Add Users to a Connection

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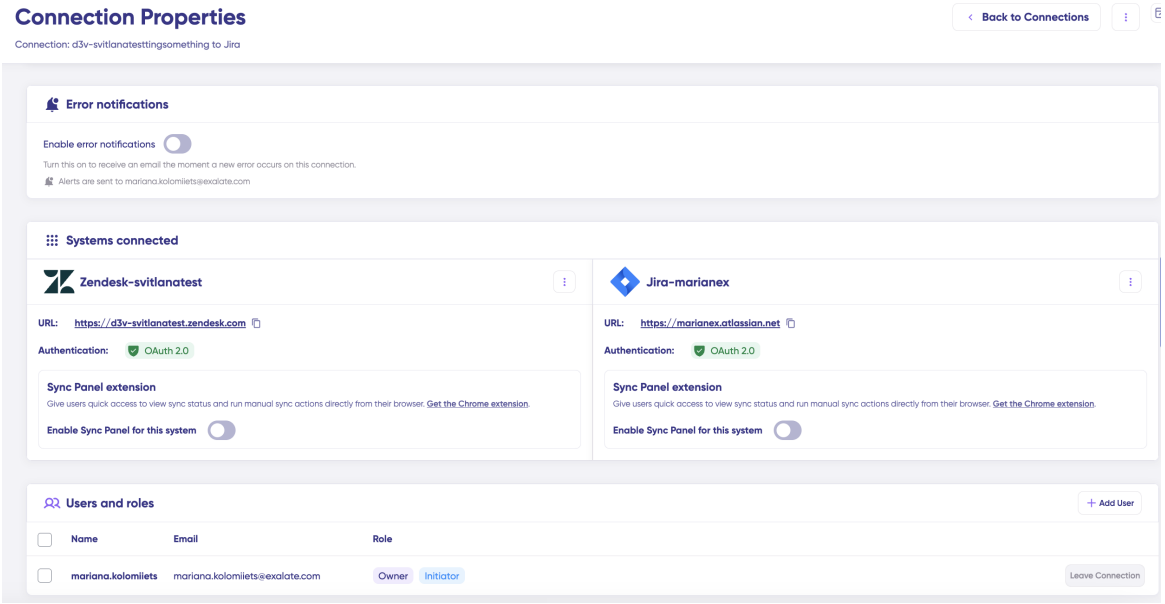
You can invite someone to help manage a connection at any time — not just when you first create it. Depending on your own role, you can invite them as an **Owner** or a **Collaborator**. This is done from the connection's Connection Properties page.

Who can invite whom

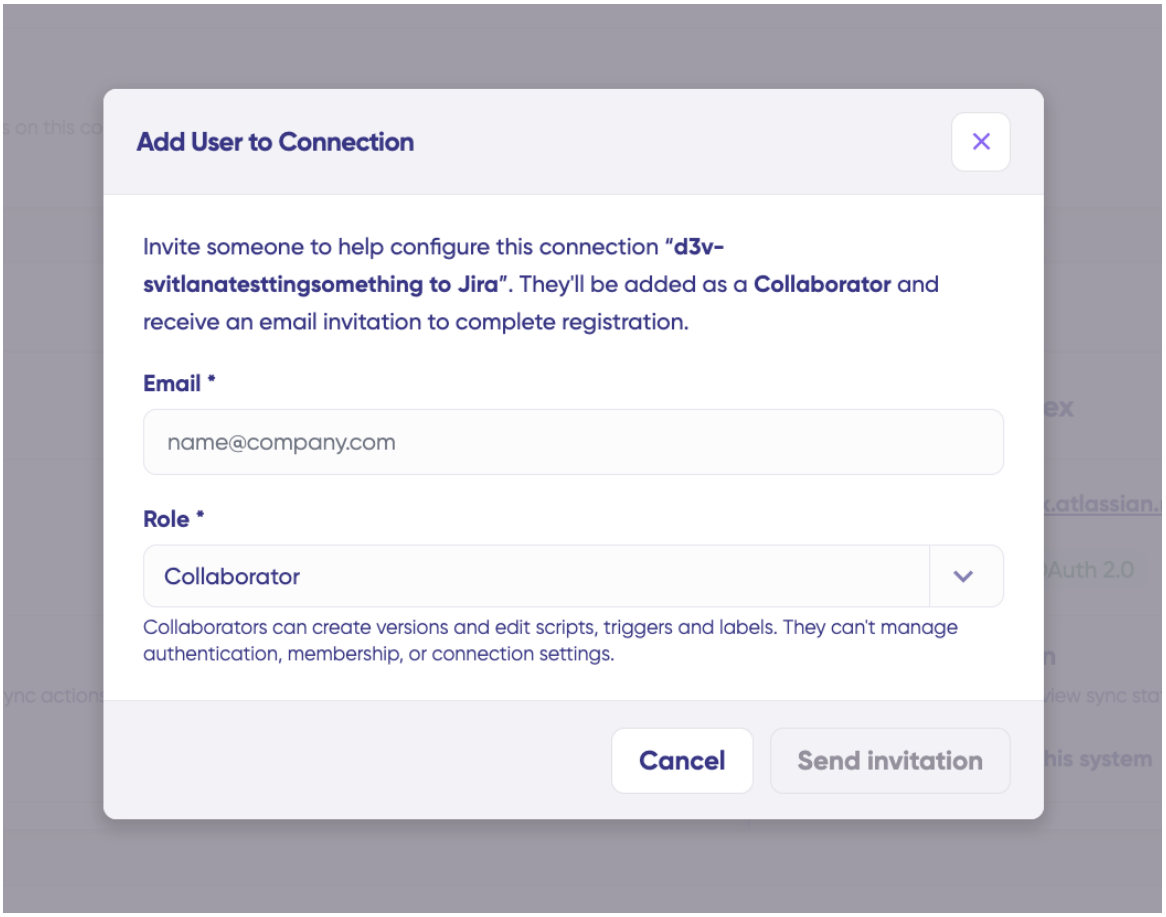
- Owners can invite either an Owner or a Collaborator.
- Collaborators can invite a Collaborator (not an Owner).

Steps

1. Open the connection and go to **Connection Properties**.
2. Go to the **Users and Roles** section.



3. Click **Add User.**
4. Enter the person's email address and select the role to grant — **Owner** or **Collaborator**.



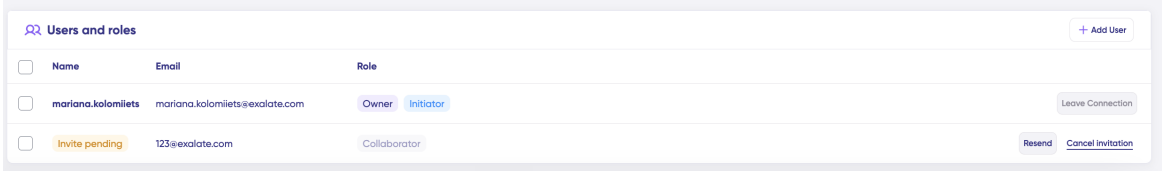
5. Send the invitation.

Approval isn't part of the invitation. After the person has joined, an Owner can tick **Approves publishing** for them in Users and Roles. See How to Set Up Publish Approval.

While an invitation is pending

The invitee shows in the member list marked **Invite Pending**.

- An Owner can cancel any pending invitation.
- A Collaborator can only cancel invitations they sent themselves.



Once cancelled, the link grants nothing.

Removing someone from a connection

- An Owner can remove anyone; a Collaborator can remove a Collaborator they invited themselves (not one invited by someone else, and not an Owner).
- The connection's Initiator — the Owner who originally created it — can't be removed by anyone, and can't leave the connection either.
- Anyone else can also remove themselves from a connection they no longer want access to.
- The removed person is emailed, naming who removed them and from which connection.

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