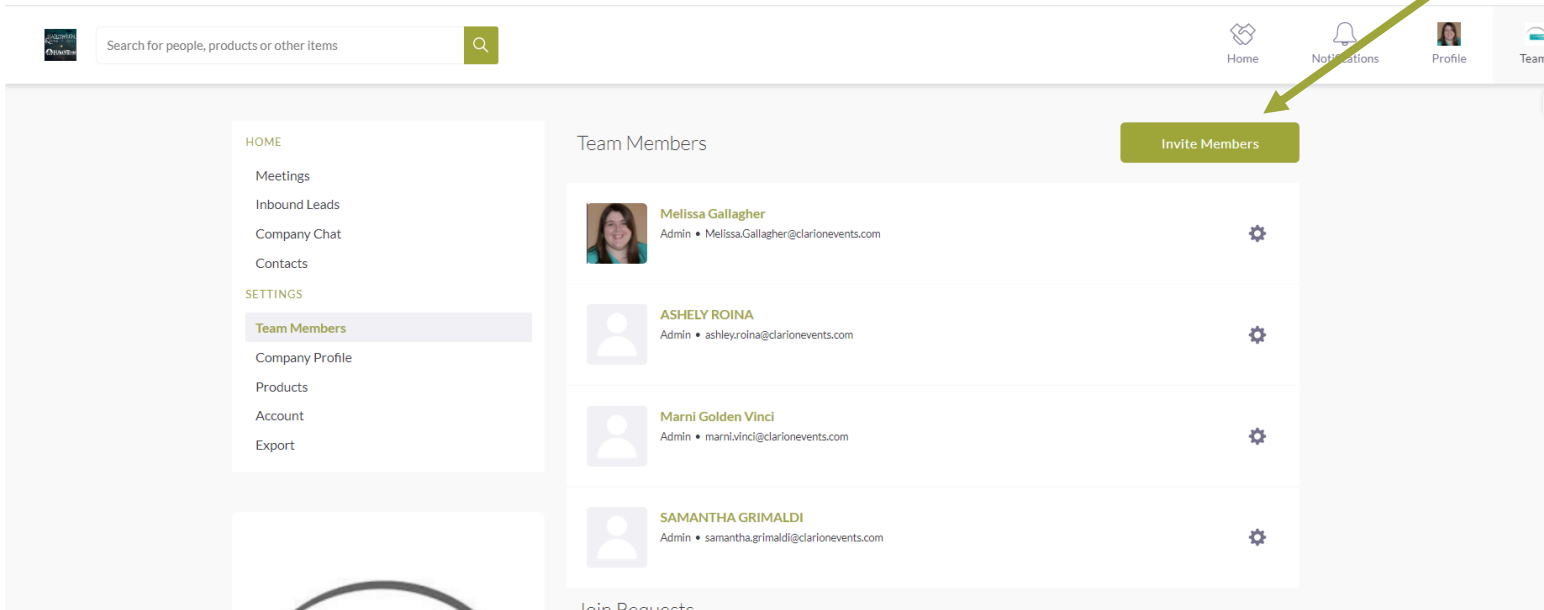


How to add a Team Member?

Click Teams on the top right, then click "Team Members". Then 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. They 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.