

Sheridan

Teams Whiteboard

The Teams Whiteboard can be accessed through a Teams meeting with the *Share* option. The Whiteboard is a canvas used to present or collaborate with meeting members.

After clicking the *Share* button, click Microsoft Whiteboard, and the following dialog box appears:

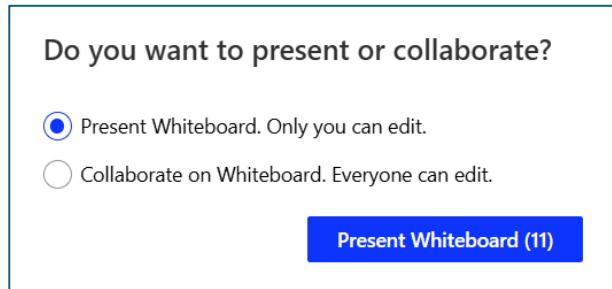


Figure 1 Initial Whiteboard Options

After clicking either option, the Whiteboard will open, and the Template dialog box will appear. Either select a template or close the dialog box.

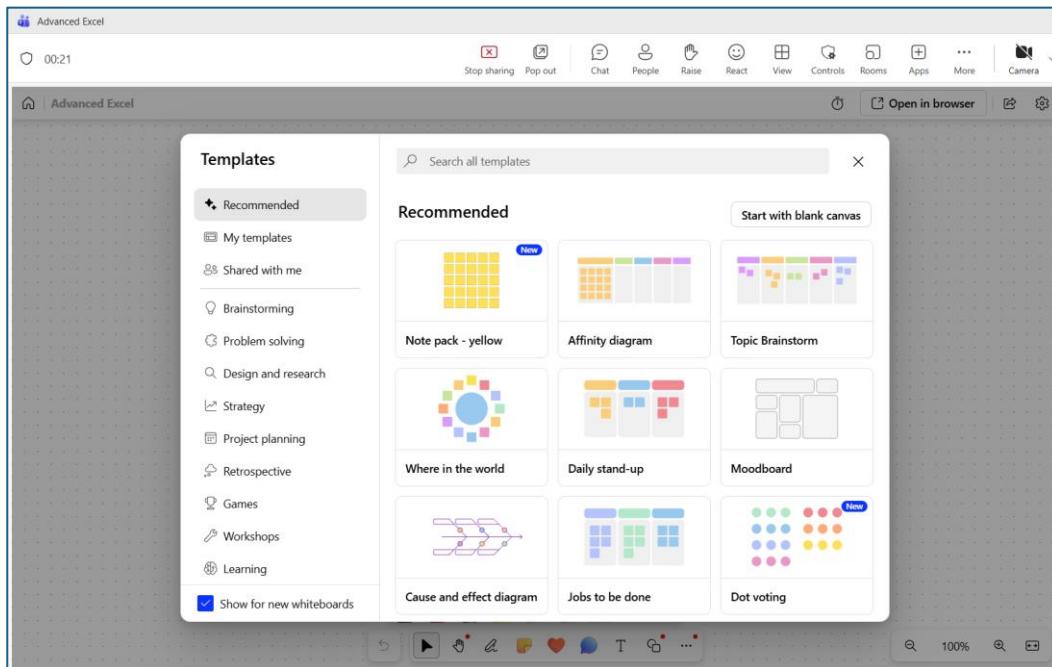


Figure 2 Whiteboard Template Options

To add to the Whiteboard, click an option on the Tool bar at the bottom of the window.

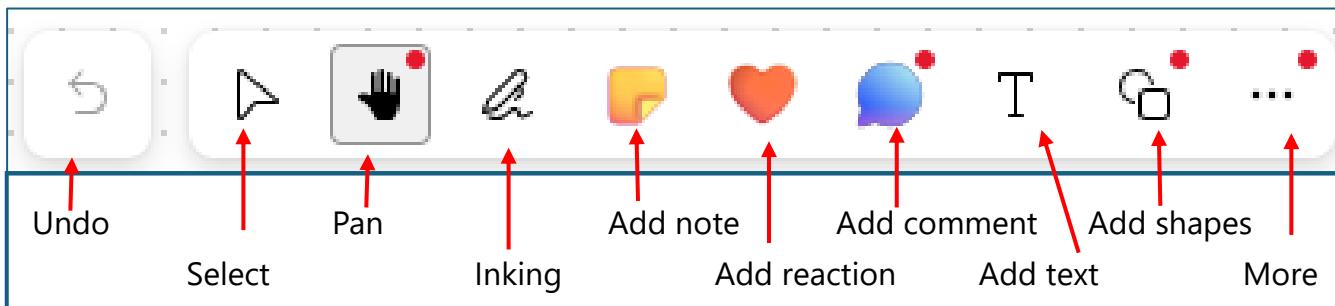


Figure 3 Whiteboard Tools

Undo – 100 steps; click the button or use **Ctrl + z**; **Redo** - use **Ctrl + y**

Select – Click to select any object, or hold the mouse down to move an object. Arrow keys give very course movement

Pan – Allows you to move the whole canvas

Inking – Opens the drawing tool menu with pens, highlighter, laser pointer, eraser, ruler and lasso tool

Add note – Creates a box with a variety of coloured backgrounds, typable

Add reaction – Add a few emojis to the mix

Add comment – Cartoon-like comment bubble with a comment box

Add text – Adds text directly on the canvas

Add shapes – Familiar shapes can be added

Note: All objects can be sized, moved and deleted.

More menu ... – Open the Templates dialog, insert an Image, Document, Video, Loop components and Links; files need to be recently opened on OneDrive

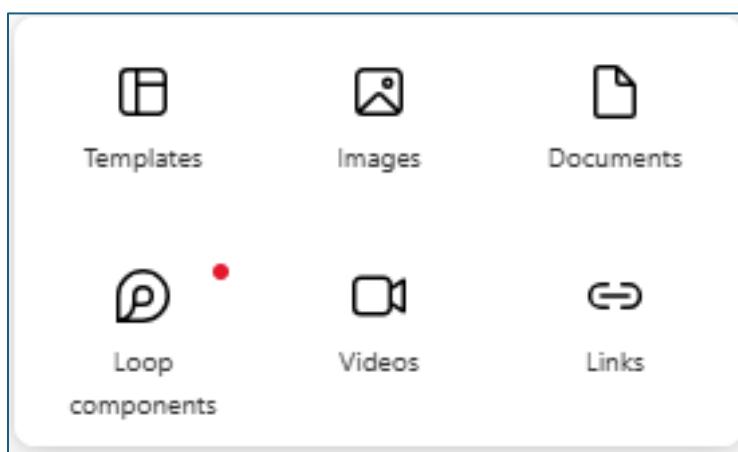


Figure 4 Whiteboard More Options

Documents, images and videos can be annotated while in the whiteboard.

Whiteboards are available after the meeting, by opening the meeting details and clicking on the *Meeting Whiteboard* on the top menu bar. These whiteboards are editable and saves automatically.

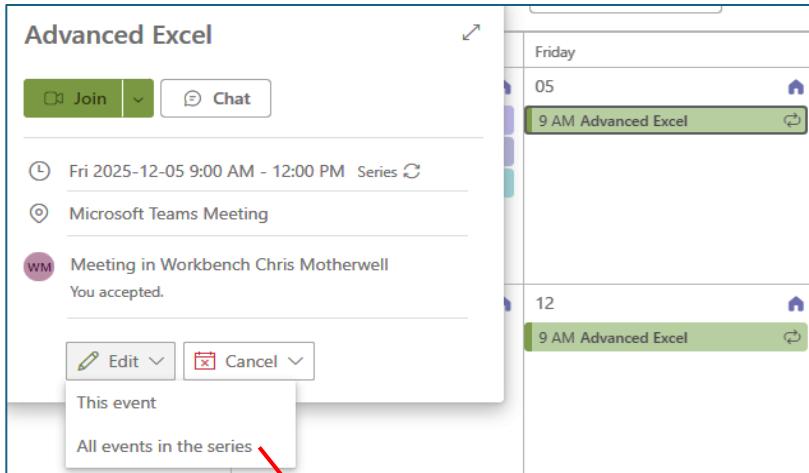


Figure 56 Meeting Info and Options

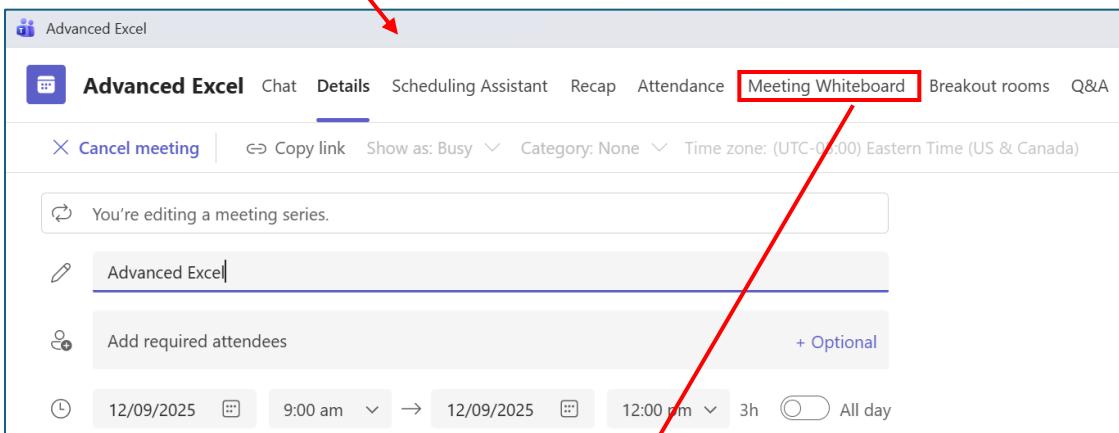


Figure 6 Meeting Details and Whiteboard Button

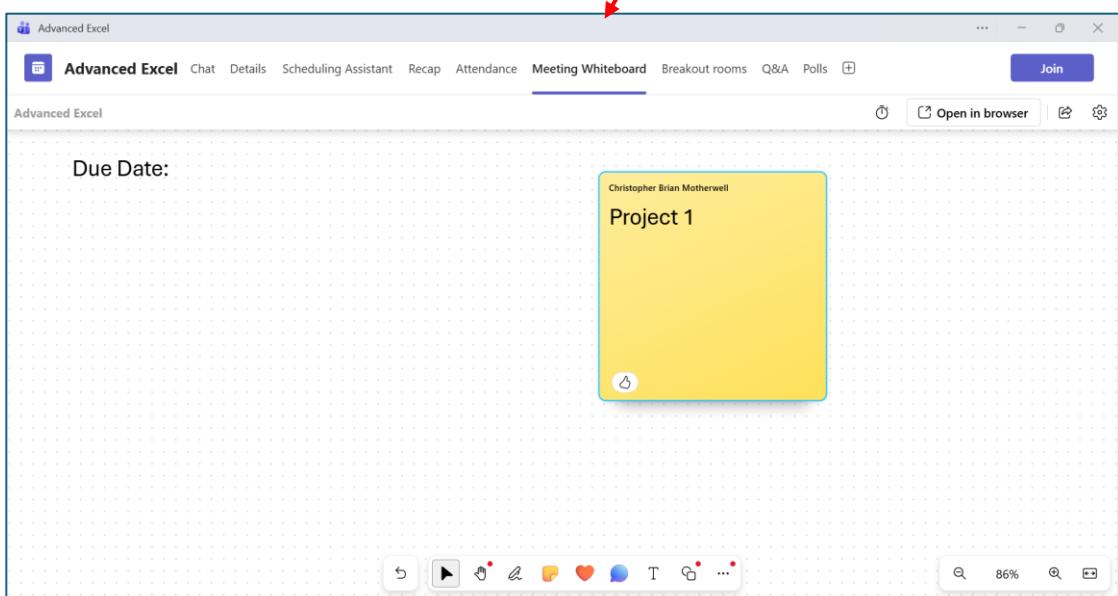


Figure 5 Whiteboard