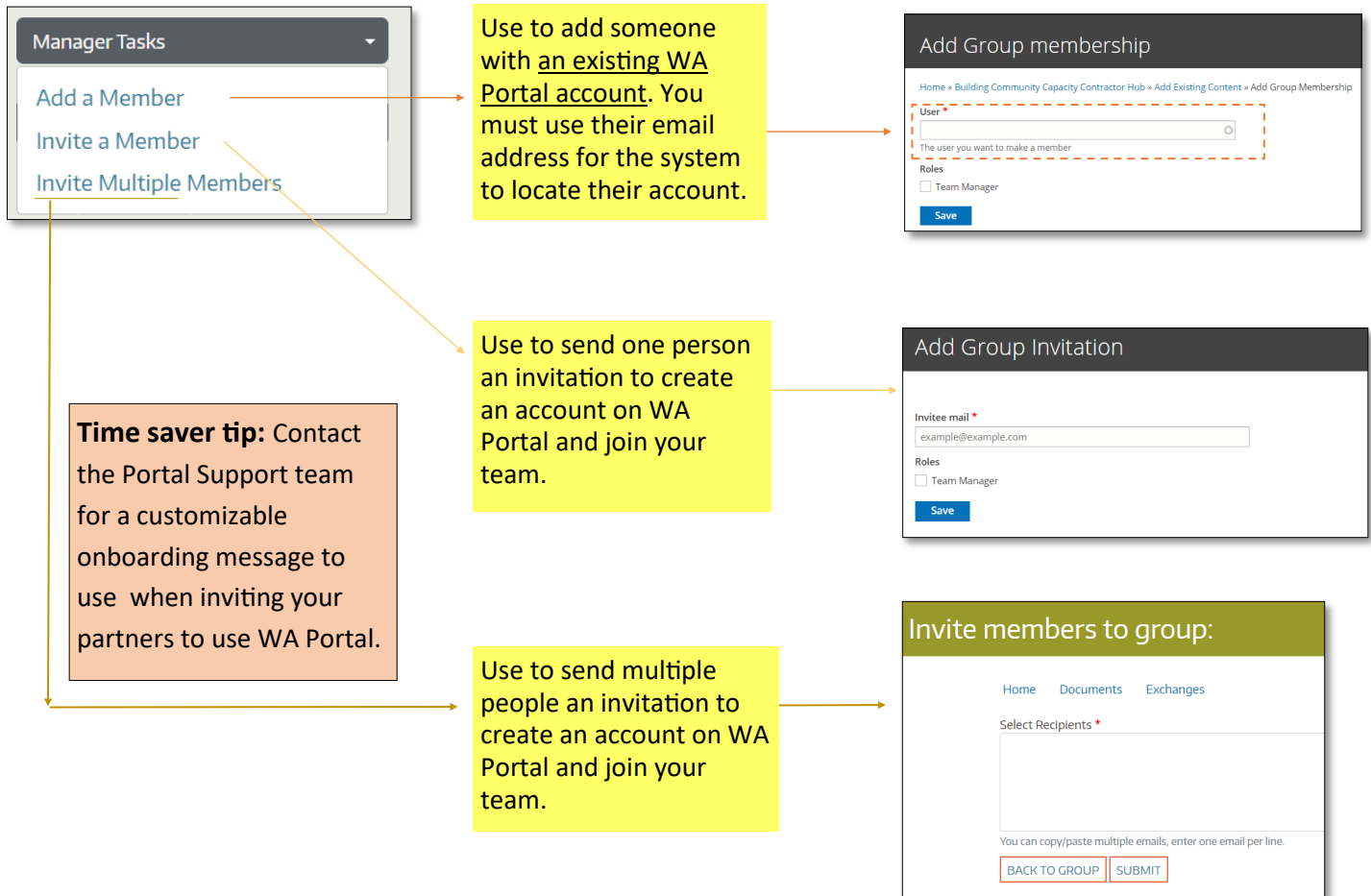# How to add members to your team space

The most effective way to bring members into your team is to invite them from the team space itself. This process only requires their email address and sends automated messages from WA Portal to help them set up their account and quickly begin engaging with you and other members on the site.

In the right navigation panel click the *Manager Tasks* drop down and click *Invite a Member* to send one person an invitation or *Invite Multiple Members* to send a list of people invitations.

Manager Tasks
- Add a Member
- Invite a Member
- Invite Multiple Members

Use to add someone with an existing WA Portal account. You must use their email address for the system to locate their account.

Add Group membership

Home » Building Community Capacity Contractor Hub » Add Existing Content » Add Group Membership

User *

The user you want to make a member

Roles
- [ ] Team Manager

Save

Time saver tip: Contact the Portal Support team for a customizable onboarding message to use when inviting your partners to use WA Portal.

Use to send one person an invitation to create an account on WA Portal and join your team.

Add Group Invitation

Invitee mail *

example@example.com

Roles
- [ ] Team Manager

Save

Use to send multiple people an invitation to create an account on WA Portal and join your team.

Invite members to group:

Home   Documents   Exchanges

Select Recipients *

You can copy/paste multiple emails, enter one email per line.

BACK TO GROUP   SUBMIT

Here's what the messages to your invitees will say:

You have a pending WA Portal Team invitation

DO Healthier Washington Collaboration Portal <waportal@doh.wa.gov>
    To DOH OS Population Health
ⓘ We removed extra line breaks from this message.

External Email

Hi there!

victor.andino@doh.wa.gov has invited you to become a member of the group Team Collaboration Space Example on Healthier Washington Collaboration Portal.
If you wish to accept the invitation, you need to create an account first.

Please visit the following address in order to do so:

Thank you for registering at Healthier Washington Collaboration Portal. Your application for an account is currently pending approval. Once it has been approved, you will receive another email containing information about how to log in, set your password, and other details.

Your account at Healthier Washington Collaboration Portal has been activated.

You may now log in by clicking this link or copying and pasting it into your browser. This link can only be used once to log in and will lead you to a page where you can set your password.

What you can do from the Members button

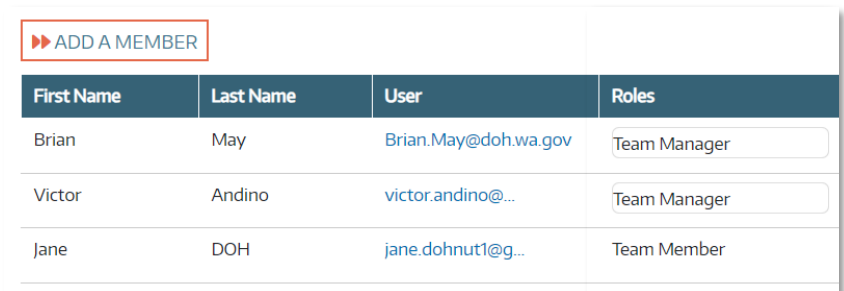| View | Edit | **Members** | Membership requests | Invitations |
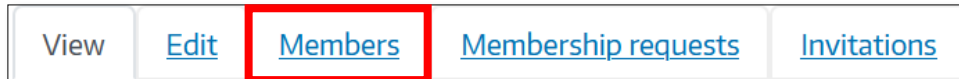
As a Team Manager, the **Members** button is where you control who can access your group and what permissions they have within the group. What you can do from the **Members** button:

- Add anyone with a WA Portal account to the team

- Remove a member from the team

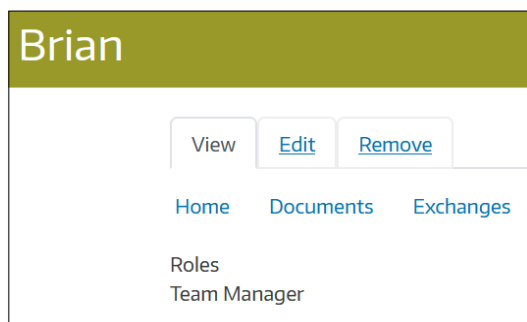- Assign or remove Team Manager role

Add someone to your team

Use the *Add A Member* button to search for the email of someone with a WA Portal account that you would like to add to your team. Click *Save* after selecting the correct email. Check the box after filling in their name to assign that person the Team Manager role*.*

▶▶ ADD A MEMBER

First Name	Last Name	User	Roles
Brian	May	Brian.May@doh.wa.gov	Team Manager
Victor	Andino	victor.andino@...	Team Manager
Jane	DOH	jane.dohnut1@g...	Team Member

Manage permissions for someone in your team

Brian

| View | Edit | Remove |

Home   Documents   Exchanges

Roles
Team Manager

Click *View member* to see which role a member has in the team.

After selecting *Edit*, you can assign or remove the Team Manager role. There is no limit to the number of team managers.

From here you can also choose *Delete* or *Remove* to remove the person from your team. This only removes them from this specific team, it does not delete their WA Portal account or remove their membership in other teams. Settings here also do not affect their role in other teams. You will need to go into other teams in which you are also the manager to edit their role there.