




Invite a colleague to a group quick reference guide

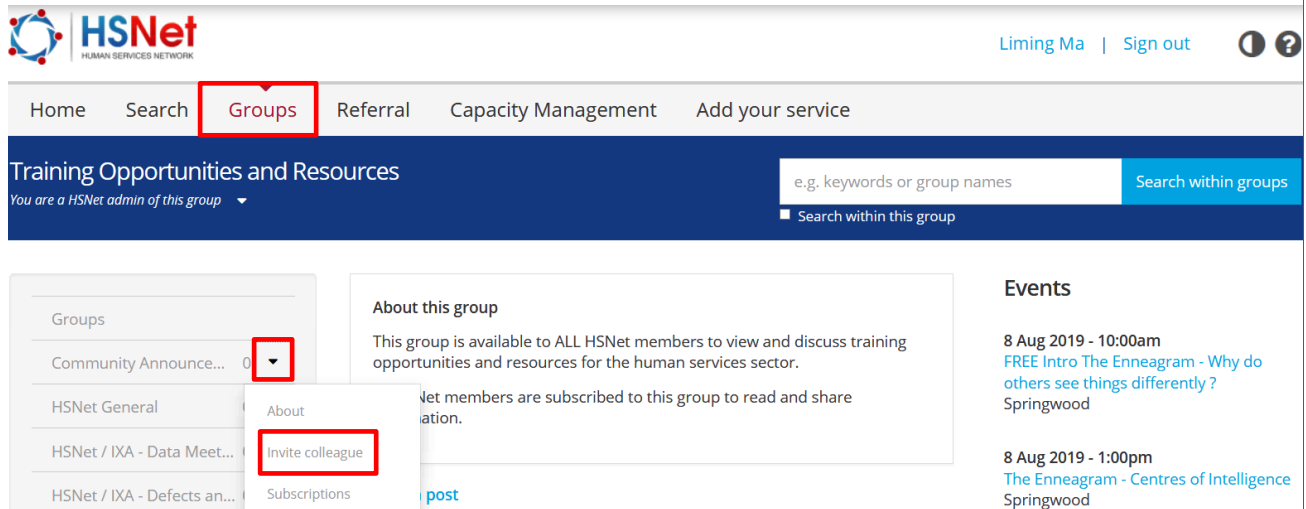
All members of a group can invite a colleague to join a group, whether they are an HSNet member or not. The person being invited will need to log on to HSNet and request to join the group. Refer to **Join a group quick reference guide** for more information.

To invite a colleague to join a group you must log on to the HSNet website www.hsnet.nsw.gov.au.

Follow these steps to invite a colleague to join a group:

1. Click on the **Groups** tab.

2. Click on dropdown menu icon  next to the group that you want to invite a colleague to join and select **Invite colleague**.



The screenshot shows the HSNet website navigation bar with 'Groups' highlighted in red. Below it, a dropdown menu is open, and 'Invite colleague' is highlighted in red. The page content includes 'Training Opportunities and Resources', a search bar, and an 'Events' section.

3. The **Invite a Colleague** form will be displayed. Complete the required fields.

Note: * indicates mandatory field.

Invite a Colleague

Email address(es) *

Personalise your Invitation

Send my invitation



Field	Description
Email address(s)*	Email addresses of colleagues you want send an invite to join the group. Note: Use a comma (,) to separate multiple email addresses
Personalise your invitation *	A personalised message to be included in your invitation to the colleague.
4.	Click on Send my invitation button. An email detailing your invitation message will be forwarded to the person(s) inviting them to join the group. Note: If the email address of the recipient is not a current HSNet user, they will be asked to join HSNet as well as the group.