

How to invite a new user to Vaultwarden

To invite a new user to your Vaultwarden organization, you will need to follow the steps below:

1. Login to your Vaultwarden instance (if you are not logged in already)
2. Navigate to your organization
3. Click Manage and then click invite user
4. Enter the user email address, type of user and the level of access.
5. Click save

This will send an email invitation which is valid for 5 days.

The new user you added needs to follow the steps below in order to create their account.

1. Login to your email account.
2. Open the email from Vaultwarden inviting you to join the organization.
3. Click the link on the email and click create new account
4. Enter your details (please be careful to remember the master password because this password can not be reset)
5. Click continue
6. Now you will get an email into your mailbox to verify. Click the link on the email.
7. Now login with your email and your master password.

After the new user has created their account, the organization owner needs to confirm the newly added user. To do this, you can follow the steps below:

1. Login into your account
2. Navigate to your organization
3. Click manage
4. Select the newly added use and click confirm

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