Accept an email invitation

Step-by-step instructions for Accept an email invitation in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

Scan for video

Step-by-step instructions

1 Open the invitation email

Open the email that says you have been invited to link an account.

2 Accept the invitation

Click the button in the email.

3 Open the invitation in the portal

The Communication Portal opens and retrieves your invitation.

4 Accept the profile link

Click **Accept** to link the profile. The link is now active.

Complete transcript

▼ Read the complete video transcript

Hello. I'm going to show you how to accept an invitation by email for an externally linked profile. The idea is that in the communication portal an invitation is sent for an external link for a profile. Then the user being linked gets an email and also a notification in the app.

This is what it looks like. You have an email saying you've been invited. This account has invited you to create a link. Do you want to accept the invitation? We can simply click the button.

Then we're taken to the communication portal. Then your invitation is retrieved and you see there's a profile link for this profile. We can simply accept and then we're done. Then the link is accepted.