

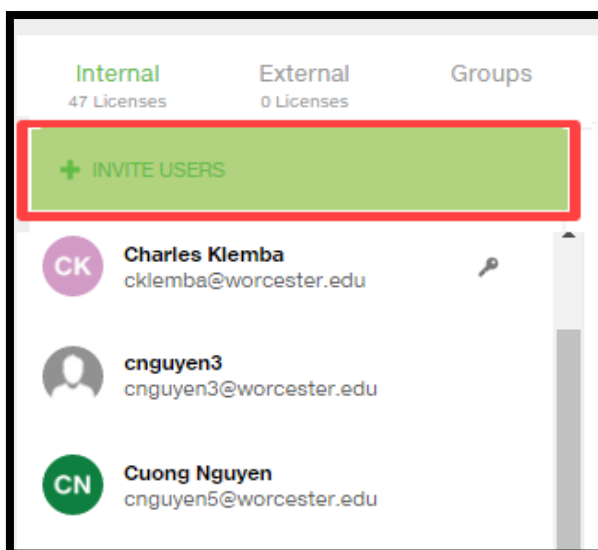
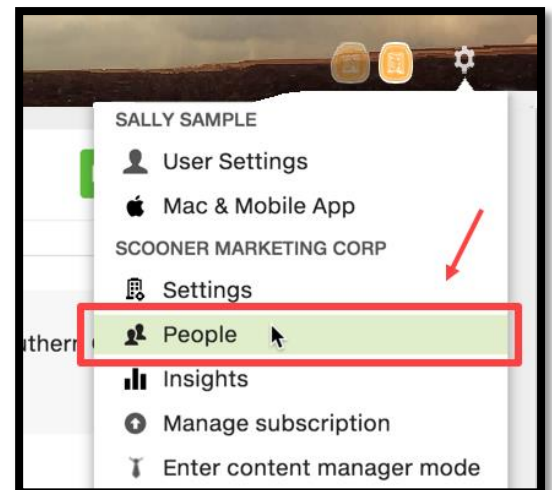


Managing Users in Samepage

Welcome, here you will find introduction on the web based software Samepage. Samepage is a project management collaboration tool. You can use it to help you stay organized individually or as part of a group. You will learn how to add users internally for Worcester state University members, as well as externally to keep in touch with vendors on current projects. You can access Samepage by going to <https://samepage.io>. Let's begin.

Adding Users to Samepage

To add users to Samepage all you will need is their email and to follow these few steps. First thing to do is to click the **Gear icon** in the top right corner. Next click **People**, and then select **Invite Users**. Now enter the new user's email address. To invite multiple users, enter one email address per line. You can customize the invitation message in the field marked, "Join me on Samepage..." Lastly click send invite.



The invited users will receive an email invitation to join Samepage. The user must accept the email invitation in order to join the organization. Once they join, they will have access to resources across the organization and can join any open team. (For people using original pages, they will be able to see and access pages based on their page access rights.)

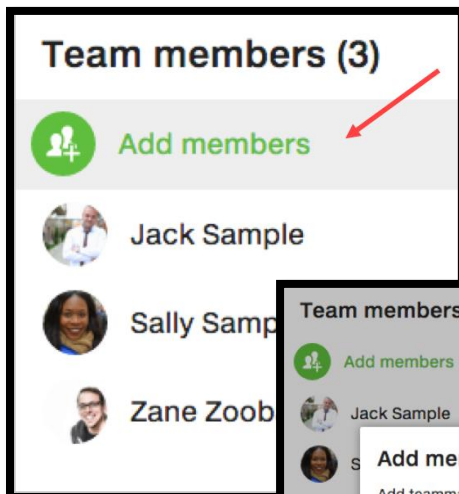
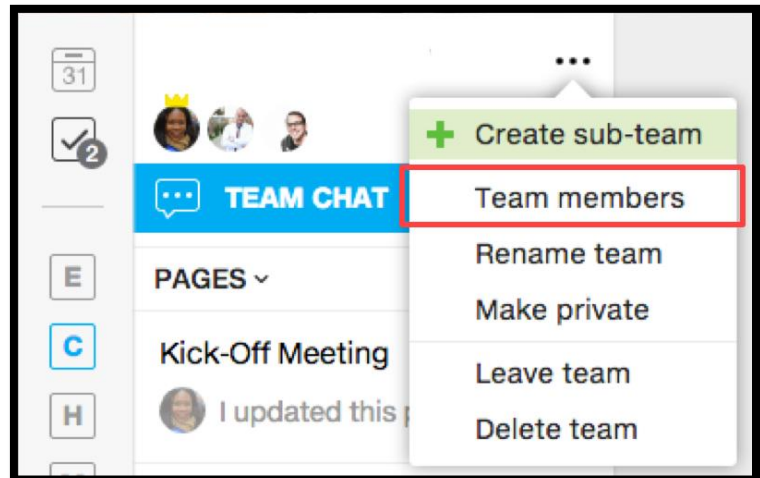


Inviting Internal or External Members to Your Team

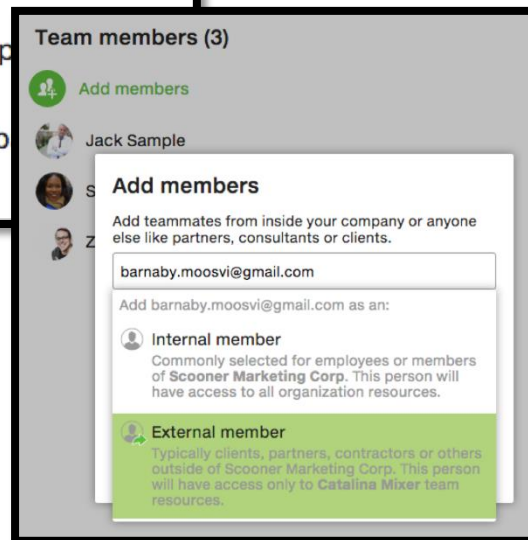
You can also invite internal members and external members directly from your team.

From your team, click the 3 little dots next to the team name and select **Team members**.

Now select **Add Members**.



From here, you can select internal members to your team or add external members by entering their email address. If you're adding an external member, make sure to select the "external member" option when prompted.





Creating a User Group

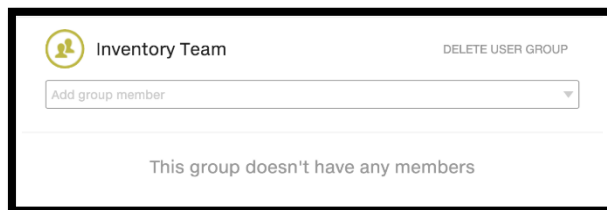
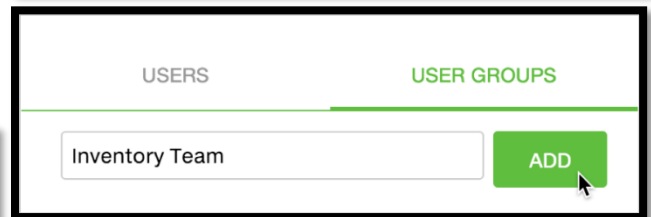
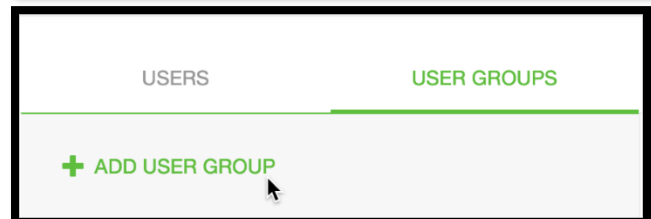
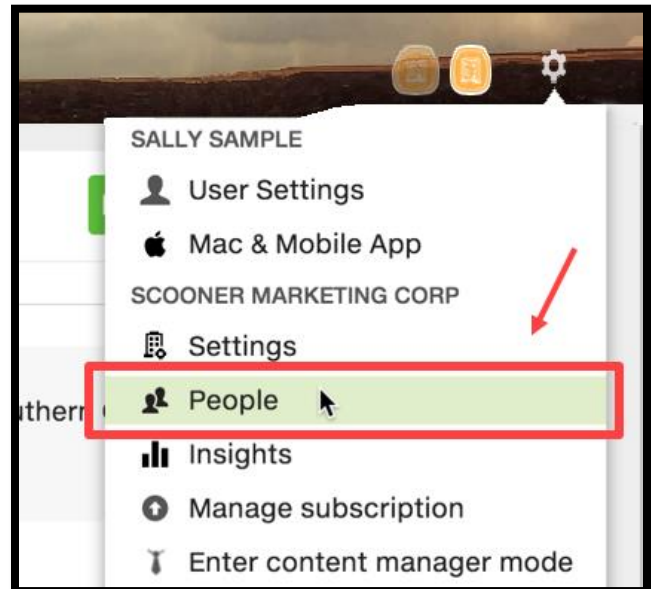
Creating a User Group is an important first step in managing who will have access to your group pages.

To create a user group you will need to click the **Gear Icon** in the top right corner.

Now select **People** from the drop down menu.

From the User Groups column, select **Add User Group**. Now type in the title of the user group that you want to create and click **Add**.

The final step after creating a group is adding users to you groups. **Type** the person's name in the text box and hit enter. Repeat this step to add more users to the group.



You can also delete users from the group or the entire group by click the **X** or by clicking **Delete User Group**.

