

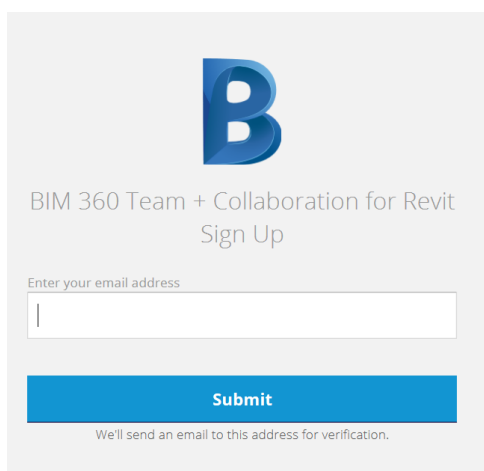
Getting started with your 60 day trial

This guide will help you set up and start using your trial of Collaboration for Revit®, the subscription service that works with Autodesk® Revit® 2015 and later versions to enable multi-user co-authoring of Revit models.

- Collaboration for Revit is integrated with and used in conjunction with the Autodesk® BIM 360 Team™ cloud-based platform for design collaboration.
- The joint trial experience includes access to both services and guides you through signing up for BIM 360 Team, creating a project, and adding project team members.
- To best experience the full value of the Collaboration for Revit and BIM 360 Team 60 day trial, equip your entire project team to participate.
 - Everyone participating in the project should have access to [BIM 360 Team](#).
 - Revit users who will be working in models should also use [Collaboration for Revit](#).

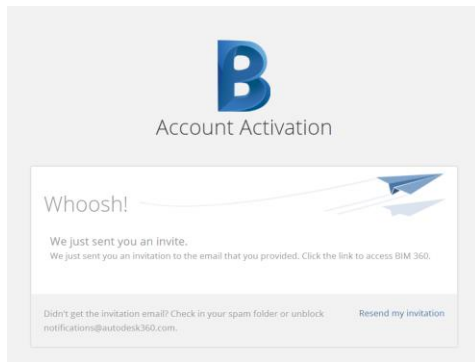
Step 1: Submit your email address to sign up for BIM 360 Team and Collaboration for Revit at www.autodesk.com/bim-collaboration-trial.

If you already have BIM 360 Team and want to add Collaboration for Revit, you can do so from BIM 360 Team via Profile – Settings- Add-ins.

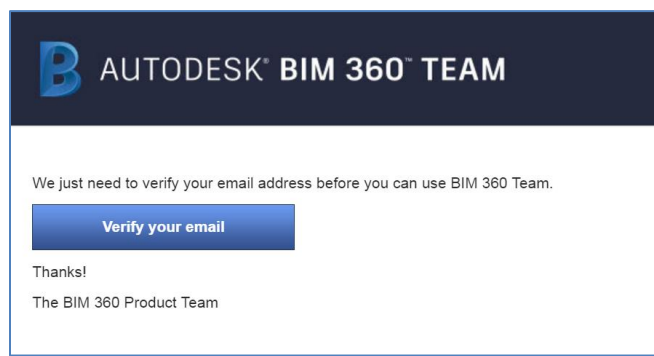


The screenshot shows a sign-up form for BIM 360 Team + Collaboration for Revit. At the top is a large blue letter 'B' logo. Below it, the text reads 'BIM 360 Team + Collaboration for Revit Sign Up'. There is a text input field with the placeholder 'Enter your email address'. Below the input field is a blue 'Submit' button. At the bottom, a small note states 'We'll send an email to this address for verification.'

Autodesk® Collaboration for Revit® Autodesk® BIM 360 Team™



Step 2: Click the link in your email invitation to access BIM 360 Team.

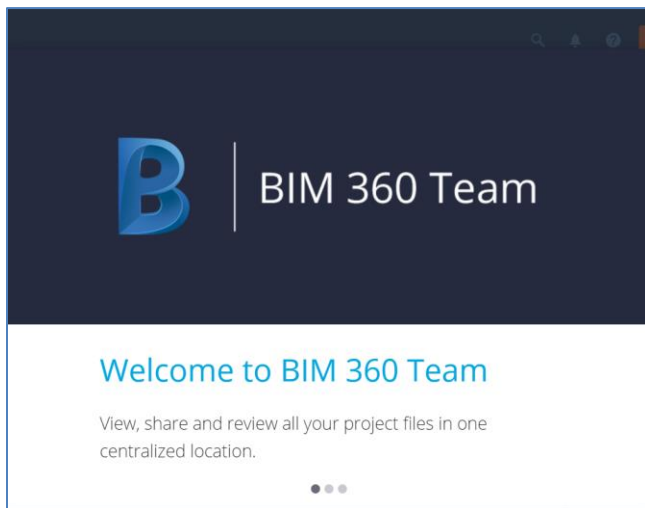


Step 3: Sign up or sign in.

A screenshot of the Autodesk BIM 360 Team 'Sign Up' form. At the top is the 'B' logo and the text 'Sign Up'. The form contains several input fields: 'First name', 'Last name', a field with a blue wavy line (likely for phone number), 'Password', and 'Confirm Password'. Below the input fields are two checkboxes, both of which are checked. The first checkbox is labeled 'I agree to the A360 Terms of Service and the Autodesk Privacy Statement.' The second checkbox is labeled 'I would like to receive email communications from Autodesk, including information about new products and special promotions.' At the bottom of the form is a blue button labeled 'Sign Up'.

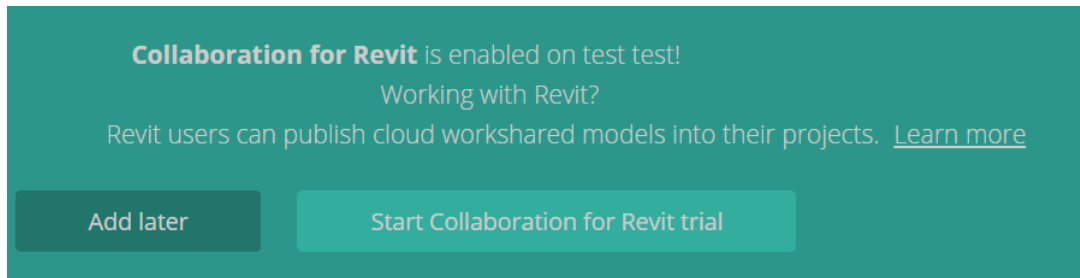
Welcome screen:

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Autodesk® BIM 360 Team™

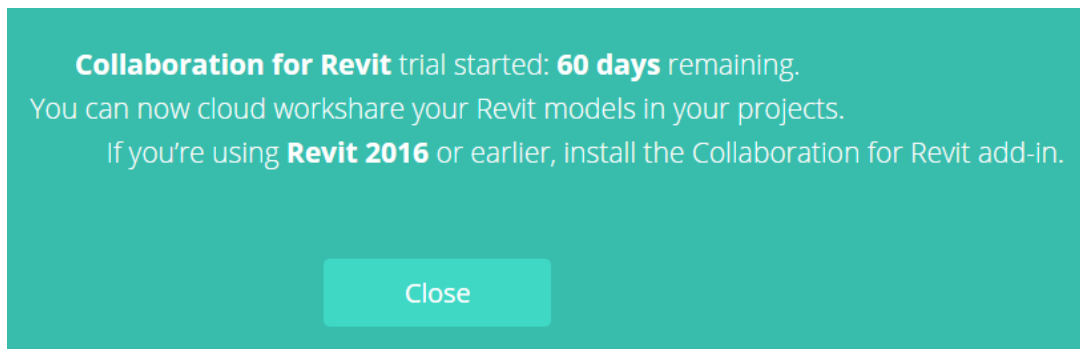


You are now in BIM 360 Team with Collaboration for Revit enabled

Step 4: Click to start the Collaboration for Revit trial



If you are using Revit 2016 or earlier, you will be prompted to install an add-in



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Step 5: Create Your New Project using tools in BIM 360 Team

Create Your New Project

Project Name(required) You have 40 characters left
Small Medical Center

Project Purpose(optional) You have 100 characters left
Small Medical Center

Choose a Project Avatar(required)

Upload Your Own

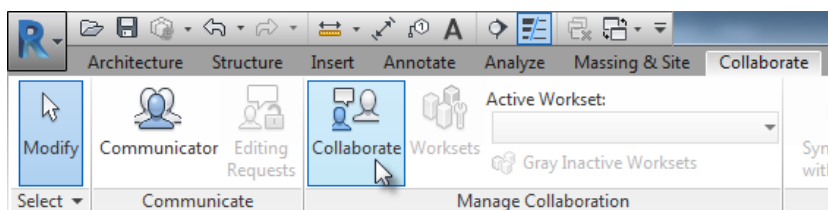
Cancel Create Project

Note:

- Project purpose cannot be edited after you create the project.
- Default project type is “Closed”. The Project Administrator can edit type settings in the Details section of the project

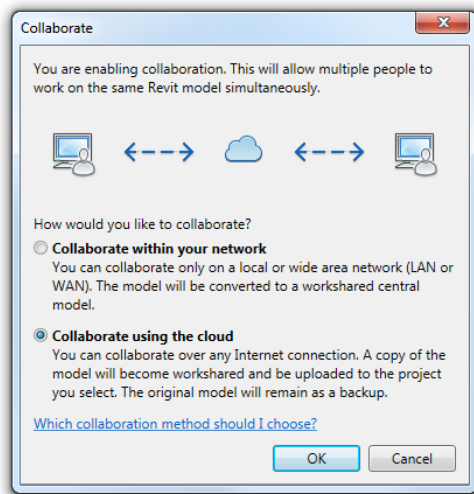
Step 6: Upload Revit models

- 1) To collaborate on a non-workshared model from Revit in the cloud: Open the non-workshared model or create a new model in Revit.
- 2) Click **Collaborate** tab ► **Manage Collaboration** panel **Collaborate**.

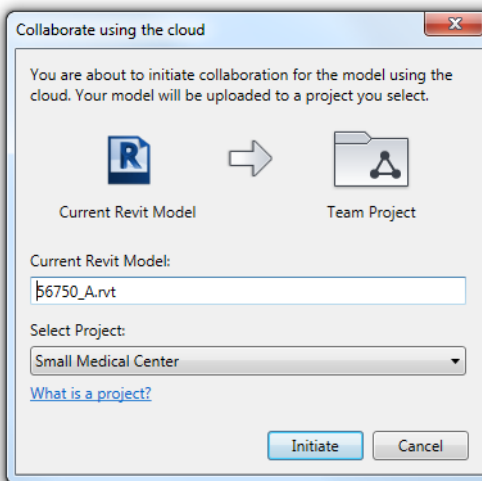


- 3) In the **Collaborate** dialog, select **Collaborate using the cloud** and click **OK**.

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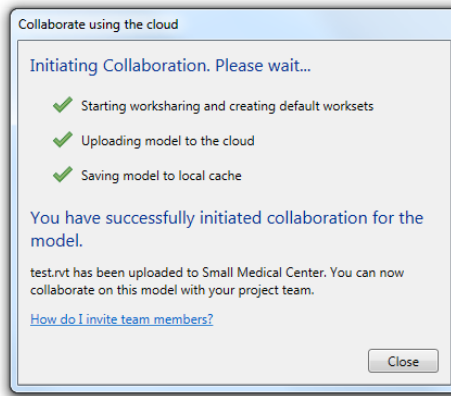


- 4) If prompted, sign in with your Autodesk ID and password or click the link "Need an Autodesk ID?" to create an Autodesk ID. When you sign in, be sure to use the same Autodesk ID and password that you used when you signed in to Revit. Note: After you sign in, your Revit username is changed to match your Autodesk ID.
- 5) In the **Collaborate using the cloud** dialog, if desired, rename the model and select a cloud project in which to store your Revit model and click **Initiate**.



- 6) Revit displays information about the status of the initiation process. Click **Close** to continue.

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Step 7: Invite team members

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.

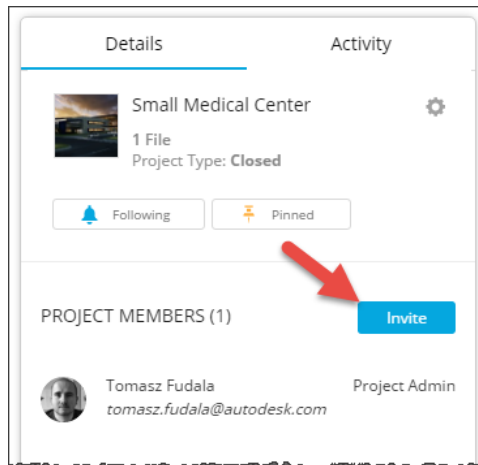
PROJECT ACCESS LEVELS

	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			✓

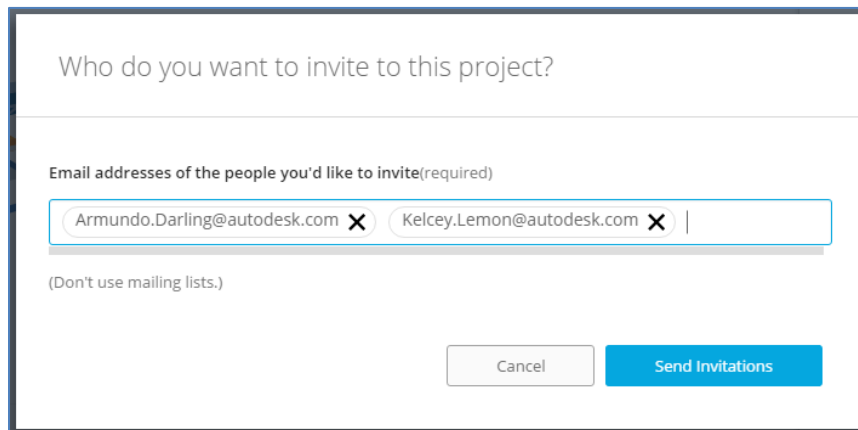
Done

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

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Enter the email ids of the people you want to invite and click **Send Invitations**.



You will be notified when a person joins the project.

You're all set – experience 60 days of better BIM project team collaboration with Collaboration for Revit and BIM 360 Team.

Visit the [Autodesk Knowledge Network](#) for additional technical help

Ready to Subscribe? Contact your Autodesk reseller or [find a local Partner](#). Or call 844-262-9169 for more information.

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