Zoho Corporation

Reinvite a pending user

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Prerequisites

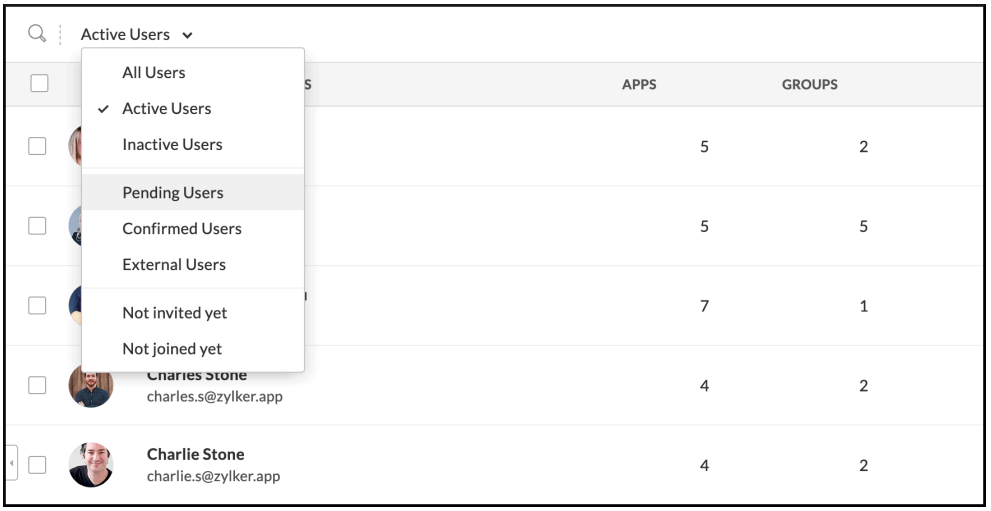
Permission required to perform this action: Add Users

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.



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