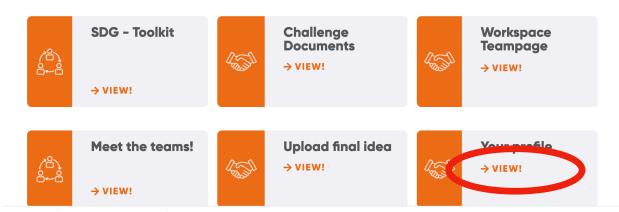
Manual for creating Teams in the workspace and its use

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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.



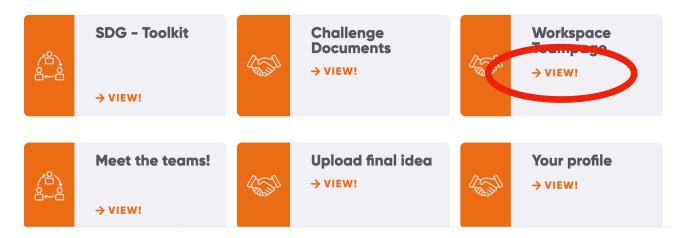
Next step is to click on the tab email invites. (Only team captains can invite members and create groups. If you are team captain and you cannot create groups or invite members, please let us know)

wite non-members to create an account. The Recipient Name	ey will receive an email with a link to register. Recipient Email	
Recipient Name	Recipient Email	
Team member name	name@email.com	×
		+
ustomize the text of the invitation email. A lir B $I \coloneqq i \equiv 44 \mathscr{O}$	ık to register will be sent with the email.	
You have been invited by Sebas to join the	UN2023 Gamechanger challenge community.	

Enter the name and email adres 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 consist of a few steps, some optional, some are more important. First step is to go 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 what we will do. Click on create a group.

Groups	Q Search Groups
All Groups 1 My Groups 1 Create a Group	
	Recently Active \checkmark
Test groep Private • Group • Active 2 days ago Test groep	✓ Organizer
/iewing 1 group	



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

1. Details	— 2. Settings — 3. F	Photo — 4. Cover Ph	oto — 5. Invite	
Group Name (required)				
your groups name				
Group Description				
You can enter a group of	lescription, such as Team Wa	ater Works at Rotterdar	n University.	
				1.
Create Group and Co	ntinue			

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

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

	Create A New Group
	1. Details — 2. Settings — 3. Photo — 4. Cover Photo — 5. Invite
Upload	a photo that represents this group. The image will be shown on the main group page, and in search results.
	To skip the group photo upload process select "Next Step".
Upload	
	Drop your image here Select your file
Previou	Next Step

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

Cre	ate A	New Group				
1. Details — 2. Settings — 3. Photo — 4. Cover Photo — 5. Invite						
Members		Send Invites				
Q Search Members		Select members to invite by clicking the + button next to each member.				
1nc17003n@s.kyushu-u.ac.jp	(+)					
abanaan.mo@gmail.com	(+)	Customize the message of your invite.				
Abdalla	(+)					

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

lembers		Send Invites
Q. Luke		Select members to invite by clicking the +
Inci/uu3n@s.kyusnu-u.ac.jp	(+)	button next to each member.
abanaan.mo@gmail.com	(+)	Abdalla 😣 Abdallah 😣
Abdalla	\times	You can write a custom message they'll <u>recieve</u> in the email
Abdallah	\times	
Abdelrahman	(+)	
Abdirizak	(+)	
ABDUL KARIM	(+)	
abdulhafidhahmad12gmail-com	(+)	
Abdullahi	(+)	
Adams Junior Luvisia	(+)	
Adith	(+)	
Aditya Vikram	(+)	
		Send Cancel
revious 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

	This group's content is only visible to members of the group.
your groups name Group Active 2 minutes ago You can enter a group description, such as Team Water Works at Rotterdam University. Organizer:	
Members Feed Photos Albums Documents Send Invites Manage Share something with the group	
Share something with the group	
Q Search Feed	***
24 seconds ago ☆ Like Comment	

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.

Create	e a post	×
	Sebas	
sljkflsfja	lsjkfsajkdf	
ତ ୮୦	Discard D	Aa @

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.

Members 1	Feed	Photos	Albums	Documents	Send Invites	Manage
Document	s					Q Search Documents Decuments
i Sorry, no	document	ts were foun	d.			

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

ctive 3 ou can otterda	Create new folder	×
rganiz	Title	
	Enter Folder Title	
tos		
		Create new folder
<i>k</i>		
	tos	tos

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

Members 1 Feed	Photos Albums Documents Send Invites Manage
Details	Group Name (required)
Settings	your groups name
Photo	Group Description
Cover Photo	You can enter a group description, such as Team Water Works at Rotterdam University.
Members	
Requests	k
Delete	Notify group members of these changes
	Save Changes