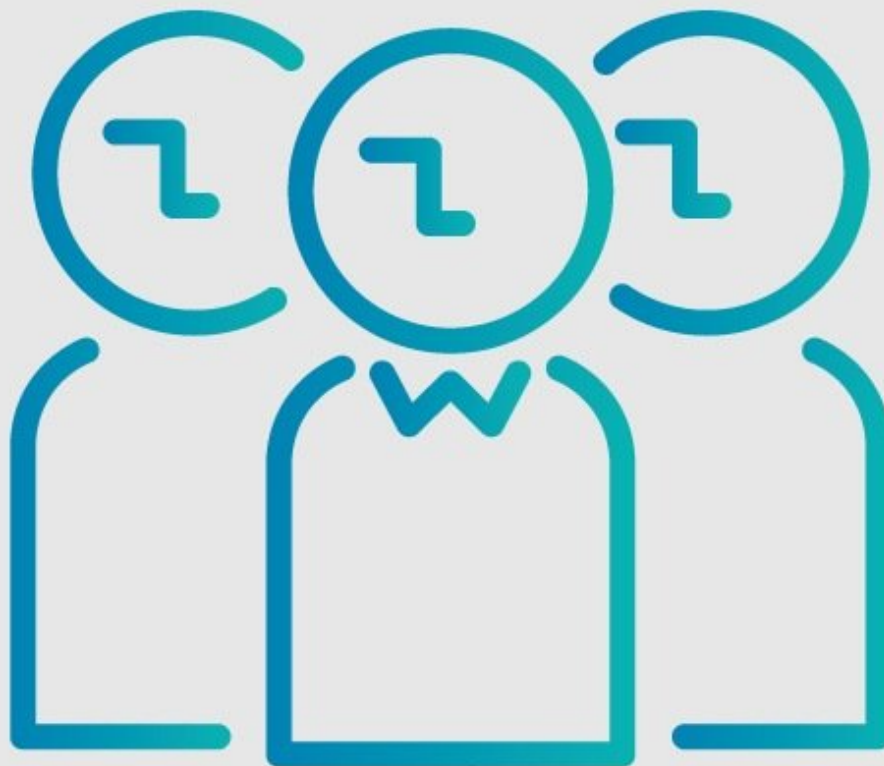




How to Invite Users to a Team

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

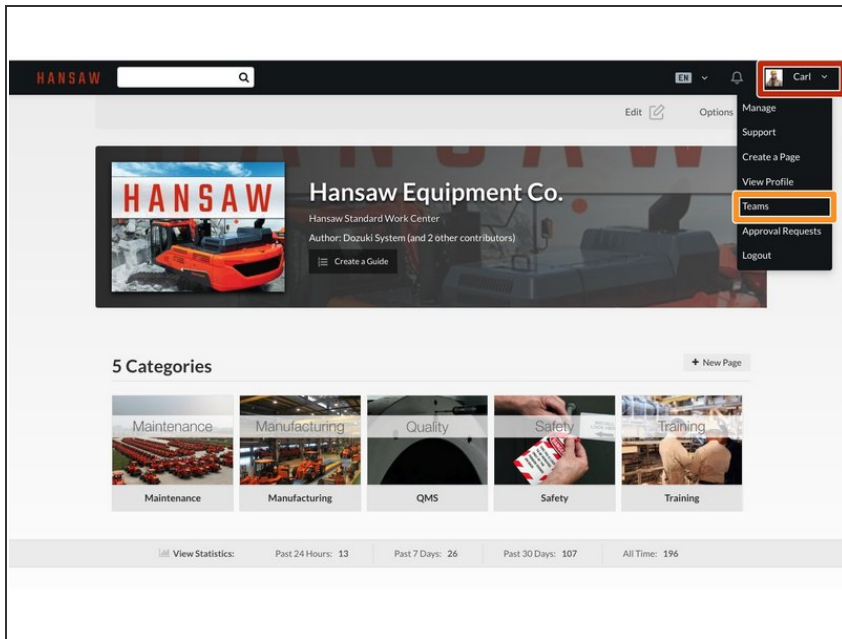
Written By: Dozuki System



INTRODUCTION

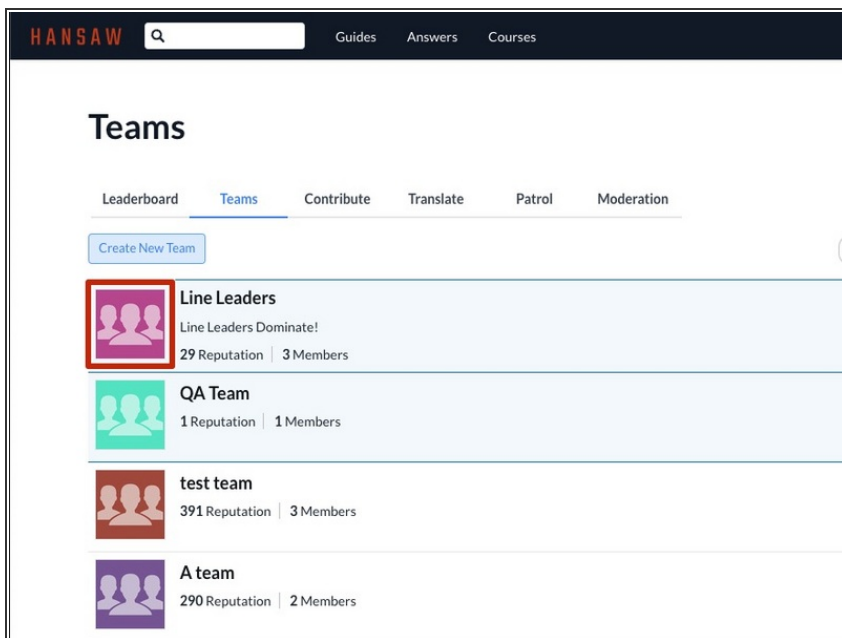
This guide demonstrates how to invite users to an existing team.

Step 1 — How to Invite Users to a Team



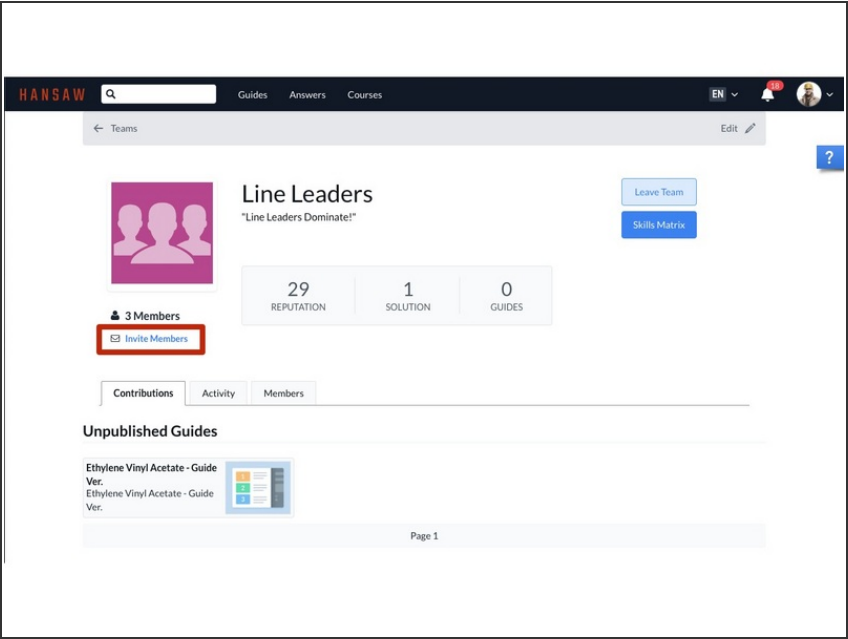
- Click on your user name on the right side of the site header.
- Select **Teams** from the drop-down menu.

Step 2 — Open Team



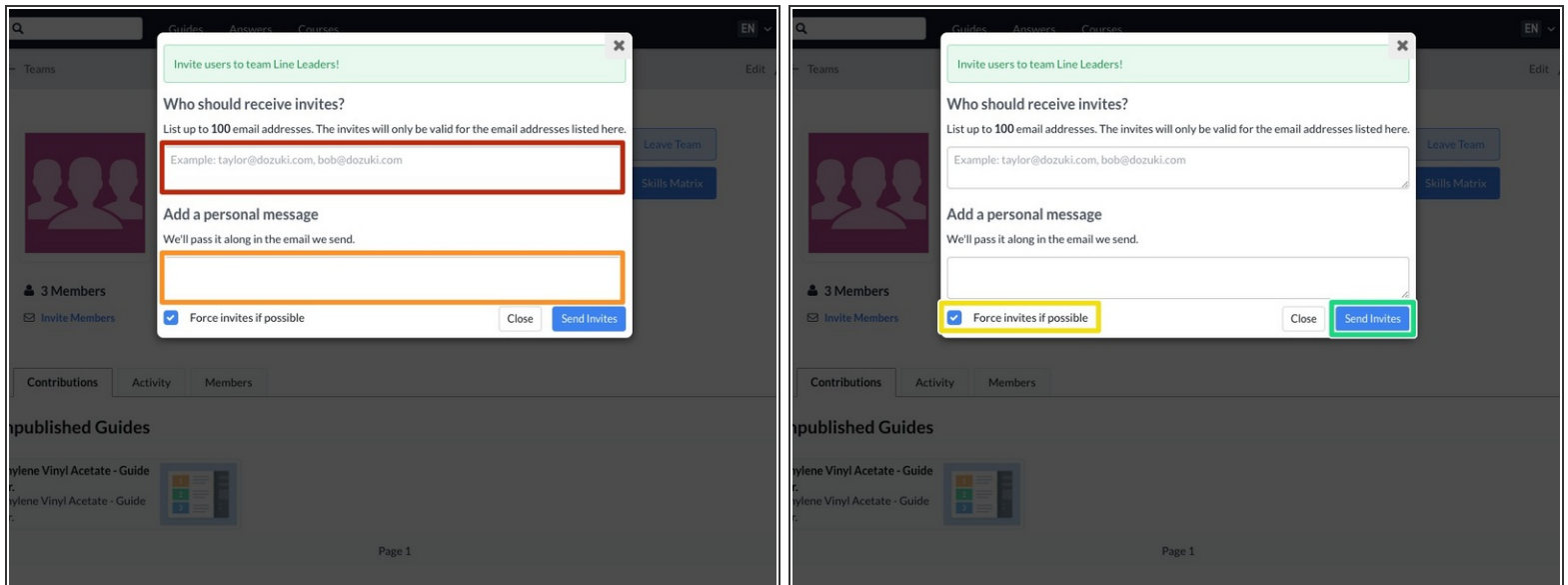
- On your site's Teams page, select the team to which you want to add a user(s).

Step 3 — Invite Members



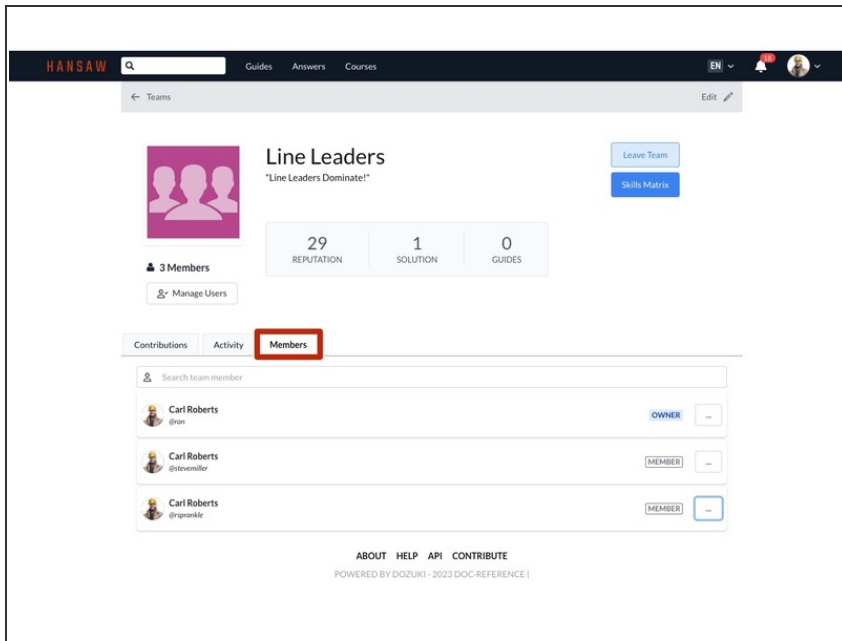
- Click **Invite Members**, located just below the team avatar on the left side of the page.

Step 4 — Send Team Invitation



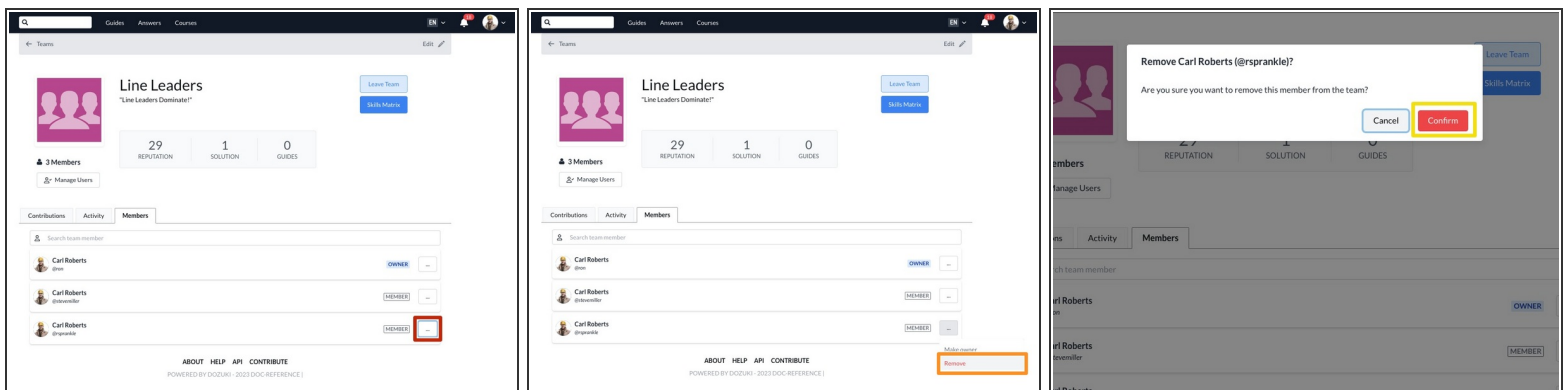
- Enter the user's **email address**.
- Add a **personal message** to be sent with the email invite.
- You have the option to **Force** a user onto a team. This means that they will not have the option to accept or deny your invite; they will automatically be added to the team.
 - ❗ If you choose not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

Step 5



- Click on the **Members** tab to view the members of the team.

Step 6 — Removing Members From Teams



- From the Members tab, click the three dot icon.
- Select **Remove**.
- Click **Confirm**.