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

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.

- 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 you Slack window, locate "Direct Messages" the click the + button.
   b. Search for and select at least 2 and up to 8 people to add to the group direct message, then send a message. You'll be able to add more people 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 the names of the DM members in the top left.
   c. Click the Settings tab, then click Change to a private channel
d. Read about the change, it cannot be undone.

Enter a name for your channel, then click **Change to Private**.

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**Change conversation into a private channel?**

You're about to change this conversation with Carlos Coto, Enoc Reyes (IT/Media Services), Matthew Jerviss, Benjamin Myers, and Jacob Ryan to a private channel.

Keep in mind that:

- The change **can't be undone**, so please proceed with care
- All messages and files in this conversation will be visible to any new members you add to this channel

```
new-multiworkspace-private-channel
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Names must be lowercase, without spaces or periods, and can't be longer than 80 characters.

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e. You'll now be able to **add anyone from Yale SOM to the channel**

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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.
   c. Enter:
      i. **To:** Any email address that does not end with @yale.edu
      ii. **Invite as:** Guest
      iii. **Add to Channels:** Search to select any ONE of your channels.
      iv. **Set time limit:** Select a date. For student requesters, this should be no greater than your expected graduation date.

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**Guest requests with any of the following will be denied:**

- To a Yale e-mail address.
- Added to multiple channels
- No time limit
d. Click **Send Request**.
e. You'll receive a message from Slackbot when an admin has approved or denied your request.
Related articles

- Can't add people to Slack channel (Create private, multi-workspace channel or Invite Guest)
- Create private, multi-workspace channel
- Set your Slack profile pronouns
- Set your Slack status to working remotely using the Outlook Calendar App
- Let others know you're working remotely in Slack