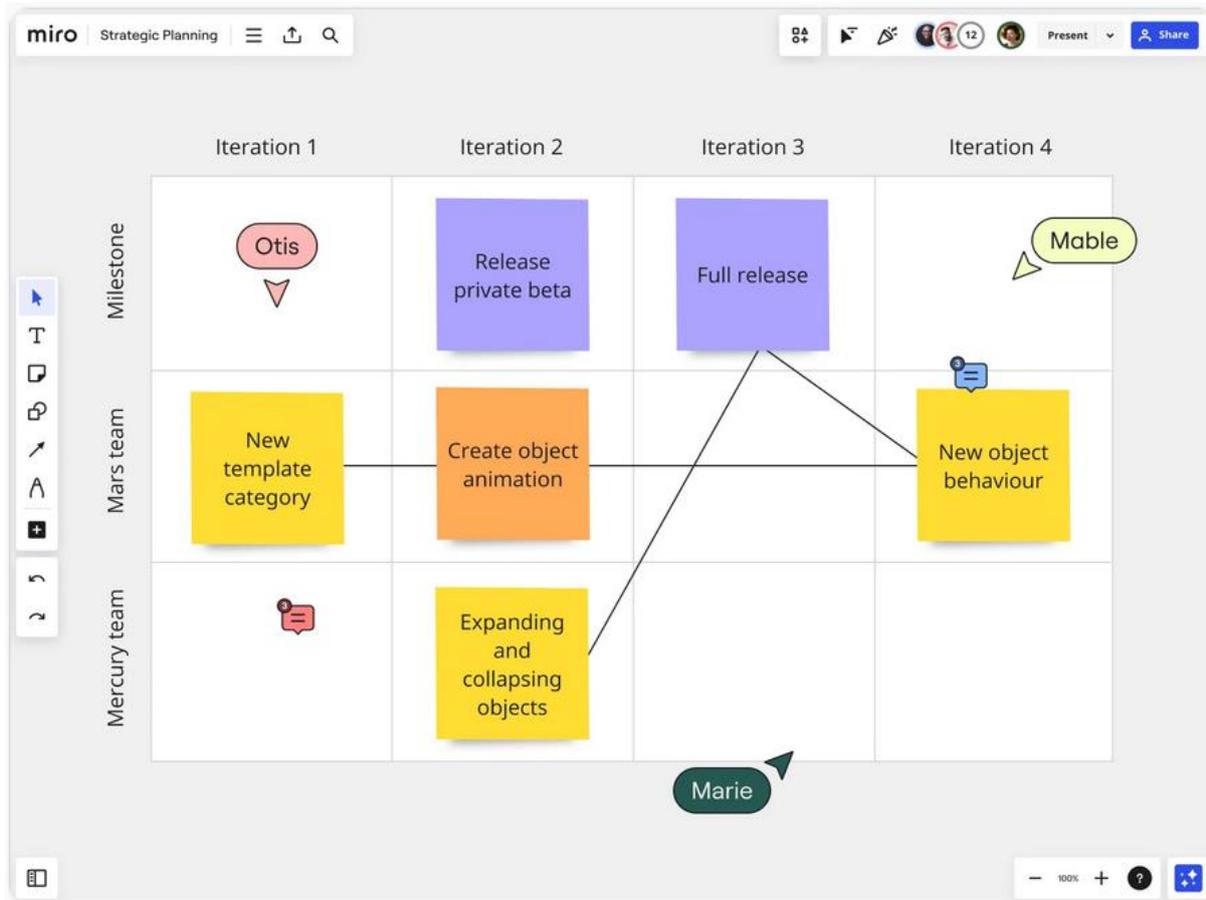


Instructions for using the Miro tool (<https://miro.com>)



This short guide will walk you through 6 simple steps on how to use Miro and get the most out of it. By the end, you'll know how to create and populate Miro boards and collaborate in real-time and asynchronously.

Step 1: Create a Miro account

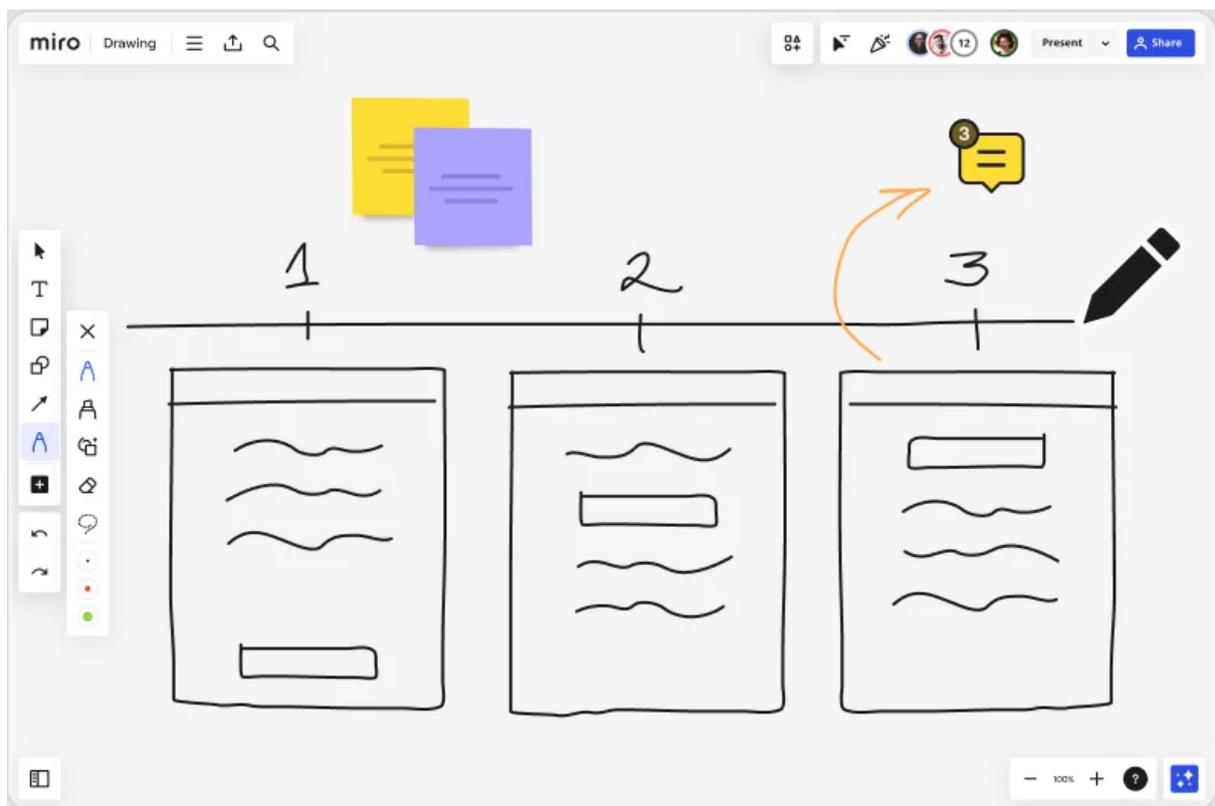
The best way to learn how to use Miro is to get started right away. So [be sure to sign up for a Miro account](#) to start following the rest of the steps in this guide.

Step 2: Create a new board in Miro

To create a new board, go to your dashboard and click the plus icon labeled **New board**. Once you've opened your Miro board, go to the top left and click the title to give it a name. It's not required, but it will definitely make it easier to search your dashboard later. Planning to collaborate? In the top right corner, click **Share** to invite collaborators to edit your Miro board with you in real time. You can always adjust [your sharing settings](#) later.

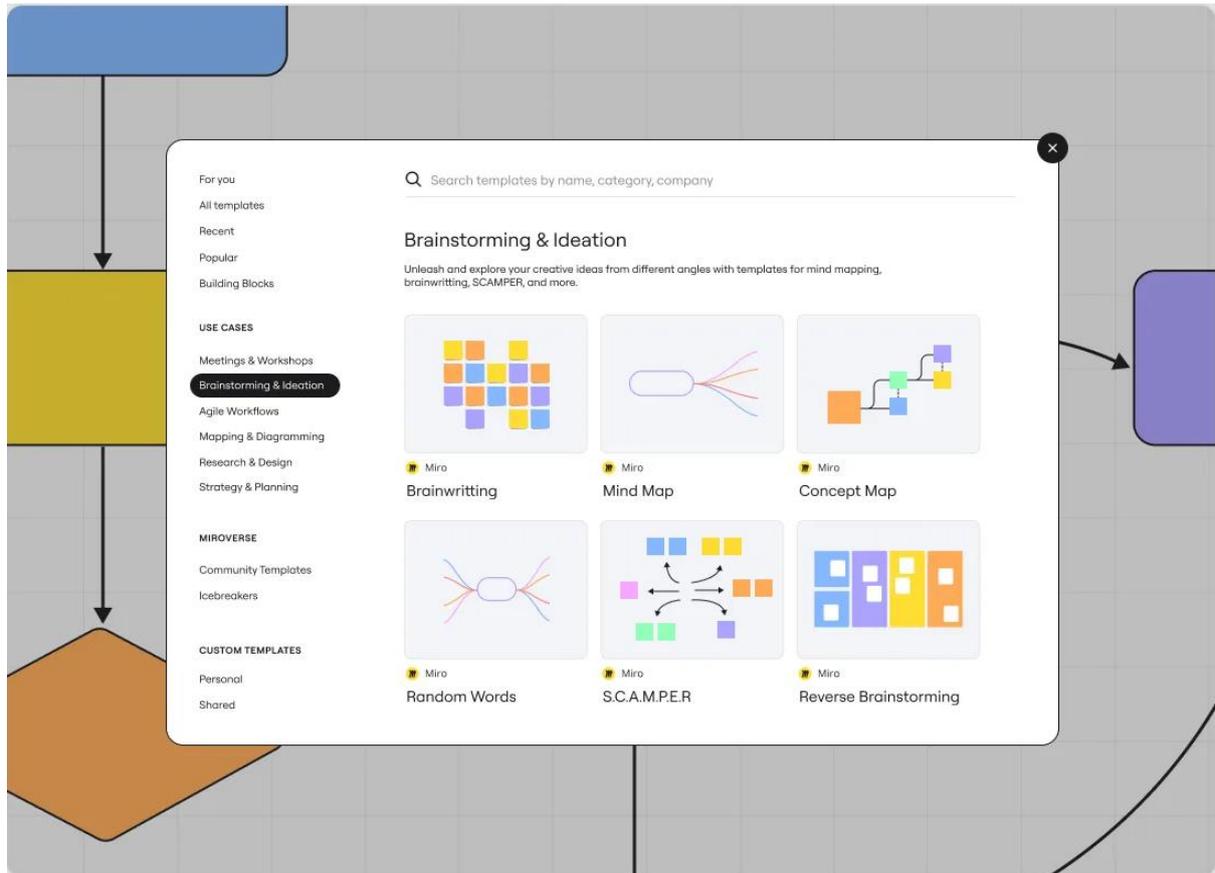
Step 3: Create your own content in Miro

There are countless ways to populate your Miro board - and it all depends on your goals. Most of the time, you'll find everything you need in [the authoring toolbar](#), on the left side of the board. From there, you can drag and drop shapes, connect them with connectors, add text, or draw with the **Pencil tool**. You can also click the plus icon at the bottom of the toolbar to discover more apps and tools - including a wide range of shape libraries and even diagramming apps like Mermaid and PlantUML.



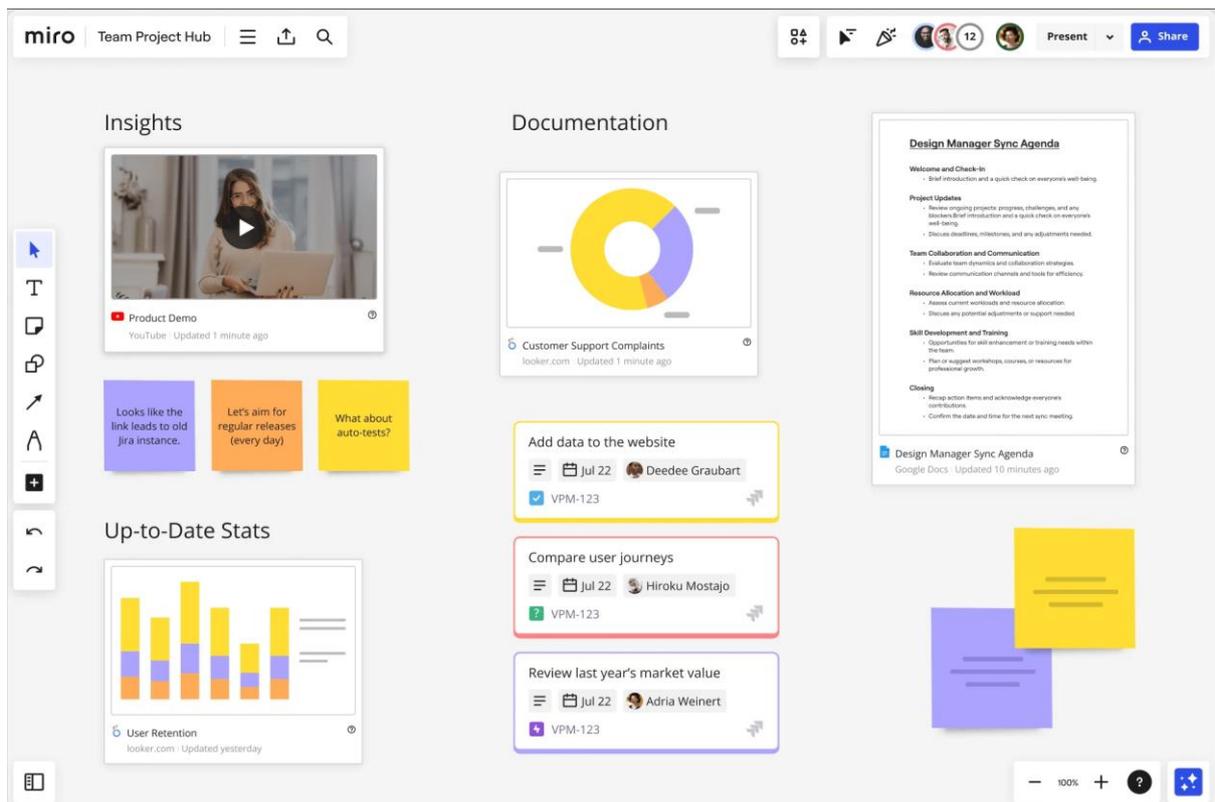
Step 4: Use the template

There are over 300 templates designed for all kinds of use cases, from diagramming and mapping to a variety of other visual collaborative activities. Go to the authoring toolbar and click **Templates**, which will open our template selector. All templates are fully customizable, meaning you can edit, add, duplicate, resize, rearrange, or remove content.



Step 5: Add context to your Miro board

The advantage of an infinite canvas is that you can visualize content, data, and other important documents and images at the same time. You can [embed a variety of content](#) , from YouTube videos to Google Sheets , by simply pasting a URL (link) to your canvas/board.



Step 6: Share your Miro board

Another advantage of Miro is that you can share what you've created. Looking for feedback directly on your Miro board? Invite collaborators to [review and comment on your board](#) using the **Share button** in the top right corner. From there, you can tag each other in the comments and start meaningful discussions without wasting time. Alternatively, you can share a link to your Miro board, embed it on other websites, or simply export it as a PDF or image.