

Knowledge Base Article: How-to

Invite a teammate to your workspace

Filled-in example. The product, screens, roles, limits and dates are placeholders, chosen to show the level of detail each part of a how-to article needs.

Article ID	KB-ACC-014	Type	How-to
Product area	Account and team	Applies to	Admins and the Owner, all plans
Owner	Support team lead	Status	Published
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1. Title and summary

- **Title:** Invite a teammate to your workspace
- **Summary:** Send an email invitation from the Team page and choose the teammate's role. They join the workspace when they accept, and they see every project shared with the workspace.

2. Before you start

- You are an Admin or the Owner of the workspace. Members cannot invite people.
- You have the teammate's work email address.
- Your plan has a free seat. The Billing page shows how many seats are in use.

3. Steps

Step	Do this	You should see
1	In the left sidebar, click Settings, then Team.	The Team page lists everyone in the workspace and their role.
2	Click Invite teammate, at the top right of the list.	The Invite teammate window opens.
3	Type the teammate's email address. To invite several people, separate the addresses with commas.	Each address appears as its own entry in the box.
4	Open the Role menu and choose Member or Admin.	The role you chose shows next to each address.
5	Click Send invitation.	The message Invitation sent appears, and the teammate is listed with the status Pending.
6	Ask the teammate to open the email and click Accept invitation within 7 days.	Their status changes from Pending to Active.

4. Result

The teammate can sign in and work in every project shared with the workspace. Admins can also invite people and see billing; Members cannot. To change what someone can do later, see [Change a teammate's role](#).

5. If it did not work

If you see	Do this
Invite teammate is grayed out	Your role is Member. Ask an Admin or the Owner to send the invitation, or to make you an Admin.
The teammate did not get the email	Ask them to check their spam folder. On the Team page, click Resend next to their name. An invitation expires after 7 days; resending starts a new one.
"No free seats" when you click Send invitation	Remove someone who has left the team, or add a seat on the Billing page, then send the invitation again.
"This email already belongs to a workspace"	An email address can belong to one workspace at a time. The teammate leaves the other workspace first, or you invite a different address.

6. Related articles

- [Change a teammate's role \(how-to\)](#)
- [Remove a teammate from your workspace \(how-to\)](#)
- [Roles and permissions \(reference\)](#)

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