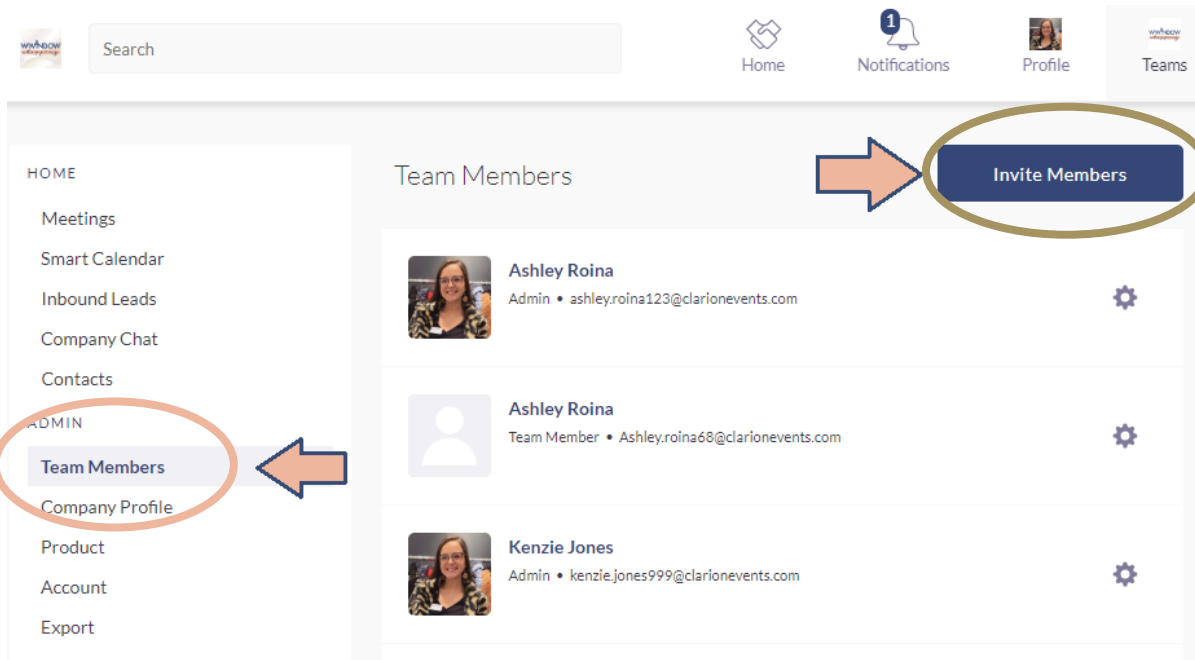


How to add a Team Member?

- Click Teams on the top right, then click “**Team Members**”.
- Click “**Invite Members**” to add a Team Member.
- Add their name, email, job title, and role.

- **Team Members** can access the Teams platform, including Inbound Leads, Chat, Products, Company Profile.
- **Team Members** can also book meetings on behalf of other Team Members and can view the entire calendar.
- **Admins** have all rights of a Team Member, but they can also invite additional Team Members and edit individual profiles.



Once invited, a team member will receive an email notification inviting them to the platform.