

Inviting people to work on a project via the Team Server

In the Team Server, you can share a project with other people and control their access to it by inviting them. You can invite any person you like, but you may be [limited](#) to only invite existing users and user groups with the (Lead) Designer role.

Required roles

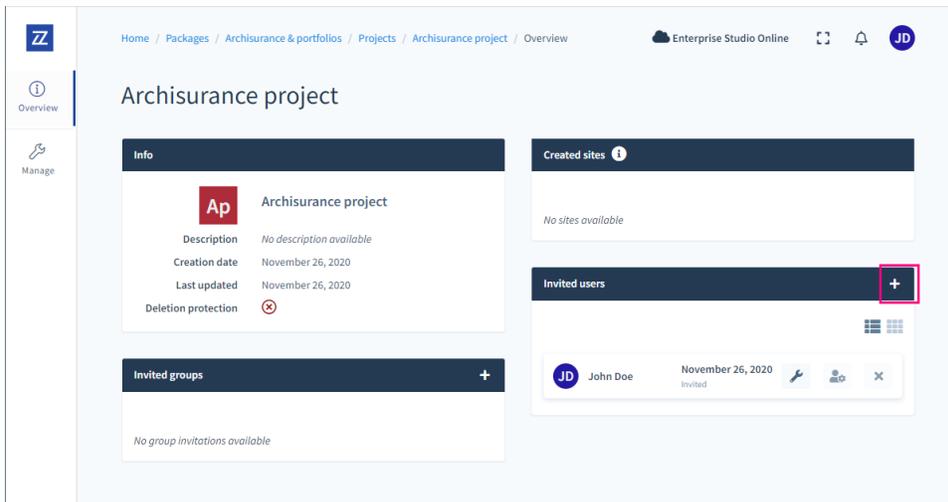
Designer or Lead Designer: Share projects you are contributing to yourself and give edit permissions for models and folders in this project that you can edit yourself.

Administrator or System Administrator: Share any project and assign edit permissions for any models and folders in it.

Steps:

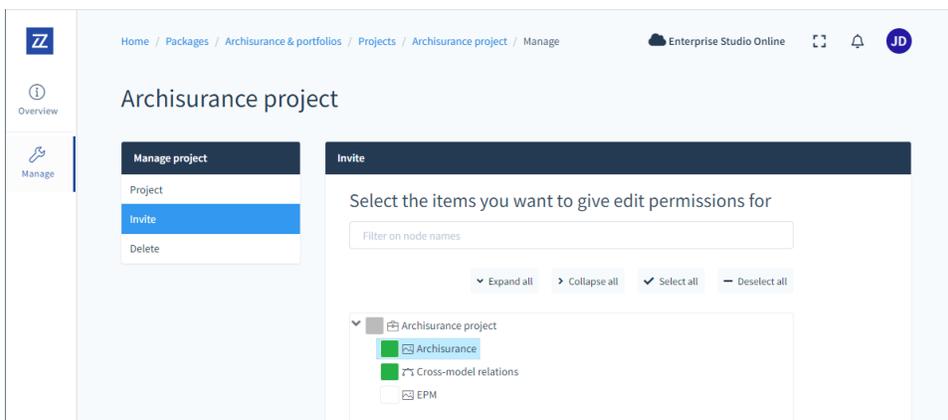
1. In the sidebar menu, click **Packages**, and then click the model package the project belongs to.
2. On the model package page, in the sidebar menu, click **Projects**, and then click the project you would like to invite people for.
3. On the project page, in **Invited users**, click the plus.

Alternatively, you can click **Manage** in the sidebar menu, and then in the **Manage project** menu select **Invite**.



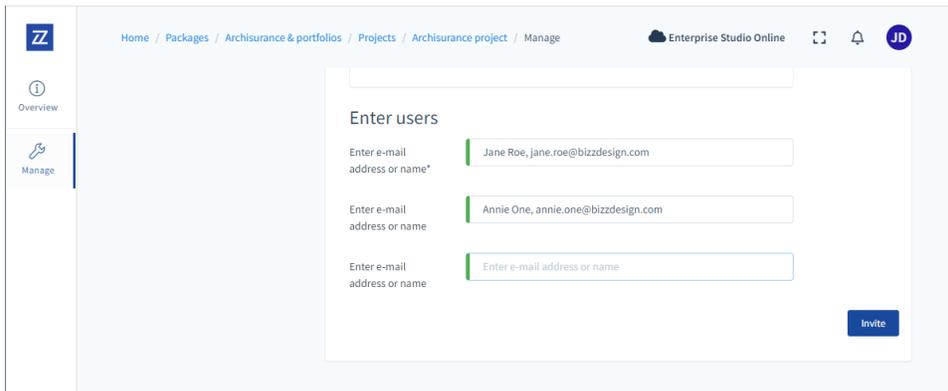
4. On the **Manage project** page, in **Invite**, select the items in the project for which you want to give edit permissions by selecting the boxes next to the items.

By default, the complete project is selected for sharing. If you only want to share part of the project, first clear the box next to the project, and then select the items in the project for which you want to give edit permissions by clicking the boxes next to these items.



	Directly assigned edit permissions.
	Indirectly assigned edit permissions, derived from higher-level directly assigned edit permissions.
	Indirectly assigned because of underlying, directly assigned edit permissions.
	No edit permissions assigned (read-only access for the invited person).
	Not available for assigning because of missing own edit permissions.

5. Under **Enter users**, enter the e-mail address(es) of the person(s) you would like to invite. If you invite an existing user or a user group, you can also type their name. The Team Server will show the available users and user groups. If you add multiple addresses or names, additional fields will be added automatically.



The screenshot shows the 'Enter users' interface in Enterprise Studio Online. The breadcrumb trail is 'Home / Packages / Archinsurance & portfolios / Projects / Archinsurance project / Manage'. The page title is 'Enterprise Studio Online'. On the left, there are navigation options for 'Overview' and 'Manage'. The main content area is titled 'Enter users' and contains three input fields for e-mail addresses or names. The first field is filled with 'Jane Roe, jane.roe@bizdesign.com', the second with 'Annie One, annie.one@bizdesign.com', and the third is empty. An 'Invite' button is located at the bottom right of the form.

6. Click **Invite** to send the invitation.

Invitation notification

Invited people that are not yet registered in the Team Server, will receive an e-mail message with an invitation to register. After [registration](#), they can start contributing to the project.

Invited people that are already registered in the Team Server where the project is located, do **not** receive an e-mail message. Instead, they are informed about the invitation via their Activity Console. They can directly start contributing to the project after opening it.



If a user group is invited, and a user from this group has already been invited individually, then the user will not be informed via the Activity Console. This user already has access to the project.

Recent activities

JD Invited you to 'Archisurance project'.
7 minutes ago via 'Team Server'

Committed changes without remarks.
3 minutes ago in 'Archisurance & portfolios' **AO**

Added 'Archisurance and Profit with Canvas'.
44 minutes ago to 'Team Server' **AO**

Has withdrawn from 'BPMN examples'.
yesterday via 'Team Server'. **AO**

AM Deleted 'BPMN examples'.
yesterday from 'Team Server'.

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Related articles

- [Sharing a model package](#)
- [Resending a user invitation mail](#)
- [Sharing a project](#)
- [Inviting people to work on a model package via the Team Server](#)
- [Inviting people to work on a project via the Team Server](#)
- [Limitations on inviting people to work on model packages and projects](#)