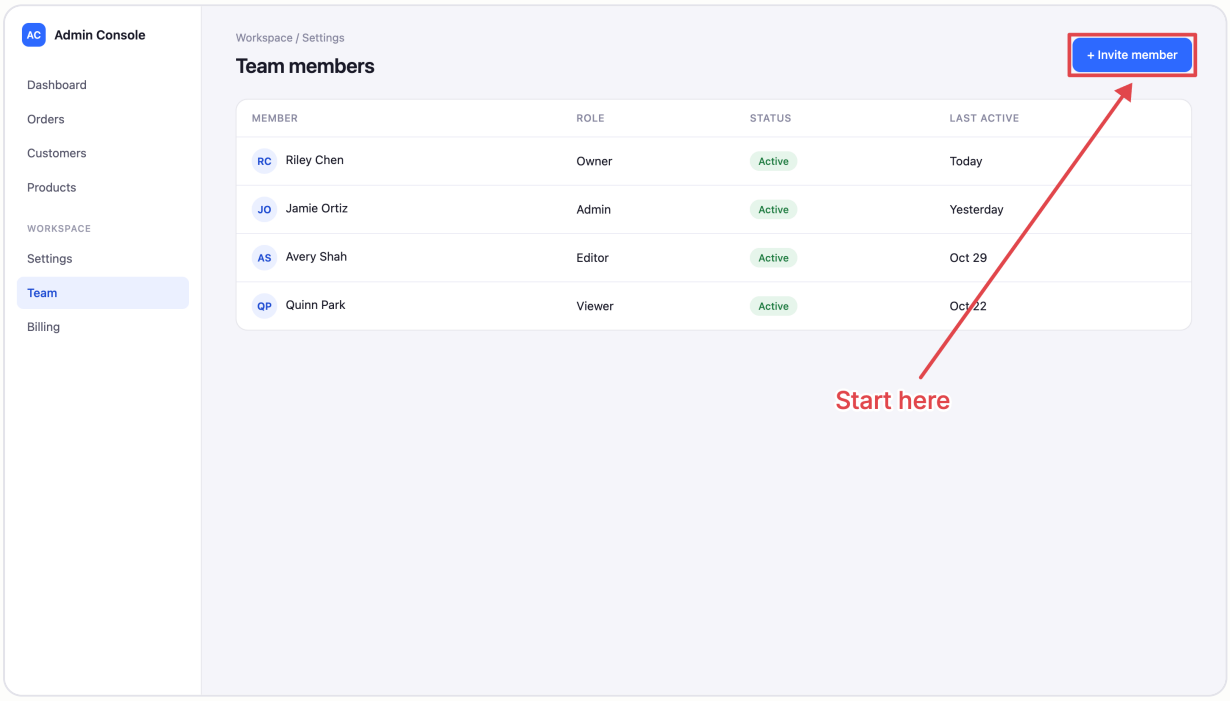
FLOW NAME

Chapter 3 · Invite a team member

Step 01 / 04

3.1 Open Team members

Go to Settings, then Team. Only Owners and Admins see the Invite member button.



URL https://app.example.com/settings/team

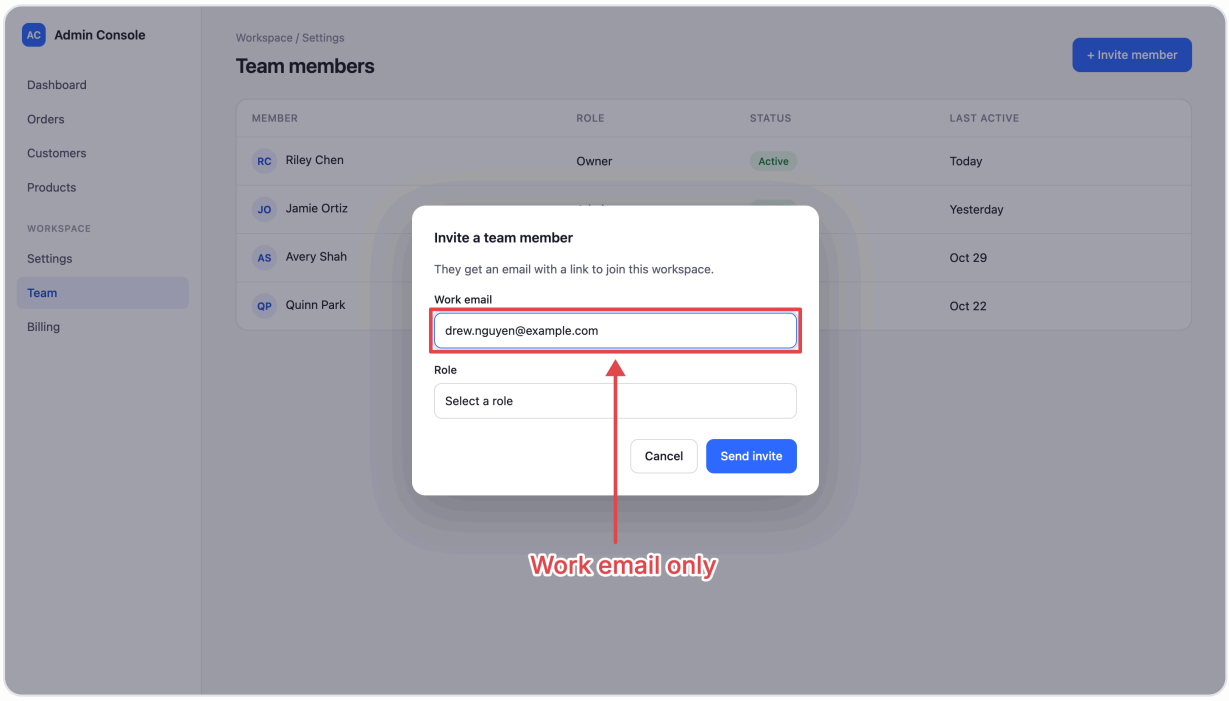
FLOW NAME

Chapter 3 · Invite a team member

Step 02 / 04

3.2 Enter their work email

Use the person’s work address. Personal email addresses are blocked by your workspace policy.



URL https://app.example.com/settings/team/invite

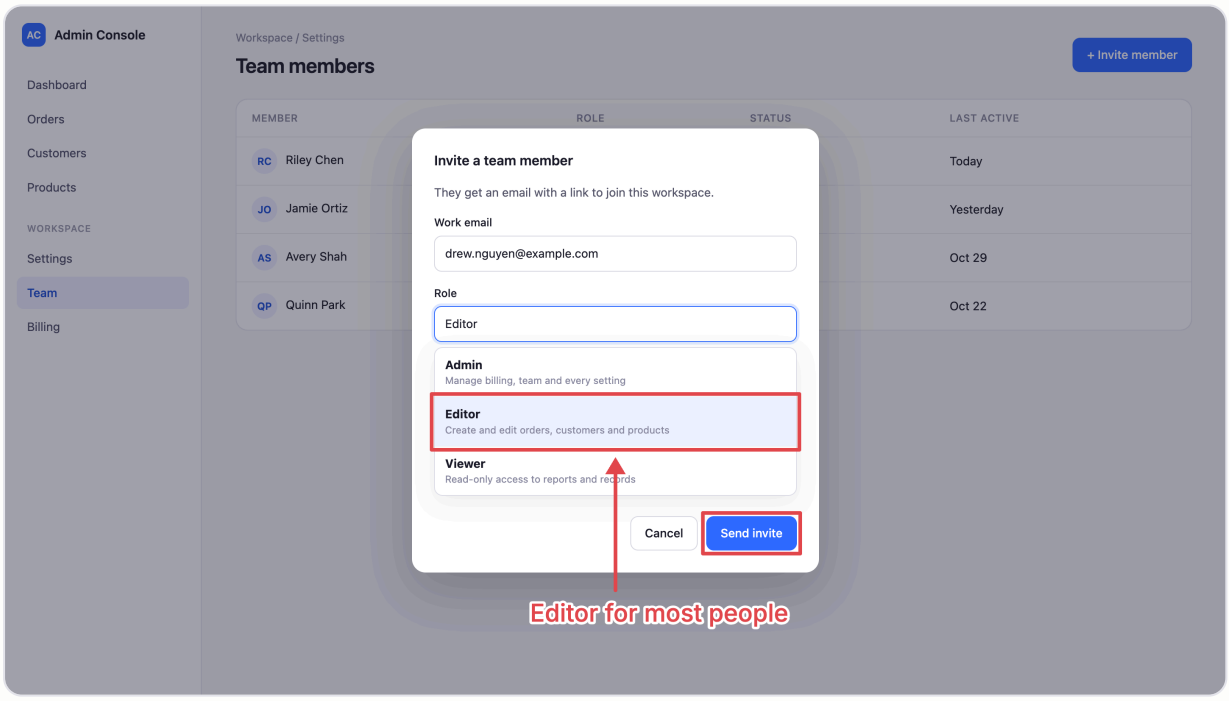
FLOW NAME

Chapter 3 · Invite a team member

Step 03 / 04

3.3 Pick the right role

Choose the lowest role that lets them do their job. Most new teammates should start as Editor.



URL https://app.example.com/settings/team/invite

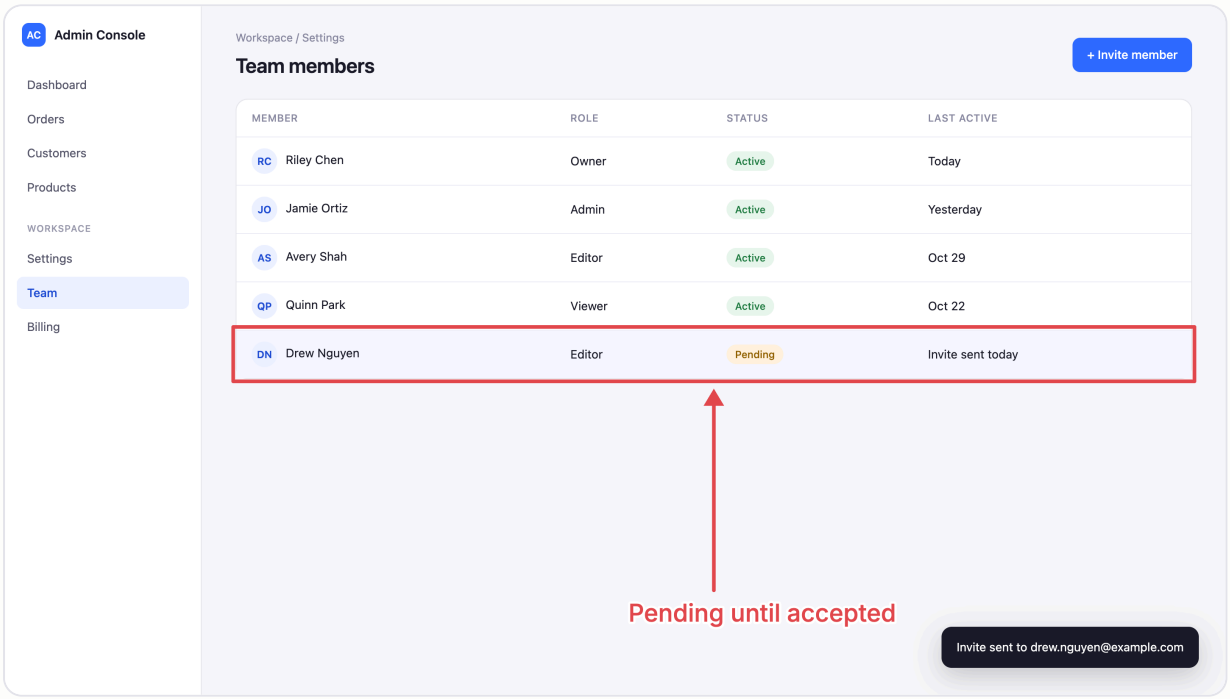
FLOW NAME

Chapter 3 · Invite a team member

Step 04 / 04

3.4 Check the pending invite

The new member shows as Pending until they accept. Invites expire after 7 days.



URL https://app.example.com/settings/team