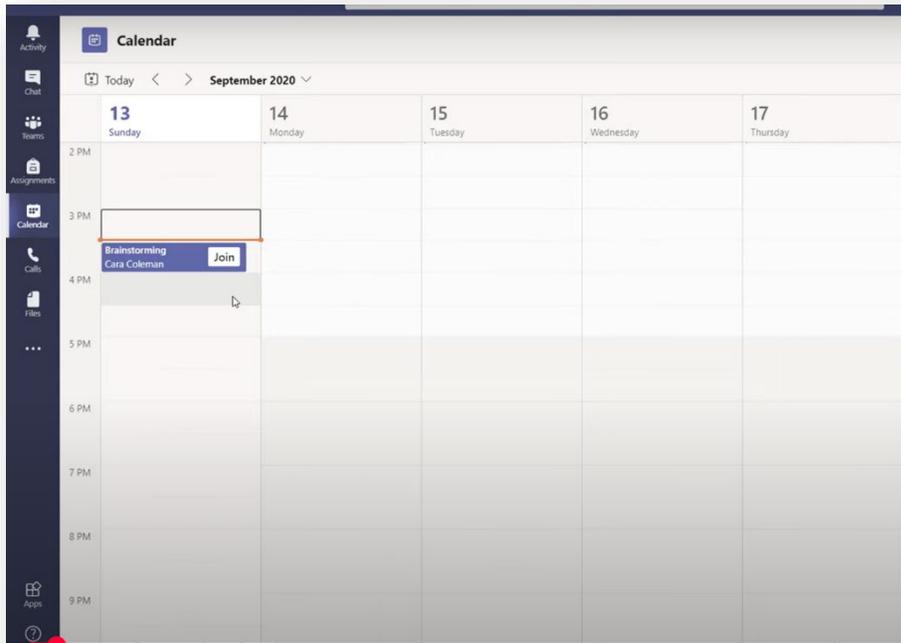


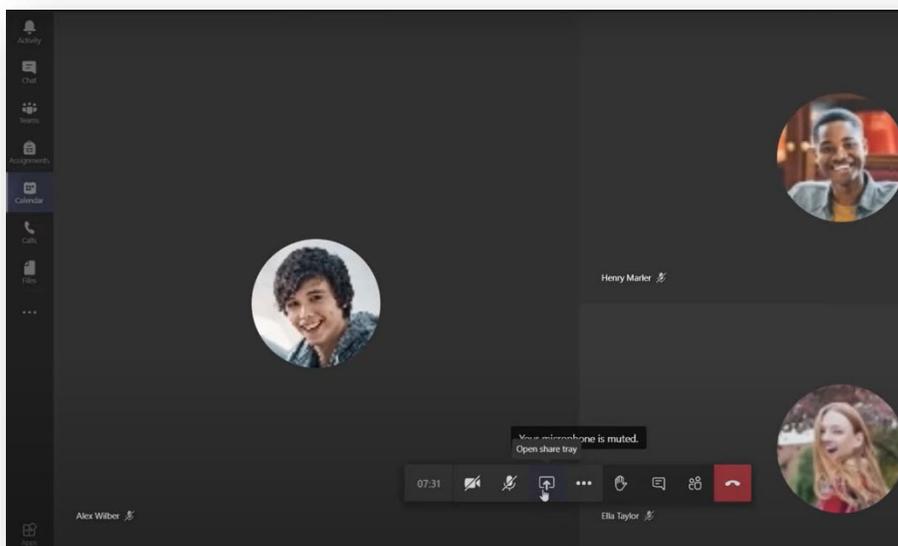
Elevate Engagement with Microsoft Teams Whiteboard

Using Whiteboard in teams

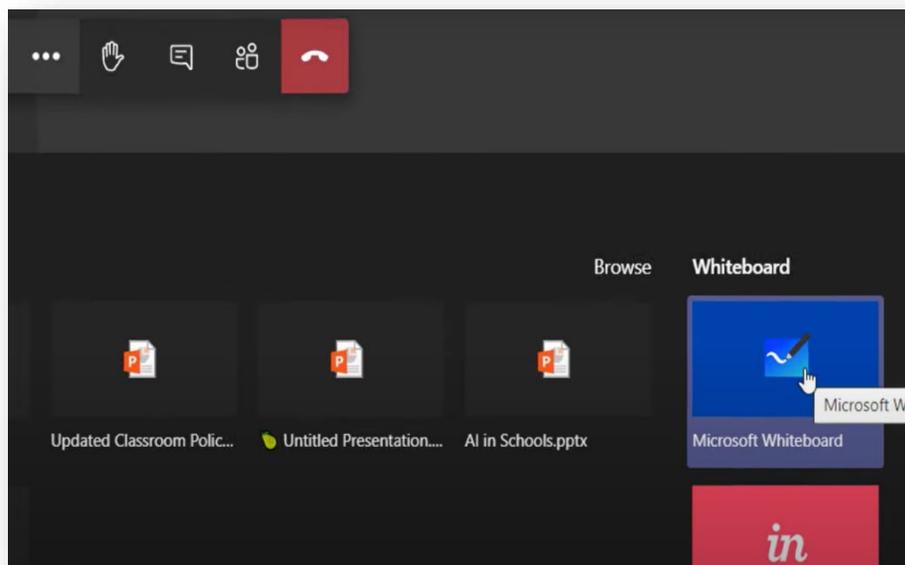
1. Go to **Calendar**



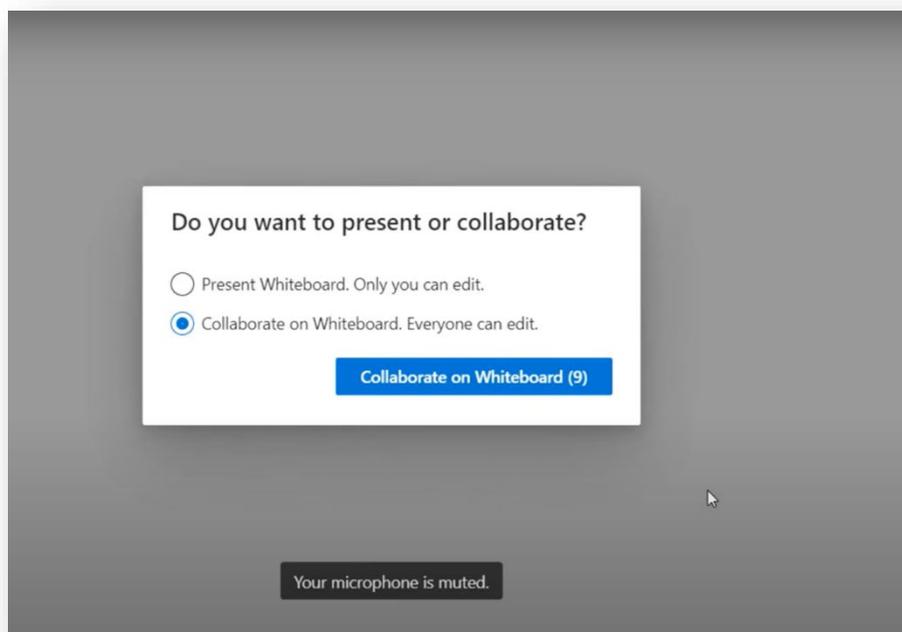
2. Click the **meeting** and open share tray in the meeting/class



3. Select new meeting there is a “**whiteboard**” icon click and open that

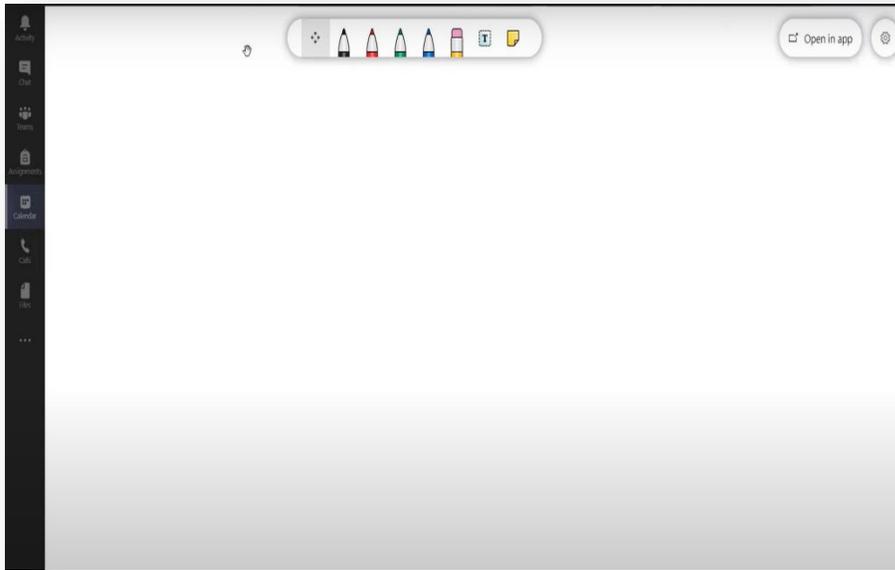


4. **Select** the correct option for your situation

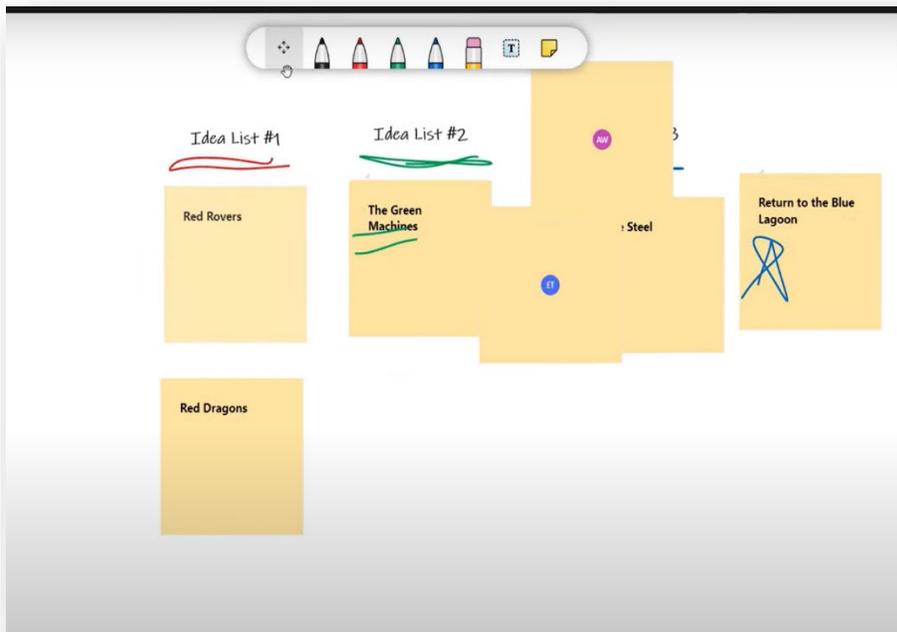


5. **Whiteboard** application opens and from settings you can change the settings of the whiteboard.

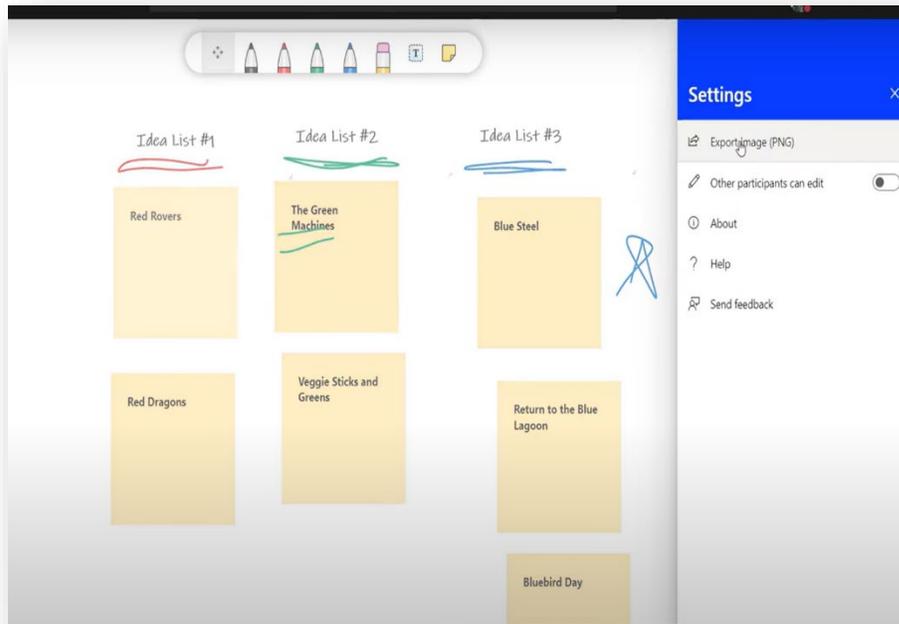
Select a **pencil** to start writing and presenting



6. you can **zoom** in or out using the mouse



7. After you are done brainstorming, the whiteboard can be exported as a PNG image



8. After the meeting has ended you can find the whiteboard under the whiteboard tab.

