

# Space People

Version 9

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On the People page, you can view all the people in the space, as well as search for people. You can also invite and add people to the space.

The screenshot displays the 'Human Resources > People' page in Communifire. The page header includes the Communifire logo, a search bar, and navigation links for Home, Browse, Create, Spaces, and a user profile for Alexis. The main content area features a sidebar with navigation options: Home, Activity Stream, Info, People (selected), Search, Articles, Blogs, Calendar, Cases, Discussions, and Files. The main content area is titled 'Human Resources > People' and includes a 'Public Space · Manage Space' link and an 'Invite People' button. Below the title, there are search filters for 'Name' and 'Department'. The main list displays five people with their profile pictures, names, roles, and locations:

- Alexis Fox** (CEO - Human Resources, San Diego, California)
- Alice Romero** (Sales Representative - Sales, Thomson, Illinois)
- Antonia Murray** (HR Coordinator - Human Resources, San Diego, California)
- Ashley Alston** (Computer Support Specialist - IT, Tampa, Florida)
- Ben Newman** (Recruiting Manager - Human Resources, Douglassville, Pennsylvania)

## Invite People to Space

Invite people to a space to have them join a virtual work space for collaboration. When you invite people, the invitees have the option of deciding if they want to join the space or not. Before they gain access to the space, they must accept the invitation.

## Add People to Space

Add people to a space to give them immediate access to the space.

## Exclude Users

If you need to exclude certain users from space People, like space administrators, placeholder accounts, or external partners, you can set the users as space managers.

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See [Set Space Managers](#) .

tags : member