



Saint Mary's
University

Whiteboard in Microsoft Teams

Table of Contents

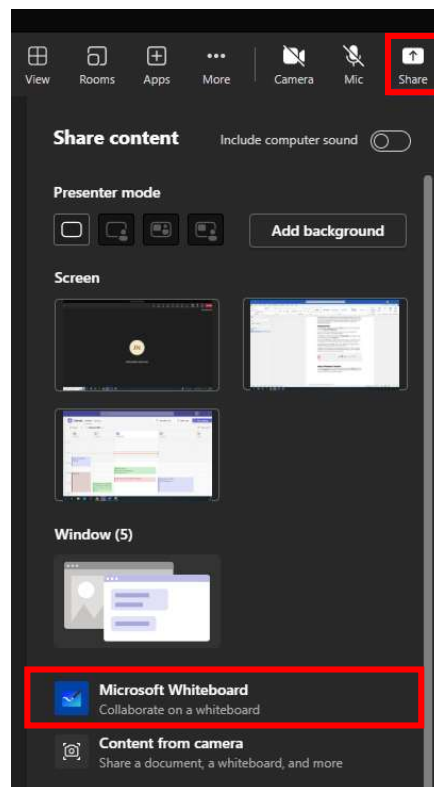
What is a Whiteboard?	3
Getting Started.....	3
Using a Whiteboard Template	5
Settings	6
After the Meeting.....	7

What is a Whiteboard?

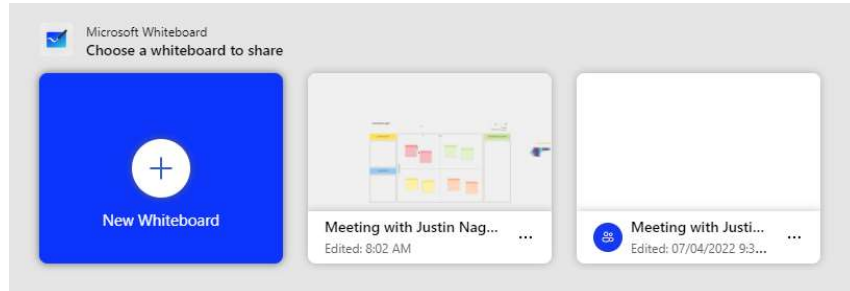
A whiteboard is a collaborative space for meeting participants in a virtual or hybrid environment to brainstorm, plan, and share ideas in real time. It can be accessed through Microsoft Teams desktop application, web browser, and mobile phone applications. Whiteboards can also be re-used across reoccurring meetings.

Getting Started

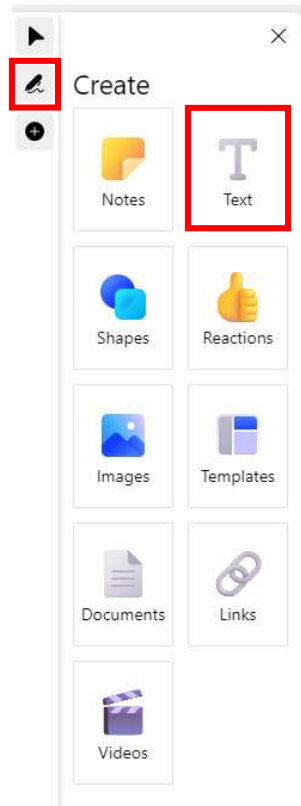
To create a new Whiteboard, click the **Share** button in the Teams Meeting and select **Microsoft Whiteboard**.



You can create a new whiteboard or select a previous whiteboard (if previously created in a reoccurring meeting).



To add text to a Whiteboard, select the **Create** button in the toolbar on the left-hand side, then select **Add Text**.

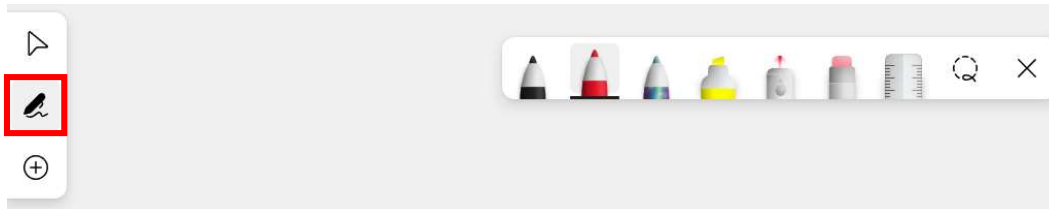


Click on the Whiteboard to add a text box, then type out or format your text. To change the size of the text, drag the text box either larger or smaller.

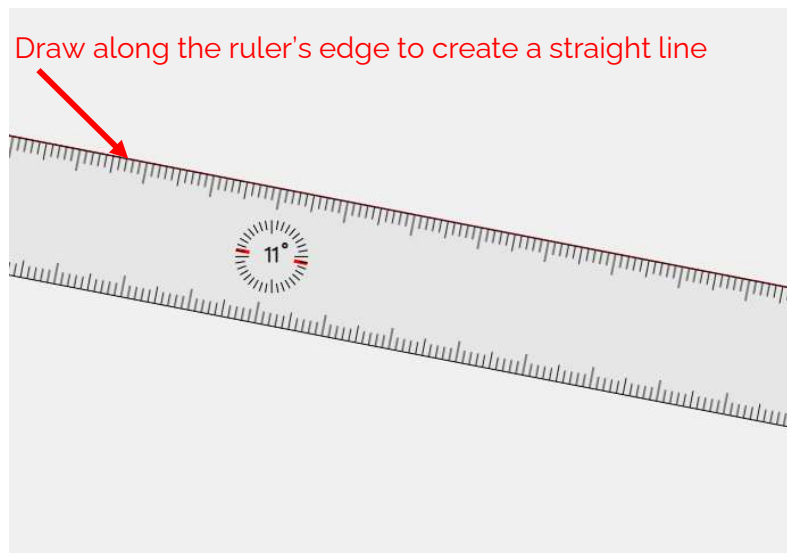
The same steps can be repeated to add Notes, Shapes, Reactions, Images, documents (such as PDFs or PowerPoint slides), etc.

To Zoom in/out of the Whiteboard, use the middle mouse wheel or the + / - buttons in the lower left-hand corner of the screen.

To draw on the Whiteboard, select the **Inking tool**, this will open a tool bar and allow you to freehand draw with different writing tips, colour, highlight, point with a laser pointer, erase, and measure.

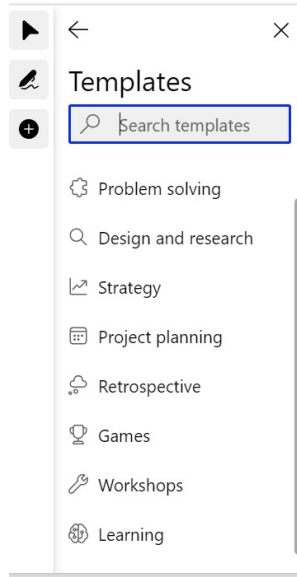


To draw straight lines, you can use the Ruler tool from the Inking tool bar. Position the ruler where ever you would like the straight line. To change the angle of the ruler, use the middle scroll wheel on your mouse. Once the ruler is in the correct position, using the Inking tools, draw along the ruler to create your straight line.



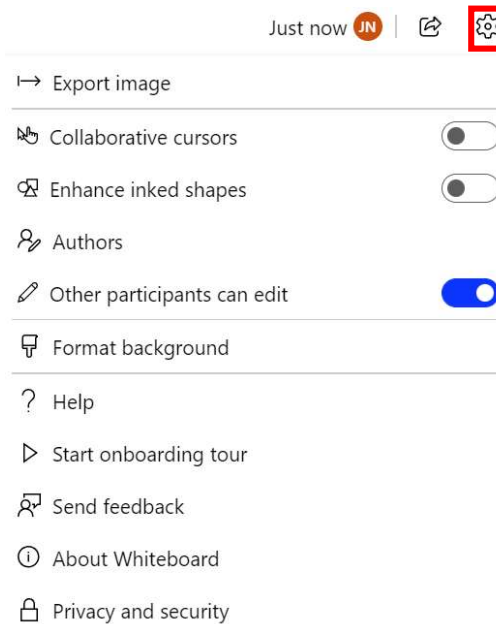
Using a Whiteboard Template

Once your new Whiteboard has been created, select the **Create** button, then click on **Templates**. Then choose the type of template you would like to use and select one from the template category.



Settings

To change the settings of your Whiteboard, click the gear in the top-right corner. Here, you can export an image of the Whiteboard, turn on/off Collaborative Cursors (can see where other participant's cursor is), enhance inked shapes (create precise shapes), or other participants can edit.



After the Meeting

After a Teams meeting, the whiteboard will be available to all participants in the meeting. The Whiteboard can be found on a new tab in the Meeting Chat labelled Whiteboard. This allows participants to continuing working on the Whiteboard, or re-use in future meetings.

