

# How to give access in MIRO

Qualtrics form to be provided to users for getting access to MIRO,

[https://solvay.az1.qualtrics.com/jfe/form/SV\\_5AcTenUT79D1gtn](https://solvay.az1.qualtrics.com/jfe/form/SV_5AcTenUT79D1gtn)

Once we receive a ticket through qualtrics form filled by the user, proceed as below to provide the access,

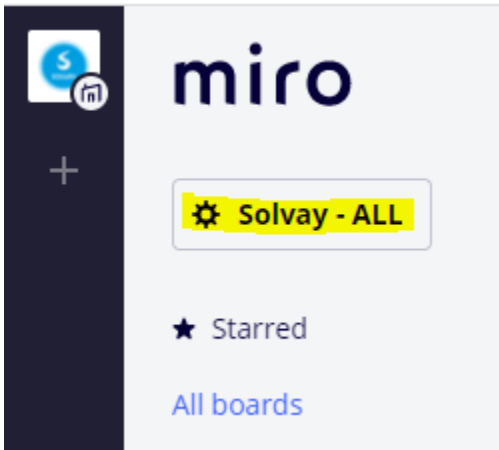
1. Login to miro using the below link,

<https://miro.com/login/>

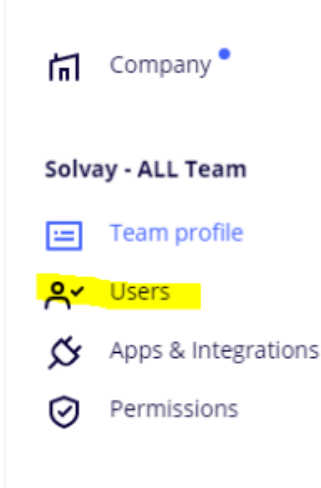
Refer below article on how to login to MIRO,

[MIRO - Access](#)

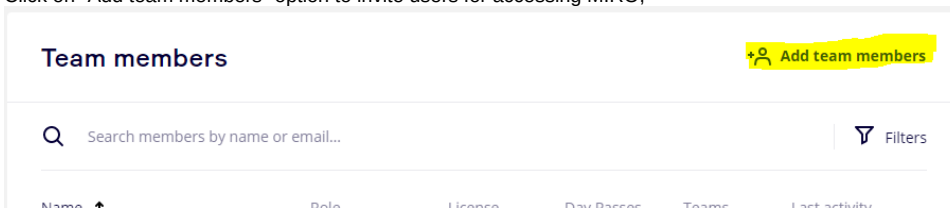
2. Once logged in click on the below option,



3. Next go to "Users" option,



4. Click on "Add team members" option to invite users for accessing MIRO,



5. Copy paste the email id of the users in the box you want to invite, select the option "Occasional License" and click on "Send invitations" button as below,

## Invite to Solvay - ALL Team

Enter emails or [Add users from Company](#)

You can copy and paste a list of emails...

- 
- ☐ **Full license**  
There are 52 Full licenses to allocate in Solvay — Enterprise plan.  
Users in excess of available licenses will receive view and comment rights only.
- ☒ **Occasional license**  
Users will consume [Day Passes](#) as they work on boards they have permission to edit.

**Send invitations**

6. Once the invite is send inform user as follows and resolve the ticket,

" Access has been provided for MIRO.

An invite for the same has been sent to your mailbox.

Please accept the invite after which you will be able to connect to the tool.

Could you please check and confirm if everything is fine so that we can close this case?

With this solution, we consider this ticket as resolved.

This message is informative. If you agree to close the ticket, you do not need to answer.

Otherwise, you still have 7 calendar days to react and send us answer or comments. After this delay, your ticket will be definitively closed.

We hope you are satisfied with the solution provided. "