Can't add people to Slack channel (Create private, multi-workspace channel or Invite Guest)

Depending on workspace membership, you might not be able to add or find specific people when attempting to add them to a channel.

Step-by-step guide

1. If you're unable to add someone to a Slack channel, instead start a group direct message, where you can converse with all Yale SOM members.
   a. From your desktop, open a group direct message.
   b. Click Details in the top right, then click More.
   c. From the menu, select Convert to private channel.
   d. To confirm, click Yes, continue.
   e. Enter a name for the new channel.
   f. Click Convert to a private channel.
   g. You'll now be able to invite anyone in the Yale SOM Slack organization

2. If the number of participants is too many for a group direct message, convert it to a private, multi-workspace channel then add additional members.
   a. From your desktop, open a group direct message.
   b. Click Details in the top right, then click More.
   c. From the menu, select Convert to private channel.
   d. To confirm, click Yes, continue.
   e. Enter a name for the new channel.
   f. Click Convert to a private channel.
   g. You'll now be able to invite anyone in the Yale SOM Slack organization

3. If you still cannot find the person to add, they likely are not SOM Faculty, SOM Staff, or SOM Students. In this case you can request invitation to the channel as a Single-channel guest.
   a. From your desktop, click your workspace name in the top left.
   b. Select Invite people from the menu, then click Single-channel guests.
   c. Enter the non-Yale email addresses of people you want to invite.
   d. Choose the channel that your invitee will be added and an account expiration date
   e. Click Send Request.
   f. You'll receive a message from Slackbot when an admin has approved or denied your request.

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