

Access Management and Invitations

Comprehensive guide to managing user access, inviting participants, configuring guest access, and understanding user roles and permissions.

- [Managing Access And Inviting Users](#)

Managing Access And Inviting Users

This guide explains how to manage access to conversations and invite new users, including guest access for external participants.

Inviting Users to a Conversation

To invite users to an existing conversation:

1. Open the conversation
2. Click on the "Participants" tab in the sidebar
3. Use the "Search or add participants" field
4. Search for users by name or email
5. Click on a user to add them to the conversation

Guest Access

Guest access allows external users without Junovy accounts to join your conversations.

Enabling Guest Access

1. Open Conversation Settings
2. Navigate to the "Moderation" section
3. Toggle "Allow guests to join this conversation via link"
4. A shareable link will be generated

Sharing the Guest Link

Once guest access is enabled:

1. Copy the conversation link from the browser address bar
2. Share the link with external participants
3. Guests can join by entering a display name

Guest Limitations

Guests can:

- Participate in chat messages
 - Join voice and video calls
 - View shared files

Guests cannot:

- Access other Junovy services
 - View conversation history before they joined
 - Invite other participants

User Roles and Permissions

Junovy Talk has different user roles within conversations:

Moderator:

- Full control over conversation settings
 - Can promote/demote other users
 - Can remove participants
 - Can delete any message
 - Can manage permissions

Participant:

- Can send messages and participate in calls
 - Permissions vary based on conversation settings

Promoting a User to Moderator

1. Open the Participants panel
2. Click on the three-dot menu next to the user's name
3. Select "Promote to moderator"

Managing Individual Permissions

For fine-grained control:

1. Click on a participant's three-dot menu
2. Select "Edit permissions"
3. Customize specific permissions for that user

Available permission settings:

- Grant all permissions
 - Remove all permissions
 - Custom permission combinations

Open Conversations

Make your conversation discoverable to all registered users:

1. Open Conversation Settings > Moderation
2. Enable "Open conversation to registered users, showing it in search results"
3. Users can find and join your conversation through search

Importing Participants from CSV

For adding multiple participants at once:

1. Open Conversation Settings > Meeting
2. Click "Import email participants"
3. Upload a CSV file with email addresses
4. Users will be added to the conversation

Removing Participants

To remove a user from a conversation:

1. Open the Participants panel
2. Click on the three-dot menu next to the user's name
3. Select "Remove participant"
4. Confirm the removal

Note: Removed participants will no longer have access to the conversation or its message history.