

# Projektmitglieder einladen



You invite members to your Bimplus projects separately for each project. If you invite project members to take part in Bimplus for the first time, these members must confirm participation before they become registered Bimplus users.

You also assign rights to project members separately for each project. As a Bimplus participant can belong to several projects, which might be handled by different Bimplus teams, the same Bimplus participant can have different rights in different projects.


## To invite a new member to your project

### This is only possible if ...

You signed in to the **BIMPLUS** web portal (see "[Signing in to the BIMPLUS web portal](#)")  
You have the required rights (see "[Rights in Bimplus](#)")



1. Make sure the project to which you want to invite a new member is the current project (see "[Selecting the current Bimplus project](#)").
2. Select the navigation menu by clicking  **Show navigation menu** on the title bar of the **BIMPLUS** web portal.
3. Click  **Project members**.  
You can see the members of the current project.
4. Click the member group to which you want to add a new member on the side menu.



**Tip:** If you cannot see the side menu, click  **Toggle side menu** at the bottom of the left sidebar.

5. Click  **Invite member**.

Or:

Go to the member group to which you want to invite a new member, click  **Options** and then  **Invite member**.

6. Enter the email address of the member you want to invite and select the required member role:

#### Project viewer

Viewing models, documents, and issues; downloading documents

#### Project editor

Same rights as a project viewer, plus: uploading models and documents; creating, editing, and deleting issues; editing project properties; checking for clashes

#### Project administrator

Same rights as a project editor, plus: downloading and deleting models; deleting documents; inviting and removing members; assigning roles; assigning a property set template

7. Click **INVITE**.

*If the person invited is a registered Bimplus user:*

The person invited gets an email with a link to the current Bimplus project; this person is automatically a member of this project.

Or:

*If the person invited is not a registered Bimplus user:*

The person invited gets an email with the invitation to Bimplus; this person must confirm participation in Bimplus before becoming a registered Bimplus user and a member of the current project (see "[Accepting the invitation to Bimplus](#)").

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