Invite new members to Slack

Use the instructions here to request new Slack users in your workspace.

**Delegation**

- Only workspace admins can invite new members to your workspace.
- To become, or nominate, a workspace admin, e-mail somit@yale.edu and specify the workspace. SOM IT will meet with you or the nominee to review best practice for Slack administration.
- When you have a few dedicated departmental workspace admins, members can mention "@admins" to request service for Slack tasks which require administrative action.

See Roles and Permissions in Slack to know what admins can do.

1. If you have departmental workspace admin(s), just mention "@admins" in the #general channel in Slack with your request. (See above) Otherwise proceed to step 2.

2. E-mail somit@yale.edu
3. Provide the email addresses of the people to be invited.
4. Specify the channels they should be invited to.
5. Specify a message you'd like to send within the invitation.

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