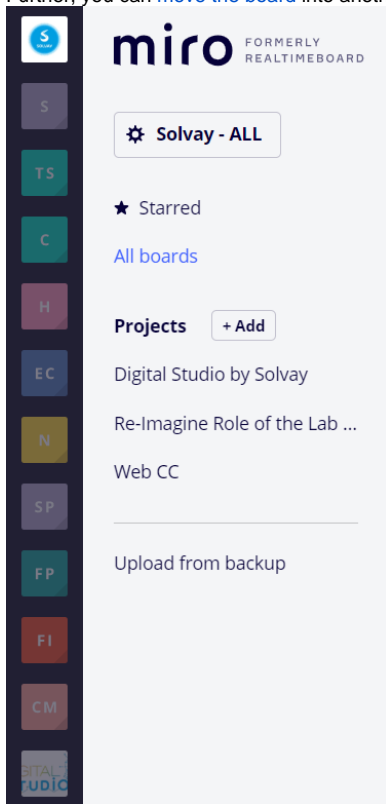


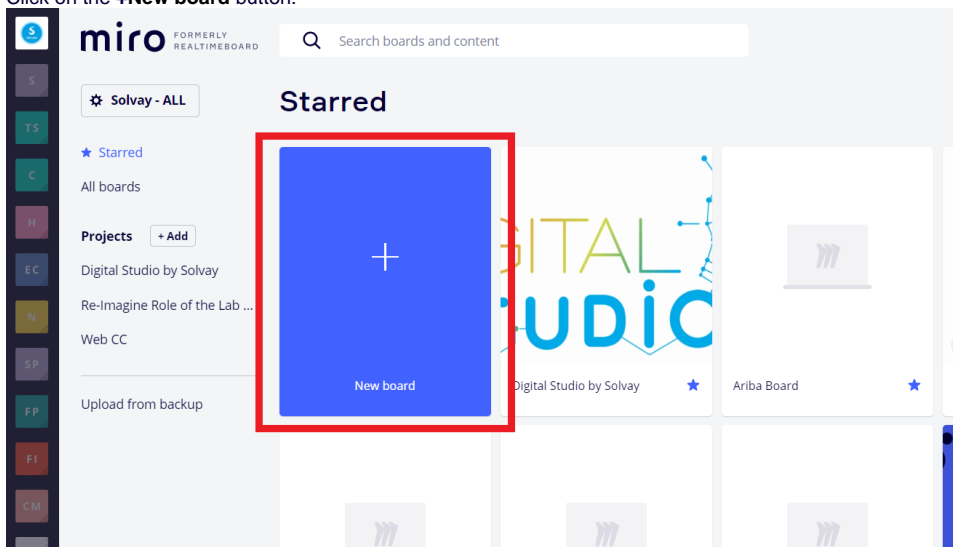
How to Create a New Board

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:

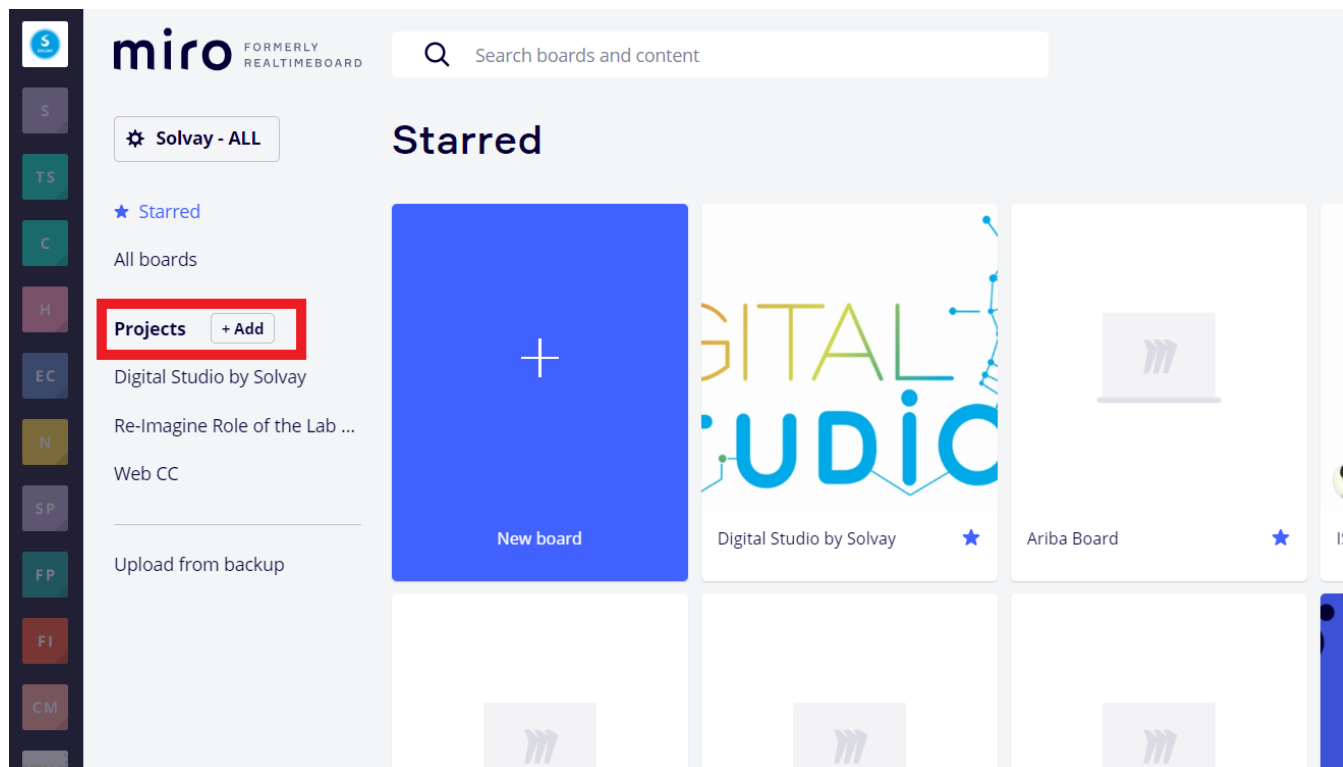


The blue button to create a new board is always the first one on your dashboard

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.

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The board interface

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

1. The main board menu:

blocked URL	Miro button to go back to the dashboard
blocked URL	Board information card
blocked URL	Export options
blocked URL	Buttons undo and redo

2. The settings toolbar:

blocked URL	Sharing settings
blocked URL	Board settings
blocked URL	Learn & Inspire center (tutorials , use cases, FAQs, form to contact support, etc)
blocked URL	Search

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

4. The bottom [toolbar](#):

blocked URL	Frames panel
blocked URL	Presentation mode
blocked URL	Comments
blocked URL	Chat
blocked URL	Cards panel
blocked URL	Screen sharing
blocked URL	Video chat
blocked URL	Activity log

5. The navigation toolbar:

blocked URL	Full-screen mode
blocked URL	Map
blocked URL	Fit to screen mode
blocked URL	Zooming in and out
blocked URL	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 **Shared with...** Advanced

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

person **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

