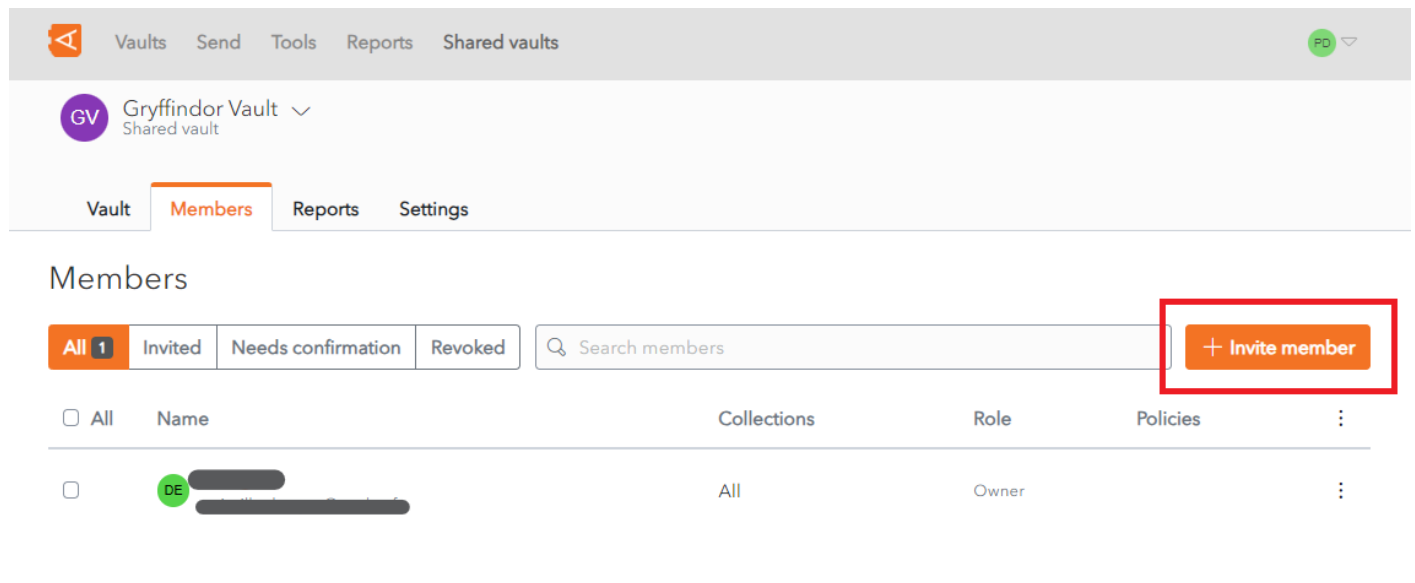


# Invite Member to Shared Vault

From the **Shared Vaults screen**, click on the **Invite member** button.



The screenshot shows the 'Gryffindor Vault' interface. At the top, there's a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below this, the 'Gryffindor Vault' header is visible, followed by tabs for 'Vault', 'Members', 'Reports', and 'Settings'. The 'Members' tab is active. Below the tabs, there's a 'Members' section with filters: 'All 1', 'Invited', 'Needs confirmation', and 'Revoked'. A search bar labeled 'Search members' is also present. On the right side of the members list, there is an orange button labeled '+ Invite member', which is highlighted with a red rectangle. Below the filters and search bar, there's a table with columns: 'All', 'Name', 'Collections', 'Role', 'Policies', and a vertical ellipsis. The table contains one row with a green 'DE' icon, a redacted name, 'All' in the Collections column, 'Owner' in the Role column, and a vertical ellipsis in the Policies column.

All	Name	Collections	Role	Policies	
<input type="checkbox"/>	DE [redacted]	All	Owner		

The **Invite Members** screen is displayed. The **Role Tab** is selected by **default**.

**Role****Collections**

Add new users to your shared vault by selecting them below.

**Email** (required)

joe.bloggs@myemail.com

enter the email address of new members separated by a comma.

**Member role**

- ☒ **User**  
Access and add items to assigned collections
- ☐ **Manager**  
Create, delete, and manage access in assigned collections
- ☐ **Admin**  
Manage shared vault access, all collections, members, reporting, and security settings
- ☐ **Owner**  
Manage all aspects of your shared vault, including billing and subscriptions

**Save**

Cancel

## Grant Permissions to a Collection

Before granting a user access to a Shared Vault, you must **grant permissions** to at least one **collection** in the Shared Vault.

Click on the **Collections** tab.

Choose the Permission from the **Permission** dropdown.

Choose the Collection from the **Select Collections** dropdown.

INVITE MEMBER

×

Role

Collections

☐ Grant access to all current and future collections.  
If checked, this will replace all other collection permissions.

Permission

Can view

▼

Collection

No collections added

Select collections

Default collection

×

✓ 

Default collection

Permission

Save

Cancel

Click **Enter**. The **Permissions assigned** to the **Collection** is **displayed**.

Role

Collections

☐ Grant access to all current and future collections.

If checked, this will replace all other collection permissions.

Permission

Can view



Select collections

-- Type to filter --



Collection

Permission



Default collection

Can view



Save

Cancel

## Select Member to Invite

Once at least one Collection in the Shared Vault has Permissions assigned, Members can be invited to the Shared Vault.

The **Role** Tab is selected by **default**.

Select a Member to invite from the **Select New Members** dropdown.

Select the **Member Role. User** is checked by **default**.

## INVITE MEMBER



Role

Collections

Add new users to your shared vault by selecting them below.

Select new members.

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### Member role

☒ User

Access and add items to assigned collections

☐ Manager

Create, delete, and manage access in assigned collections

☐ Admin

Manage shared vault access, all collections, members, reporting, and security settings

☐ Owner

Manage all aspects of your shared vault, including billing and subscriptions

Save

Cancel

Click **Save** to invite the member to the Shared Vault. The Member is displayed in the **Member List** for the Shared Vault.

Alternatively, click **Cancel** to cancel the operation.

Members

All 3

Invited

Needs confirmation

Revoked

🔍

Search members

+ Invite member

<input type="checkbox"/> All	Name	Collections	Role	Policies	
<input type="checkbox"/>	<div><div>AD</div><div>Ademo</div><div></div></div>		Owner		
<input type="checkbox"/>	<div><div>BD</div><div>Bdemo</div><div></div></div>		User		
<input type="checkbox"/>	<div><div>DE</div><div></div><div></div></div>	All	Owner		