+++ title = "Manage a pending invitation" aliases = ["docs/sources/administration/manage-users-and-permissions/manage-org-users/manage-pending-invites.md"] weight = 20 +++

Manage a pending invitation

Periodically review invitations you have sent so that you can see a list of users that have not yet accepted the invitation or cancel a pending invitation.

> *Note: The **Pending Invites** button is only visible if there are unanswered invitations.*

Before you begin

- Ensure you have organization administrator privileges

To manage a pending invitation:

1. Sign in to Grafana as an organization administrator.

2. Hover your cursor over the **Configuration** (gear) icon in the side menu and click **Users**.

3. Click **Pending Invites**.

   The **Pending Invites** button appears only when there are unaccepted invitations.

   Pending Invites button

To cancel an invitation, click the red **X** next to the invitation.

To copy an invitation link and send it directly to a user, click Copy Invite. You can then paste the invite link into a message.

Pending Invites list