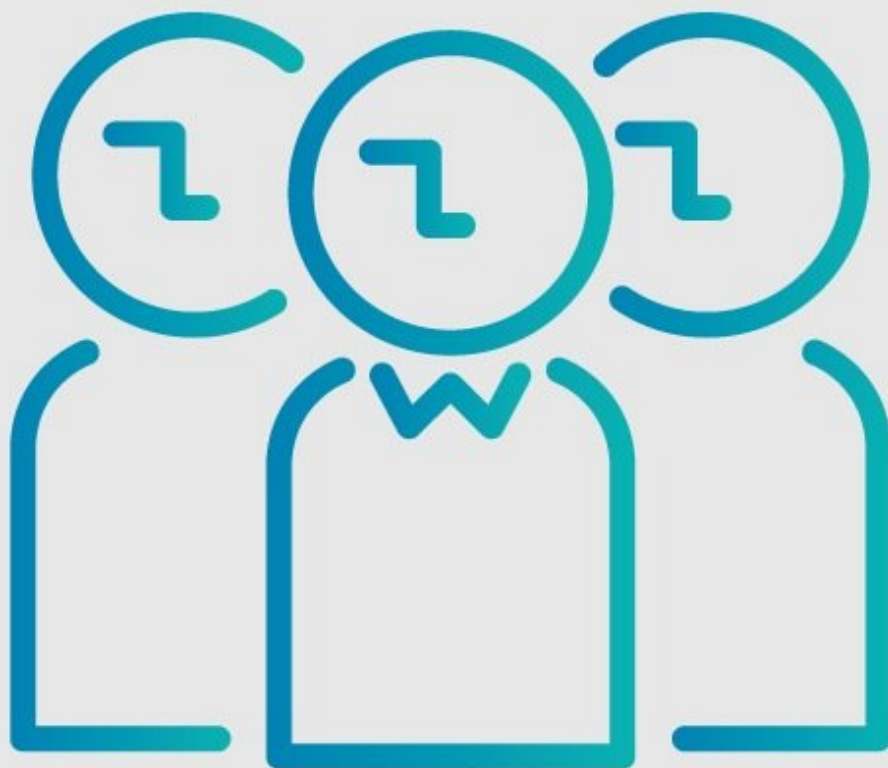




How to Invite Users to a Team

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

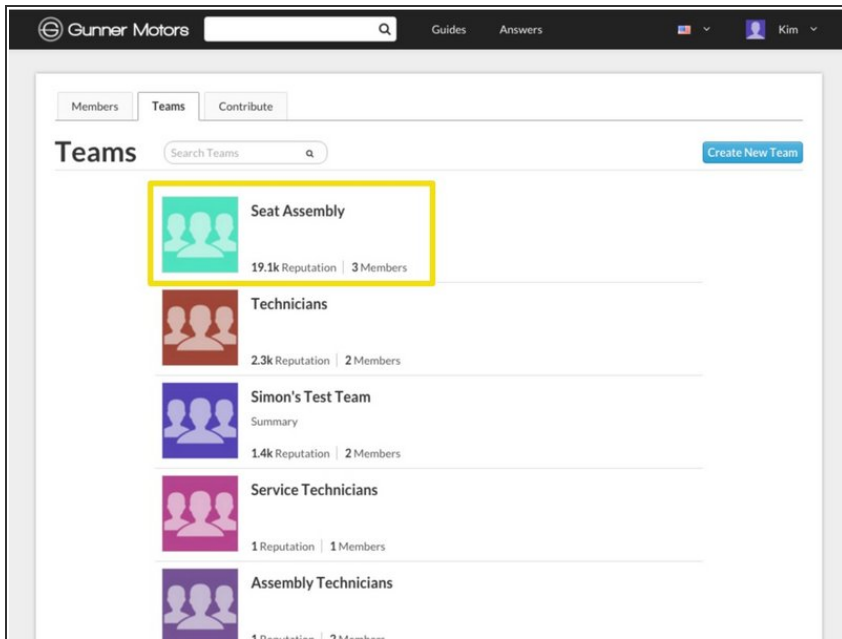
Written By: Dozuki System



INTRODUCTION

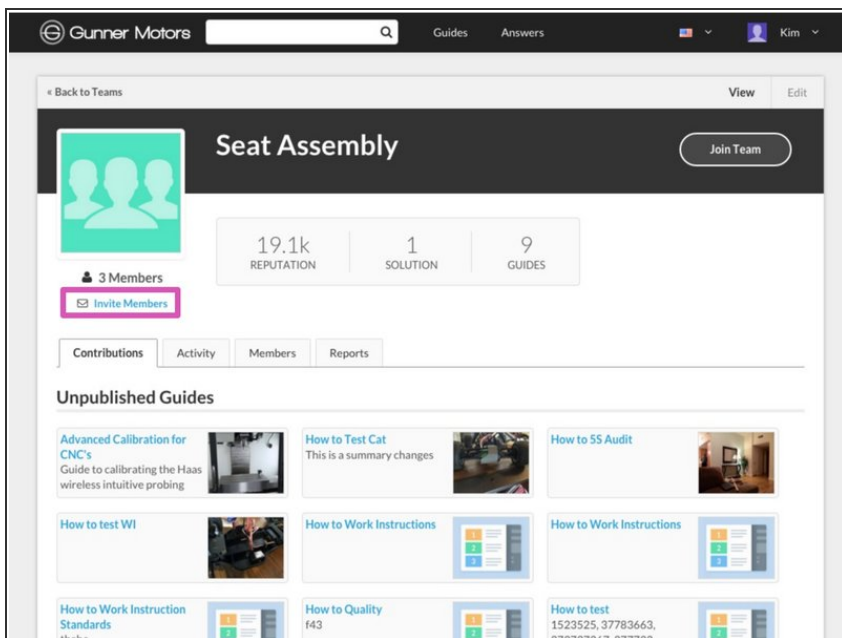
This guide demonstrates how to invite users to an existing team.

Step 1 — Open Team



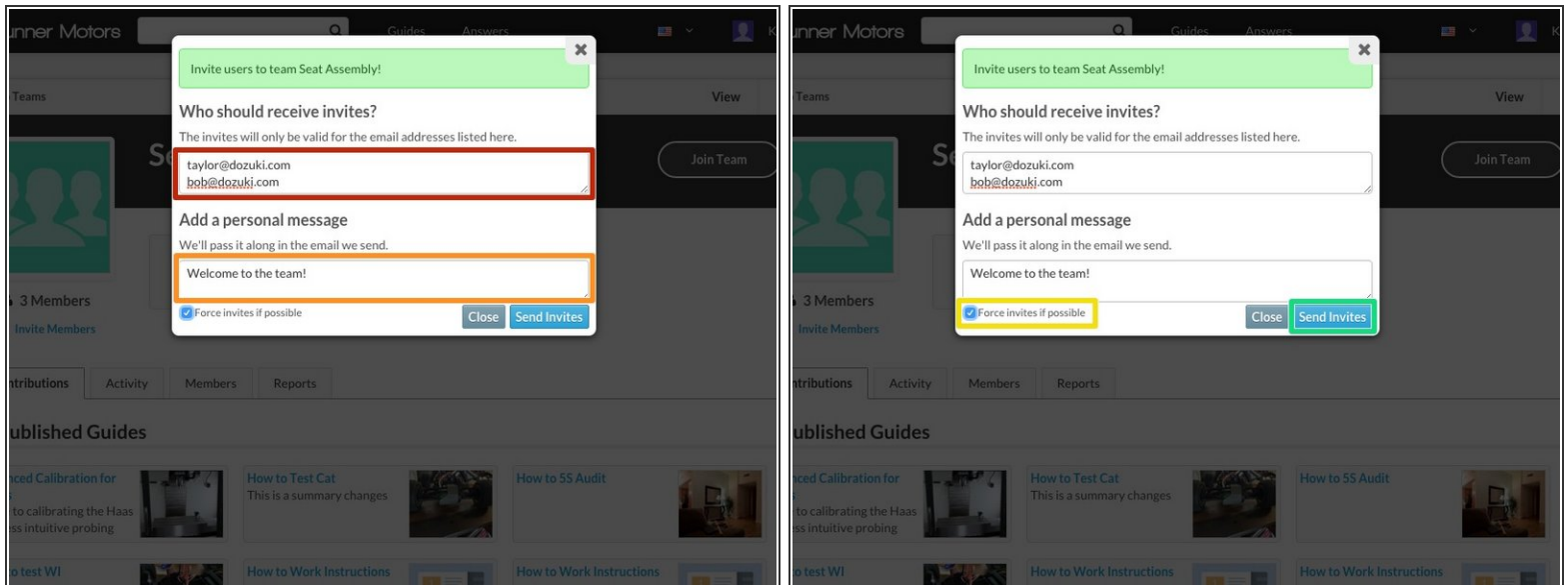
- Select the team from your site's Team page.

Step 2 — Invite Members



- Click the **Invite Members** button in the top left of the page, just below the Team avatar.

Step 3 — 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 automatically be added to the team and won't have the option to accept or deny your invite.
 - ⓘ *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.