

## Getting started with BIM 360 Team

This guide will help you set up and start using your trial or new subscription to BIM 360 Team, the cloud collaboration tool that enables architects, engineers and their project stakeholders to work efficiently together in one central workspace. With BIM 360 Team you can view, share and review 100+ 2D and 3D file formats from any device, track version history and extend BIM to the entire team.

01

Submit your email address to sign up for BIM 360 Team account at <https://team.bim360.com>

*If you already have BIM 360 Team account, you can Sign In at the same web address above.*

The first screenshot shows the 'BIM 360 Team Sign Up' page with a text input field for 'Enter your email address' and a blue 'Submit' button. Below the button, it says 'We'll send an email to this address for verification.' The second screenshot shows the 'Account Activation' page with the heading 'Whoosh!' and a message: 'We just sent you an invite. We just sent you an invitation to the email that you provided. Click the link to access BIM 360.' At the bottom, there is a link to 'Resend my invitation'.

02

Click the link in your email invitation to access BIM 360 Team.

The screenshot shows an email invitation from Autodesk BIM 360 Team. The header says 'AUTODESK® BIM 360™ TEAM'. The main text reads: 'We just need to verify your email address before you can use BIM 360 Team.' Below this is a blue button labeled 'Verify your email'. At the bottom, it says 'Thanks! The BIM 360 Product Team'.

Sign up or sign in.

The first screenshot shows the 'Sign Up' form with fields for 'First name', 'Last name', 'Email address', 'Password', and 'Confirm Password'. There are two checkboxes: one for 'I agree to the A360 Terms of Service and the Autodesk Privacy Statement' and another for 'I would like to receive email communications from Autodesk, including information about new products and special promotions.' A blue 'Sign Up' button is at the bottom. The second screenshot shows the 'Welcome screen' with the heading 'Welcome to BIM 360 Team' and the text: 'View, share and review all your project files in one centralized location.'

03

Create Your New Project using tools in BIM 360 Team.

The screenshot shows the 'Create Your New Project' form. It has three main sections: 'Project Name(required)' with a text input field containing 'Small Medical Center' and a character count 'You have 40 characters left'; 'Project Purpose(optional)' with a dropdown menu also set to 'Small Medical Center' and a character count 'You have 100 characters left'; and 'Choose a Project Avatar(required)' with a grid of 12 avatar options. At the bottom, there are 'Cancel' and 'Create Project' buttons.

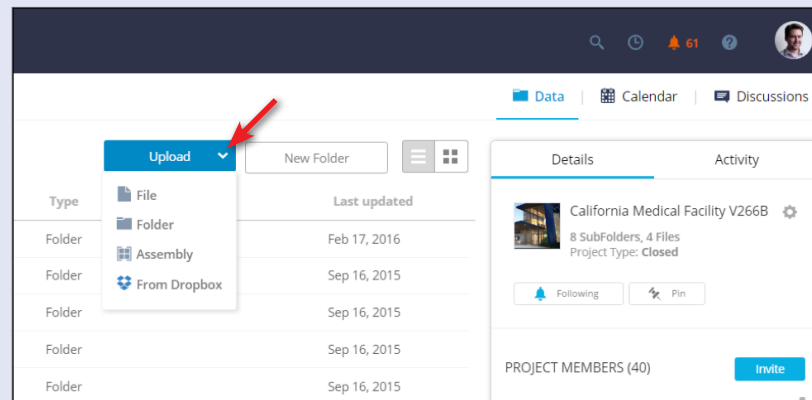
*Note:*

*Default project type is "Closed". The Project Administrator can edit type settings in the Details section of the project.*

04

# 05

Upload project information and design data including AutoCAD drawings, Revit models, and over 65 other design file formats.



# 06

## Invite team members.

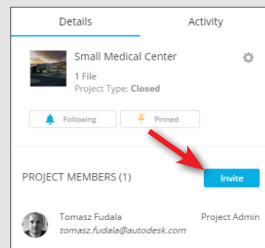
a) Invite team members from BIM 360 Team. Open the project. Click **Invite**.

b) Enter the email addresses of the people you want to invite and click **Send Invitations**.

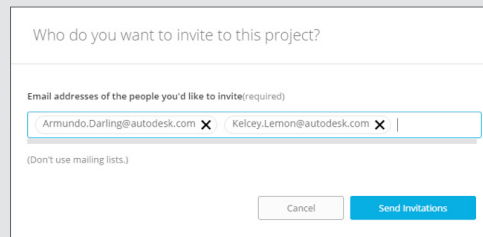
You will be notified when a person joins the project.

c) The role of project team members determines their project access level. The person who creates the project is the default Project Administrator. Everyone in a project is a project member.

a)



b)



c)

PROJECT ACCESS LEVELS			
	Viewer	Editor	Project Admin
<b>View</b> Files(online), folders, comments(view and post) and people	✓	✓	✓
<b>Discussions &amp; Calendar</b> Access to conversations and events	✓	✓	✓
<b>Get Link and Live Review</b> Get link for shared files and initiate live review		✓	✓
<b>Edit, Upload, Download</b> Copy, move, rename and delete files/folder		✓	✓
<b>Manage Sharing</b> Enable and set public sharing, invite others to project		✓	✓
<b>Project Admin</b> Project settings, approve people in project, set access levels			✓

**You're all set** – experience better project team collaboration with BIM 360 Team. For more tips and tricks, check out our [Help pages](#). If you have questions or want to engage with us or other community members, come visit us on the [Forums](#).

**Need help connecting your BIM 360 Team subscription to your Hub?**  
Click [here](#) for step-by-step instructions.