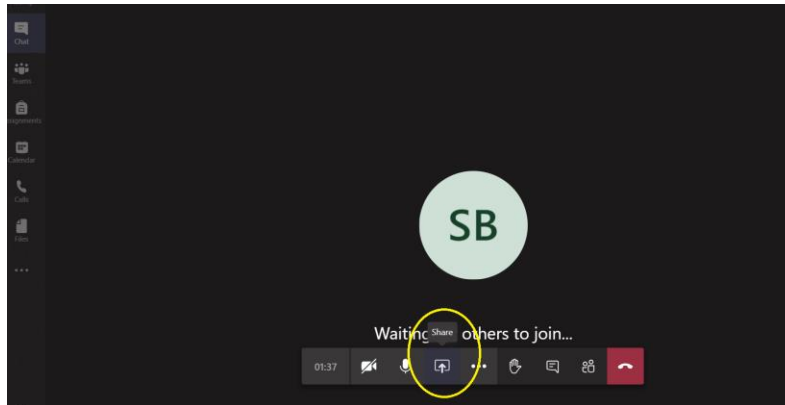


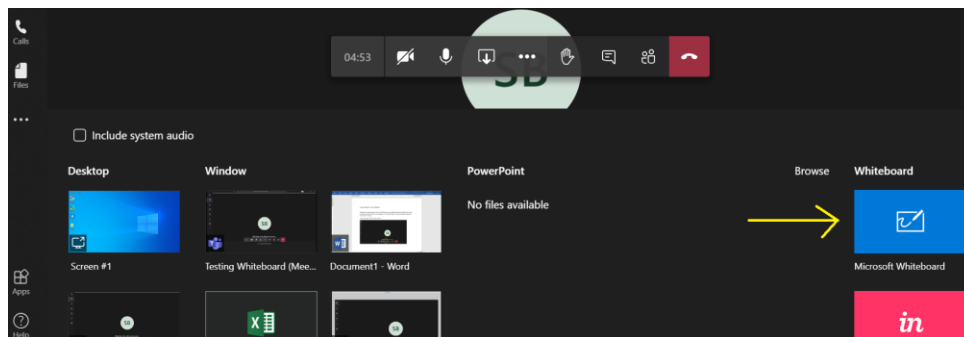
## Using Whiteboard in a Teams Meeting

Whiteboard is a Microsoft app that can be utilized to have members of a Teams meeting use a digital canvas to draw, sketch or write together. To utilize this within a Teams meeting, go ahead and start or join a meeting.

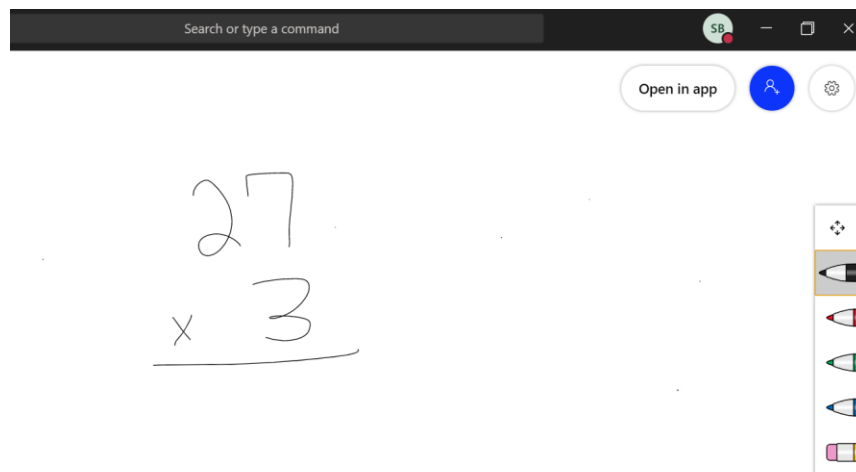
In the meeting, touch the “Share” button.



Then choose “Microsoft Whiteboard”.

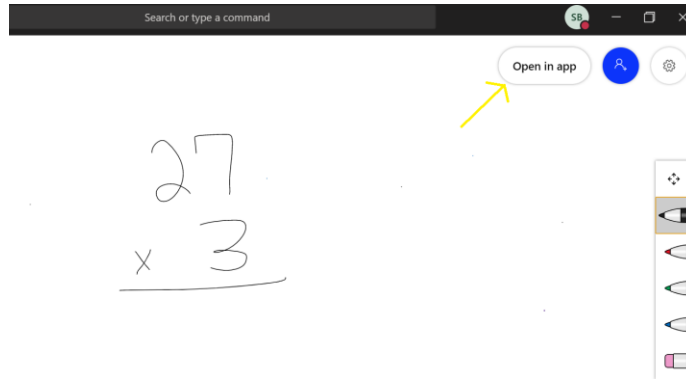


This will open a whiteboard inside of the Teams meeting. Anyone attending the meeting can use the pens or erasers on the side menu to add to write or sketch.



## Using Whiteboard in a Teams Meeting

Additionally, you can select “Open in app” to get a larger array of tools to use within Whiteboard. If you open the app from here, anything you add within the app will be visible in the Teams meeting.



When you choose “Open in app”, you will be prompted to either install the Whiteboard app (if you do not already have it) or open the app (if it is already installed).

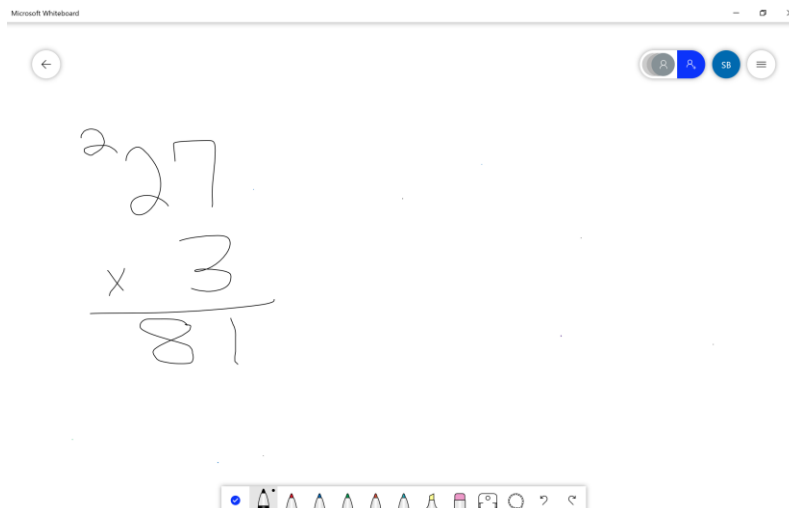


To type, add images, templates and more  
download the Whiteboard desktop app

[Get the Windows app](#) [Open the app](#)

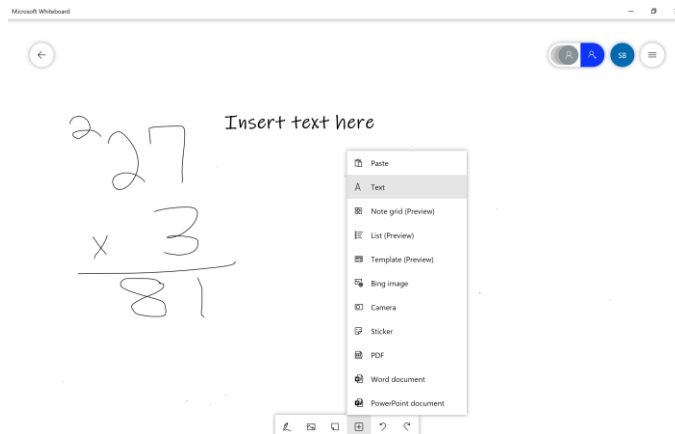
[Use Whiteboard in Teams instead](#)

Within the Whiteboard app, there are many additional pens and drawing features that can be used.

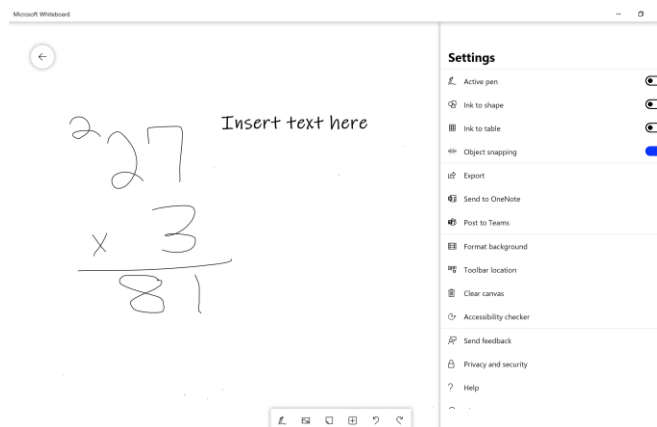


## Using Whiteboard in a Teams Meeting

Additionally, the tools menu in the Whiteboard app allows you to insert text, images, or documents.



In the top right-hand corner, the settings menu allows you to change additional settings, export the image, clear the canvas, etc. The export feature will save the Whiteboard to an image that can then be used for future reference.



Anything done on the Whiteboard app will immediately show within the Teams meeting. Alternately, anything done on the Whiteboard within Teams will show on the same Whiteboard in the app.

