Manage Space: Invite People

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Note: Users without access to Manage Space can invite people from the space People page. See [Invite People to Space](#) .

When you invite people to a space, 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.

1. From the space, click **Manage Space** > **Invite People**.

2. Invite people using one of the following options:

   - **Invite existing members:** When you invite existing members, they will receive an invitation to join the space in their notifications and by email.

   - **Invite by email address:** When you invite people by email address, they will receive an email with instructions on how they can set up their account and join the space.

3. Click **Send Invites**.

Related

[How to Customize the User Verification Email](#)

When someone signs up for your intranet, they receive a verification email. The user must click the link in the email to activate their account. You can change the content, wording, and layout of the verification email.

tags : member