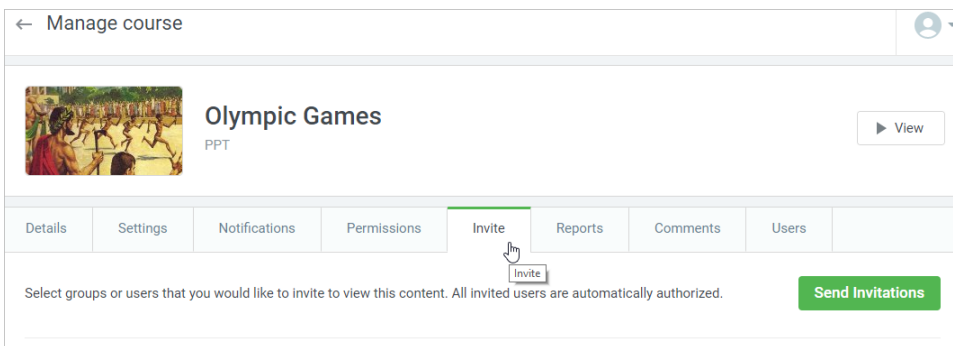


Inviting Users to View Content

To send users an invitation to view the course:

1. On the **Manage course** page, open the **Invite** tab.



2. Add users who will receive the email invitations to view the course.

You can invite all the users of a specific organization. Choose an organization in the **Organization** list and tick **Choose all users in organization**.

A screenshot of the 'Organization' selection form. It features a label 'Organization:' followed by a dropdown menu currently showing 'iSpring'. Below the dropdown is a checkbox labeled 'Choose all users in organization', which is checked, and a mouse cursor is hovering over it.

Also, feel free to specify the groups of users who will get the invitations. To do this, check needed groups in the **Groups** window.

A screenshot of the 'Groups' selection window. The window has a title bar 'Groups (3)' and a search bar with the text 'Search...'. Below the search bar is a list of groups with checkboxes: 'IT managers' (unchecked), 'Leaders' (checked, with a mouse cursor hovering over it), 'Managers' (checked), 'Marketing' (checked), and 'New Group' (unchecked). A vertical scrollbar is on the right side of the list.

Add individual users who will receive the invitations. Start entering the name, last name, or email in the **Users** window. Left-click the right name to select.

Users (0)

john

John Smith (john.smith@ispringsolutions.com)

Send out invitations to the users who are not registered at the LMS yet. To do this, enter the user's email or a few emails separated with commas in the **Emails** window and edit the message the users will receive.

Invite new users to view the course. They will reach organization selected above

Email Addresses (separated with commas):

debbie.jackson@gmail.com, sean.kurt@yahoo.com

Custom Message (optional):

I invite you to view "Olympic Games".

Click here to manage invite message

If the course is private, specify whether the users who follow the link will have to register.
If the **Log on automatically via invitation link** is not ticked, the users who will follow the link will have to sign up. To let the users view the course without registration, tick **Log on automatically via invitation link**.

Invite new users to view the course. They will reach organization selected above

Email Addresses (separated with commas):

Click here to invite by email

Custom Message (optional):

I invite you to view "Olympic Games".

☒ Log on automatically via invitation link

3. Click the **Send invitation** button.

← Manage course

Olympic Games

PPT

▶ View

Details

Settings

Notifications

Permissions

Invite

Reports

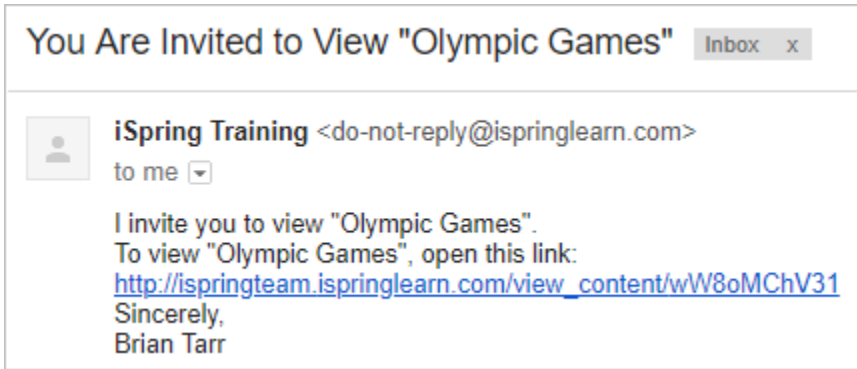
Comments

Users

Select groups or users that you would like to invite to view this content. All invited users are automatically authorized.

Send Invitations

4. The users will receive an email invitation and follow the link to access the course.



If you see a warning that the system failed to send invitation emails to some of the users, make sure that all email addresses are typed correctly. If all addresses are correct, but the emails still fail to be sent, [contact our Support Team](#).