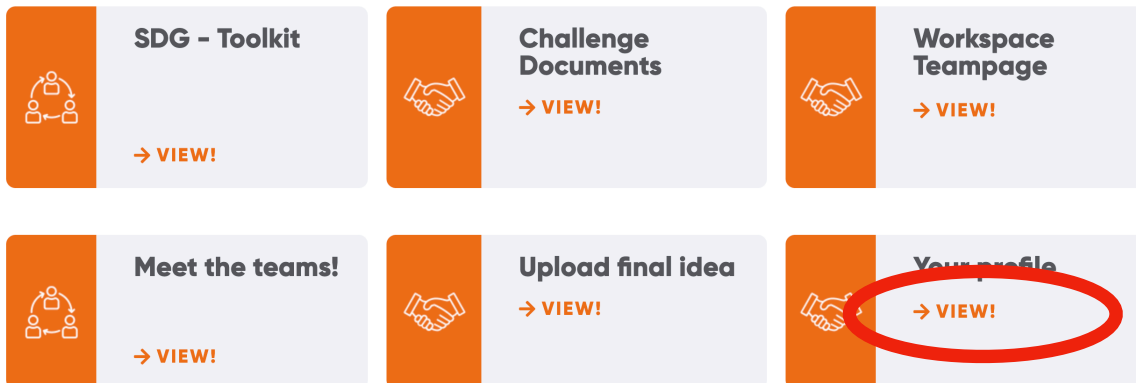


# Manual for creating Teams in the workspace and its use

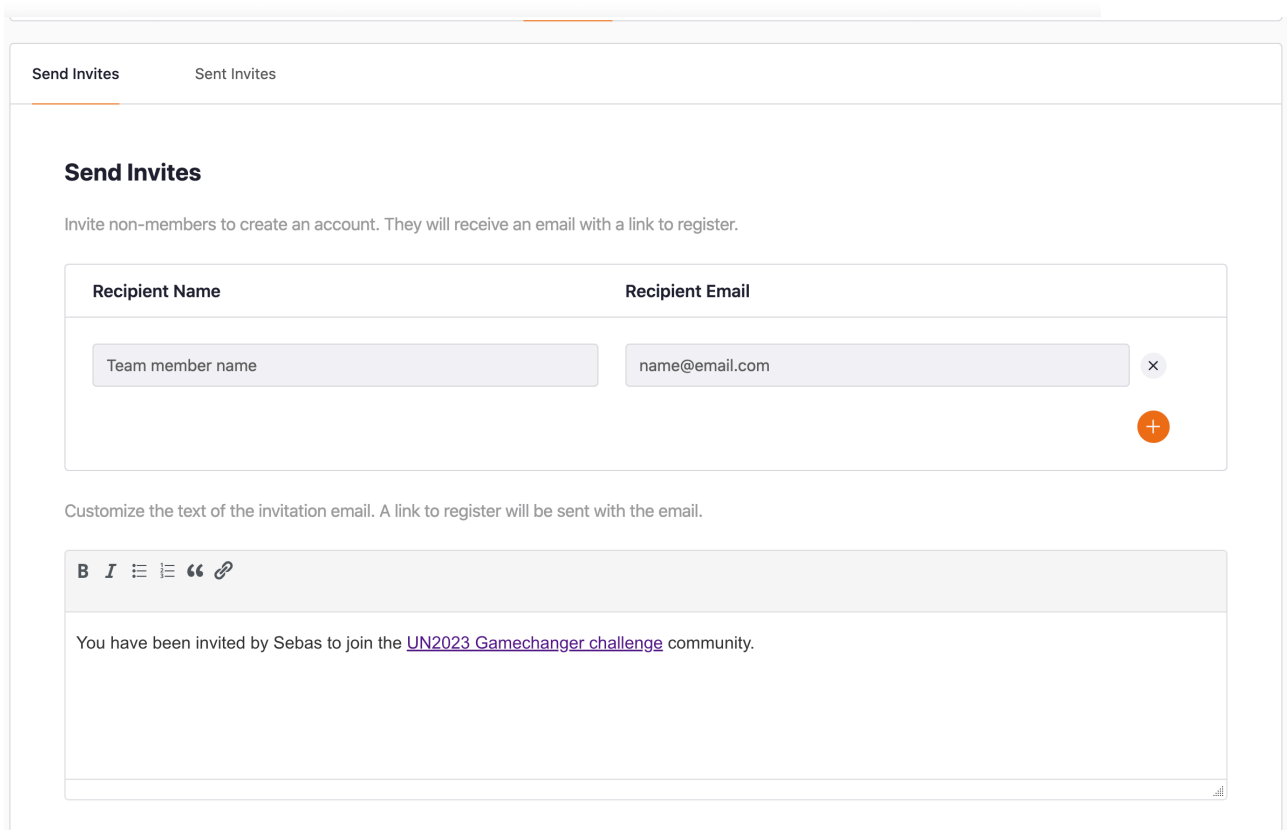
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# Adding new users to the site

First step is too invite new users to the workspace. In order to do that, you need to visit your profile. *You needed to be logged into the workspace in order to this.*



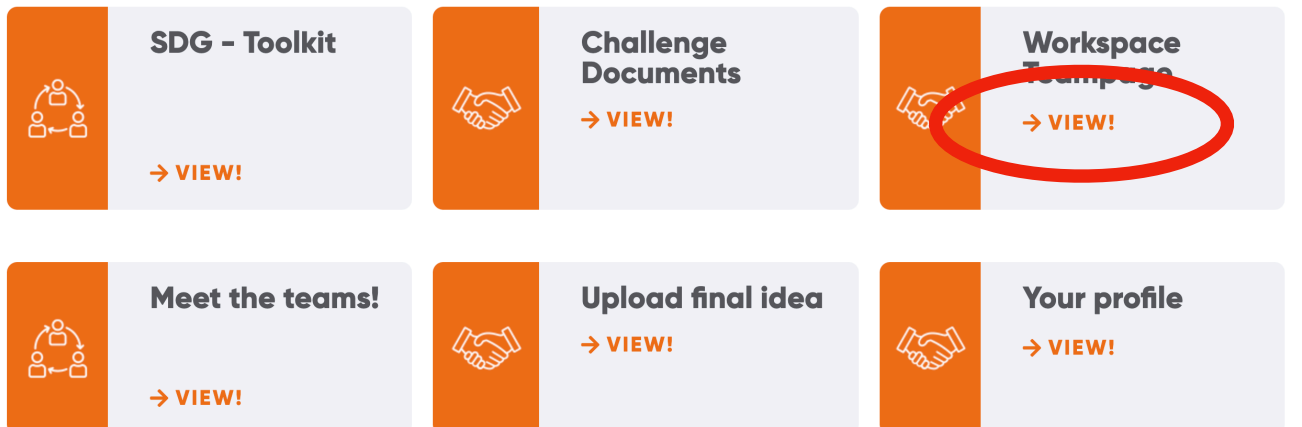
Next step is to click on the tab email invites. (Only team captains can invite members and create groups. If you are team captain and you cannot create groups or invite members, please let us know)



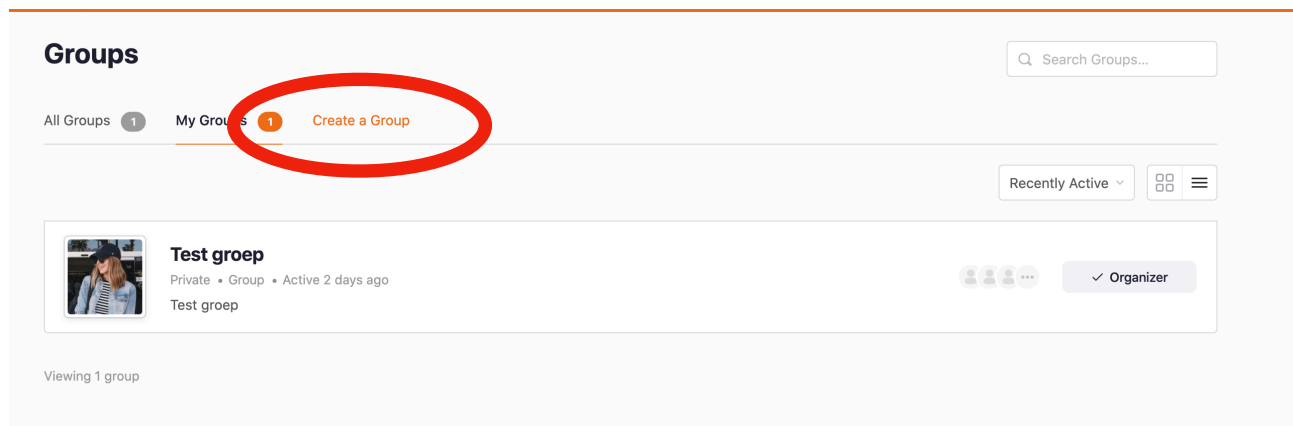
Enter the name and email address of the members you want to invite. Use the plus button to add another row to add more members at the same time. You can also modify the invitation message in the box below.

## Creating a team

Creating a team consists of a few steps, some optional, some are more important. First step is to go to the workspace, then click on Workspace teampage.



Once in the teams page, you will see all the available teams. You can request access to one, or create your own. This is what we will do. Click on create a group.



On the next page you give your group (team) a name. You can add description if you like, it is not required.

## Create A New Group

1. Details — 2. Settings — 3. Photo — 4. Cover Photo — 5. Invite

**Group Name (required)**

**Group Description**

You can enter a group description, such as Team Water Works at Rotterdam University.

Create Group and Continue

Click “create Group and Continue” to get to the following page.

This is group settings page, here you set the settings for the teams page. These are the recommend settings.  
The most important setting is the privacy

## Create A New Group

1. Details — 2. Settings — 3. Photo — 4. Cover Photo — 5. Inv

### Privacy Options

This is a public group

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.

This is a private group

- Only people who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

This is a hidden group

- Only people who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

### Group Invitations

Which members of this group are allowed to invite others?

All group members

Organizers and Moderators only

Organizers only

### Activity Feeds

Which members of this group are allowed to post into the activity feed?

All group members

Organizers and Moderators only

Organizers only

### Group Photos

Which members of this group are allowed to upload photos?

All group members

Organizers and Moderators only

Organizers only

### Group Albums

Which members of this group are allowed to create albums?

All group members

Organizers and Moderators only

Organizers only

### Group Documents

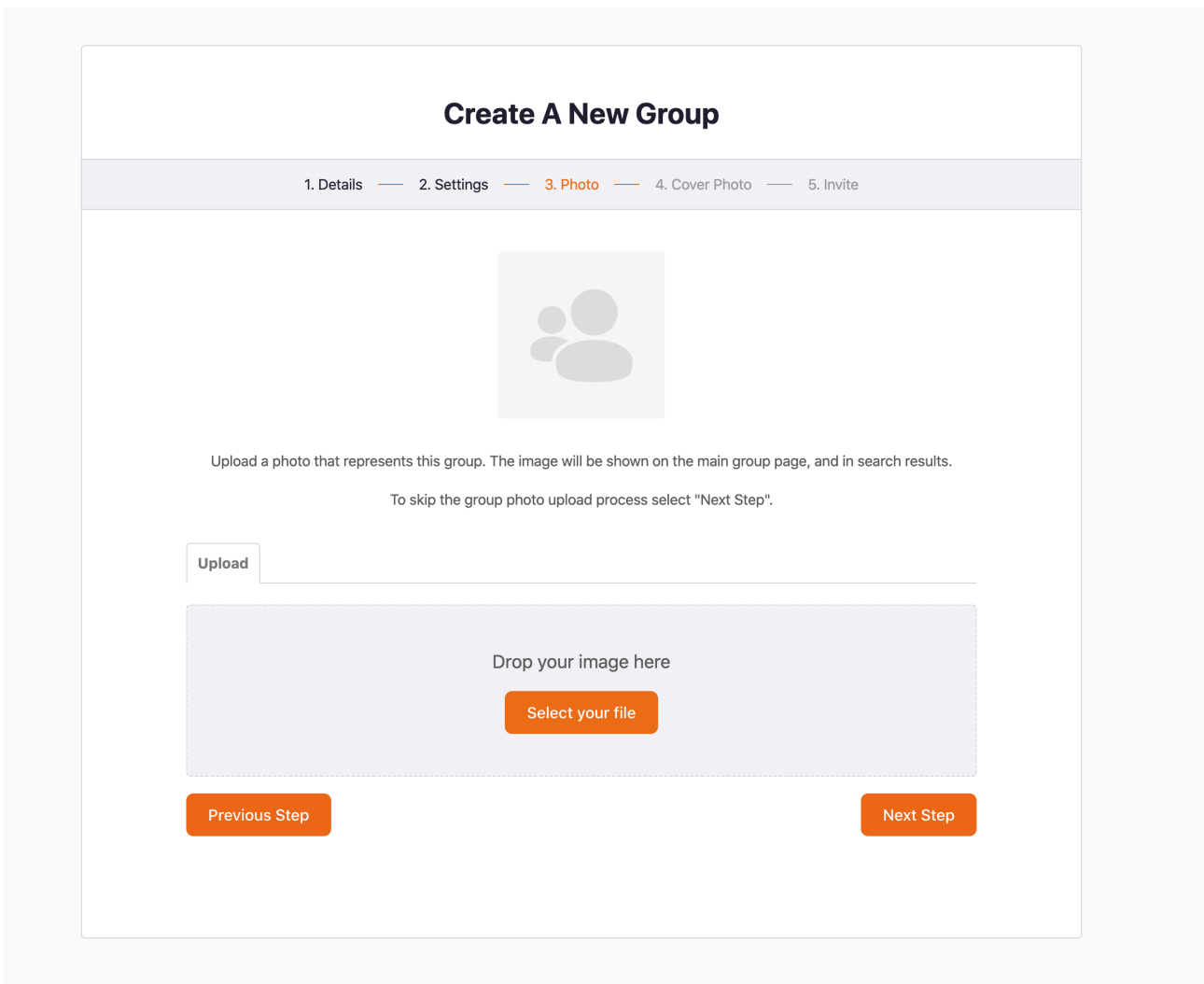
Which members of this group are allowed to upload documents?

All group members

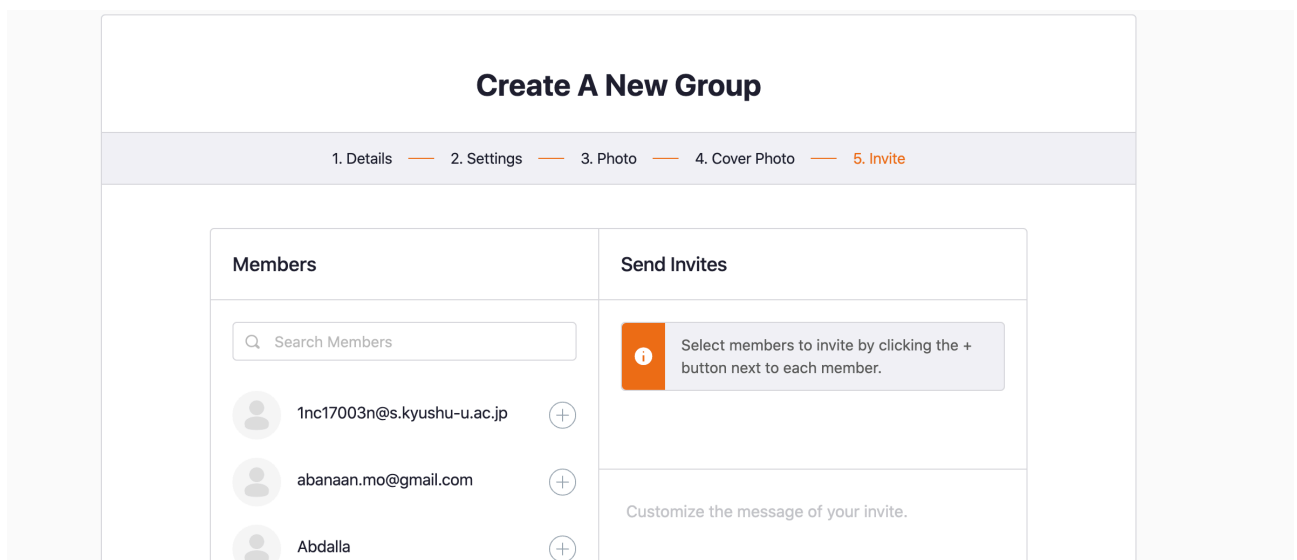
Organizers and Moderators only

Organizers only

option, you need to set at is a **private group**. The rest is recommended, but feel free to change if you like. Click on next Here you can set the team's image



On the following screen, you can set a cover image. This is optional, but be creative if you like.. Once done, go the following page. On this page you can add group members. They should of already created to account, if not, add them via the profile page



You can use the search box to find your team members based on name or email address. You can select multiple at the same time clicking on the plus button. In the box below, you can your

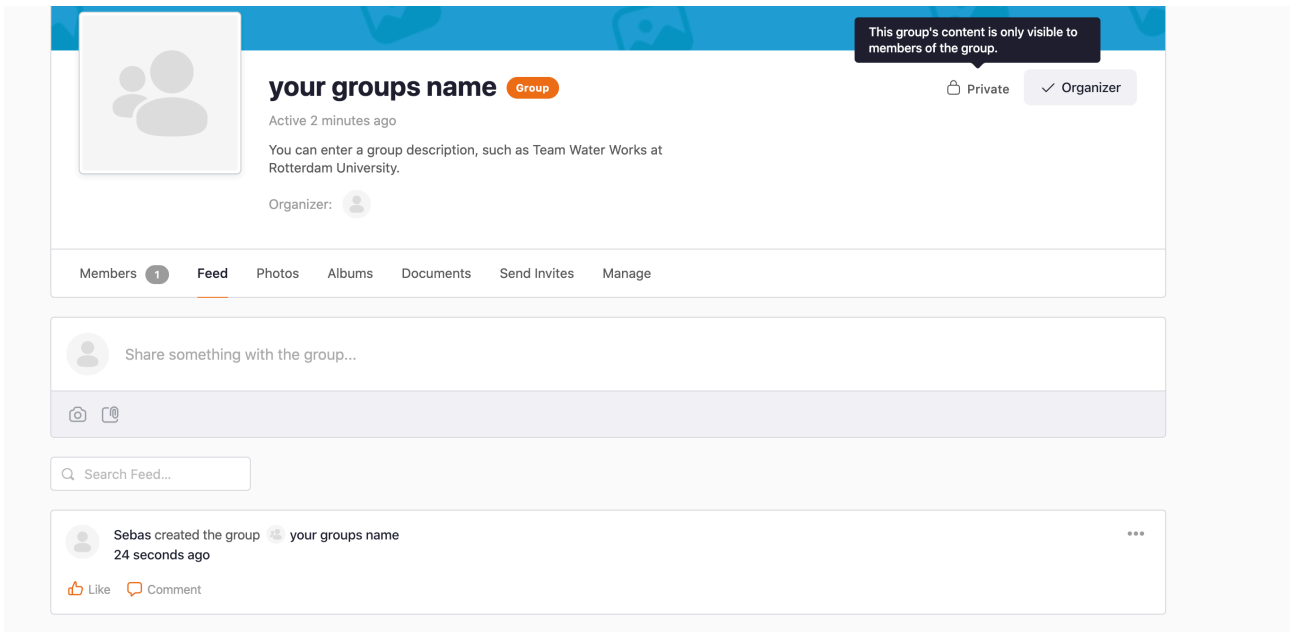
Members	Send Invites
<p>🔍 Luke</p> <ul style="list-style-type: none"><li>inc17003n@s.kyusnu-u.ac.jp (+)</li><li>abanaan.mo@gmail.com (+)</li><li>Abdalla (x)</li><li>Abdallah (x)</li><li>Abdelrahman (+)</li><li>Abdirizak (+)</li><li>ABDUL KARIM (+)</li><li>abdulhafidhahmad12gmail-com (+)</li><li>Abdullahi (+)</li><li>Adams Junior Luvisia (+)</li><li>Adith (+)</li><li>Aditya Vikram (+)</li></ul>	<p><b>i</b> Select members to invite by clicking the + button next to each member.</p> <p>Abdalla (x) Abdallah (x)</p> <p>You can write a custom message they'll receive in the email</p> <p><b>Send</b> Cancel</p>

Previous Step

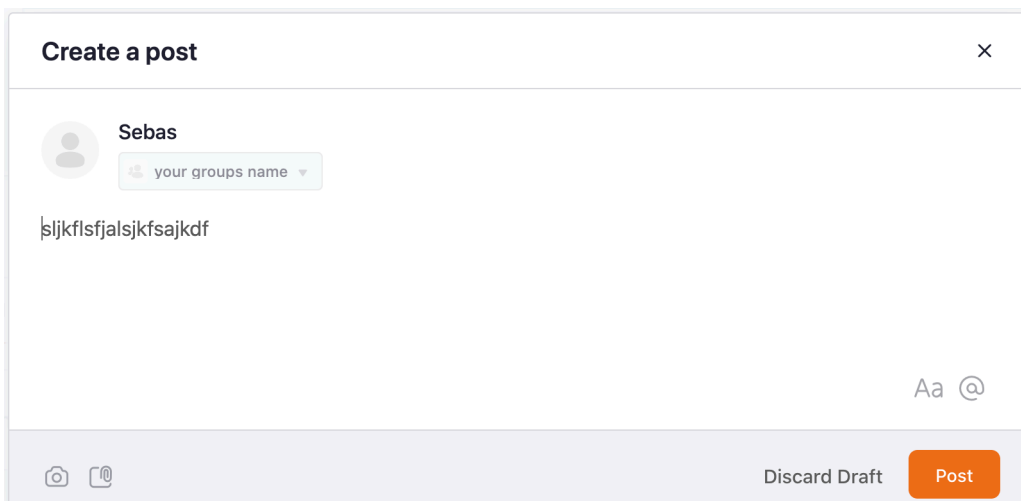
Finish

personal message. Of course, members can also request access to your group. Once you send invitation, they will receive an email invitation.

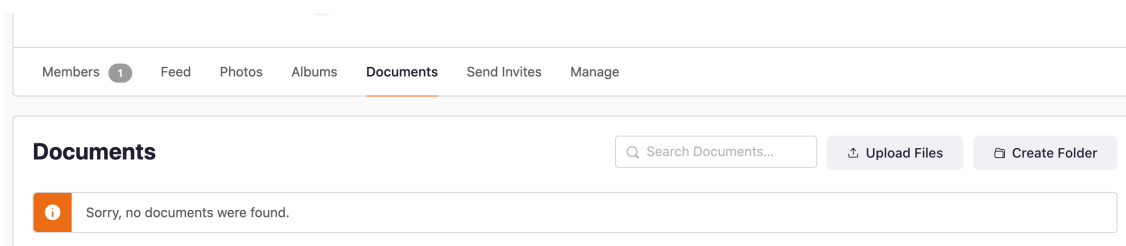
# General use



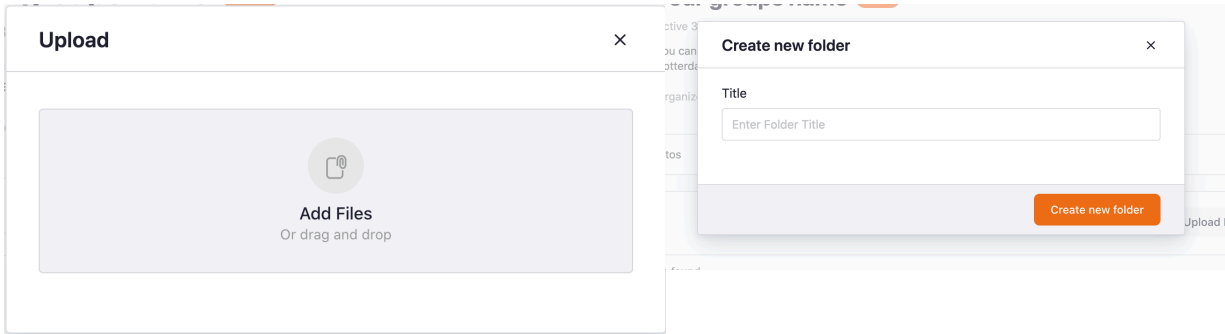
Once you have created / joined your own team, you have several options to your disposal. You can view the team members, you can post stuff in the Feed, you post photos, upload documents and Team Captains can manage the group.



On the feed, you can post content, you can mention someone, you can upload documents to share within your team. People can like, comment on your posts. Its private, so you can use this share documents and info about your team project. Next is the documents tabs.



As you would expect, you can use this to upload files, create folders to share within your own team.



You can upload files and create new folders here. You can also post fotos, create albums. Last but not least, the team captain can go to the manage tab, to change settings for the group page

