



Reinvite a pending user

^ Table of contents

▸ Prerequisites

▸ Reinvite a pending user


Prerequisites

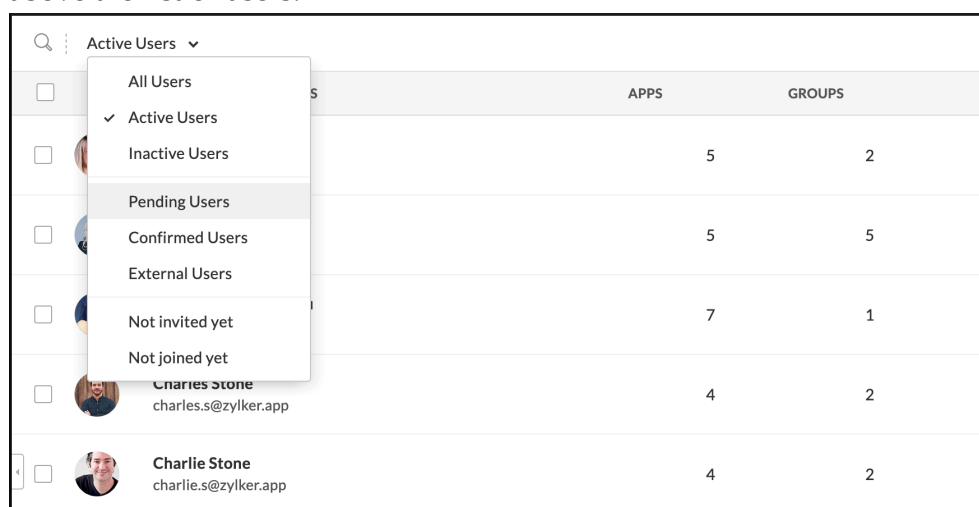
Permission required to perform this action: Add Users

Reinvite a pending user

You can reinvite a [pending user](#) to join your organization by re-sending an invitation email to them, up to three times. If the user still didn't accept the invite, you can contact support@zohodirectory.com for further assistance.

To reinvite:

1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.
2. Go to **Users**, then click on a pending user. You can find the list of pending users in the drop-down menu above the list of users.



The screenshot shows the 'Active Users' dropdown menu open, displaying a list of user categories. The background shows a table with columns for 'APPS' and 'GROUPS'.

	APPS	GROUPS
Active Users		
Inactive Users	5	2
Pending Users		
Confirmed Users	5	5
External Users		
Not invited yet	7	1
Not joined yet		
Charles Stone charles.s@zylker.app	4	2
Charlie Stone charlie.s@zylker.app	4	2

3. Click on the required user, then click **Resend**. In the confirmation pop-up, click **Yes, Confirm**.

