



Joining the team

For team members: signing in and joining the team in the MPI Cloud workspace

Before you start

INVITATION E-MAIL

When your administrator invites you, an invitation e-mail arrives with a subject starting **MPI · Project Management**. If it is not in your inbox, check the **spam** folder.

SAME E-MAIL

Sign in with **the address the invitation was sent to**; the invitation appears only for that account. If you created an account yourself, tell your administrator that address.

THE PROGRAM

If it is already installed, skip step 1; if installed before 15 October 2026, install it once again. If not: **mpisuite.com/download**. No administrator rights needed.

1 Install the program

mpisuite.com/download > Full name, Work email, Company > **Send code** > the 6-digit code sent to your e-mail > **Verify the code** > **Download the setup file**. If "Windows protected your PC" appears, choose **More info** > **Run anyway**.

2 Prepare your account

Open the link in the invitation e-mail (valid for 7 days), set your password > **Activate account**. If your Google account uses the same e-mail, you can also sign in with Google. If you already have an account, skip this step.

3 Sign in

MPI Project Management on the desktop > **Open App** > e-mail + password > **Sign in** (or **Google**). If you forgot your password: **Forgot password?**.

4 Open the cloud workspace

The program asks "You are a member of the cloud workspace ... Open it on this computer?" > **Open**. If it does not ask: in the sidebar, ... next to the workspace name > **Open / join a cloud workspace...** > the workspace in the list > **Open**. The team workspace is added as a separate workspace ("MPI Cloud" in the list); your own projects stay as they are, switch between them with ...

5 Accept the invitation

A **Team invitation** card appears > **Accept the invitation**. You work in the team's projects with the team role. If you choose **Decline**, your membership of this cloud workspace is removed too.

6 Start working

Click a task in List or Gantt to open the **task card**: progress, checklist approval, notes. Help on every topic: **F1**. Search everything: **Ctrl+K**.

Working together

Saving is automatic

You never save by hand. The top bar shows "Saved hh:mm · Cloud".

At the same time

One person's change reaches the others within seconds. If two people change the same field, the latest change wins.

Who is where

The round initials in the top bar are the people who have the program open; click one to go where that person is.

If the internet drops

Work continues; changes wait on this computer and are sent when the connection returns. The licence works offline for 7 days.

Progress and approval

Enter progress on the task card or approve checklist items; approvals are recorded with the date. Without the right, a task you mark "Completed" goes to "Awaiting approval".

Notifications

The bell in the top bar: changes on your tasks and team invitations.

If you see a warning in the top bar

No cloud connection The internet dropped. Keep working; changes are sent automatically when the connection returns.

Cloud · viewer You are a viewer in this workspace; changes are not saved.

Cloud: sign-in required Your licence session ended: sign in again with your licence account.

Your trial / licence has ended Tell your administrator; once a licence is assigned, choose **Check again**.

Roles The workspace administrator sets your role.

Administrator	Everything: users, teams, permissions, settings, completion approval
Project manager	Edits within the assigned scope; sets the project date range
Editor	Adds and edits tasks within the permitted scope
Contributor	Progress, approvals and notes on own tasks
Viewer	Views and produces reports; cannot change

Do not

- **Forward** your password or invitation link to anyone; one account is one person.
- Open the program **from anything other than your installation** (such as an old file received by e-mail).
- **Dismiss a red warning** without reading it; if it persists, tell your administrator.

Updates arrive automatically: when a new version is downloaded, choose "Open the new version" or let it start next time; program updates need no reinstall.