

6. Sharing and add users

Adding users

There is 3 types of users on monday.com :

- **Member** : can create board and has full editing rights
- **Viewer** : can only view the board he's been invited to and be assigned to task. **Can't edit anything.**
- **Guest** : user outside Solvay with editing rights (contractors etc..)

Only admins can invite new persons on monday.com. If you need to invite someone to the tool, please contact your local helpdesk.

! Licences
Keep in mind that Solvay has a limited amount of monday.com licences.

Sharing your board

If you only want to share your board with someone without them to be able to edit anything, you can use the sharing option.

To use it you need to :

- Select the view you want to share
- Click on "**Share**"
- Enable the creation of a direct link to your board's page
- Share the link

If you want to share a filtered view, you will need to save that view before sharing it.

! Viewer accessing your board with this link :

- won't be able to be assigned to task
- won't be able to see comment nor comment

