

Invitations

Version 7

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When you invite people to the intranet, the invitees must click a link in the invitation email and register for an account. You can manage invitations in the Control Panel.

People ▾ Content ▾ System ▾ Analytics ▾ Exit Control Panel Logout

Invitations

[Manage People](#) [Pending Activation](#) [Invitations](#) [Deactivated People](#) [Banned People](#) [Banned IPs](#)

Below are people that have been invited to your intranet. You can check the status, resend, and delete invitations.

▾

Total Records found: 3

<input type="checkbox"/>	Name	Resent Count	Date Invited	Status	Delete
<input type="checkbox"/>	jessica.smith@axerosolutions.com	0	3/2/2021	Pending	
<input type="checkbox"/>	karen.burns@axerosolutions.com	0	3/2/2021	Pending	
<input type="checkbox"/>	ruth.patel@axerosolutions.com	0	3/2/2021	Pending	

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Resend Invitations

Resend an invitation to remind someone to join the thriving community on the intranet.

1. Click the gear icon > **Control Panel** > **People** > **Manage People** > **Invitations Activation**.
2. Check users. You can filter users by account status.
3. Click **Resend Selected Invitations**.

Delete Invitations

1. Click the gear icon > **Control Panel** > **People** > **Manage People** > **Invitations**.
2. Click the delete icon.
3. Click **OK**.

tags : site-administrator