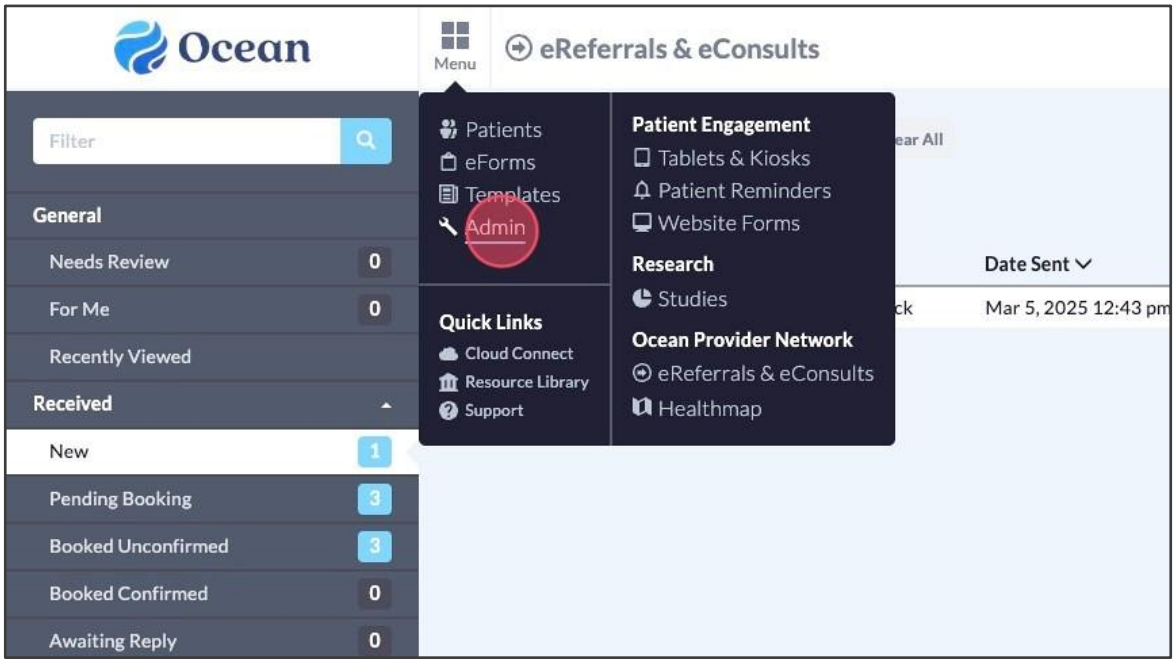
Invite users to join your Ocean site

This guide walks you through the steps to invite users to your Ocean site from the admin settings.

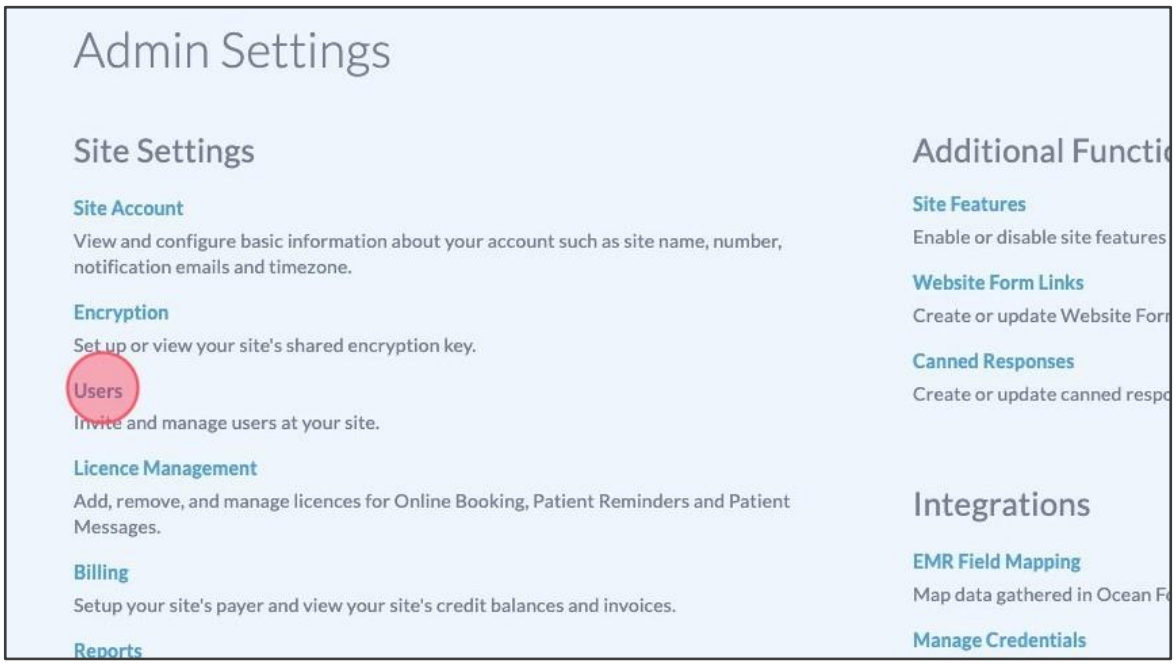
Step 1: Open the Admin settings

1. Sign in to your OceanMD account.
2. Select the Menu icon in the top-left corner next to the Ocean logo, then select Admin.



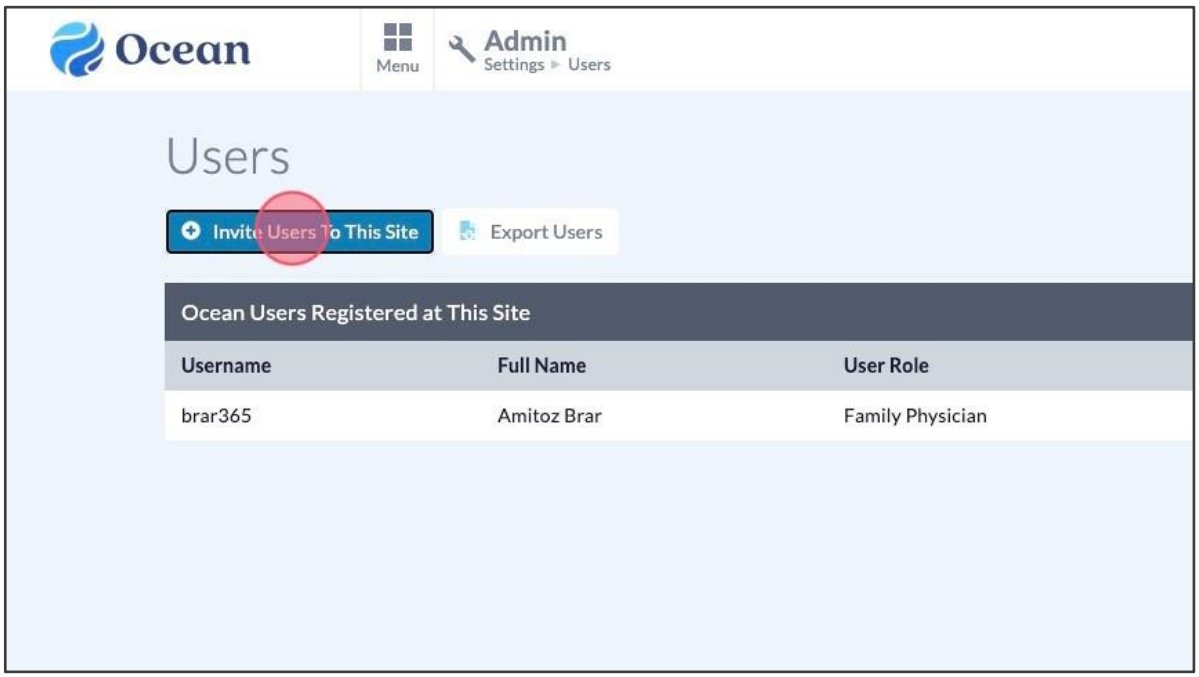
Step 2: Navigate to the Users section

1. Under **Site Settings**, select **Users**.



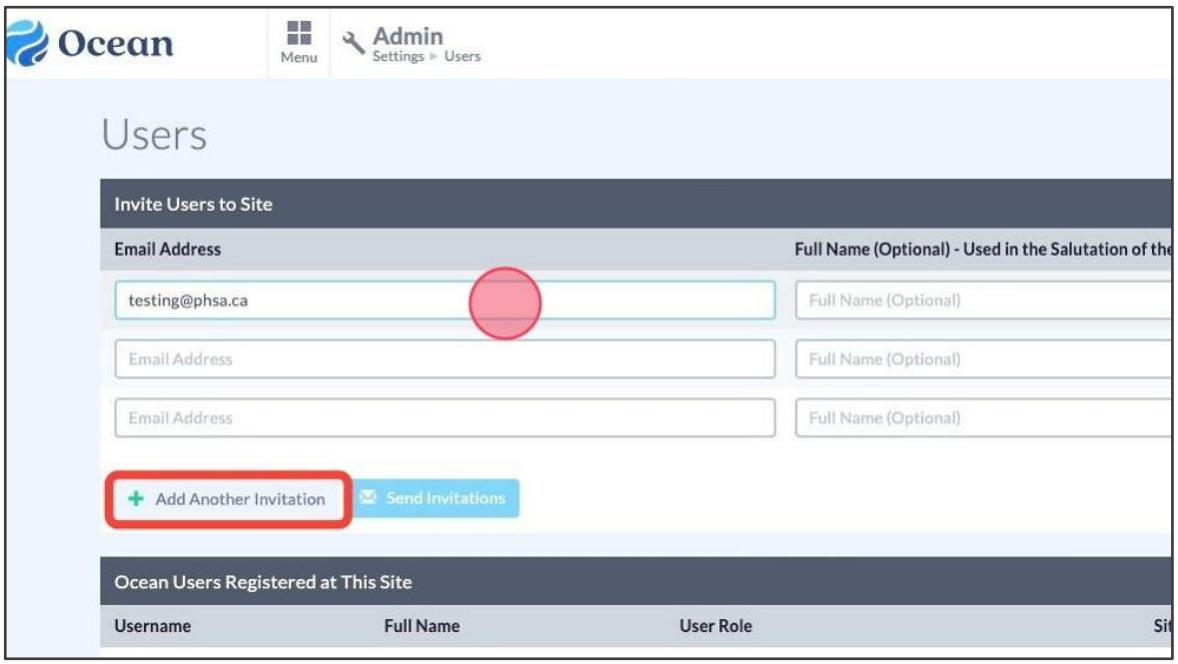
Step 3: Start the invitation process

1. Select the **Invite Users To This Site** button.



Step 4: Enter user email addresses

1. In the **Email** field, enter the email addresses of the users you want to invite.
2. To invite more users, select **Add Another Invitation**.



Step 5: Send the invitations

1. Select **Send Invitation** to email the invites to your colleagues.

Users
Invite Users to Site
Email Address
Full Name (Optional)
testing@phsa.ca
Full Name (Optiona
Email Address
Full Name (Optiona
Email Address
Full Name (Optiona
Add Another Invitation
Send Invitations
Ocean Users Registered at This Site