Elevate Engagement with Microsoft Teams Whiteboard

Using Whiteboard in teams

1. Go to Calendar

(‡) Today < >	September 2020 ${}^{\checkmark}$				
13 Sunday	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	
2 PM					
3 PM					
Brainstorming Cara Coleman 4 PM	Join				
5 PM					
6 PM					
7 PM					
8 PM					
0.754					

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

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		Browse	Whiteboard
2	e	2	Microsoft W
Updated Classroom Polic	Untitled Presentation	Al in Schools.pptx	Microsoft Whiteboard

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

Do	you want to pr	esent or collabo	rate?	
OP	resent Whiteboard. O	only you can edit.		
() c	ollaborate on Whiteb	ooard. Everyone can edit Collaborate on Whitebo	ward (9)	
				ß

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

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

Activy .	C Open in app
Calendar	
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6. you can **zoom** in or out using the mouse

	Red Rovers	The Green Machines		- Steel	Return to the Blue Lagoon
			0		R
	Red Dragons				
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7. After you are done brainstorming, the whiteboard car	n be exported as a PNO	3 image
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			Settings	
Idea List #1	Idea List #2	Idea List #3	Exportgimage (PNG)	
	4	, ,	Ø Other participants can edit	
Red Rovers	The Green Machines	Blue Steel	① About	
			? Help	
		1	R Send feedback	
	Veggie Sticks and			
Red Dragons	Greens	Return to the Blue Lagoon		
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8. After the meeting has ended you can find the whiteboard under the whiteboard tab.

		Q. Search	n - o ×
	70	Brainstorming meeting Chat Files Meeting Notes	🐞 Join 8*4 ≔
Notebook	8/22		C Open in app
neeting	÷	Idea List #1 Idea List *** Tdea	List #3
		Red Rovers The Green Machines Blue	Steel
		Veggie Sticks and Greens	Return to the Blue Lagoon
			Bluebird Day