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 direct message.
   a. On the left side of you Slack window, locate "Direct Messages" the click the button.
   b. Search for and select up to 8 people to add to the group direct message, then click Go. You'll be able to add more after step 2.

2. If the number of participants is more than 8, convert it to a private, multi-workspace channel then add additional members.
   a. From your Slack desktop app, select the group direct message.
   b. Click in the top right, then click More.

- Convert group direct message to a private channel
- Invite Single-Channel Guests (If a person is not a SOM student, staff or faculty member)
c. From the menu, select **Convert to private channel**.

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 add anyone from Yale SOM to the channel.

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You can add up to 1,000 people to a channel at once! [https://slack.com/help/articles/201980108-Add-people-to-a-channel#add-large-groups-to-a-channel](https://slack.com/help/articles/201980108-Add-people-to-a-channel#add-large-groups-to-a-channel)

We recommend adding people using their email addresses.

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**Invite Single-Channel Guests (If a person is not a SOM student, staff or faculty member)**

1. 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**.

   **Members**
   Members can access messages and files in any public channel and access the full directory.

   **Multi-Channel Guests**
   Multi-Channel Guests see a partial directory and can only access messages and files from selected channels.

   **Single-Channel Guests**
   Single-Channel Guests can only access messages and files in a single channel. This account type is free.

   c. Enter the **non-Yale** email addresses of people you want to invite.
   d. Choose the channel for your invitee to be added.
e. Set a time limit. Slack makes this optional but SOM requires it for approval. For student requesters, this should be no greater than your expected graduation date.

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Invite Single-Channel Guests
These guests will only have access to messages and files in a single channel.

Email Address  Name (optional)
- guest@guest.com  Guest Guest
- example.com  Optional

Set a time limit (optional)

- 60 days

*Guest accounts will expire on 11:59PM on the last day. We'll send you a message 2 days prior as a reminder.
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f. Click Send Request.

g. You'll receive a message from Slackbot when an admin has approved or denied your request.

NOTE
Guest requests which do not include a time limit will be denied.
Guest Invitations to Yale email addresses will be denied.