



Invite members to your Team

Invite people to your team to exchange ideas and work together. Enter team members' email addresses and assign each person a team role (admin or member), either individually or invite multiple people with the same role at once.

1. Click **Admin Console** in the bottom-left corner of your WorkDrive account.
The Admin Console page will open in a new tab. *Dashboard* will be selected by default.
2. Click **Members** in the left panel.
3. Select the **+ INVITE MEMBERS** button in the top-right corner. The *Invite new members* screen will open.

Name	Roles	Storage Used
Sofia Deluca	Super Admin, Template Admin	1.70 GB
Hari Krishna	Team Admin, Template Admin	202.38 MB
Felix Brown	Team Admin, Template Admin	167.60 MB
Mia Jones	Team Admin, Template Admin	45.81 MB
Samira Khan		18.89 MB
Samuel Garcia	Team Admin, Template Admin	10.97 MB
Aaliya Khan	Team Admin, Template Admin	2.47 MB
anna baker	Team Admin, Template Admin	1.82 MB of 3 GB
khoi.hanh	Team Admin, Template Admin	0 bytes of 5 GB

4. Assign a team role in any of the following ways:

To Invite People with Different Roles - Enter the email address of the person you want to invite. By default, the person you're going to invite will become a team member. Mark the check box to assign the Admin role to anyone you invite. Click **+Add More** and enter the details individually for every person to invite.

The screenshot shows the 'Invite New Members' interface. At the top, there is a header with a person icon and the text 'Invite New Members'. Below this, there are two columns: 'Email Address' and 'Role'. The 'Email Address' column contains three input fields with the following values: 'james@zylker.com', 'gloria.stefan@zylker.com', and 'kevin@zylker.com'. The 'Role' column contains three dropdown menus, each with a checked box and the text 'Admin'. To the right of each dropdown is a close button (X). Below the list, there is a blue link '+ Add More'. At the bottom left, there is a link 'Big team? Bulk Invite Members'. At the bottom right, there is a green button labeled 'INVITE MEMBERS'.

To Invite People with the Same Role - Click **Bulk Invite Members** in the bottom-left corner. Enter the email addresses separated by commas and choose a role to assign to all new members.

The screenshot shows the 'Invite New Members' interface for bulk invites. At the top, there is a header with a person icon and the text 'Invite New Members'. Below this, there is a large text area labeled 'Email Addresses' containing the text 'john.fey@zylker.com, mary@zylker.com, crystal@zylker.com, tom.sanders@zylker.com'. Below the text area, there is a checked checkbox labeled 'Admin Role' with a help icon. At the bottom, there is a green button labeled 'INVITE MEMBERS' and a link 'Back to Individual Invite'.

5. Finally, click **Invite Members**. Your invitees will receive an email and will need to accept the invitation in order to join the team.

Notes:

- WorkDrive individual plan users cannot be part of a team using their same email addresses.
- When you invite a WorkDrive individual plan user to a team, their **individual account will be converted to a team account** upon acceptance. All data stored in their individual account will be migrated to their corresponding *My Folders* section of the team account.

Also read:

[Invite clients users to your team](#)

[Manage team members](#)

[Import users from Microsoft 365 to WorkDrive](#)

[Import users from Google Workspace to WorkDrive](#)