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

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

### Convert group direct message to a private channel

1. If you're unable to add someone to a Slack channel, instead start a direct message.
   a. On the left side of your Slack window, locate "Direct Messages" and click the + button.

![Direct Messages](image)

   You can add 5 more people

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.

![Details](image)

   Click More

   You'll only be able to add your workspace's members to channels you create in your Slack workspace. To see who is a member of your Slack workspace, look at the #general channels members. If you need a channel to communicate with SOM people outside your workspace, follow the steps below.

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c. From the menu, select **Convert to private channel**.

   ![Image of the menu](image)

   - **Notifications**
     - Every new message
   - **Mute conversation**
   - **Jump to date**...
   - **Add apps**
   - ● **Convert to a 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 add anyone from Yale SOM to the channel.

![Checkmark with text](image)

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.

### 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**.

   ![Invite people to channel](image)

   - **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.

   ![Warning](image)

   - **Warning**
     - Multi-channel guests are not allowed.

   ![Warning](image)

   - **Warning**
     - "@yale.edu" email addresses for guests will be denied. A guest cannot log in with an "@yale.edu" email address.

c. Enter the **non-Yale** email addresses of people you want to invite.

   ![Warning](image)

   - **Warning**
     - "@yale.edu" email addresses for guests will be denied. A guest cannot log in with an "@yale.edu" email address.

d. Choose the channel for your invitee to be added (begin typing the channel name to filter the list)
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.
1. Click Send Request.
g. You'll receive a message from Slackbot when an admin has approved or denied your request.

Guest requests without a time limit will be denied.