Manage Space Members

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Invite Space Members
1. Locate the **Space Members** box.

2. In the box, type in the username of the individual you would like to invite to your space and click the **Add To Space** button.

![Image of the Space Members box with the username field and Add To Space button highlighted.]

Click here to see invitation list
3. To check the status of your invitation, select **Click here to see invitation list** located under the **Add To Space** button.

![Image](<Space Title Here> Members)

Add Existing User

User name

SallySample

Add To Space

**Click here to see invitation list**

4. In this area, you can review the invitee, date invited, and status of invitation.

<table>
<thead>
<tr>
<th>Invitee</th>
<th>Invited on</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>sallySample (Sally Sample)</td>
<td>September 28, 2015</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**Grant Administrator Privileges**

1. Click on the **Members** button in the navigation bar.

![Image](Members)

2. Click on a Space Member to grant administrator privileges.
3. From the drop down menu, select **Add as Admin**.

![Image of user options with Add as Admin highlighted]

4. Click the **Administrators** tab to view the list of space administrators.

![Image of Members tab with Administrators highlighted]

**Block and Unblock User from Space**

5. Click on the **Members** button in the navigation bar.

![Image of Members button highlighted]

6. Click on a Space Member to grant administrator privileges.

![Image of Members table with Sally Sample highlighted]
7. From the drop down menu, select **Block user**.

8. To unblock as user from the space, click on the **Members** button in the navigation bar.

9. Click on the Blocked tab to view blocked users.

10. Click on the user you want to unblock. In the drop down menu, select **Approve/Add to Space**.

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**Remover User from Space**

*Note: You will not be able to re-invite the user to your space. For a less permanent solution, opt to block the user from your space.*

1. Click on the **Members** button in the navigation bar.
2. Click on the name of the member you want to remove from the space. In the drop down menu, click **Remove from Space**.