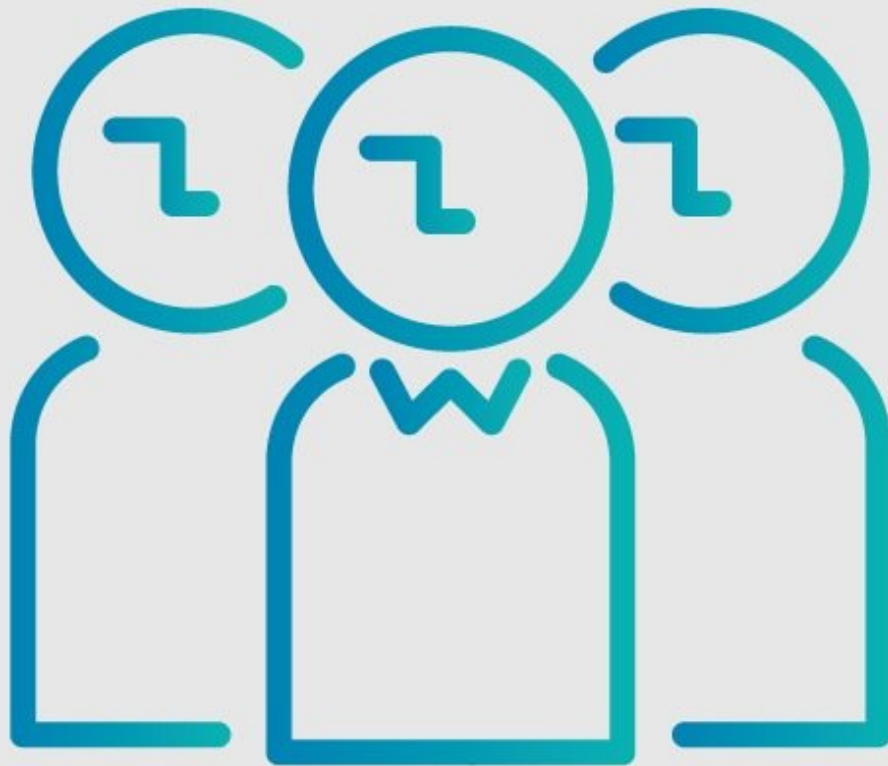




# How to Invite Users to a Team

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

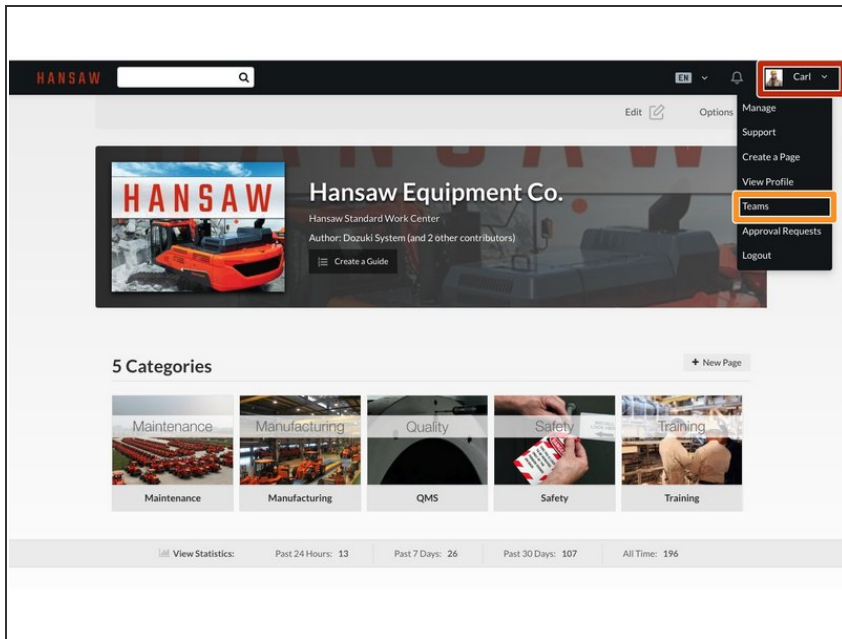
Written By: Dozuki System



## INTRODUCTION

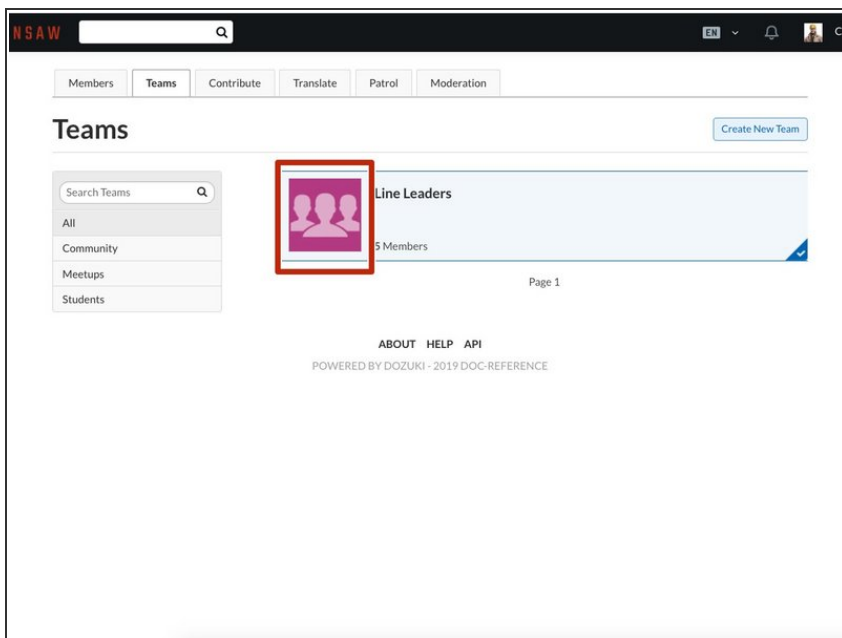
This guide demonstrates how to invite users to an existing team.

## Step 1 — How to Invite Users to a Team



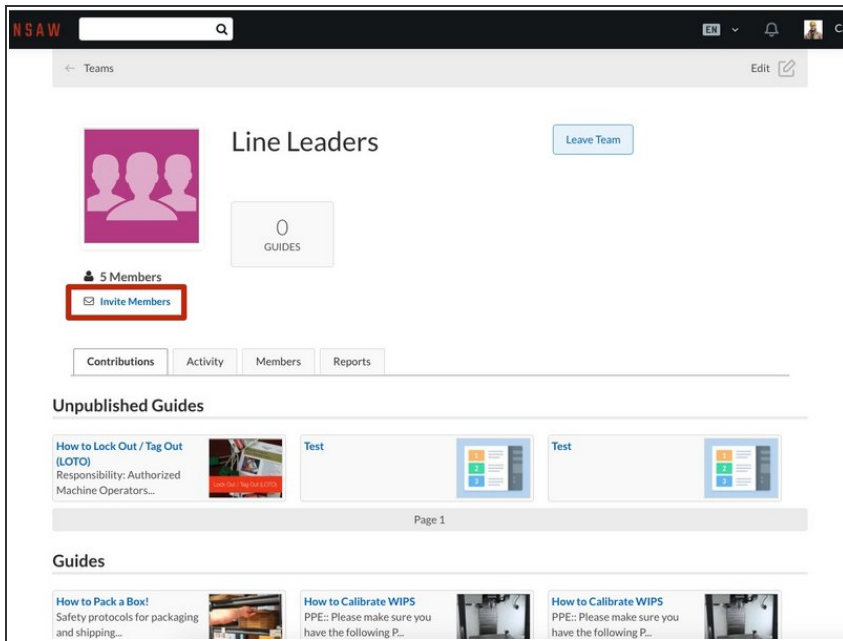
- Click on your user name on the right side of the site header.
- Select **Teams** from the drop-down menu.

## Step 2 — Open Team



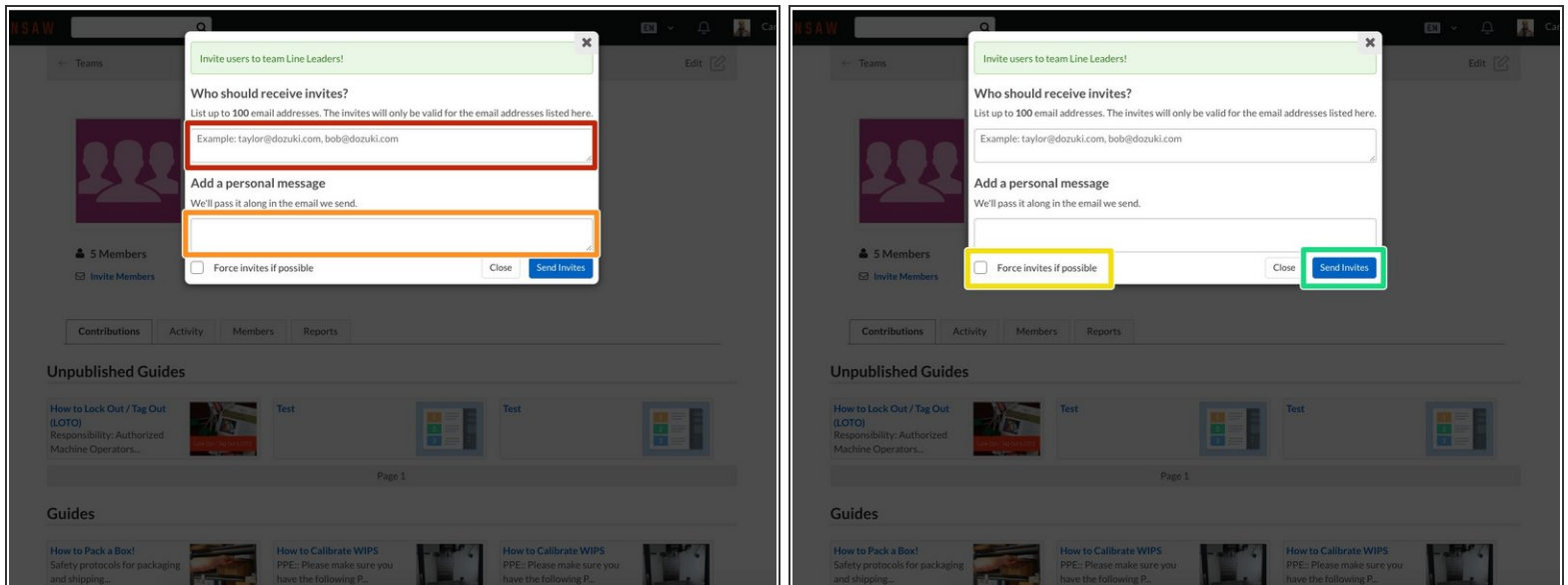
- Select the team from your site's Team page that you want to add to.

## 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.