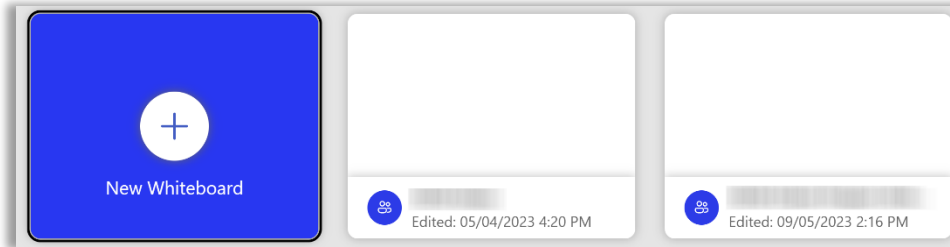# Microsoft Whiteboard

What is Whiteboard?

A free-form, digital new canvas where people, content, and ideas come together.

Why Whiteboard?

- Encourages collaboration, co-creation, collective intelligence, and commitment
- Cross-device availability
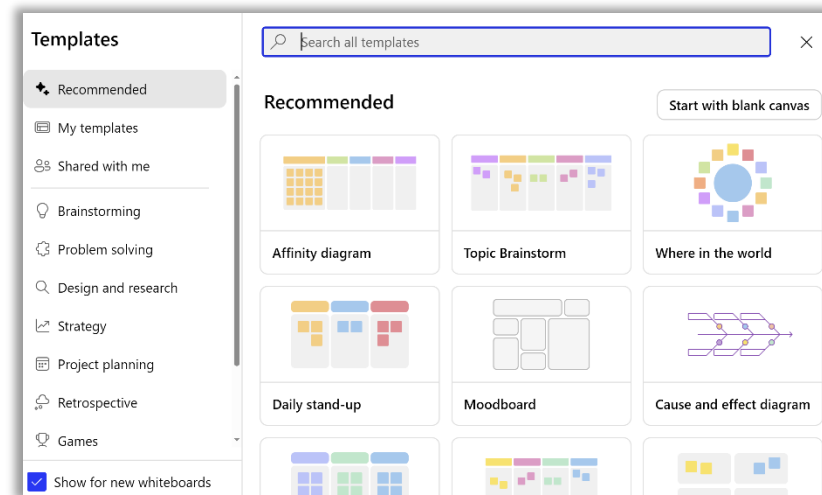- Easily integrates with other Microsoft tools

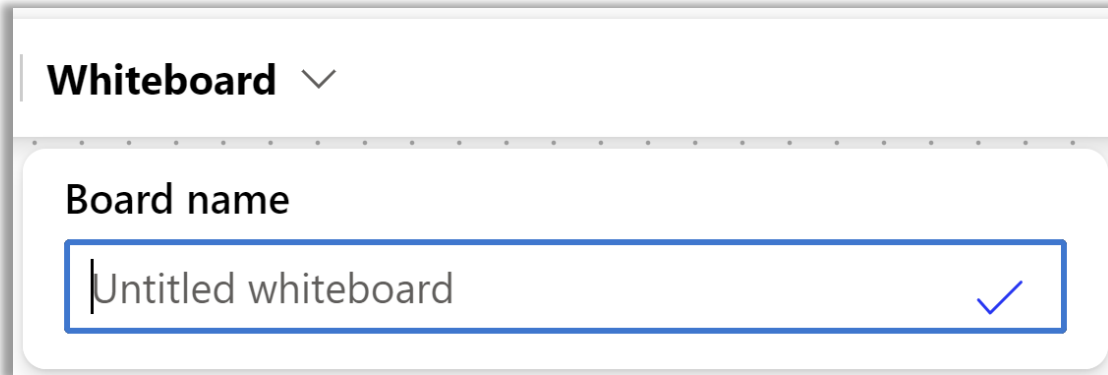HOWARD
UNIVERSITY

Tips and Tricks

On Whiteboard's Home page, easily start from scratch or pick up from right where you left off!

Need some help get starting? Check out Whiteboard's recommended templates! They're even divided into categories to help narrow down your search!
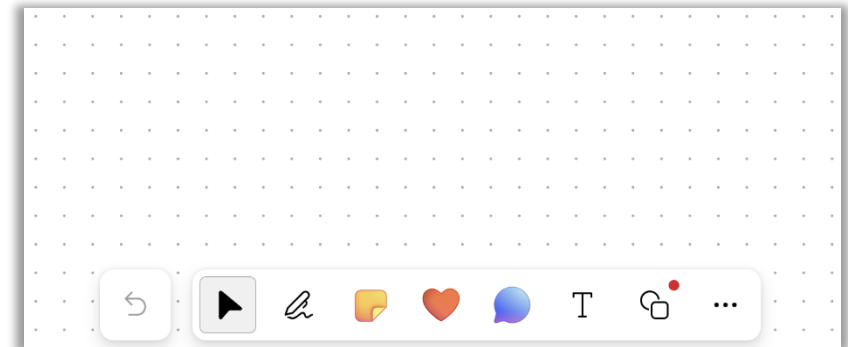
HOWARD
UNIVERSITY
1867

Tips and Tricks

Whiteboard ∨

Board name

Untitled whiteboard ✓

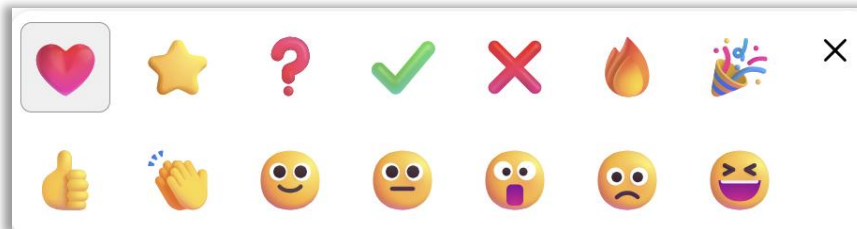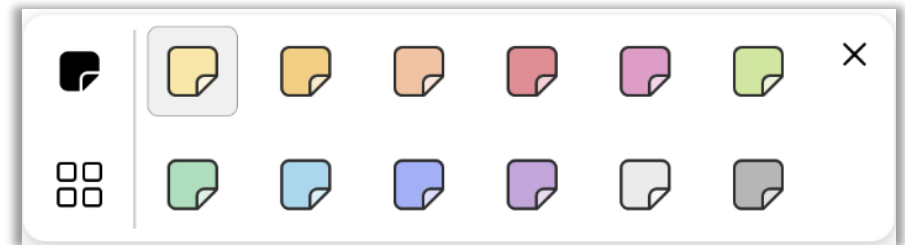Organize your boards by easily giving them titles!

Starting with a blank canvas? From the bottom menu, add inking, notes, reactions, comments, text, and shapes!
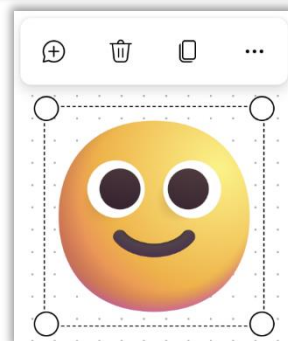
Tips and Tricks

Tools

If using the inking feature, check out the different options available to you! Choose from different colors, use the highlighter for important points, and even use a laser pointer! And don't worry about messing up, just use the eraser tool! For the notes feature, choose from different colors and use individual or grouped notes!
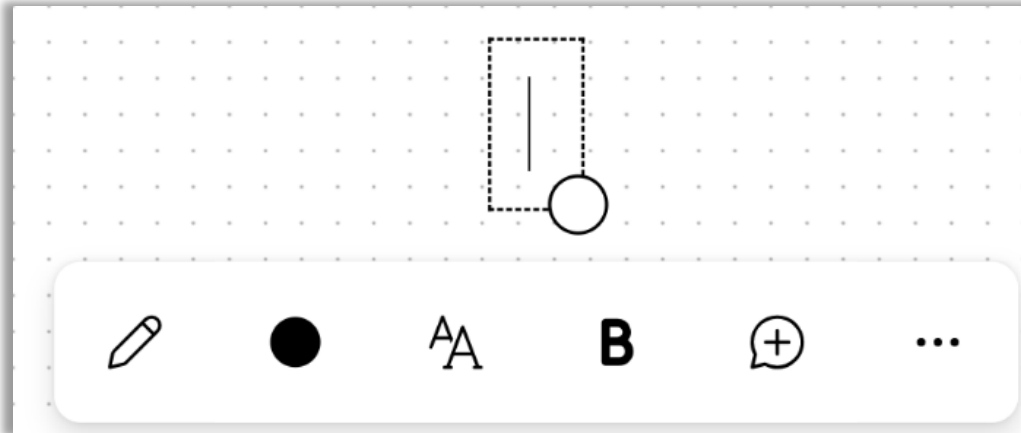
Have some fun and add reactions to your canvas! And if you want to resize or remove it, just select the reaction and those options will display!
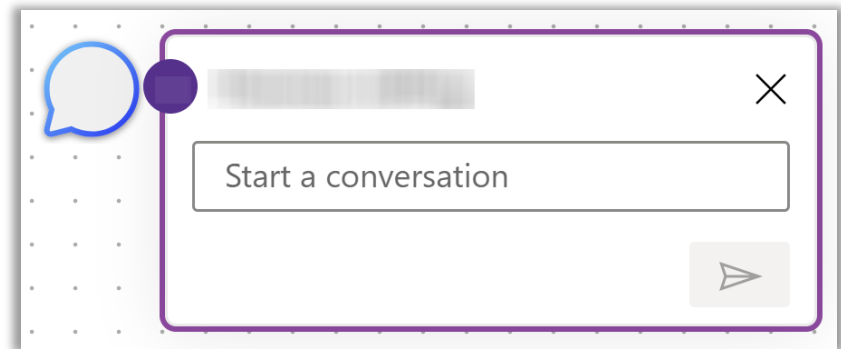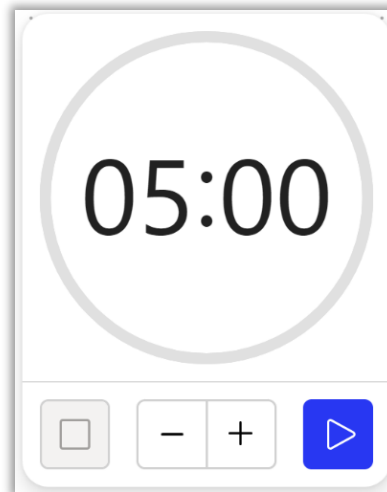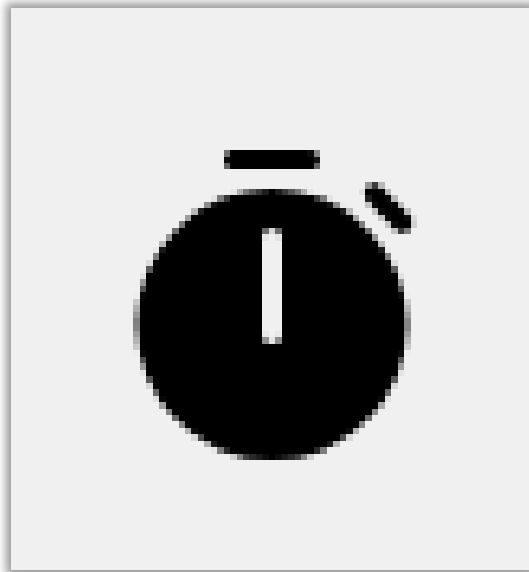
Tips and Tricks

When adding text, choose the color and style, and then format to your liking!

Just like Word, PowerPoint, and other applications, add comments to your canvas!

Start a conversation

Timer and Follow Me

Tips and Tricks

05:00

Want to set a limit on how long you work on something? Are you doing an exercise that needs to be timed? Good news, Whiteboard has a built-in timer!

If you're working with peers or participants, the Follow Me allows them to follow your point of view as you move around the canvas to discuss and make edits. It's a great way to present material created on Whiteboard, as well as guide participants through activities and sessions!

Follow me

Participants are following you