

# Getting Onboard - Invite Users

This section guides you in inviting users to Bsharp Converse across various platforms.

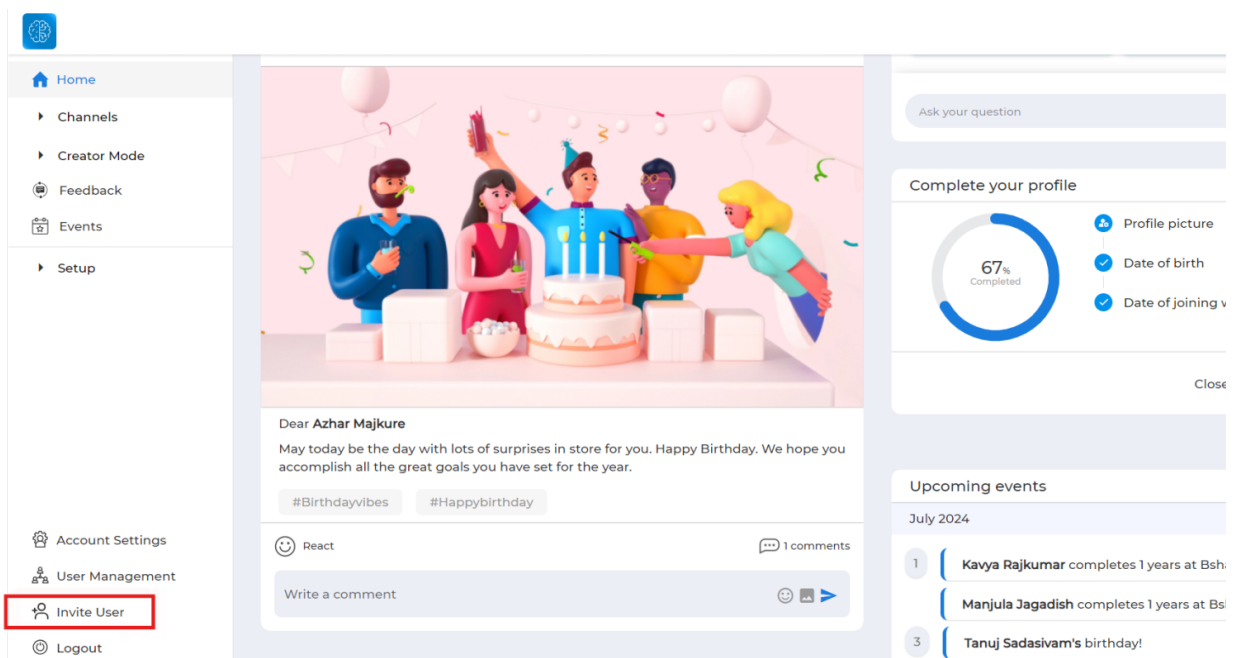
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# How do you invite individual user to Bsharp Converse?






Admins have the option to invite team members to Bsharp Converse individually or in bulk, providing efficient user management regardless of the number of users.

## To add your team member individually,

1. Head over to Bsharp Converse and select "Invite User" from the left navigation section.



2. Enter the required information of the team member and click on "Invite User."

First Name	Last Name	Mobile Number
Cristiana	Peter	 91+ 885566936
Date of Birth	Hired on	Designation
25/Feb 	25/02/2021 	Manager
Email Address	Manager Email Address	
Cristina@gmail.com	Grv@gmail.com	
Country	Role	
India 	User 	
<div>Invite User</div>		

The invited team member will receive an invitation via email to join your Bsharp Converse account.

# How do you add Multiple users to Bsharp Converse?

To add multiple users to Bsharp Converse, the admin can use the bulk invite feature by entering the necessary information through the user management section, ensuring efficient team onboarding.


**To add Multiple users,**

1. Head over to [Bsharp Converse](#) and navigate to the "Invite Users" section in the left menu.

From

The screenshot shows the 'Invite user' form in the Bsharp Converse application. The left sidebar contains the following menu items: Home, Channels, Creator Mode, Feedback, Events, Setup, Account Settings, User Management, **Invite User** (highlighted with a red box), and Logout. The main form area is titled 'Invite user' and contains the following fields: First Name (Type here \*), Last Name (Type here \*), Mobile Number (+91 74104 10123), Date of Birth (Choose a date), Email Address (Type here \*), Hired on (Choose a date), Country (India), Designation (Type here), and Manager Email Address (Type here). A blue 'Invite user' button is located at the bottom center of the form. A red box highlights the 'Invite multiple users' button in the top right corner of the form.

2. You will be redirected to the bulk upload section where you can add users by downloading the provided sample template.



Upload file

Submit

3. In the Excel template you downloaded, enter the required information for the users you wish to upload.

First_Name	Last_Name	Mobile_Number	Date_of_Birth	Email_Address	Hired_on	Country	Designation	Manager_Email_Address

4. Upload

## Bulk Upload

[Download sample format](#)



Upload file

Submit

**Thus, the users will be added to Bsharp Converse and will receive an invitation.**

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comapny users into the  
same domain?