

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 image shows two overlapping screenshots from the BIM 360 Team website. The left screenshot is the 'BIM 360 Team Sign Up' page, featuring a text input field for an email address and a blue 'Submit' button. Below the button, it says 'We'll send an email to this address for verification.' The right screenshot is the 'Account Activation' page, which says 'Whoosh!' and '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.' It includes a 'Resend my invitation' link and a note about checking spam folders.

02

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

The image is a screenshot of an email invitation from Autodesk BIM 360 Team. It features the Autodesk logo and the text '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 image shows two screenshots. The left one is the 'Sign Up' form, which includes fields for first name, last name, email address, password, and confirm password. It also has checkboxes for agreeing to the terms of service and opting in for email communications. The right screenshot is the 'Welcome screen', which displays the BIM 360 Team logo and the text 'Welcome to BIM 360 Team. View, share and review all your project files in one centralized location.'

03

Create Your New Project using tools in BIM 360 Team.

The image is a screenshot of the 'Create Your New Project' form. It has fields for 'Project Name (required)' with a character count of 40, and 'Project Purpose (optional)' with a character count of 100. Below these is a 'Choose a Project Avatar (required)' section with a grid of image thumbnails and an 'Upload Your Own' button. At the bottom are 'Cancel' and 'Create Project' buttons.

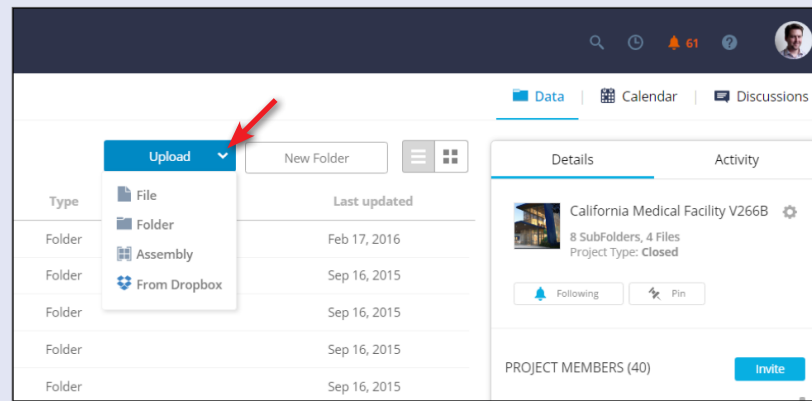
Note:

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.

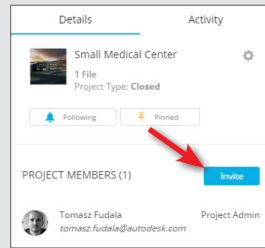
a) Invite team members from BIM 360 Team. Open the project. Click **Invite**.

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

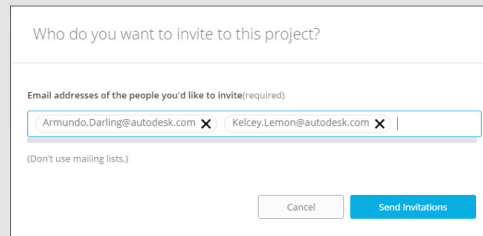
You will be notified when a person joins the project.

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
View Files(online), folders, comments(view and post) and people	✓	✓	✓
Discussions & Calendar Access to conversations and events	✓	✓	✓
Get Link and Live Review Get link for shared files and initiate live review		✓	✓
Edit, Upload, Download Copy, move, rename and delete files/folder		✓	✓
Manage Sharing Enable and set public sharing, invite others to project		✓	✓
Project Admin 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.