

# Add People

([link](#))

# Intro

When you create new users, Genesys Cloud automatically sets their status as active whether you send the invitation now or later.

If you choose to send invitations to new users later and manually set their status to inactive, when you send the invitations Genesys Cloud automatically changes their status to active.

# Step by step

1. Click **Admin**.
2. Under **People and Permissions**, click **People**.
3. Click **Add Person**. The Add People to the Organization dialog box opens.
4. Click the **Person** tab.
5. Complete the mandatory **Name** and **Email** fields.
6. (Optional) Enter additional information by clicking **Optional Fields**.
7. (Optional) To add the person to a queue, do the following:
  - a. Under **Assign Queues**, begin typing the first few letters of the desired queue.
  - b. Select it from the list.
  - c. Repeat steps a-b for each additional queue to which to add the person.

# Step by step

8. (Optional) To add roles for the person, do the following:
  - a. Under **Assign Roles**, begin typing the first few letters of the desired role.
  - b. Select it from the list.
  - c. Repeat steps a-b for each additional role to assign.
9. Send the invite automatically by selecting **Send invite now**.
10. Click **Create**.