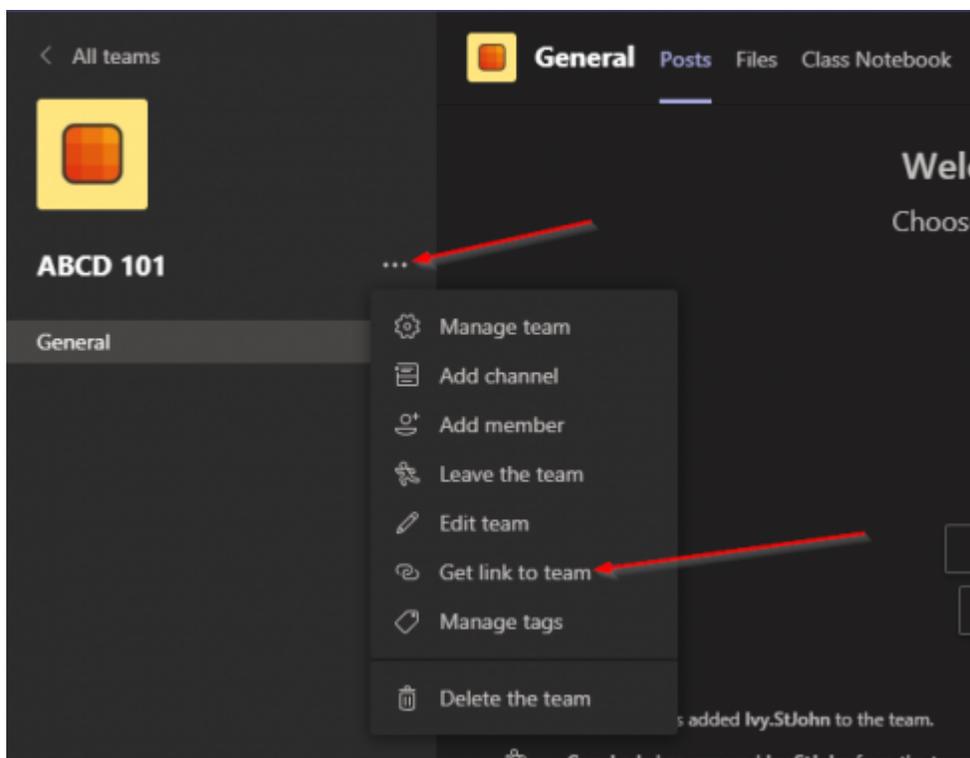


Adding Members to a Team

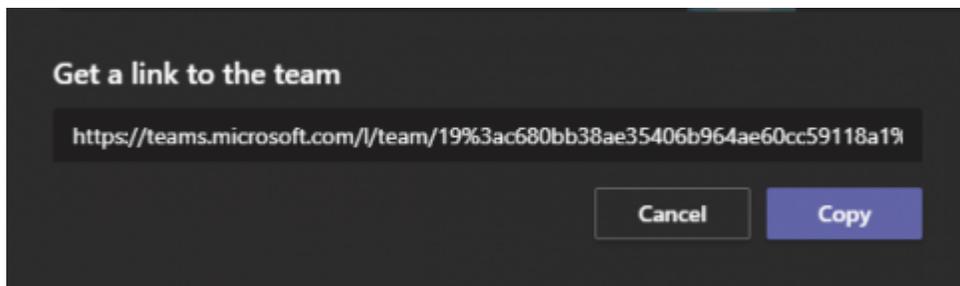
Sharing a Link

You can share your Team using a generic link, where anyone with a Trinity account who uses the link may join your Team.

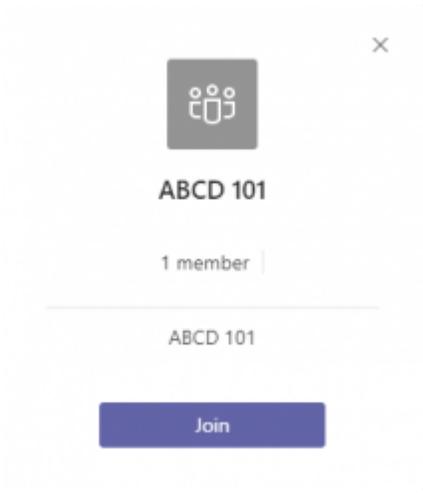
1. From the Team page, click the 3 dots above the channels list, and click **Get link to team**.



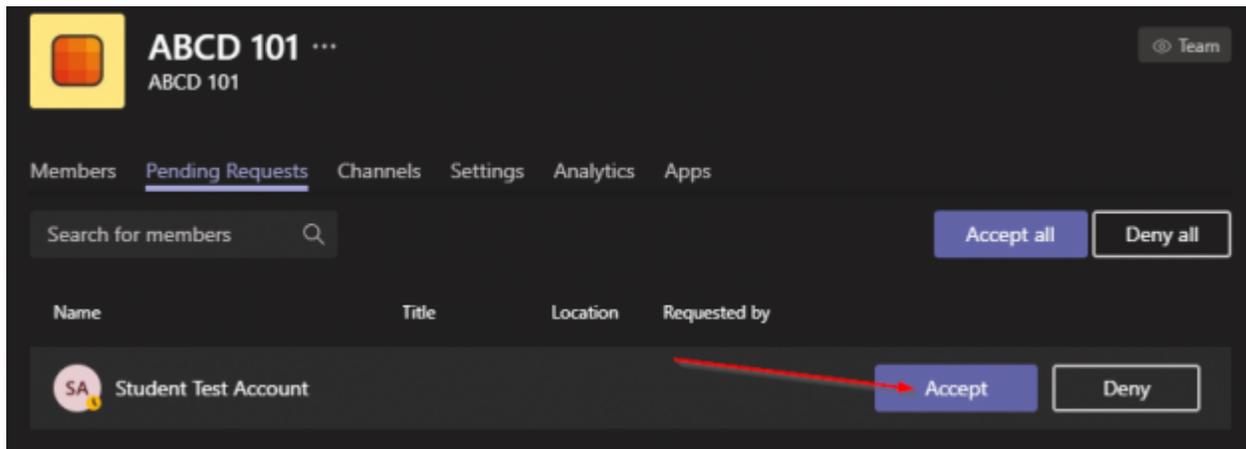
2. Copy the link that is displayed, and share it with whomever you would like to have access to the team.



3. When a user clicks the link shared with them, they will be prompted to join the team after signing into their Trinity account.

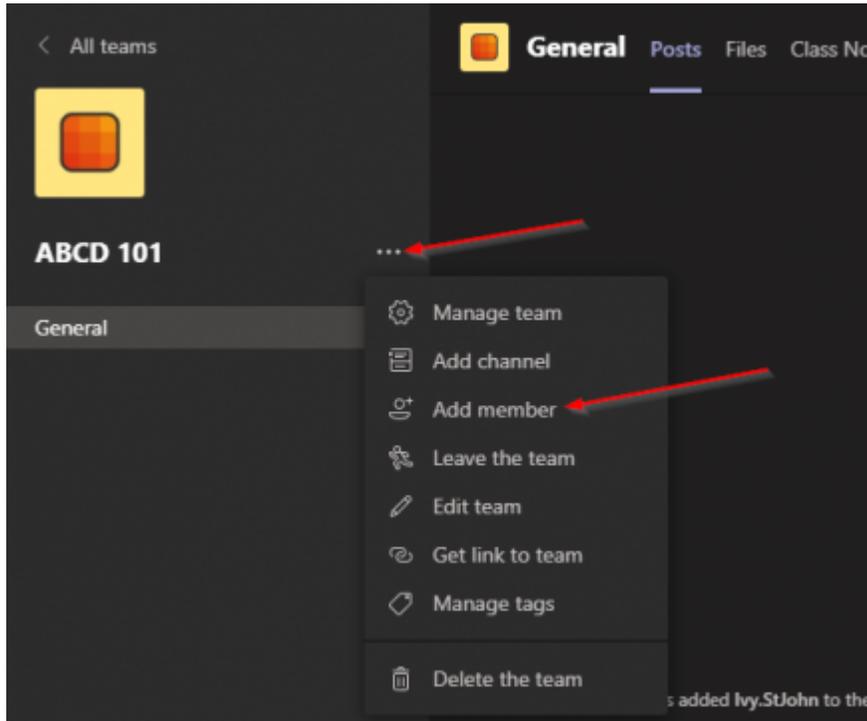


4. Once they click **Join**, you will receive an email stating a user is requesting to join the team. Click the link to be taken to the Accept/Deny page within Teams, then either accept or deny the request.

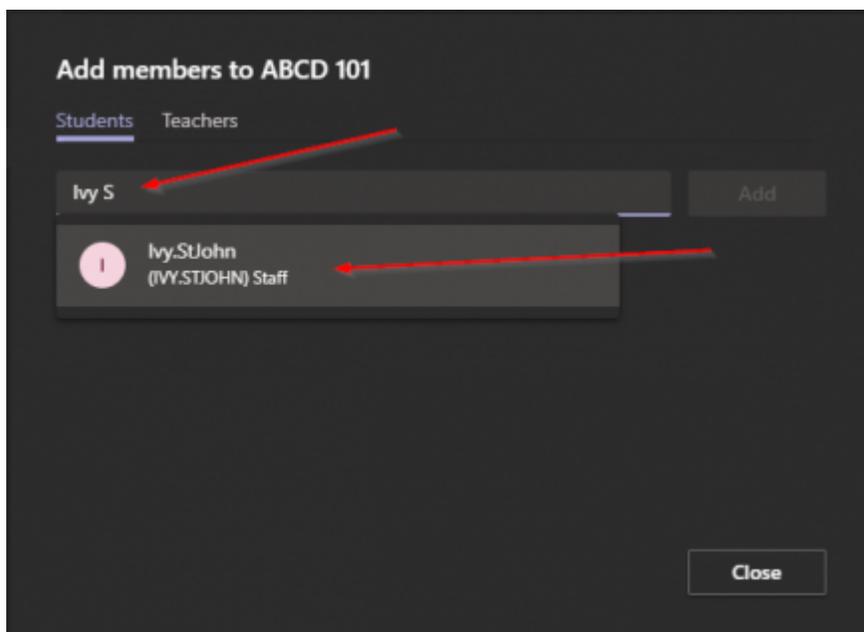


Inviting a user

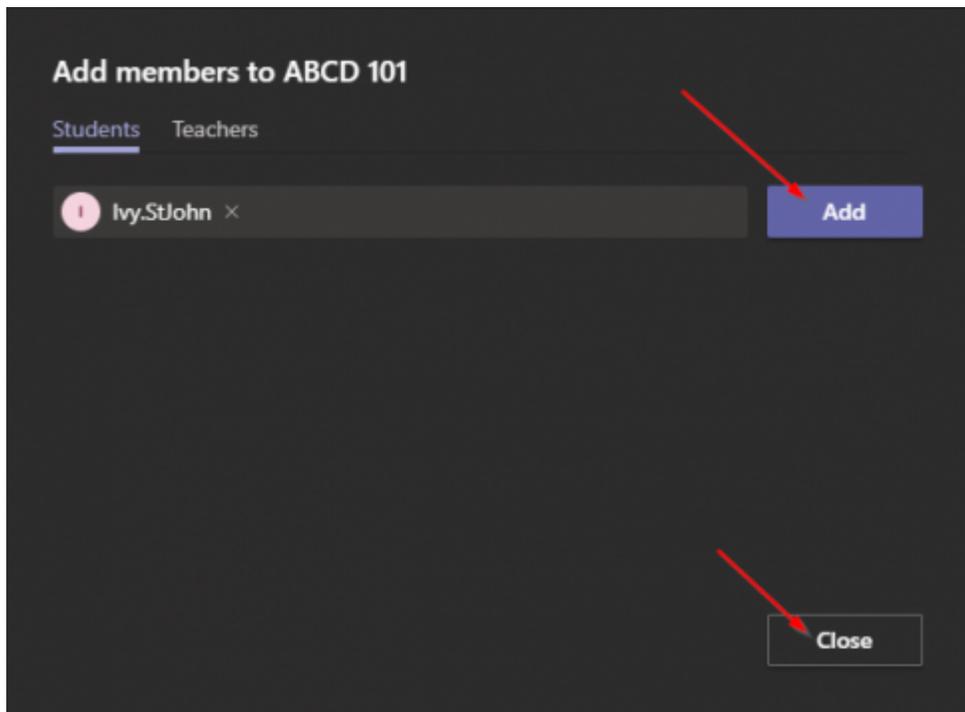
1. From within your Team, click the 3 dots above the channels list, then click **Add member**.



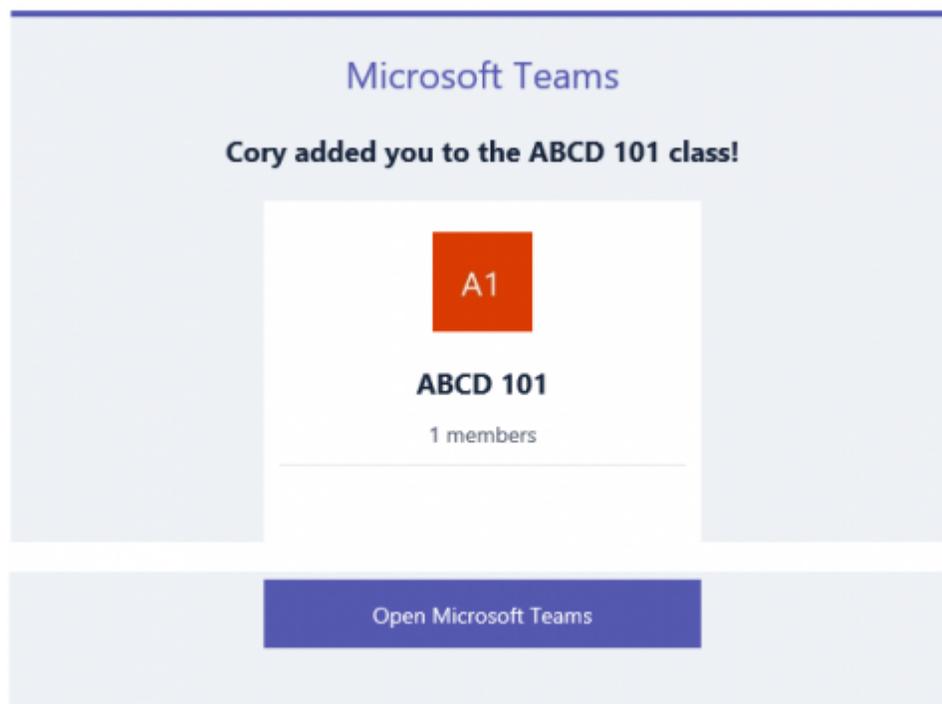
2. On the next window, search for the user by name, and click on their username when it appears.



3. After the user is added to the list, click **Add**, then click Close.



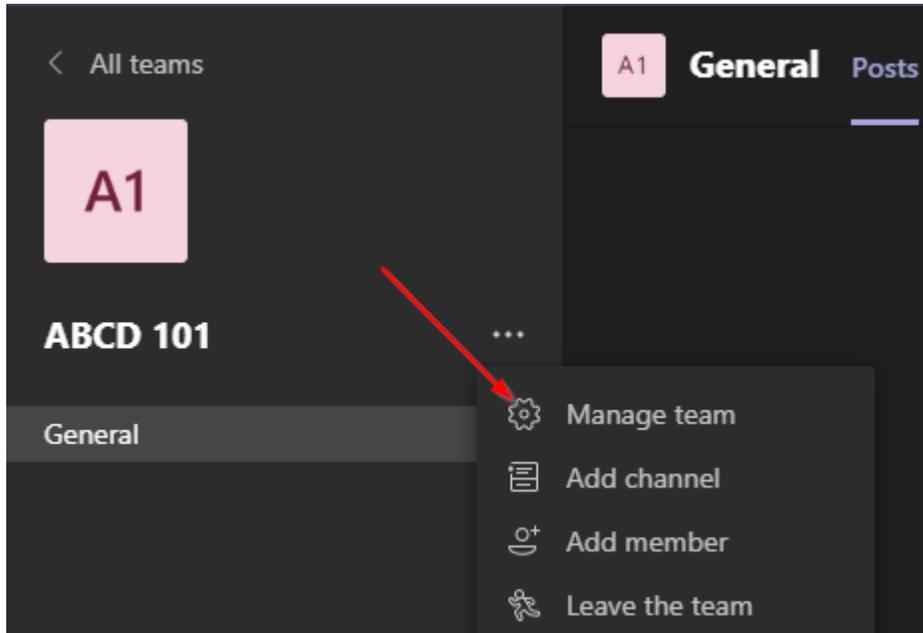
4. The user invited will receive the following email notifying them they have been added to a team.



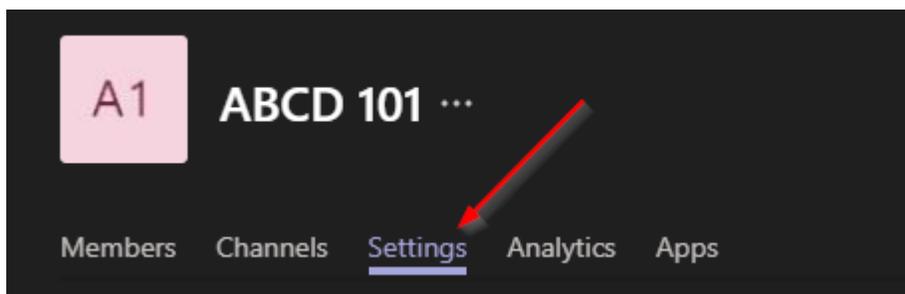
Sharing a Join Code

If you would rather provide users with a join code for them to join the team on their own, follow the below steps.

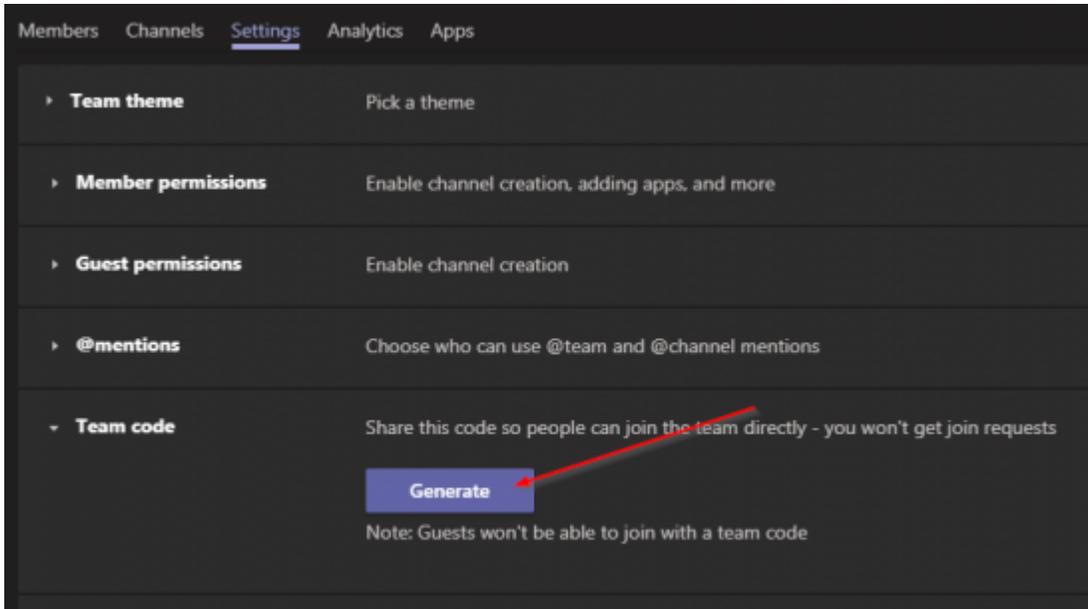
1. From within your Team, click the 3 dots above the channels list, then click **Manage Team**.



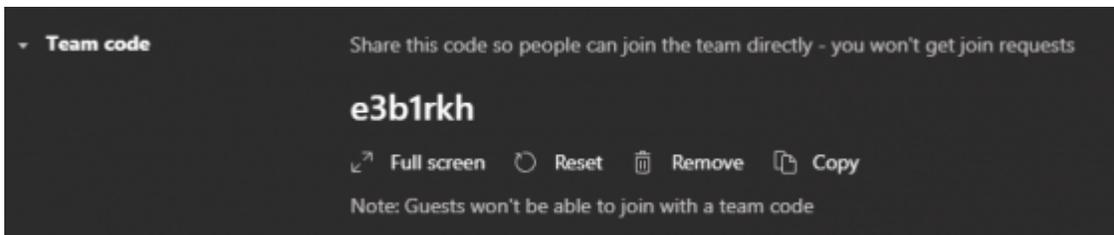
2. From the following menu, click the **Settings** tab.



3. Expand the **Team code** section, and click the **Generate** button. This will generate a code specific to this team. You will only need to do this once per team.



4. Once the team code has been generated, copy the code and share it with your users.



5. When a user uses the **Join or create team** button in the Teams tab, they will enter the provided join code and will become a member of the team.

