

Create your Team

Sign up with Zoho WorkDrive and enjoy creating and collaborating with teams the way you like.

- 1. <u>Sign up</u> for a free trial.
- 2. Sign in to Zoho WorkDrive using your credentials.

		Jacob Walsh 🚷
	Start by Bringing Your Team Together With WorkDrive you can easily manage and collaborate on team files	
+	You have 2 team invites pending - <u>View details</u>	
	Create a New Team Create your own WorkDrive team from scratch	
		Jacob Walsh 👔
•	Create Your Team	Ū
	Give your team a name. You can use your company's name, or a division or department. Team Name	
	Marketing	
	Create Your Team >	
	Or Join an Existing Team	

- 3. Once signed in, select **Create a New Team** and enter your team name.
- 4. Mark the checkbox at the bottom to let anyone under your company domain find and join your team.

	Jacob Walsh 👔
	Invite members to Marketing
	Email Address Role ①
	mustafa.ozan@zylker.com
*	reyansh.ahuja@zylker.com □ Admin ×
+	chloe.m@zylker.com
	+ Invite another member
	Invite Members
	Big team? <u>Bulk invite members</u>
	Mauha latar N
	INDYACLIMME. /

- 5. You can now either invite people to your team or go directly to your team account by clicking **Maybe Later**.
- 6. If you choose to invite your team members, enter the email address of your team members individually, assign a role, and click **Invite Members**.
- 7. Once you finish this step, you'll be taken to your Zoho WorkDrive account.