

# How to create account in Monday.com

Step 1: Access Monday.com application

<https://solvay20.monday.com/>

Step 2: Go to Profile Admin Users tab

**User management**

User name/email

Search  Filter

Showing: 2124 results

<input type="checkbox"/>	Name	Email	User Type	Status	Teams
<input type="checkbox"/>	<b>Boris Foiselle</b>	boris.foiselle@...	Member	Active	
<input type="checkbox"/>	<b>Gauthier</b>	gauthier.blesbo...	Member	Active	
<input type="checkbox"/>	<b>matteo.r</b>	matteo.mengh...	Member	Active	
<input type="checkbox"/>	<b>Francis</b>	francis.boulu@	Viewer	Active	

Step 3: Search for the user, and if they are not available click on Invite users

And provide the list of emails to be created.

Member: Edit access

Viewer: Read only access



# Invite to monday WorkOS

Invite with email

anurekha.vijayaraghavan-ext@solvay.com

Enter one or more email addresses

Member  Viewer (Read-only) Free

Invite to specific team (optional)

Enter team name...

Invite

And click on Invite option.