How-To Re-invite Users

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You can see who has an outstanding invite by looking at the **Members & Teams** page.

To re-invite users, you can either enter their email address on the **Invite** page or follow these steps below.



Only Workspace Managers can reinvite users, unless you've been provided permission.

1. Click on the "**cog-wheel**" icon in the top right corner of the page to open the Manage Workspace menu.
2. Select "**Members & Teams"** from the drop-down menu.
3. Under the page heading (Manage-Members) change the "**Show"** from **Members** to **Invited Users**.
4. Check the tick box/s of the people you wish to re-invite.
5. Click on the "**Invite"** button.



You can't re-invite people within 1 hour of inviting them!

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