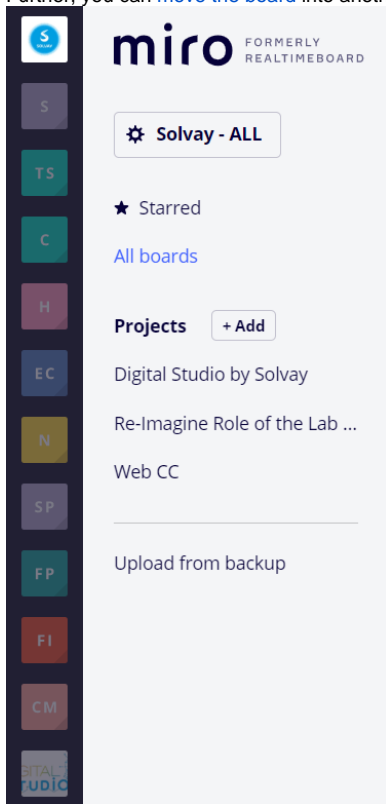


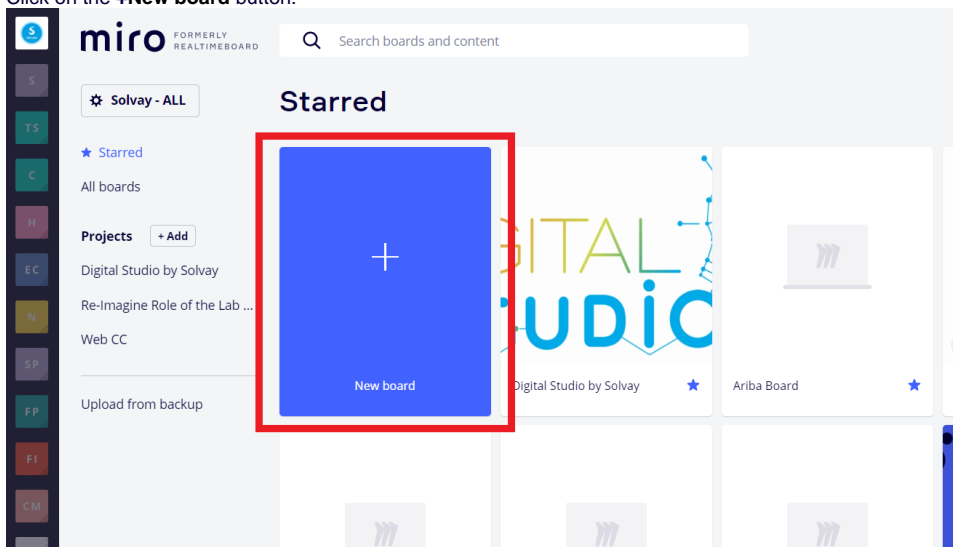
# How to Create a New Board

If you would like to create a board, here is what you need:

1. If you are a member of several teams, first choose a team on the left side of the [Dashboard](#) where your created board will be saved. Further, you can [move the board](#) into another account if it is necessary.



2. Click on the **+New board** button:

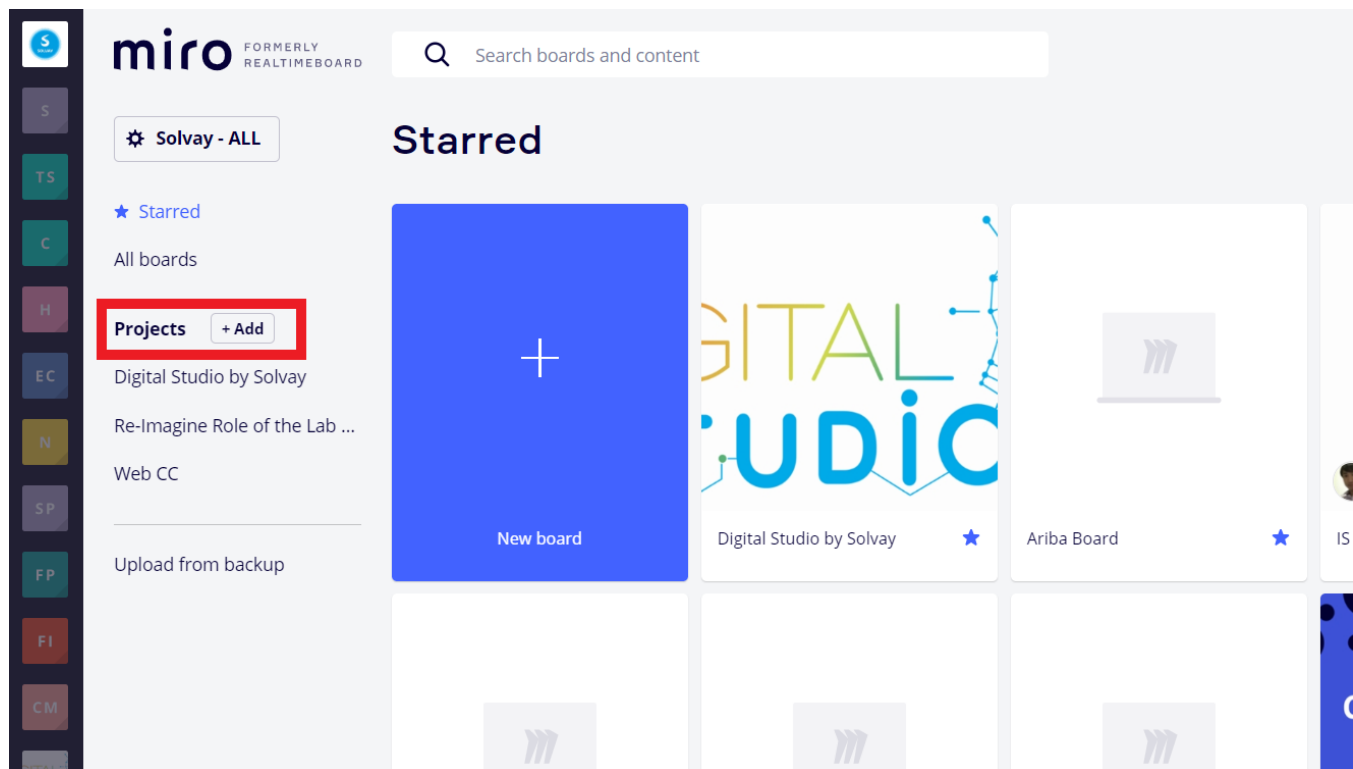


*The blue button to create a new board is always the first one on your dashboard*

To jump-start your work, upon entering your board for the first time we will suggest using one of the [templates](#) from our library. You can skip it if you wish - you will always be able to use templates later.

**Access to your board:**

If you choose a team and then choose a certain [project](#) within the working space - the board will automatically belong to that very project and will be shared with the project's participants - they can be seen beside the project's name:



The dashboard shows to which project your board will belong and to which team the project belongs

## The board interface

In the centre of the board window, there is the *working space* - the board itself. Here you add and organize content, insert [templates](#) or links to other sites, platforms and services.

[blocked URL](#)

The board interface

The working space is surrounded by a few sets of tools and settings:

1. The main board menu:

<a href="#">blocked URL</a>	Miro button to go back to the <a href="#">dashboard</a>
<a href="#">blocked URL</a>	Board information card
<a href="#">blocked URL</a>	<a href="#">Export</a> options
<a href="#">blocked URL</a>	Buttons <a href="#">undo</a> and <a href="#">redo</a>

2. The settings toolbar:

<a href="#">blocked URL</a>	<a href="#">Sharing</a> settings
<a href="#">blocked URL</a>	Board settings
<a href="#">blocked URL</a>	<b>Learn &amp; Inspire</b> center ( <a href="#">tutorials</a> , use cases, FAQs, form to contact support, etc)
<a href="#">blocked URL</a>	<a href="#">Search</a>

3. The main [Toolbar](#) and [applications](#) that are available for users.

4. The bottom [toolbar](#):

<a href="#">blocked URL</a>	Frames panel
<a href="#">blocked URL</a>	Presentation mode
<a href="#">blocked URL</a>	Comments
<a href="#">blocked URL</a>	Chat
<a href="#">blocked URL</a>	Cards panel
<a href="#">blocked URL</a>	Screen sharing
<a href="#">blocked URL</a>	Video chat
<a href="#">blocked URL</a>	Activity log

5. The navigation toolbar:

<a href="#">blocked URL</a>	Full-screen mode
<a href="#">blocked URL</a>	Map
<a href="#">blocked URL</a>	Fit to screen mode
<a href="#">blocked URL</a>	Zooming in and out
<a href="#">blocked URL</a>	Current scaling

## Board information card

In order to identify your boards, we recommend you to

- Create a unique title for it,
- Set a cover picture;
- Add a description;
- Add the board to a corresponding [project](#);
- Mark the boards that you refer to most frequently with a star.

You can set all of this in the *board information card*:

[blocked URL](#)

*Note that the Select preview area option is [not supported in Safari](#)*

Here you can also check the board [owner](#), the date of creation and of last changes and also the project it is saved in. In this menu, you can [delete and duplicate](#) the board if you have the [ownership rights](#).

Although Miro boards are endless, it is more convenient to devote each board to one particular topic or project.



When you're creating a new board **do not activate the 2 features below.**

If you do that, everyone using Miro(RTB) will receive a notification by email when you use the board.

Share **SBS IS Appli - Web CC** with others

Enter email addresses... From a team Can edit

---

+ Person icon **Shared with...** Advanced

---

Open lock icon **Anyone with the link**  
Anyone who has the link can access the board. No sign-in required.

---

Person icon **Anyone at #SBS Spirit - Digital Visual Management**  
Any member of SBS Spirit - Digital Visual Manage... team can find and access the board, including newly added members.

---

Done

