Zoom Whiteboard

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Software & Application Support Centre
Studio for Teaching and Learning

Overview of the Whiteboard Tab



In the Zoom Desktop App, Click the Whiteboard button on the top navbar.
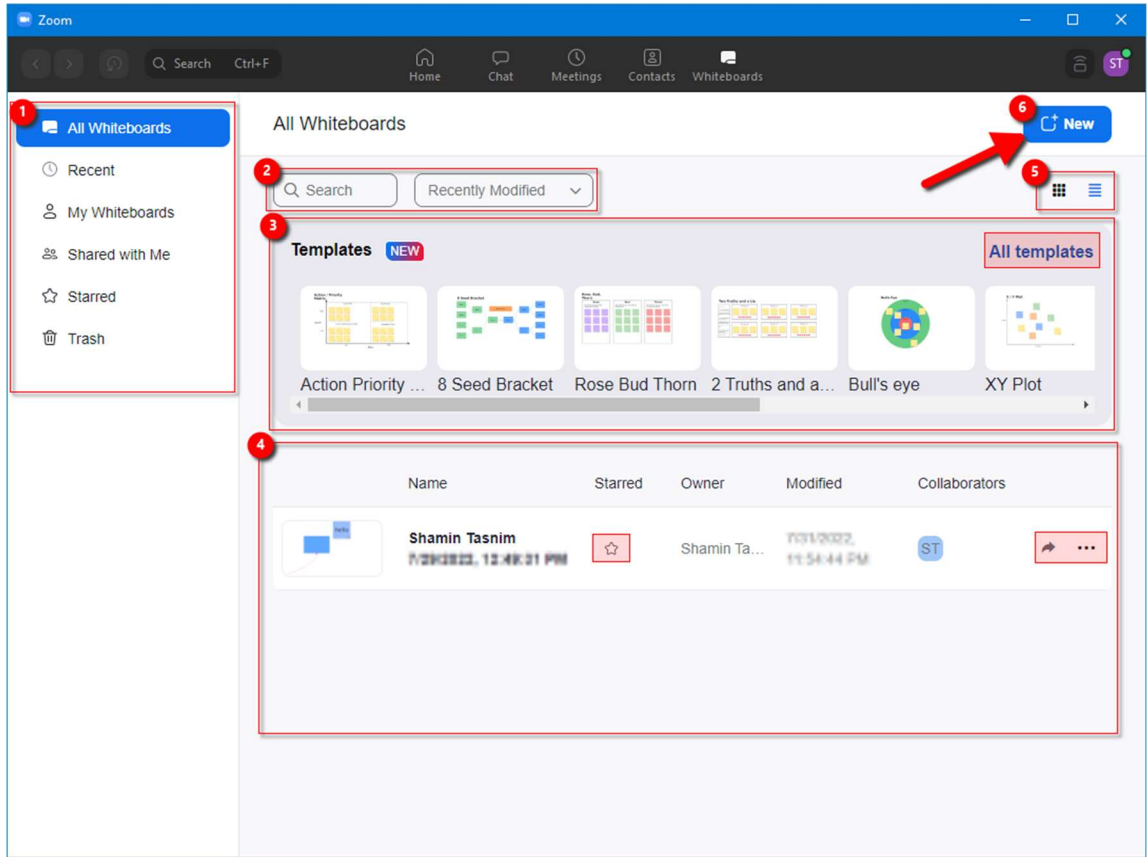
1) **Categories & Folders:**

   a) All Whiteboards- Every whiteboard you have access to.

   b) Recent- Recently opened whiteboards.

   c) My Whiteboards- Whiteboards you created.

   d) Shared with me- Whiteboards others created and shared with you.

   e) Starred- Whiteboards you marked as starred.

   f) Trash- Whiteboards you deleted.

2) **Search & Filter:** Filter and search your whiteboards

3) **Templates:** Choose a template to start working with or click **All Templates** to browse through all available templates.

4) **List:**

    a. Click a whiteboard from list of your whiteboards to open it.

    b. Click the **Star** button to mark as starred (important), then you can just go to the starred folder to find it easily next time.

    c. Click the **arrow/share** button to share the whiteboard.
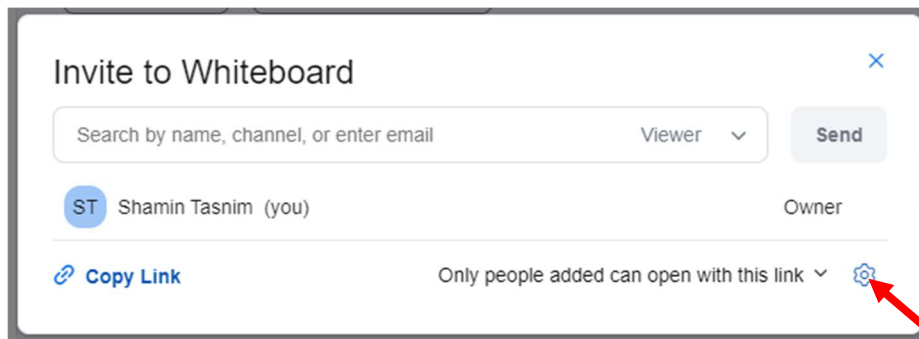
       i. In the **search box** type in a name/email of the person you want to share the whiteboard with.

      ii. Click the **Viewer Drop down arrow** to set a role (permissions) for them.

     iii. Click the **send** button to send them the whiteboard.

iv. Click the **copy link** button to get a link for the whiteboard.

v. Click the **drop-down arrow** on the bottom right of the window to set who can access the whiteboard.

d. Click the 3-dot menu for more options:

Open in a Room

Share

Lock

Add to Starred

Rename

Duplicate

Move to Trash
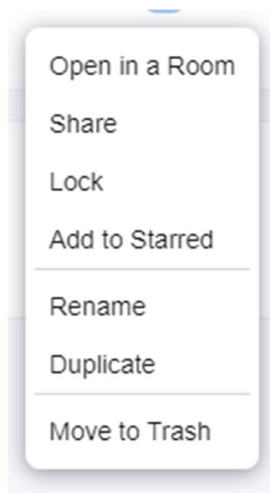
i. Click **Open in a Room** to open the whiteboard in a Zoom Room.

ii. Click **Share** to share the whiteboard.

iii. Click **Lock** to lock the whiteboard. Only You (the owner of the whiteboard) will be able to access the whiteboard.

iv. Click **Add to starred** to mark it as starred.

v. Click **rename** to rename the whiteboard.

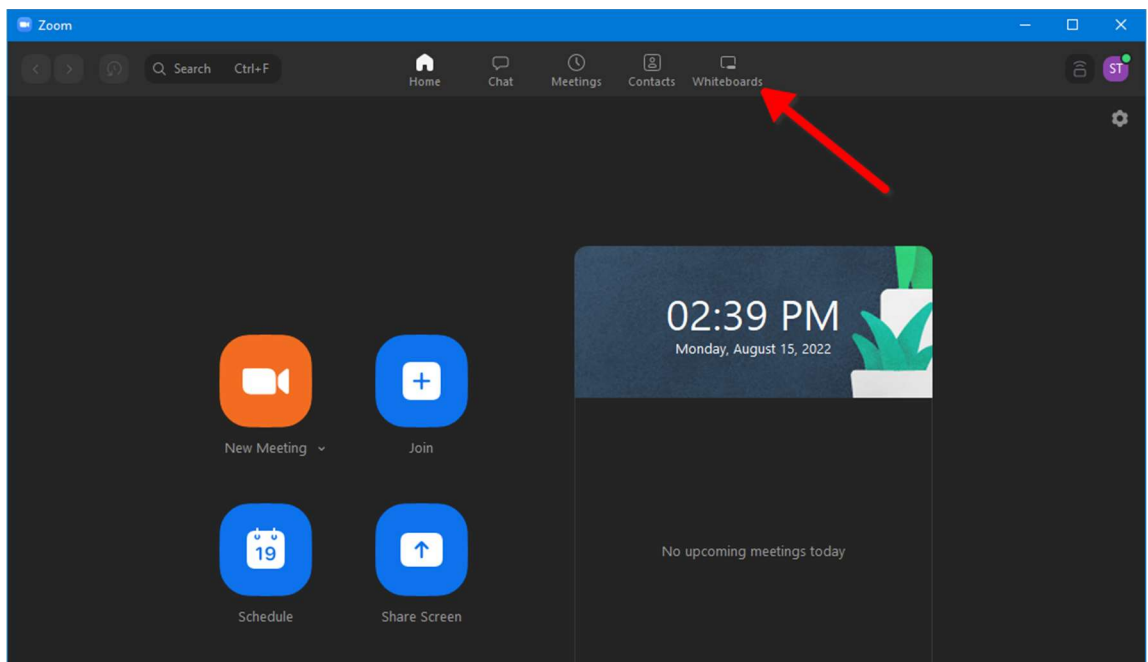vi. Click **Duplicate** to make a copy of the whiteboard.

vii. Click **Move to Trash** to delete the whiteboard.

5) **View/Layout:** Click these buttons to change the layout to a grid view or a detailed list view.
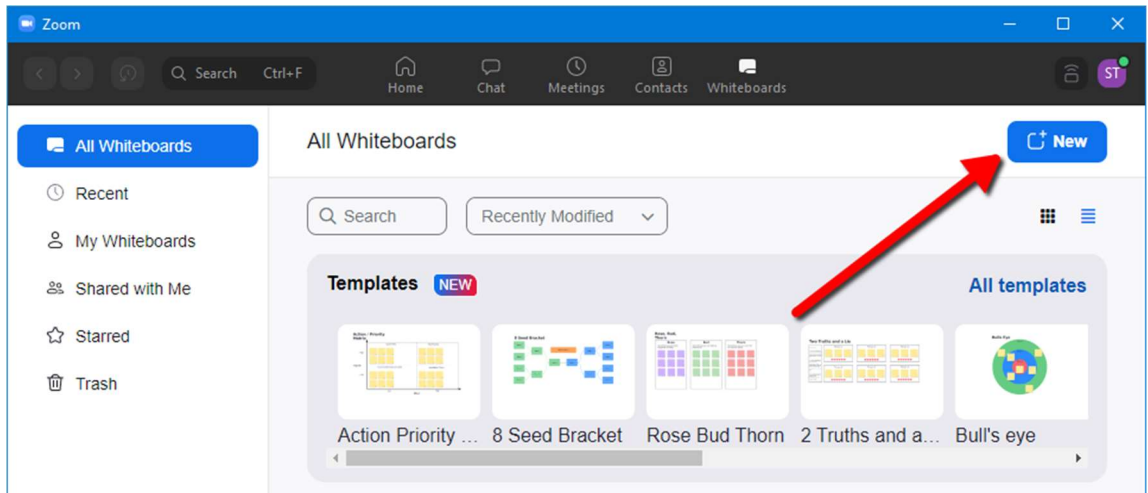
New button: Click the **New** button to Create a new whiteboard from scratch

Making a new Whiteboard

1) Open the **Zoom desktop App.**
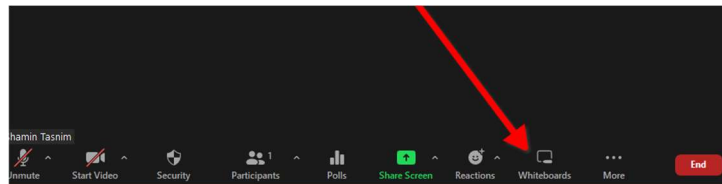
2) Click on the **Whiteboard tab** on the top navbar.

3) Click the **New** button to Create a new whiteboard from scratch.

Opening a Whiteboard in a Zoom meeting

1) Click the **Whiteboard** button in the bottom navigation bar.

2) You can search for your Whiteboard in the **search bar** at the top left of the window.

3) Select one of your previously made whiteboards or select **New Whiteboard** to create a new one.

4) Click the **"Allow attendees to access after the meeting"** check box on the bottom left to allow meeting attendees/participants to access the whiteboard after the meeting ends.

5) Click the "**All participants can edit**" drop down arrow to select if the meeting participants can edit your whiteboard or just view/see it.

6) When done setting your preferences, click **Open and Collaborate** to start the Whiteboard within the Zoom meeting.
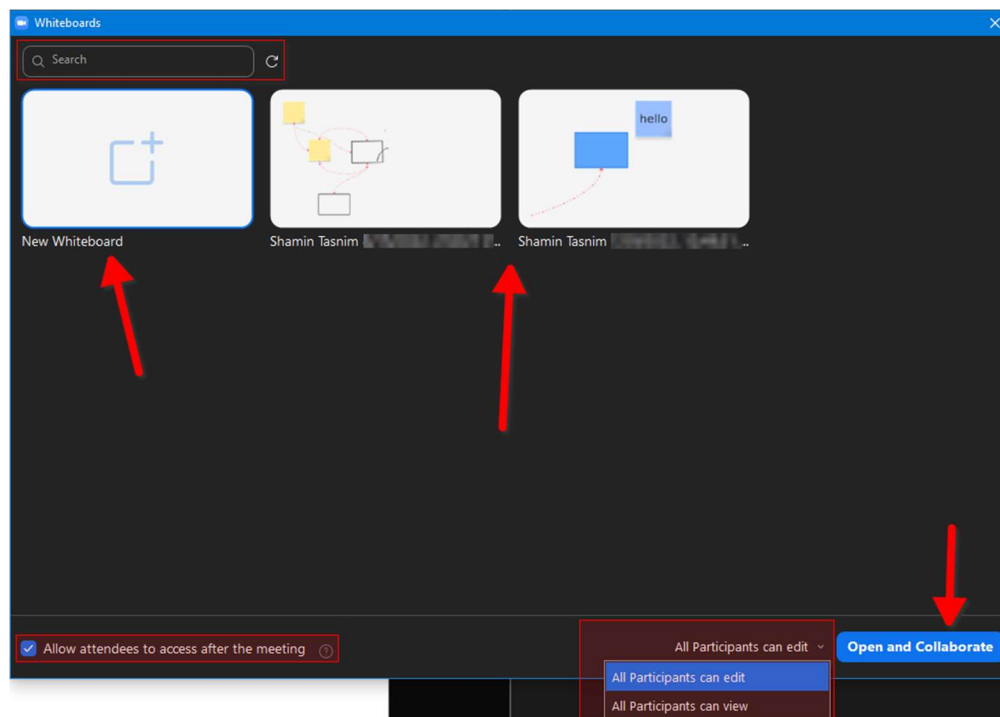
Whiteboard & Annotation tools overview
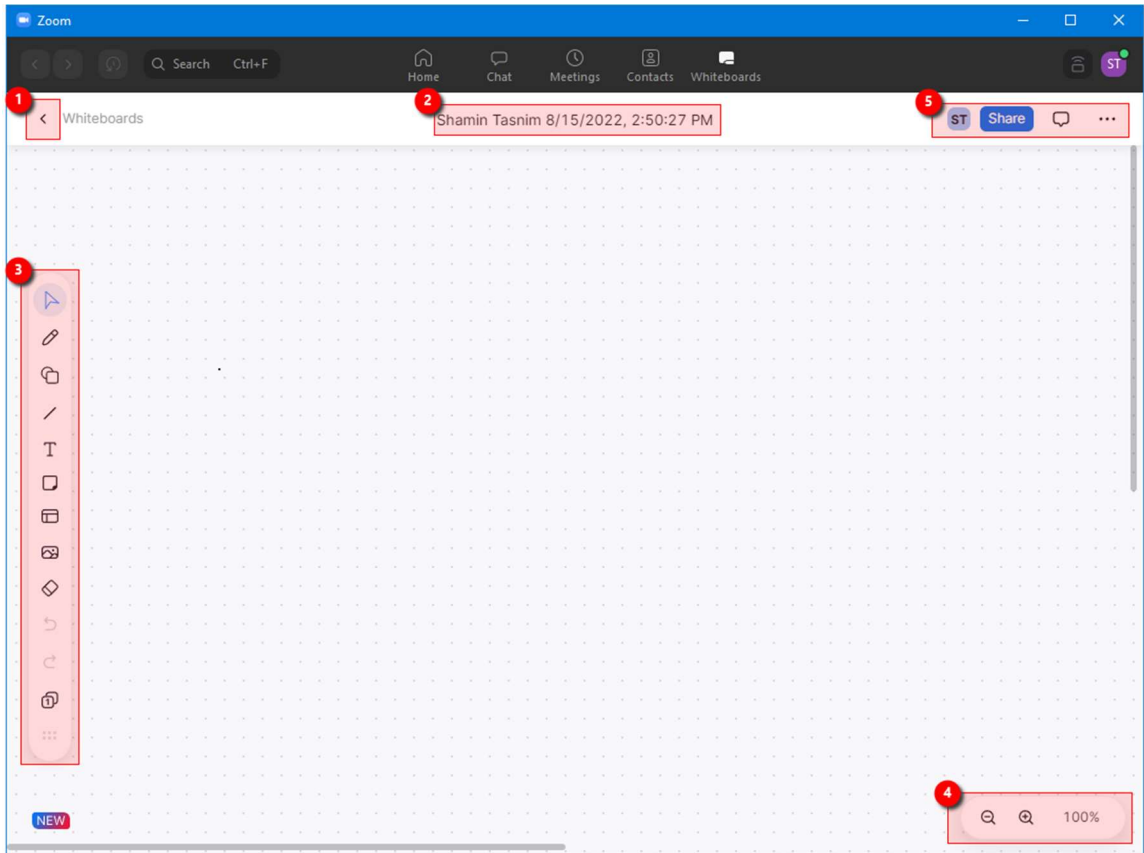
1) **Back Button:** takes you back to the Whiteboards Tab

2) **Name of your whiteboard:** Double click to rename the whiteboard

3) **Annotation Tools:**

1. **Select tool:** select, move, or edit items

2. **Draw:** draw, mark, write etc.

3. **Shapes:** inserts boxes, circles, etc.

4. **Line:** inserts lines and arrows

5. **Text:** inserts text

6. **Sticky note:** inserts Sticky notes

7. **Templates:** browse and select templates

8. **Image:** inserts pictures

9. **Erase:** erase or remove item(s)

10. **Color:** change the color of an item

11. **Undo & Redo:** undo/redo changes

12. **Page:** open/create another page of the Whiteboard

13. **Move:** click and drag to move/reposition the annotation toolbar
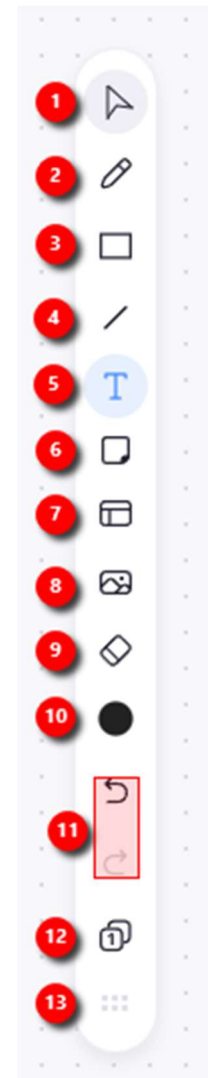
4) **Zoom:** click the respective buttons to zoom in and zoom out or click the percentage to go back to 100%(default) zoom and recentre the whiteboard page

5) Here you will see the initials of people who have the whiteboard open. Then there is the share button to manage permissions and share the whiteboard. The

comment button is for comments and remarks. And
finally, the 3 Dot menu has the options to report, lock the
meeting or to delete the whiteboard.

Further Support

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at sas@smu.ca

Regular hours: Monday – Friday, 9AM – 5PM.
Summer session hours: Monday – Friday, 9AM – 4:30PM.

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