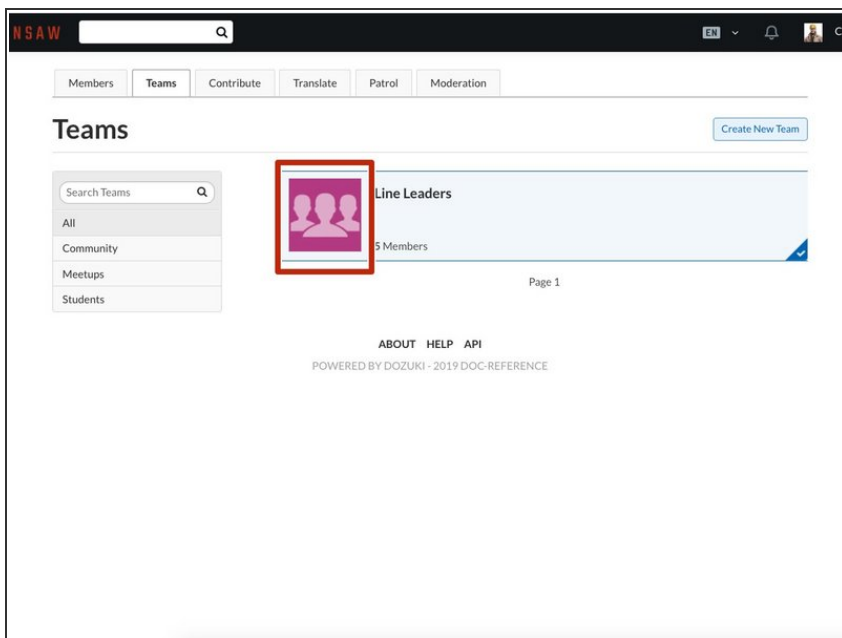
This guide demonstrates how to invite users to an existing team.

Step 1 — How to Invite Users to a Team



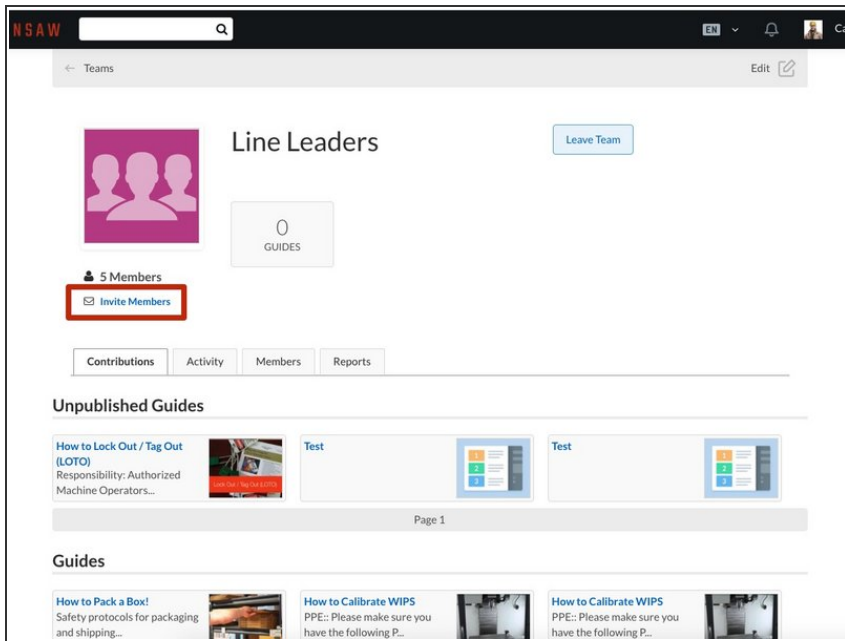
- Click on your user name on the right side of the site header.
- Select **Teams** from the drop-down menu.

Step 2 — Open Team



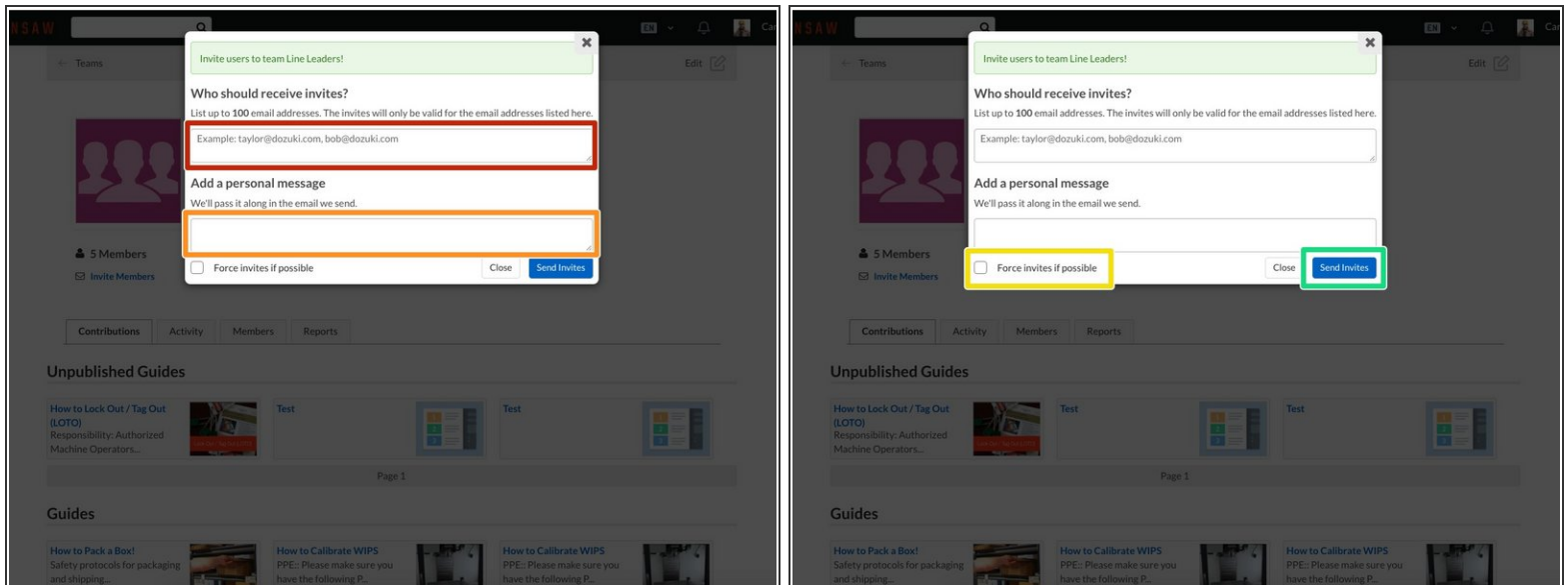
- Select the team from your site's Team page that you want to add to.

Step 3 — Invite Members



- Click **Invite Members**, located just below the under the team avatar on the left side of the page.

Step 4 — Send Team Invitation



- Enter the user's **email address**.
- Add a **personal message** to be sent with the email invite.
- You have the option to **Force** a user onto a team. This means that they will not have the option to accept or deny your invite; they will automatically be added to the team.
 - ⓘ *If you choose not to force users onto the team, they will not be added to the team until they have accepted your invite.*
- Click **Send Invites** to send the invitations.