

Set up your organisation and invite your team

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Your organisation is the shared space your team works in. You set it up once, then invite colleagues by email and choose what each of them can do.

1 Create your account

Select **Get started** on our website and create your account, or sign in if you already have one.

2 Name your organisation

Type the name your team will recognise into **Organisation name**, for example Harper & Lowe, and select **Continue**. You can start using Unforged straight away.

3 Open your team

From **All products**, open **Organisation** and then **Team**. You will see everyone in the organisation, with anyone you have invited listed below them.

4 Invite a colleague

Select **Invite someone**, enter their **Email address** and pick a **Role**. You can add a short **Message** if you like, then select **Send invitation**.

5 Invite several people at once

To bring in a whole team, select **Invite many** and paste their addresses, one per line or separated by commas. Pick one **Role for everyone** and send. You can change anyone's role later.

6 Let them accept

Each person gets an email with a link that works for 7 days. They select **Continue to sign in**, sign in or create an account with the address you invited, and they are in.

Keeping track of invitations

Until someone joins, their row shows **Invited**, with who invited them and how long the link has left. Select **Resend** if the email has gone astray, or **Revoke** if you sent it to the wrong person. Once a link runs out the row shows **Expired**, and **Invite again** sends a fresh one.

Letting colleagues join with their work email

Under **Company domains** you can add your company's email domain and verify it with a DNS record. Once it shows **Verified**, turn on **Auto-join** and anyone with an address at that domain can join as a

Member or Viewer without waiting for an invitation.

If something goes wrong

You can't see [Invite someone](#) .

Only Owners and Admins can invite people. Ask one of them to invite your colleague or to change your role.

Your colleague says the invitation is for another account.

They are signed in with a different email address. Ask them to select [Sign out and continue](#) , then sign in with the address you invited.