

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.

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Å	ABCD 101	
1	member	
	ABCD 101	
	Join	

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.

ABCD 101 ·					(® Team
Members Pending Requests	Channels Settings	Analytics	Apps		
Search for members Q				Accept all	Deny all
Name	Title	Location	Requested by		
SA, Student Test Account			-	Accept	Deny



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.

Add members to ABCD 101	
Students Teachers	
🕕 lvy.StJohn ×	Add
	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.

Members Channels Settings	Analytics Apps
Team theme	Pick a theme
 Member permissions 	Enable channel creation, adding apps, and more
Guest permissions	Enable channel creation
@mentions	Choose who can use @team and @channel mentions
- Team code	Share this code so people can join the team directly - you won't get join requests Generate Note: Guests won't be able to join with a team code

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.

Join a team with a code
e3b1rkh
Join team