

# Welcome to Maple Workspace

Maple Dental team

A quick handover for your new workspace. Invite your colleagues, then protect your account with two-step verification. These screens are illustrative sample data.

## 1. Invite your colleague

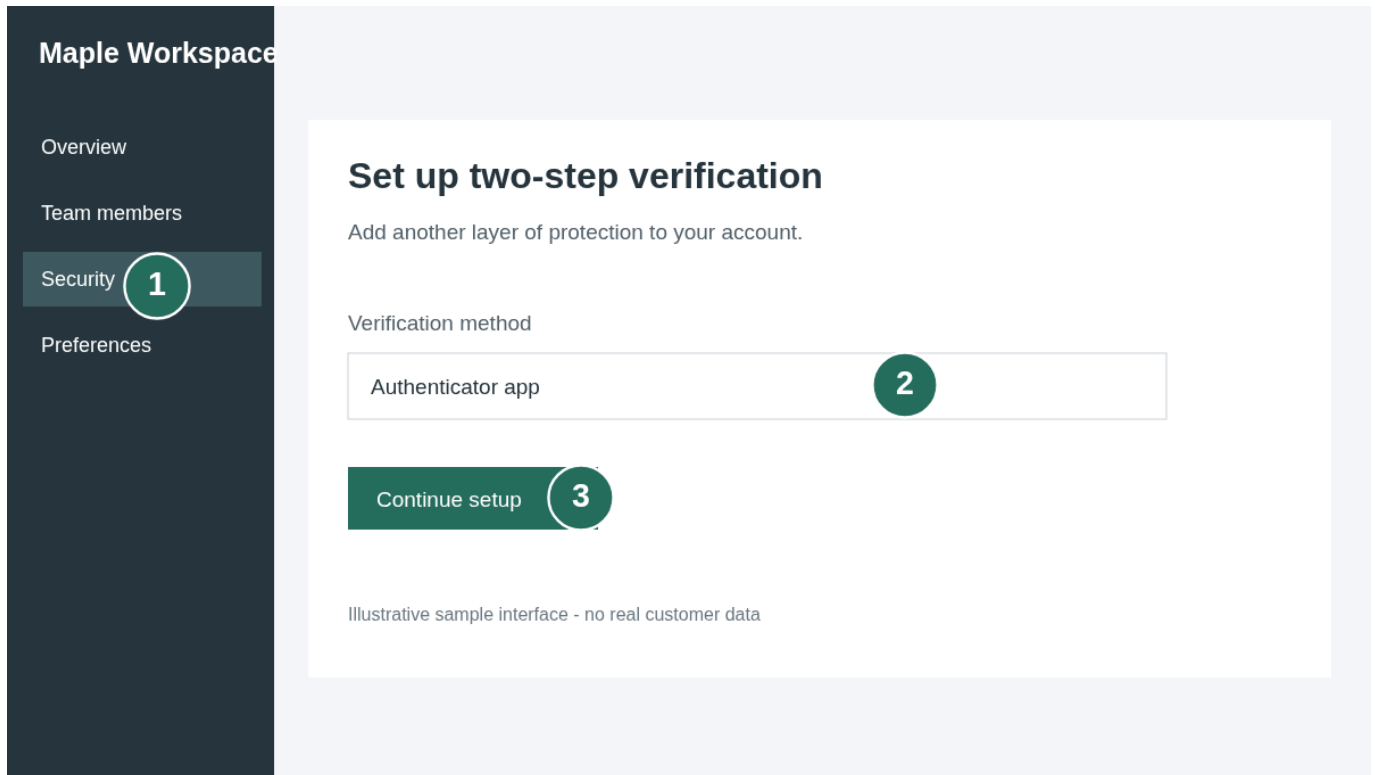
Open Team members from the sidebar. Enter your colleague's work email, then select Send invitation. They will receive a link to join your workspace.

The screenshot shows the Maple Workspace interface. On the left is a dark sidebar with the title 'Maple Workspace' and a list of menu items: 'Overview', 'Team members' (highlighted with a green circle and the number 1), 'Security', and 'Preferences'. The main content area is titled 'Invite a team member' with the subtitle 'Give your colleague access to the workspace.' Below this is a form with the label 'Email address' and a text input field containing 'colleague@example.test' (highlighted with a green circle and the number 2). At the bottom of the form is a green button labeled 'Send invitation' (highlighted with a green circle and the number 3). A disclaimer at the bottom of the main area reads 'Illustrative sample interface - no real customer data'.

1. Open Team members.
2. Enter the colleague's email address.
3. Send the invitation.

## 2. Protect your account

Open Security and choose Authenticator app. Select Continue setup and follow the instructions shown by your own workspace. Keep recovery codes somewhere safe; do not include them in a shared guide.



1. Open Security.
2. Choose your verification method.
3. Continue the setup.