Microsoft Whiteboard for Students

Microsoft Whiteboard is a freeform, digital canvas where ideas and content come together in a digital world. The canvas is designed for pen, touch, keyboard and seamlessly integrates with Teams and mobile devices.

Contents

Installing the app)
Opening Microsoft Whiteboard)
Accessing Whiteboard from a Teams Meeting	3
Features	3
Pens	ŀ
Highlighter	ŀ
Eraser and Clear Canvas	ŀ
Ruler	ŀ
Lasso Tool	ŀ
Undo and Redo	ŀ
Settings	ŀ
Zooming In and Out	;
View all Whiteboards	;
Accessing the Whiteboard Menu	5
Naming the Whiteboard	5

Installing the app	
 Click the Windows icon in the lower left corner of the screen. Search Software Center. Click to open the Software Center. 	All Apps Documents Settings Email More Best match Software Center Documents - This PC (4+) Videos (1+) Photos (1+) Settings (4+) Settings (4+) Software Center Image: Post Software Center
 Click to open the Microsoft Whiteboard application. 	Interaction Management & Technology Interaction Management & Technology Interaction statue Interaction sta
5. Click Install.	Software Center Software Scener Softw
Opening Microsoft Whiteboard	
 Click the Windows icon in the lower left corner of the screen. Search Whiteboard. Click to open Microsoft Whiteboard. 	All Args Documents Setting End More * Fe International Section Processing End More * Fe Internation Processin Processing End More * Fe

4. Click Accept.	
	Important Updates to Policies for
	Microsoft Whiteboard
	By continuing to use this app you agree to the following terms:
	License and Terms
	Decline Accept
5 Click Get Started Next and Let's Go	
	Monoch respects your privacy Thesis for any Without M forcent respects your privacy Thesis for any Without M forcent respects your repeated in your connects of the ones of t
	extent on how were A term motions were were A term motions were area
	Welcome to Whiteboard These opposited data lated enviros are provided to you under the Morosoft When data, content and people core together Microsoft Sensite Agreement
	Get meted
6. Close the app as your teacher will launch the	Mccosoft Whitehoard - D
Whiteboard app from a Teams Meeting.	 (*) (*)
Accessing Whiteboard from a Teams	
Accessing whiteboard from a leams	
Meeting	
1. Once the teacher shares the Whiteboard app,	
in a Teams Meeting, click Open in app .	
2. Click Open the app .	
	Download the Microsoft Whiteboard app for the best
	experience
	Continue to use Whitebaard in Teams
Features	
1. Pens	
2. Text	
3. Sticky Notes	
4. Image Menu	
6 Undo & Redo	

Pens	
Double click on any pen to customize the width and color.	
Highlighter Double click on the highlighter to customize the width and color.	
Eraser and Clear Canvas Click once for the eraser and twice to display the Clear Canvas menu.	Eraser • A A A A A A A A A A A A A A A A A A A
Ruler Use two fingers on the touch screen to rotate the ruler or hold the Shift key and roll the scroll bar on the mouse.	
Lasso Tool The Lasso tool allows you to select one or more elements on the board. Just drag the tool around the elements you want to select. You can either move them together or delete them all at once.	
Undo and Redo Select the undo and redo buttons to remove and return text and objects.	
Settings	
Click the settings menu to expand and display the settings options.	- D X RN = Settings menu

1. Active	pen – This will allow you to move the	s	ettinas		×	
canvas	with the mouse and draw with the pen		<u> </u>			
simulta	aneously.	- 🚹 🛝	. Active pe	n	\odot	
2. Ink to s	shape – Hand-drawn shapes turn into					
	table Hand drawn table turn into a	- 🔼 🗠	Ink to sha	ape		
5. IIIK LU	able – Hallo-Glawii (able (Gliffilli)) a		Ink to tab	he		
	snapping - Object snapping beins you		The to tab		-	
4. Object	our content by providing a visual cue	4	Object sn	apping		
5 Export	- Save the board as a ineg or svg					
J. Export	Save the board as a speg of svg.	5	Export			
6. Send to canvas	o OneNote – Copy the Whiteboard to a OneNote Notebook.	6	Send to C	DneNote		
7. Post to	Teams – Send the board to a MS Team.	7 *	Post to Te	eams		
8. Forma	t Background – Customize the	8 🗉	Format b	ackground		
backgr	ound color and style.					
9. Toolba	r location -Choose from right, left and	9 🙂	Toolbar l	ocation		
botton	n locations for the toolbar.	1	Clear can	Vac		
10. Clear c	anvas – Delete everything.			lity checker		
11. Access legible	ibility Checker - Make sure the board is for everyone.	•	Accession	ity checker		
Zooming I Double click to	n and Out zoom in and out of board.				Г. -	
View all W	/hiteboards					
1. Click the ap	ne back arrow in the upper-left corner of plication.	Microsoft White	Whiteboards			
2. All Wh	iteboards displayed.	Cast for the Mathematic	The second secon			

Accessing the Whiteboard Menu	
1. Click the ellipsis to display the Whiteboard menu.	A. Invite participants B. Export Delete V Untitled Whiteboard Edited: 12:41 PM
Naming the Whiteboard	
 From the Whiteboard menu, click Untitled Whiteboard. 	A. Invite participants Image: Export Image: Delete Image: Untitled Whiteboard Edited: 12:41 PM
2. Name the board.	Whiteboard Title Sample Whiteboard Cancel Done
3. Click Done .	Whiteboard Title Sample Whiteboard Cancel Done