



## Miro – A Collaborative Whiteboard

Miro is a digital "whiteboard" platform that can make it easy to brainstorm and collaborate with members of your team or innovation program. This tool allows you to create notes and designs, move things around, and communicate through embedded video calls or online chats. The tool also comes with a series of pre-built templates that can inspire or serve as a starting place for your own project work. Some common uses of Miro include: Creating a list of ideas and topics to focus on for an important project, Laying out a roadmap or strategy for a program.

Miro can connect to some other common virtual working tools, such as Google Drive, Slack, Asana, Trello, and SurveyMonkey.

### **How to Use Miro**

### 1. Miro Support & Help Center

One of the easiest ways to learn about the software tool is through their support & help center. There, you can find written guides to common questions and situations that users may be interested in learning more about.

#### 2. Miro YouTube Tutorial Series

Miro's YouTube channel also offers a tutorial series to help new users get started with their tool.

#### Access

Access to boards are given by link sharing or by email invites.

It is not necessary for users to have a Miro account to view boards if permissions are given by the board creator.

However, both editing permission and an account is required to edit boards.





# **Setting Up a Miro Board**

- 1. Create a [+] new board.
- 2. Choose a Miro template, OR start with an empty board, OR copy & paste a BEL+T template.
- You can upload content into miro:
  Images, PDF, Docs, Spreadsheets, Presentations and embed YouTube Videos.