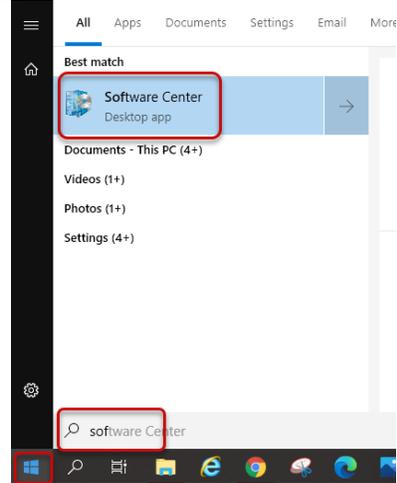# Microsoft Whiteboard for Students

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

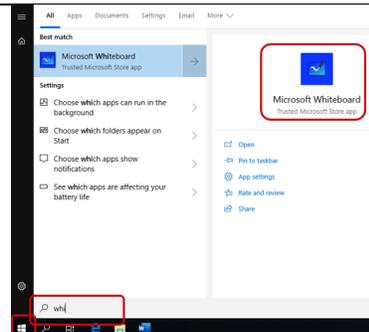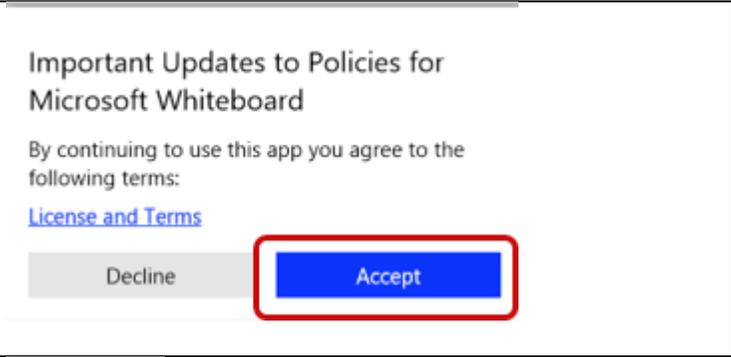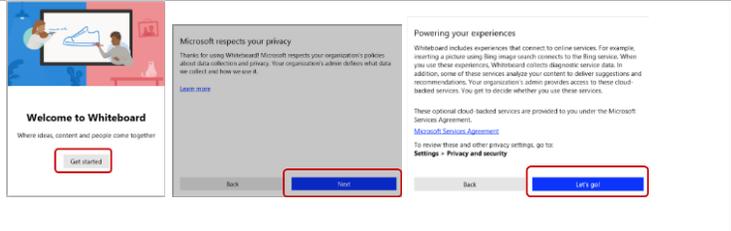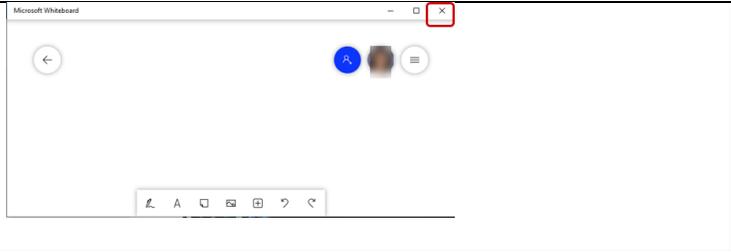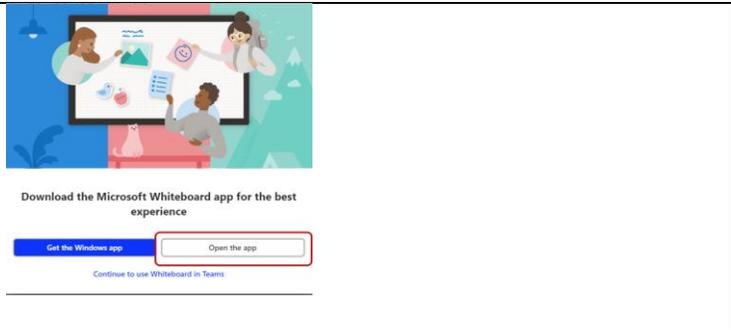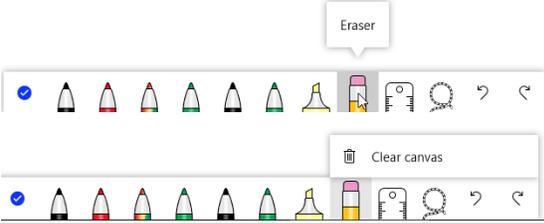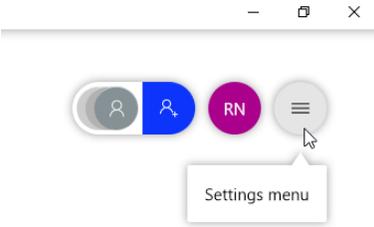|	
# Installing the app	
1. Click the **Windows** icon in the lower left corner of the screen. 2. **Search** Software Center. 3. Click to open the **Software Center**.	
4. Click to open the **Microsoft Whiteboard** application.	
5. Click **Install**.	
# Opening Microsoft Whiteboard	
1. Click the **Windows** icon in the lower left corner of the screen. 2. Search **Whiteboard**. 3. Click to open **Microsoft Whiteboard**.	

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**.	
6. Close the app as your teacher will launch the Whiteboard app from a Teams Meeting.	

Accessing Whiteboard from a Teams Meeting

1. Once the teacher shares the Whiteboard app, in a Teams Meeting, click **Open in app**.	
2. Click **Open the app**.	

Features

1. Pens 2. Text 3. Sticky Notes 4. Image Menu 5. Insert 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.	Neon yellow highlighter
Eraser and Clear Canvas Click once for the eraser and twice to display the Clear Canvas menu.	Eraser Clear canvas
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.	Ruler
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.	Lasso select
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.	RN Settings menu

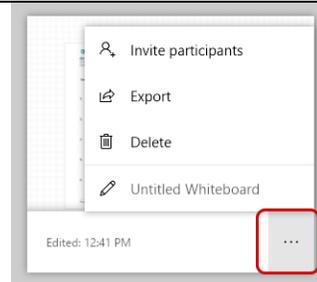|	
1. Active pen – This will allow you to move the canvas with the mouse and draw with the pen simultaneously. 2. Ink to shape – Hand-drawn shapes turn into precise shapes. 3. Ink to table – Hand-drawn table turn into a clean and organized table. 4. Object snapping - Object snapping helps you align your content by providing a visual cue. 5. Export – Save the board as a .jpeg or .svg. 6. Send to OneNote – Copy the Whiteboard canvas to a OneNote Notebook. 7. Post to Teams – Send the board to a MS Team. 8. Format Background – Customize the background color and style. 9. Toolbar location -Choose from right, left and bottom locations for the toolbar. 10. Clear canvas – Delete everything. 11. Accessibility Checker - Make sure the board is legible for everyone.	

Zooming In and Out

Double click to zoom in and out of board.	

View all Whiteboards

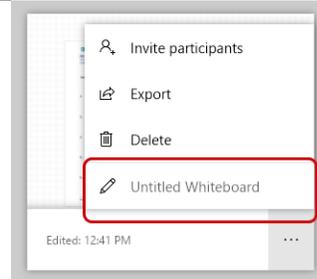|	
1. Click the **back arrow** in the upper-left corner of the application.	
2. All Whiteboards displayed.	

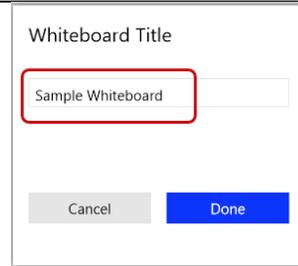|	
## Accessing the Whiteboard Menu	
1. Click the **ellipsis** to display the Whiteboard menu.	
## Naming the Whiteboard	
1. From the Whiteboard menu, click **Untitled Whiteboard**.	
2. **Name the board**.	
3. Click **Done**.	