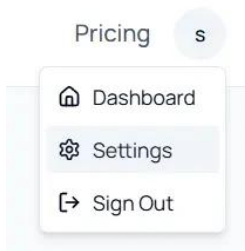




How to Set Up a Team Account

After creating an account, navigate to the **Team Settings Page** by clicking on the circle icon with the first letter of your email address in the top right corner. Then click **Settings**.



Finally, scroll to the bottom of the page and input the email address you would like to invite to your team. Make sure to choose their classification (member or owner). If you choose owner for an invitee, then ownership will be transferred to them upon successfully accepting the team invitation. It does not matter if that person already has an IQ account or not. They will receive an email, and after following the steps in the email they will be added to your team.

Invite Team Member

Email

Enter email

Role

☒ Member ☐ Owner (This will relinquish ownership)

+

 Invite Member

If you are **not the owner** of the team, you **cannot** invite members to join your team.