Converting an outside collaborator to an organization member
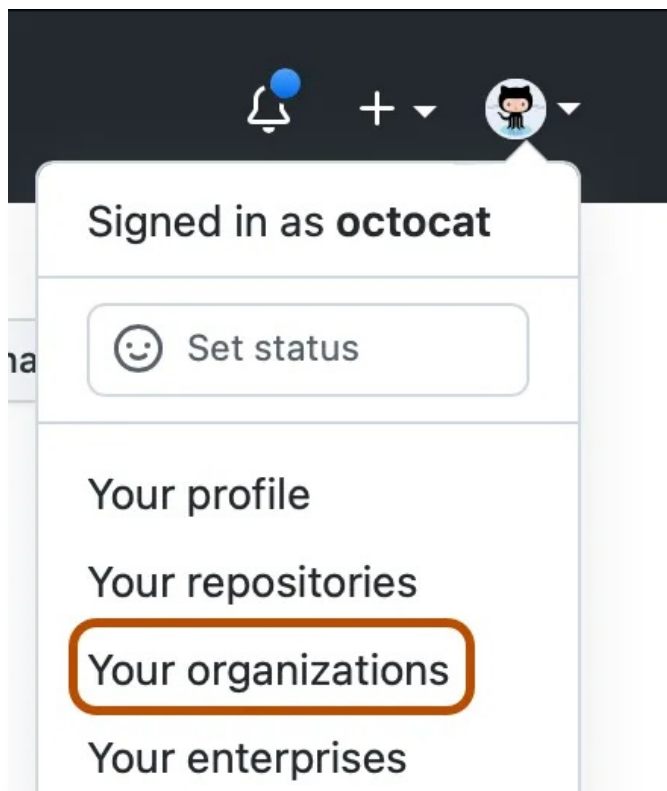
If you would like to give an outside collaborator on your organization's repositories broader permissions within your organization, you can make them a member of the organization.
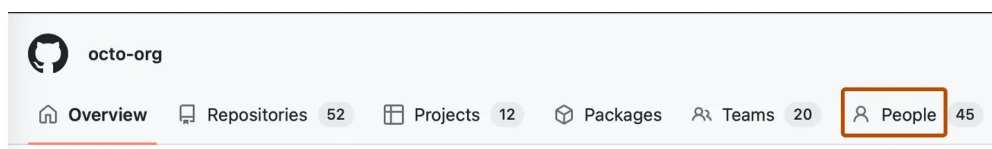
> **Who can use this feature**
> Organization owners can add users to an organization.

If your organization [requires members to use two-factor authentication](#), users must [enable two-factor authentication](#) before you can add them to the organization.

1 In the top right corner of GitHub Enterprise Server, click your profile photo, then click **Your organizations**.

2 Click the name of your organization.

3 Under your organization name, click 🖈 **People**.

④ In the "Organization permissions" sidebar, click **Outside collaborators**.

⑤ To the right of the name of the outside collaborator you want to become a member, click **Invite to organization**.

⑥ If the person you're adding was an organization member within the last three months, select whether to restore their privileges or start fresh, then click **Add and reinstate** or **Add and start fresh**.

⑦ If the person you're inviting has never been a member of the organization or if you cleared their privileges, choose a role for the user and optionally add them to some teams, then click **Add member**.

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