An Introduction to Miro

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Miro is a collaborative drawing and presenting tool. An infinite shared whiteboard space, Miro provides both a synchronous and asynchronous drawing, discussion, and file sharing space. Covered in this short introduction (1) where and how to apply for an education license, (2) basic team, project and board management, (3) an overview of Miro board features and tools.

Miro Education License Registration

Figure 1: Miro support page on the GSD website Here you can find additional Miro resources and links.

Please go to https://www.gsd.harvard.edu/miro/ to find more Miro related information and apply for the Miro Education License. The application requires a proof of attendance and proof of institutional accreditation. You can submit a screenshot of your entry in the Harvard University Directory and a screenshot of the GSD Accreditation page. This process can take up to 10 days so we recommend you apply sooner rather than later.
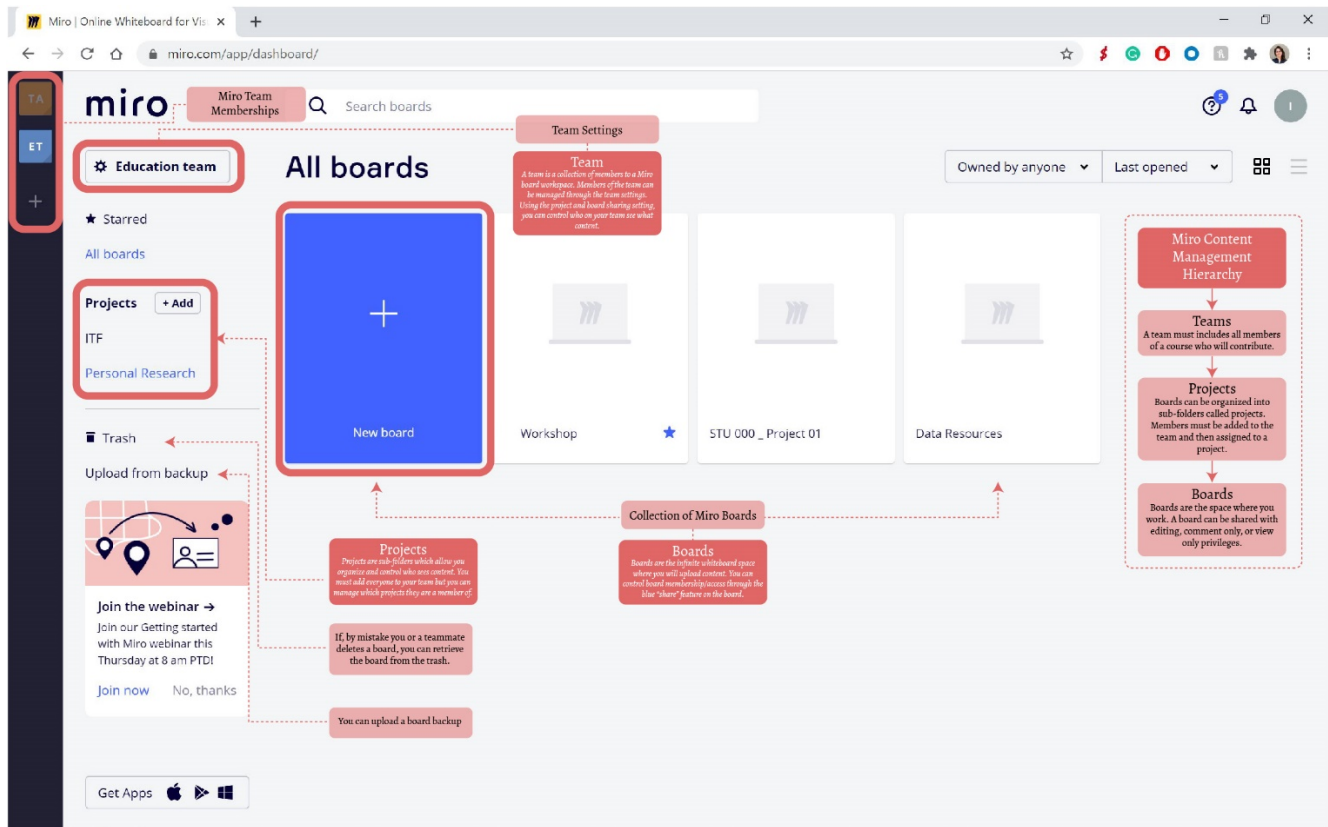
Miro Board Management

Figure 2: The <u>Miro Dashboard.</u> On this Miro Dashboard, you will find all of your team memberships, your team settings, your project folders, and your collected boards. Miro board access is managed in a hierarchy – From teams, to projects, to boards.

Organization and Access Management of Miro Content

Team

To manage a team

- Team settings ("Education Team" in screenshot above) > User & team management > Active Users > Invite New Members (top right corner)
- Add new members using their email addresses – can add email address list or individually
- Team members can be removed by the team admin

Projects

To create a project

- Project (+Add) > Project Title > below project title line you can "+ Add boards" and "+ Add Member." A toggle button at the bottom of the small "+Add" window says, "Anyone in your team can view this project" uncheck this feature if you want the project to be private.
  - "+Add Boards" lets you sort existing boards into the project
  - "+Add Members" To add members to a project they must first be added to the overall team and then assigned to a project.

To manage project members

- Select the project you would like to add members to (e.g. "ITF" Project in screenshot above) > Project boards appear on the right-hand side > Click the project title above the boards > The Project settings window appears > Select members from your team to add to the project and select the type of access they have to the project boards e.g. Can edit, Can Comment, Can View, Is Owner, Remove.

Boards
- To create a board > "+ New Board".
- Manage who the board is shared with by clicking into the board > Blue share icon (top right corner) > The share window provides different ways of sharing access to a board. You can email an invite or generate a sharable link. The dropdown menu allows you to manage how you share the board with others (Can View, Can Edit) or restrict that access (No Access).
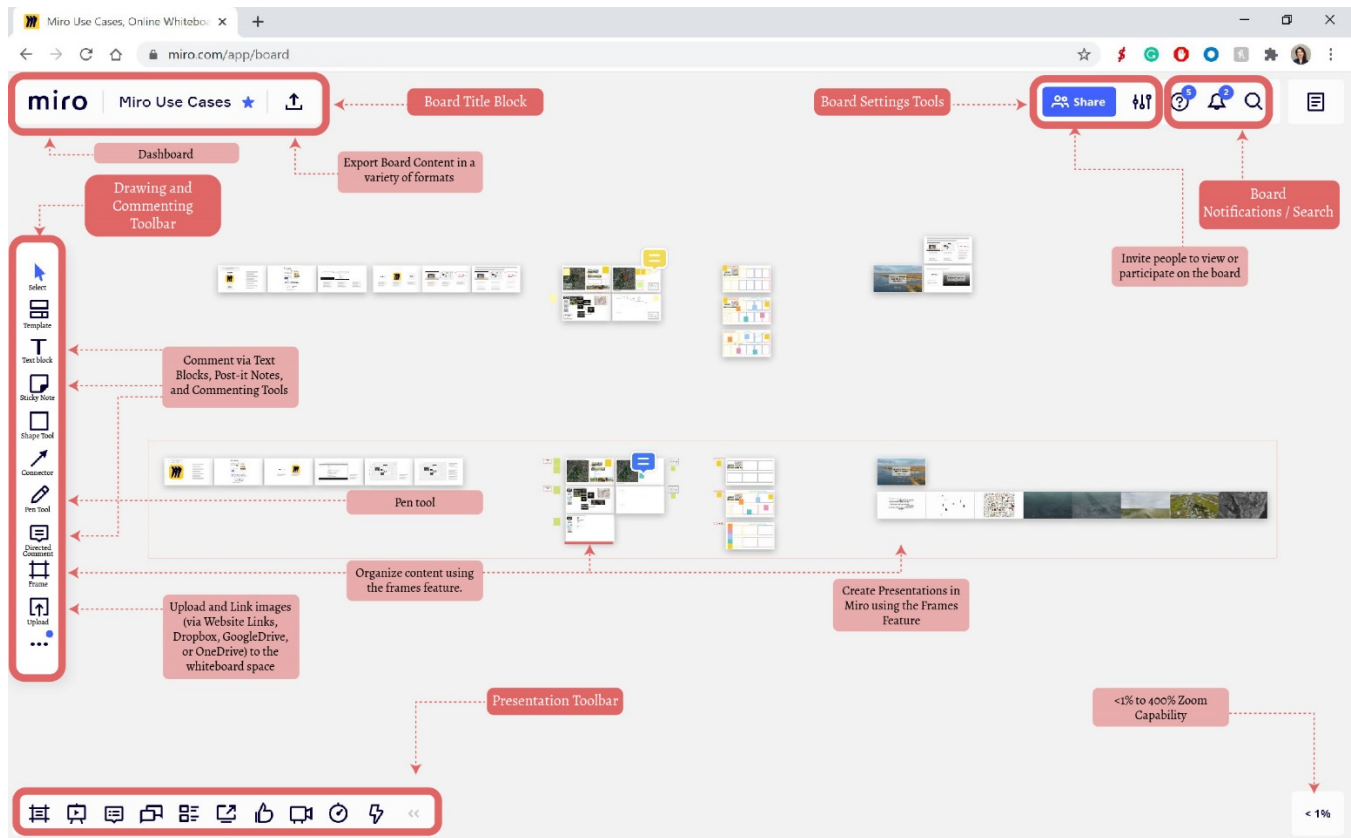
Miro board

Figure 3: The Miro board interface. The screenshot identifies the different toolbars and tools available in Miro. These tools include Comment tools, Textboxes, Sticky Notes, Shape Tools, Connection Tools, a Pen Tool, and a variety of content upload methods.

Helpful Miro Links:

The Harvard GSD Miro Resources Page
The Miro Vimeo Channel
Miro Team Management: Team, Projects
Getting Started with Miro: Collaboration

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