


# Configure Company Teams

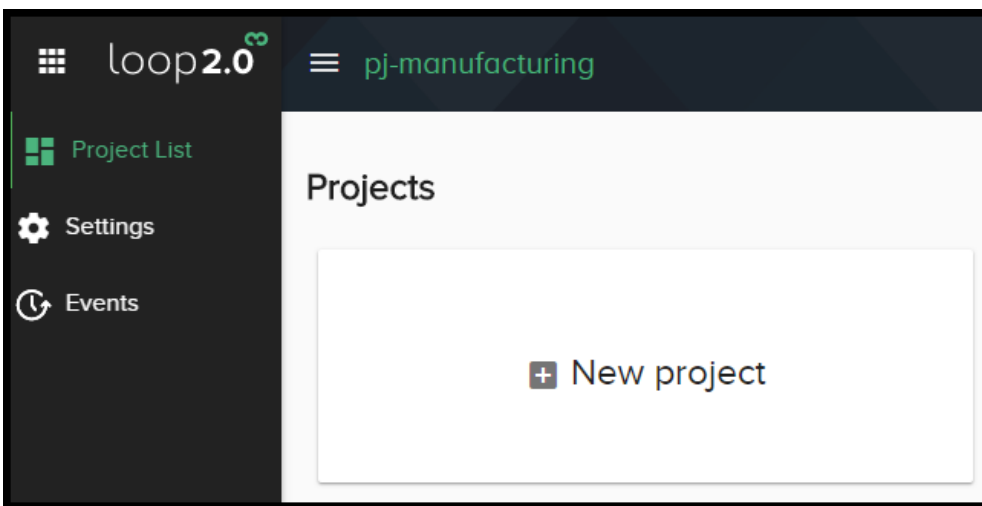
Company Teams define that users that will be allowed to access Company Projects.

Configure Company Teams with the following procedures:

- [Add a Team](#)
- [Edit or Delete a Team](#)
- [Add a Team Member](#)
  - [Related articles](#)

 Follow the steps in [Create a Company](#) to create a Company if you have not already done so.

The starting point for configuring a Company begins with the Company Dashboard.



## Add a Team


First, you create Teams in the Company configuration. Later, you will assign teams to a Project, where you also can assign read/write access.

To add a Team to a Company:



1. In the navigation panel at the left, click **Settings**.
2. Select the **Company** tab.



3. In the Company Teams section, enter a **Team Name**. Click **Add Team**.

 Predefined Teams also appear in this list. These Teams cannot be edited or deleted:


- Members of the OWNERS Team have permission for all features and options.
- Members of the LOOPINSIGHTS Team have access only to the LoopInsights application.

User-defined Teams display a  icon for editing and a  icon for removing the Team.


## Edit or Delete a Team

Only user-defined Teams can be modified or deleted.


### To modify a Team name:

1. In the navigation panel at the left, click **Settings**.
2. Select the **Company** tab. Scroll down to the Company Team list.
3. Find the team to modify that is available to edit.
4. Click  to display the name in the Team Name field. The name populates the Team Name field so that you can change it.
5. Modify the Team name, then click **Save Team**.

### To delete a team:

1. In the Company Teams list, find the team to be deleted.
2. Click . The team is immediately removed from the list.

## Add a Team Member

 Team members must be LoopCloud registered users. LoopCloud is a multi-tenant platform and for security reasons, when users register they do not get linked automatically to a particular company. Therefore, when adding a Team member, a list of users is not available. Users must supply you with a registered user name so that you can add them to a Team.

### To add a member to a team:

1. In the navigation panel at the left, click **Settings**.
2. Select the **Company** tab.
3. In the Team Members section, select a **Team** from the drop-down list.
4. Enter a **User Name** and click **Add User**.

The user will receive an email invitation with instructions for accessing this company. The Team Member list displays the status of members.

Team Member Status	Description
PENDING	The user has not responded to the invitation email.
ONBOARD	The user has responded to the invitation email.

## Related articles

- [LoopCloud Components](#)