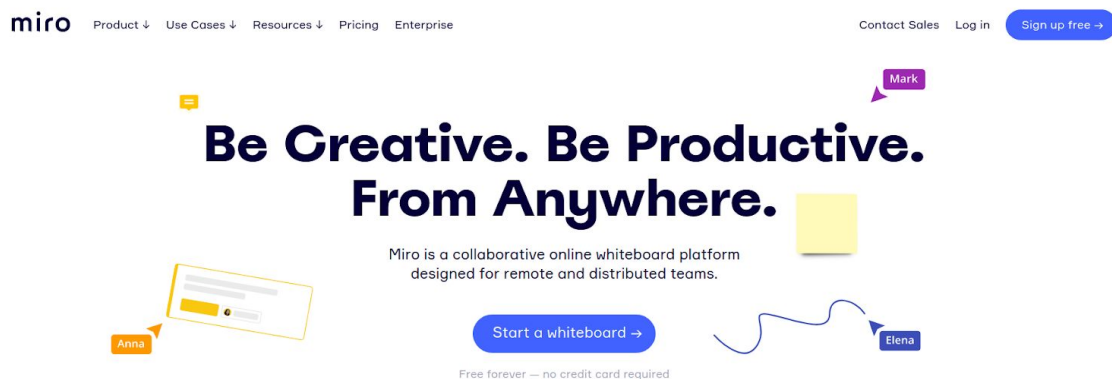# Instructions to Use **MIRO Board**

Getting started

MIRO is an Online Visual collaborative platform which allows one to discuss their project ideas, hold team meetings, create concept maps and plan strategies for their projects and research works. Being a free of cost tool available online which helps one collaborate with their teammates and organise one's ideas.

Steps to MIRO

1. **Visit Link** → **Miro: An Online Visual Collaboration Platform for Teamwork**
    Click On Start a Whiteboard button. Login Screen will appear.
    Note: Kindly use the MIRO application from your browser.

2. If you are a new user, **Sign Up**, else **Login**.

Note: One can also sign up on MIRO by either using your **Gmail**, **Facebook**, **Slack**, **Microsoft Office**, or **Apple** account. Agree to the Terms, Privacy Policy and Updates from MIRO in order to make the account.

3. **Set up your Team**

   Make the MIRO team by entering your team name, your Role in the company, and your team size depending on the number of members among which the board has to be shared. Select 2-50.

4. **Invite teammates**

   Once team name, and size, is filled, your MIRO board is created . Now one needs to share it with your teammates. That can be done by:
   a. Sending invitations on their **Gmail** or **Slack** accounts.
   b. Copying the given link and sharing it with their respective teammates.
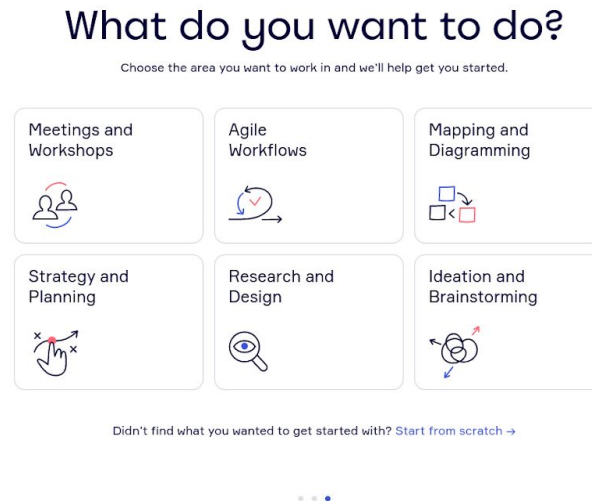   c. Entering the Email id of the teammates and clicking on Send invitations.

Note: One has to invite their team as well as send invites to the following 3 ids, **mehul.raval@ahudni.edu.in**, **dhaval.patel@ahduni.edu.in**, and **keyur.joshi@ahudni.edu.in** and MIRO allows one to add invite members after creating the board too.
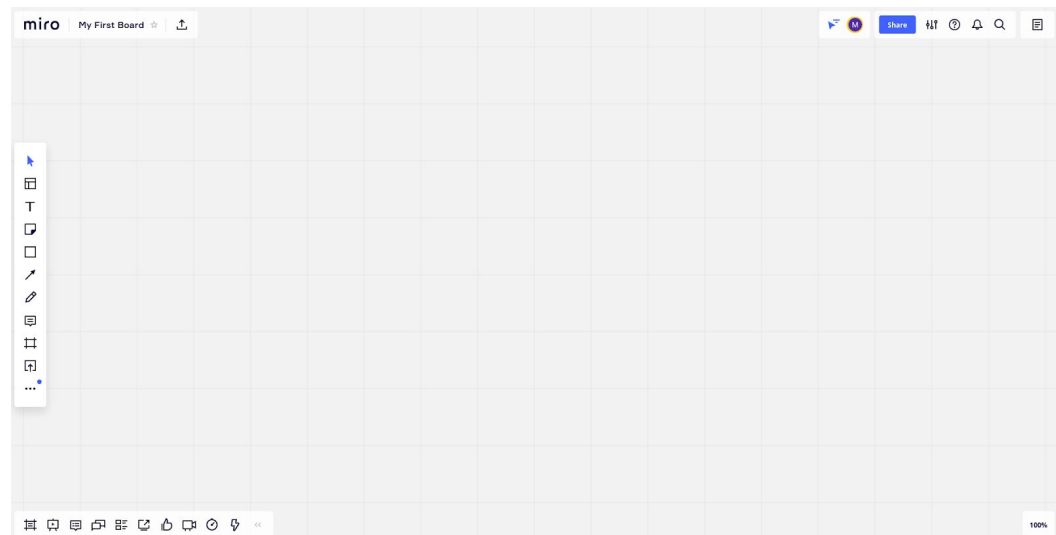
5. **Choose what you want to do**

From the given areas select what one wants to work on using MIRO. If none of the areas match one's requirement then simply click on Start from scratch at the bottom of the page.
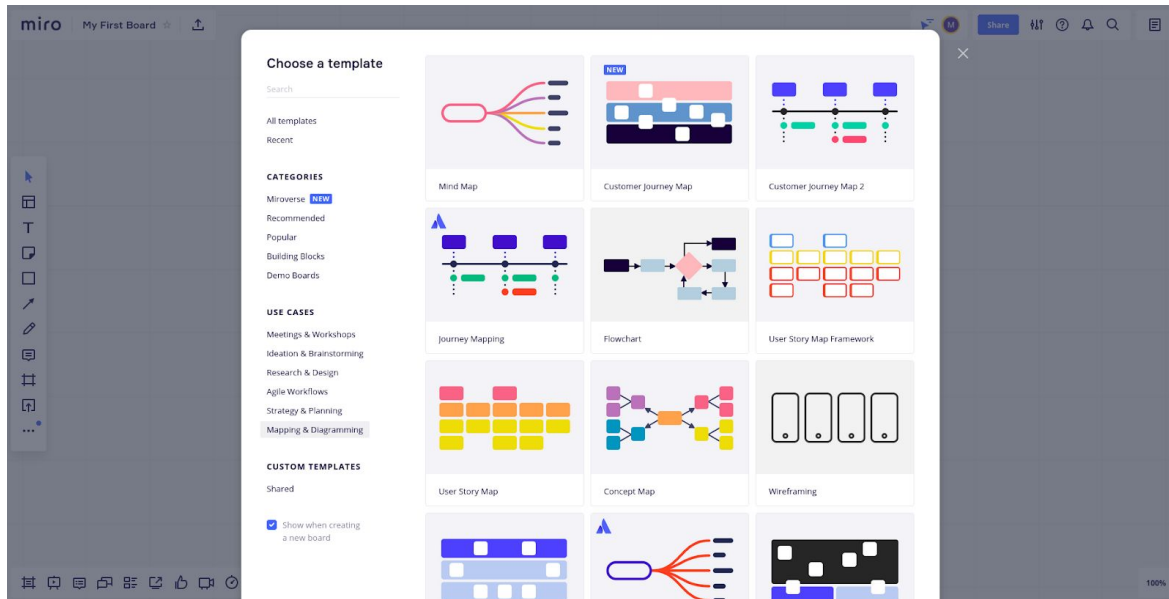

6. **Your first Board**

The MIRO board is an infinite board using which one can start organising their ideas.

a. On the left hand side, there are various tools using which one can add shapes, images, videos, comments, sticky notes and navigate through the board.

b. On the bottom of the screen, there are various tools which allow communication between the teammates via chats, video conferencing, and screen sharing.
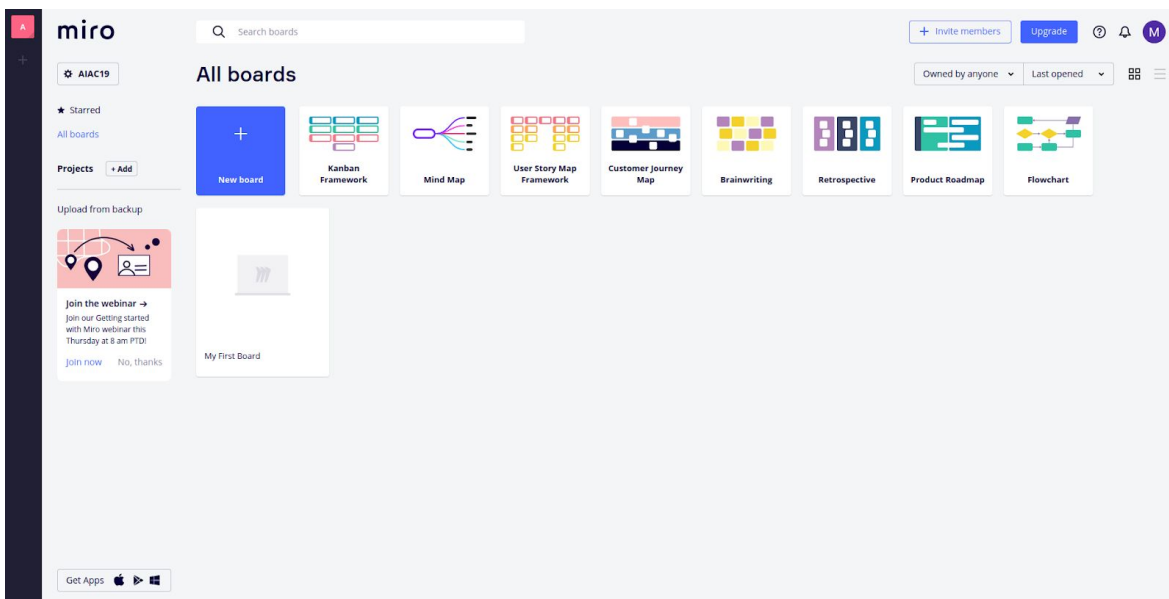
7. **Choose a template**

Select a template from the given set of templates to start making your concept map or just start from scratch by adding sticky notes to your board and connecting them with arrows.
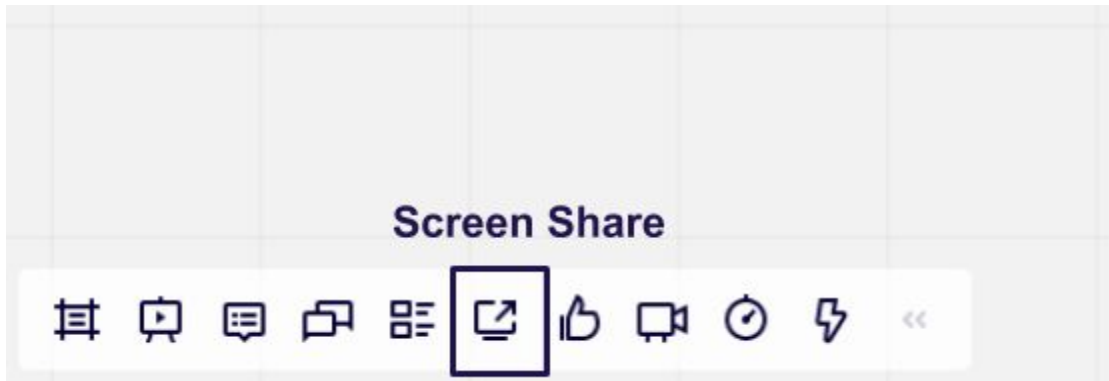

8. Once your account is made, all your boards and projects will be visible to you, such that you can easily navigate from one project to another. You can also add more than one board to one project.

Start a video chat in MIRO

1. You can start a video chat with your teammates in MIRO using the **Screen Share** option present in the bottom left side of the board.

2. Upon starting the screen share option, this panel will appear on the bottom of the board. Simply click on **Start** to start the video chat.