Once the workspace has been created and you have signed up as the workspace manager you may need to invite other Barnardo’s Staff to this workspace to join huddle.

* Navigate to the huddle workspace



* Click on the **People** tab in the left-hand panel.



* Scroll down to the Barnardo’s Staff team.
* Click the **Invite People** to the right of the team name.

 

* Enter the full email address of all the staff members you are inviting into the first field.
* In the second field, **Barnardo’s Staff** should appear automatically. If not type it.
* Edit the Personal message if you wish
* Click the **Send Invitation** button.



**Note:** If any of the people you have invited already have a huddle login, they will be added immediately, and this will be indicated on the final screen.

You can now click on the Files tab in the top-right of this panel to return to the workspace

**Important:** You should remove users when their access is no longer required. The details of how to do this can be found on the [huddle b-hive page](http://intranet/Interact/Pages/Content/Document.aspx?id=5441).