

Access creation in Miro

To create user access in Miro we have to follow the below Steps :

- Go to " Active users" menu in Miro and search for the specific user :

Solvay — Enterpr...

Active users

Search by name, email, or domain

Filters

Name ↑	Role	License ?	Teams ?	Last activity ?
☐ #Jose Vanderley Ro... joseramos.rodrigues@s...	Member	Full	2 teams	Mar 17 2022
☐ AAA-Lanie lanie.nie@solvay.com	Company Admin	Full	2 teams	Mar 03 2022
☐ aarronqu aparecida.arraonqui@sol...	Member	Free	1 team	Jun 28 2021
☐ Abbigail Jackson abbigail.jackson@solvay...	Member	Free RESTRICTED	1 team	Aug 18 2021
☐ Abdelkrim Mourita... abdelkrim.mouritany@s...	Member	Free	1 team	Mar 30 2021

- If the user is not available in Miro click on " invite new member " option to invite the user,

Active users

Invite new members

Search by name, email, or domain

Filters

Name ↑	Role	License ?	Teams ?	Last activity ?
☐ #Jose Vanderley Ro... joseramos.rodrigues@s...	Member	Full	2 teams	Mar 17 2022
☐ AAA-Lanie lanie.nie@solvay.com	Company Admin	Full	2 teams	Mar 03 2022

- Then provide necessary information's such as email address of the new user and teams access needed (add users to Solvay ALL group and add if they needs any other specific teams access)

×

Invite to Solvay — Enterprise plan

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

Choose teams:

+ Add to teams

Current users will keep their access levels.

Add new Members with:

☒ Free license ?

☐ Free Restricted license ?

Send invitations

- And choose the license type as " Free license " and click on "Send invitations"

Current users will keep their access levels.

Add new Members with:

☒ Free license ?

☐ Free Restricted license ?

Send invitations

NOTE: Free licenses are automatically upgraded to Full Licenses when member creates or edits a board.

Members with Free restricted license can't create or edit boards, and won't be upgraded automatically.

- As per the process invitation will be send to users and Once the invitation is accepted, access to the [Miro](#) application will be available for the users.