How to Find Your Brand Kit in Canva

14 Steps [View most recent version]

Created by	Creation Date	Last Updated
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STEP 1

Navigate to your "Design Lab" page.

The link to this page will be provided by The Alchemy Collaborative for your organization.

STEP 2

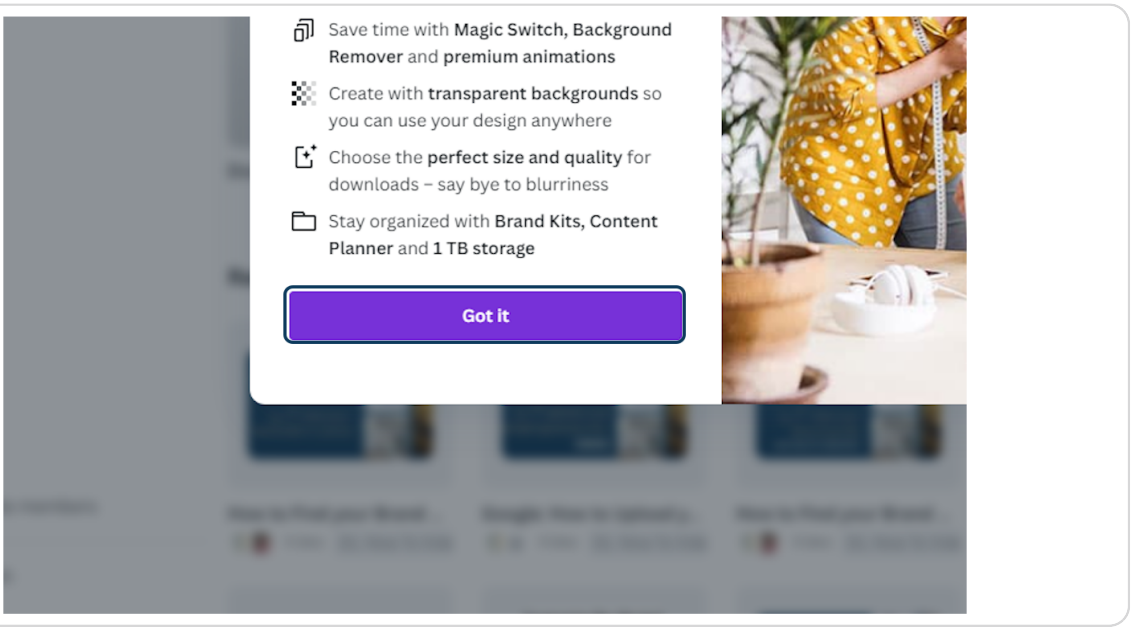
Click on the "Join Your District Canva Team!" button in the top right-hand corner.

This will redirect you to a Canva page.

STEP 3

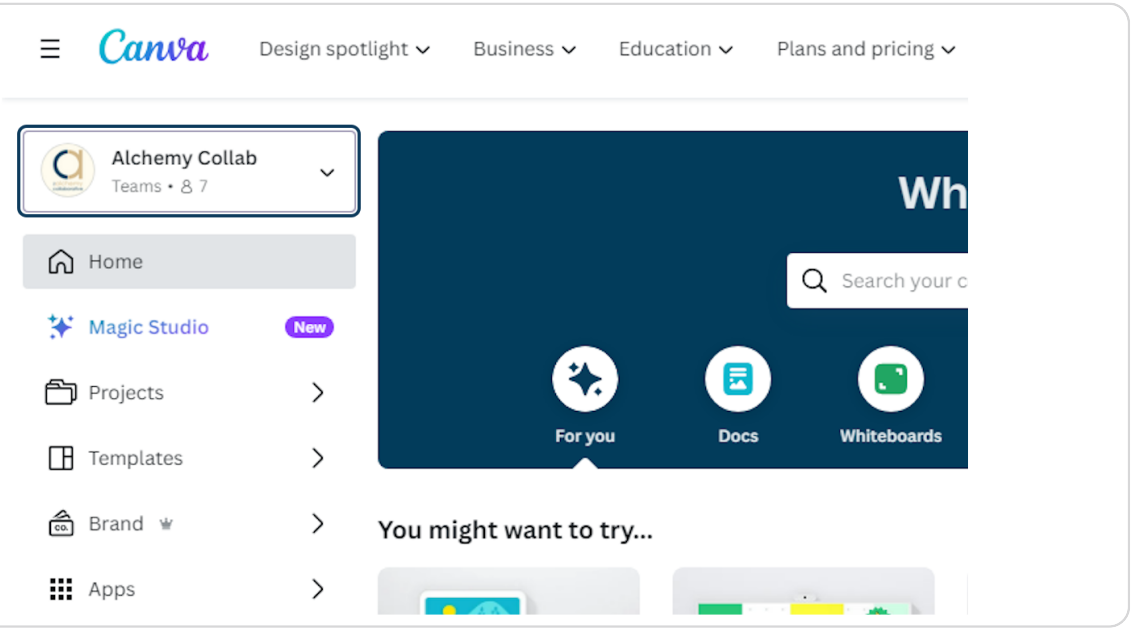
Click on the "Got it" button in Canva.

Congratulations! You are now a member of your Canva team.



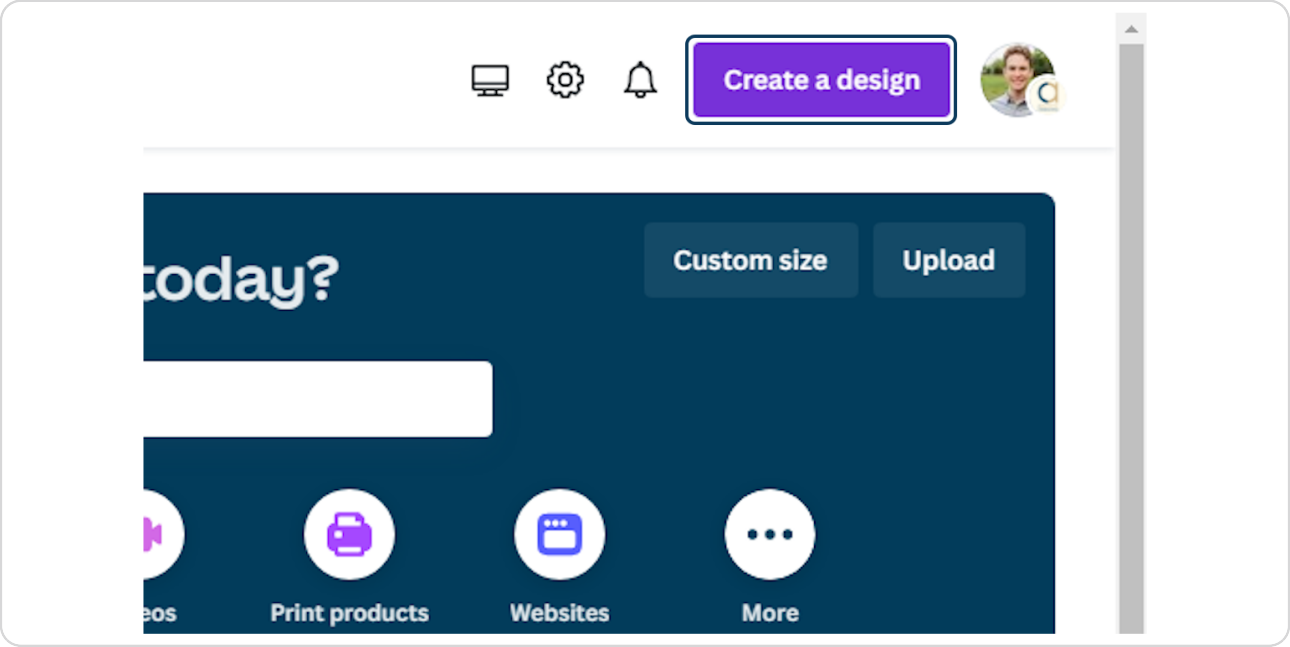
STEP 4

On the left menu, you can toggle back and forth between teams you are a member of and selecting the team you want to create within.



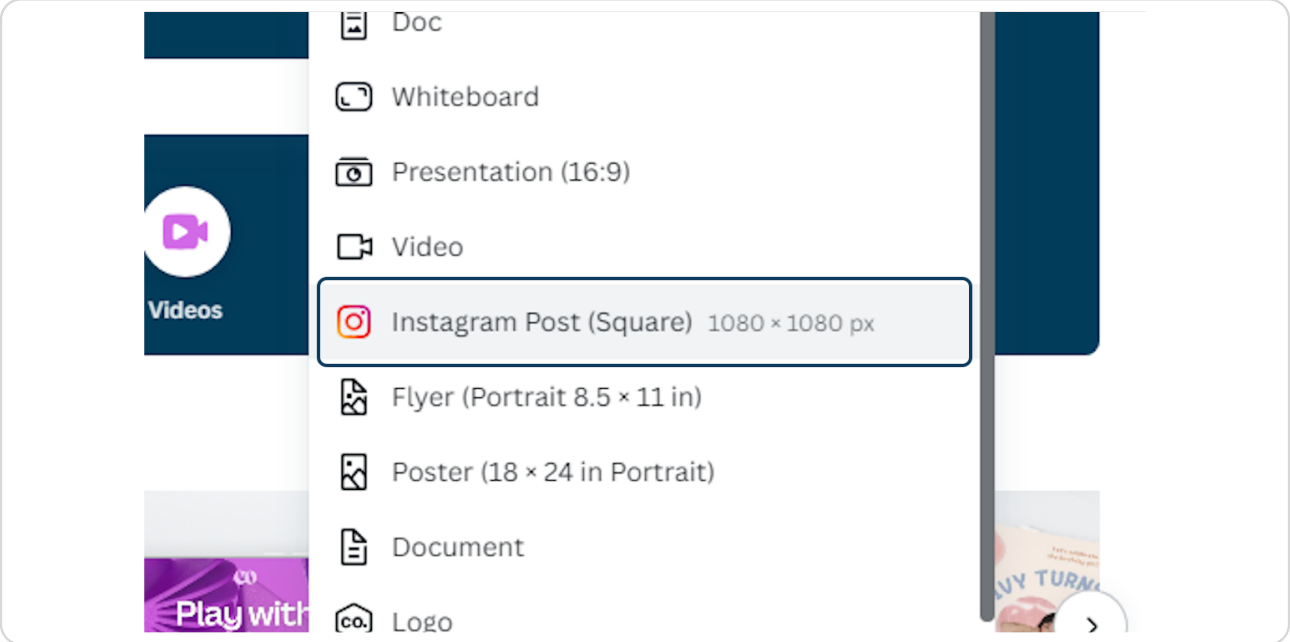
STEP 5

To begin creating a design, click the "Create a design" button in the upper right-hand corner.



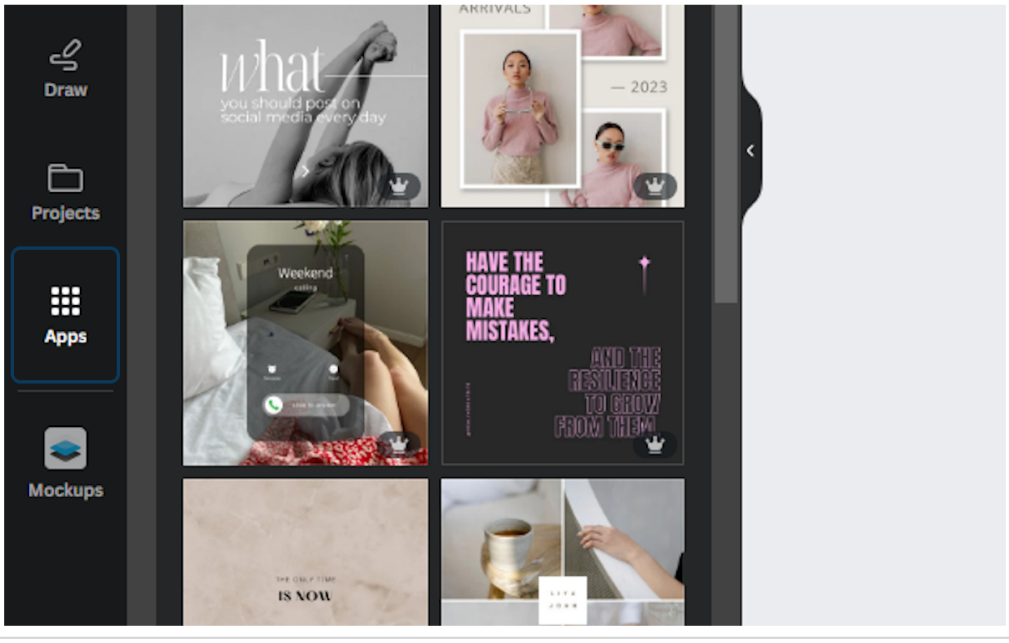
STEP 6

For this example, we will be making an Instagram Post (Square).



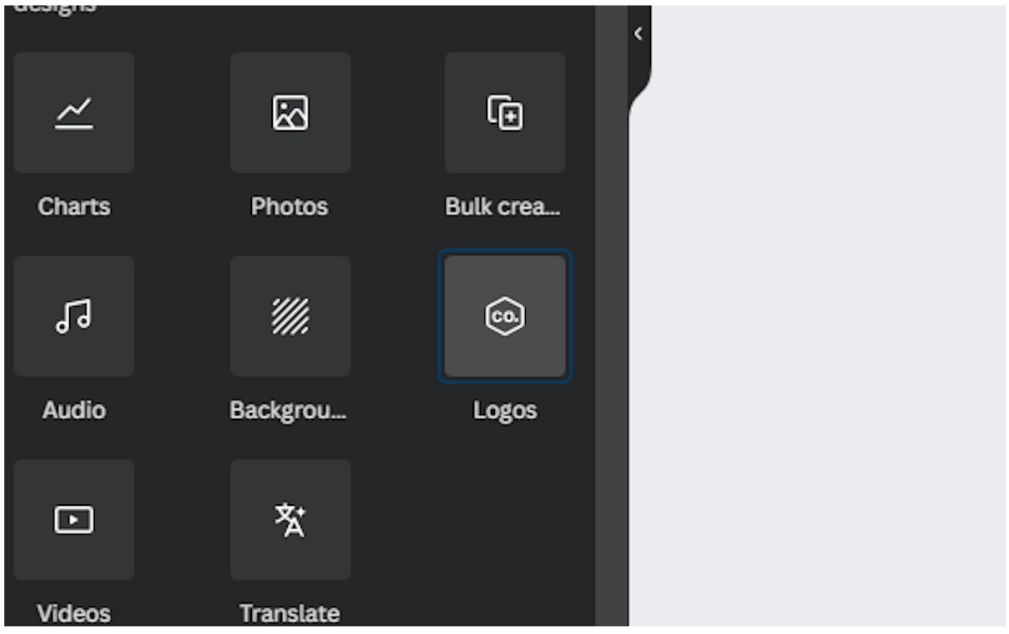
STEP 7

To access your team's logos, click on the "Apps" button on the left-hand menu.



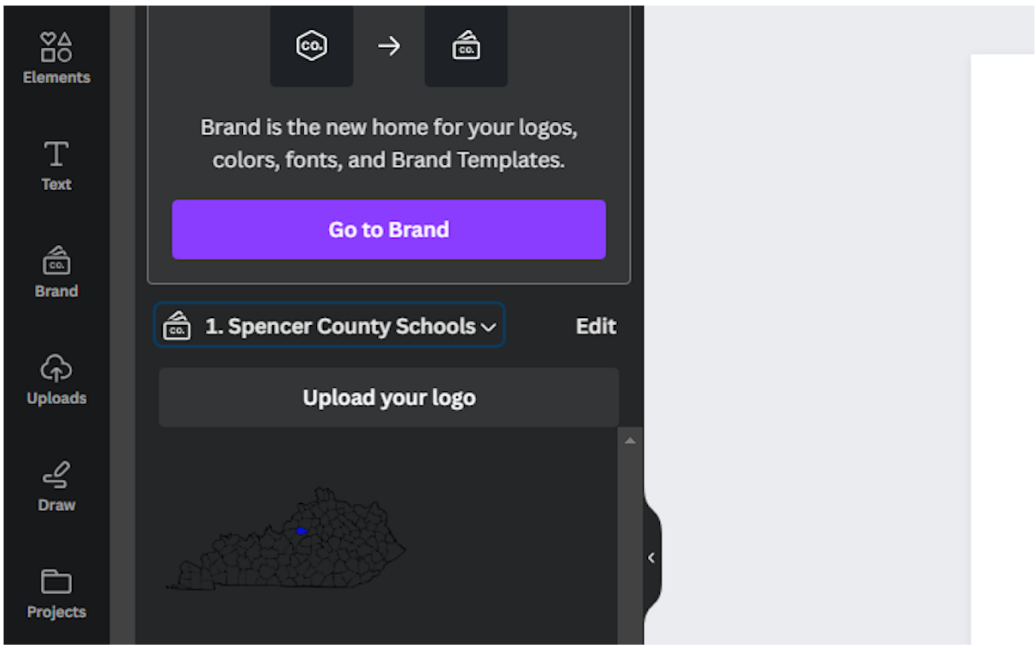
STEP 8

Scroll down and click on the "Logos" button.



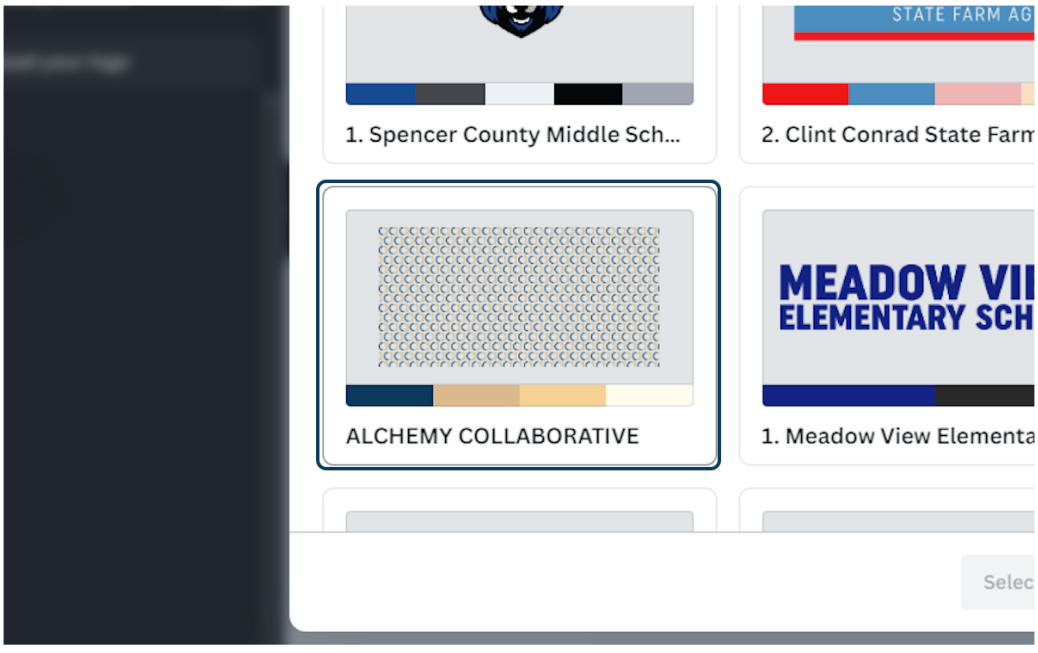
STEP 9

You can select your team from the menu to see its logos.



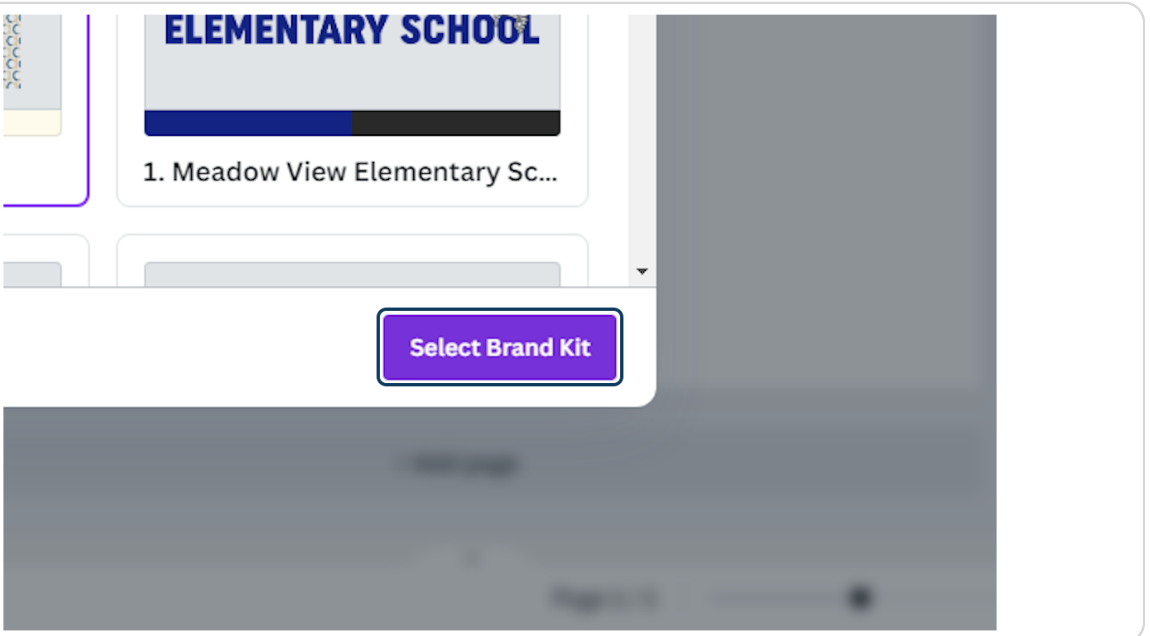
STEP 10

After clicking on the dropdown, select your team to highlight it.



STEP 11

Click on the "Select Brand Kit" button.



STEP 12

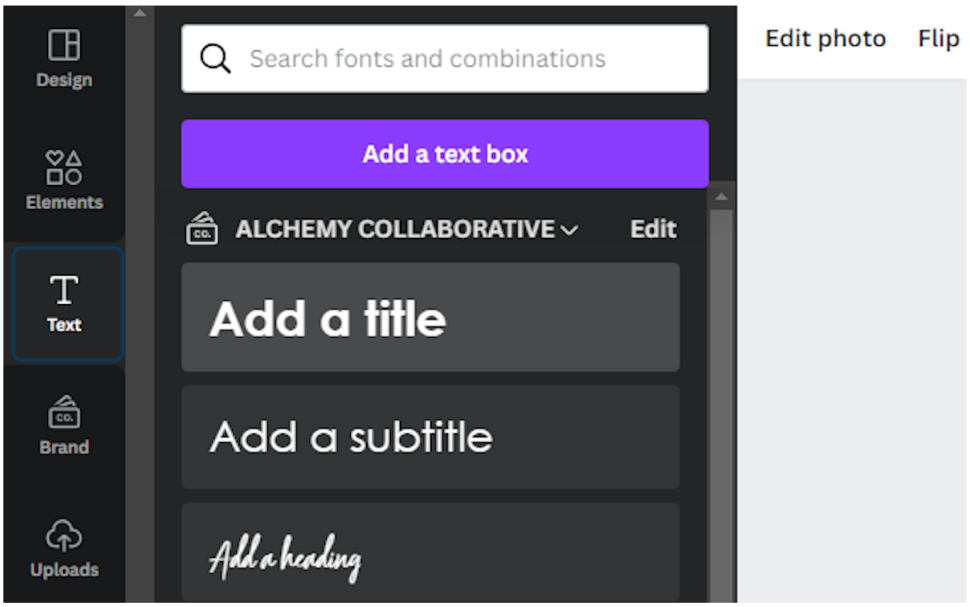
Your logos are now displayed.

To add a logo to a design, select it from this menu and it will be moved over.

STEP 13

Your brand kit also includes your organization's fonts and colors.

To add text using your organization's fonts, click on the "Text" button.



STEP 14

You can see your organization's colors when you change the color of an element.

That's it! You now have access to your organization's Canva team to help make creating designs easier.

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collaborative