

How to share a board?

Due to the restricted number of licences, it is important to share your board carefully. For security reason, it is not allowed to share the board with edit right without a licence.

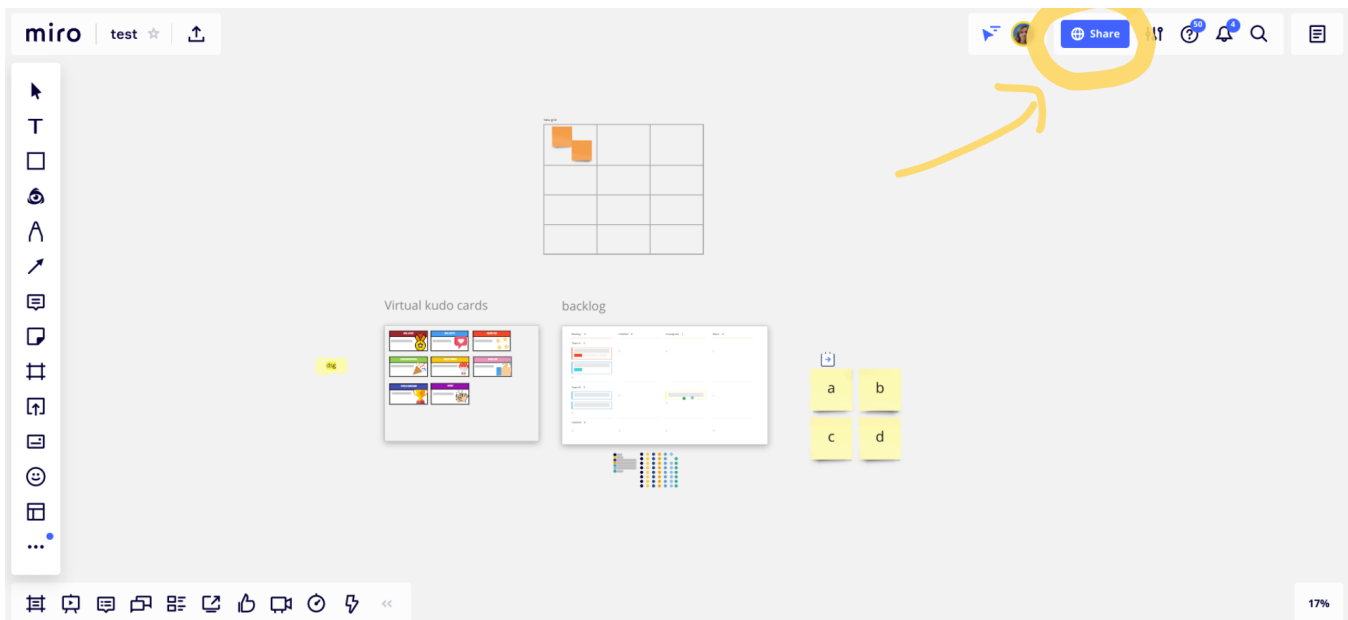
Here are the steps to share your board and give edit access:

WARNING: Check if all participants have access. Why? without a licence, access won't be granted.

If you have many participants and you are not sure if they all have a licence: please request for licences, using this [form](#) and select the right use case.

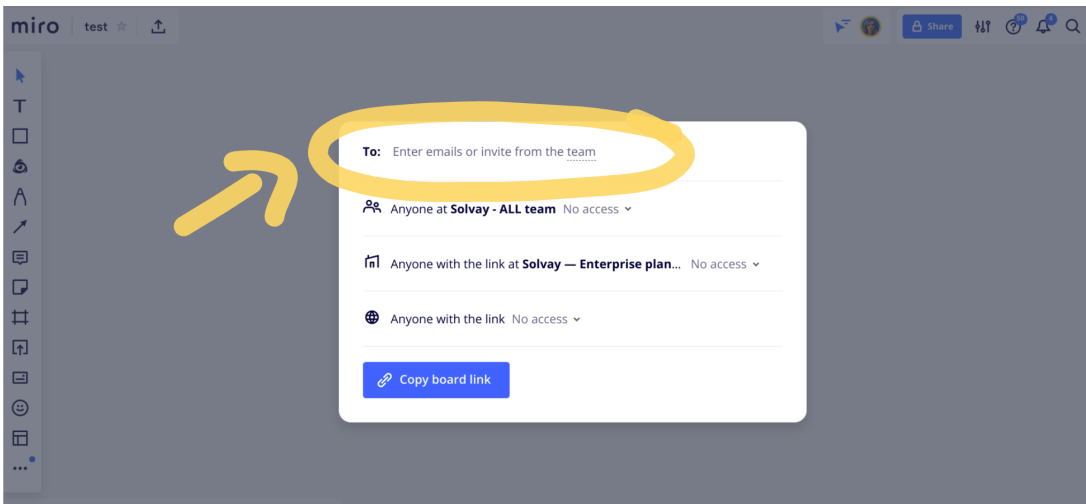
If you only have a few participants and you are not sure if they all have a licence, you can check in the list of users. Click [here](#) to know how.

1. Click on the button "Share" on the top of your screen:



2. A pop up window is open. By default, your board is completely private. For confidentiality reason, try to not activate the option "anyone at solvay all team".

Copy all emails of participants at once, and paste it directly on the first row "to". You can use the bulk action to paste all emails in one time.



If one or multiple participants don't have a licence, you will have a pop up windows asking you to request for a licence.

Please request a licence using the form and do not contact directly the admin unless it is urgent.

Once you have received a message to confirm that your request has been completed, you can add their email addresses like explained in step 2.

Advice: When you add them to the board, you can write a message to notify them. Take this opportunity to let them how to connect the first time: sign in with google, no password required.