

Microsoft Whiteboard



Quick Start Guide

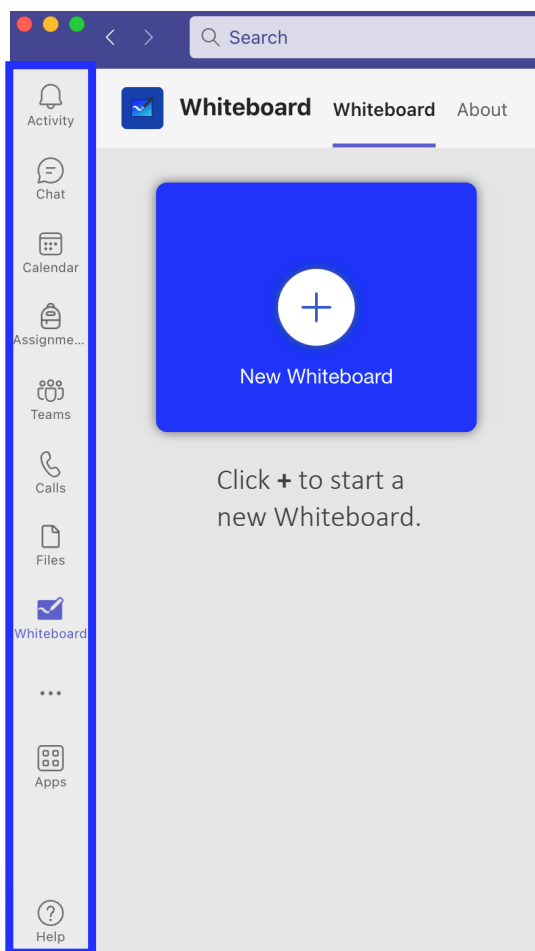
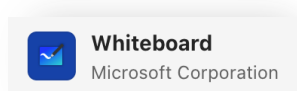
New to Microsoft Whiteboard? Use this guide to learn the basics.

MS Teams Menu

You can access Whiteboard via **Microsoft Teams**.

In the left tool panel, click **Apps** 

Browse **"Whiteboard"** and click open.

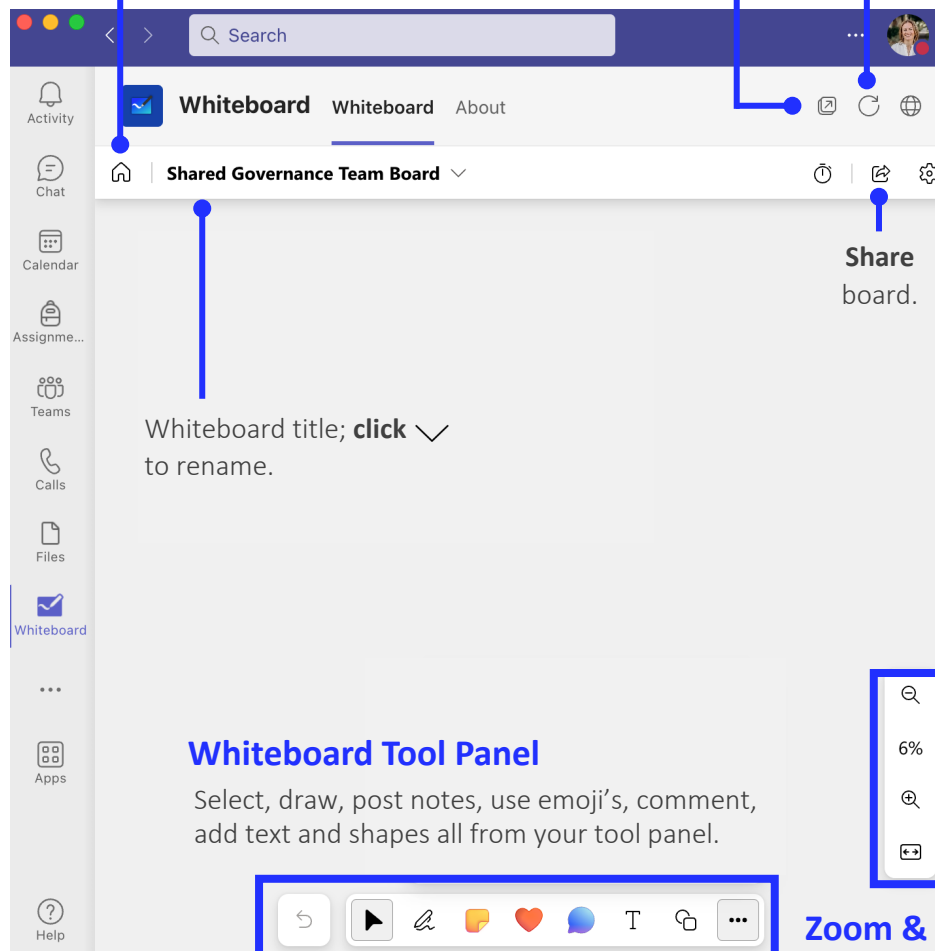


Navigate **home** to see all saved Whiteboards.

Pop out of Teams window.

Refresh page.

Open in **browser**.



Whiteboard Tool Panel

Select, draw, post notes, use emoji's, comment, add text and shapes all from your tool panel.



Zoom & Center

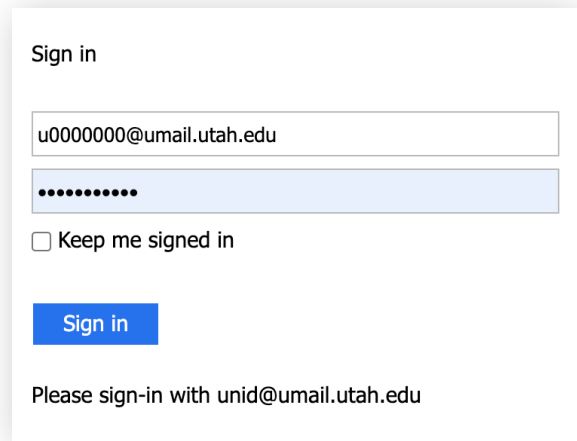
Zoom out & in or center Whiteboard contents.

Microsoft Whiteboard


ACCESS

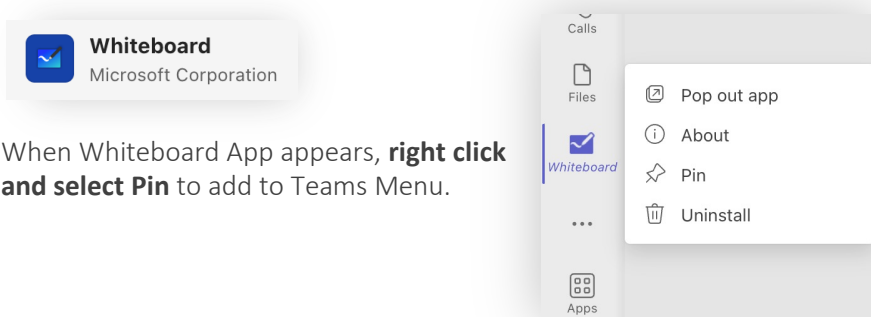
Sign in to Microsoft Teams

In Windows, click **Start**  > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile or if you already have the app, tap the **Teams**  icon.
Sign in with University uNID and password.



Pin Whiteboard to Teams Menu

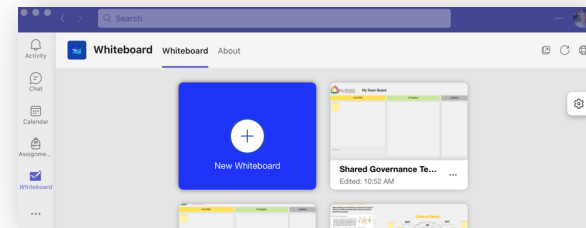
In the left tool panel, click **Apps** 
Browse **"Whiteboard"** and click open.



When Whiteboard App appears, **right click**
and select Pin to add to Teams Menu.

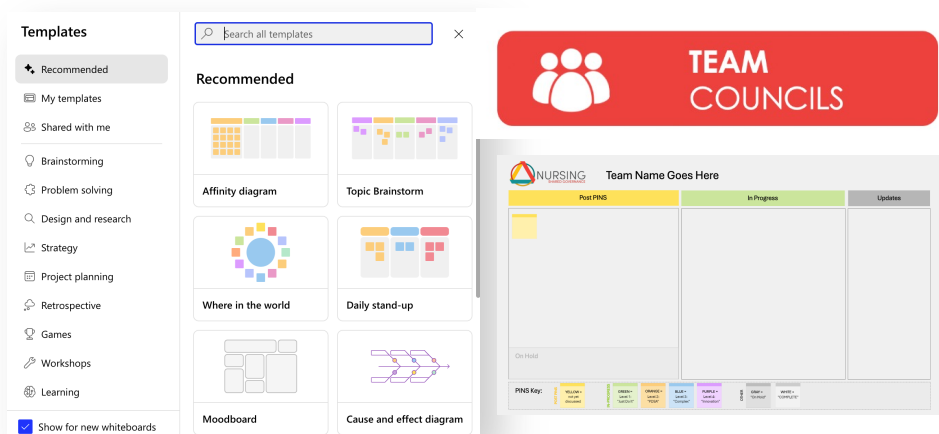
Start new or open existing files

In blue box, click **plus sign +** to create a new Whiteboard.
Or click on an existing **Whiteboard** file of your choice.



Use Templates to avoid starting from scratch

Browse and customize **40+ Templates** provided by Whiteboard.
A Shared Governance **"Virtual Team Board Template"** is provided for you
on the **Team Council Pulse** page.



<https://pulse.utah.edu/site/Nursing/CNO/Pages/Team-Councils.aspx>

Microsoft Whiteboard

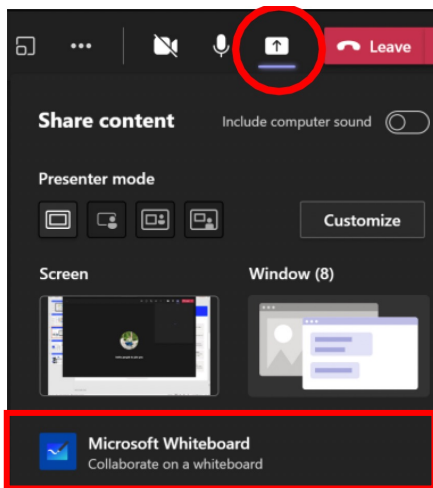
COLLABORATE

Whiteboard on Teams allows you to collaborate real-time with your team.

Use Whiteboard in Team's meetings.

Within your Teams call, you can share Whiteboards virtually.

Step 1: Click on the screensharing icon on your Teams video call to find Whiteboard.

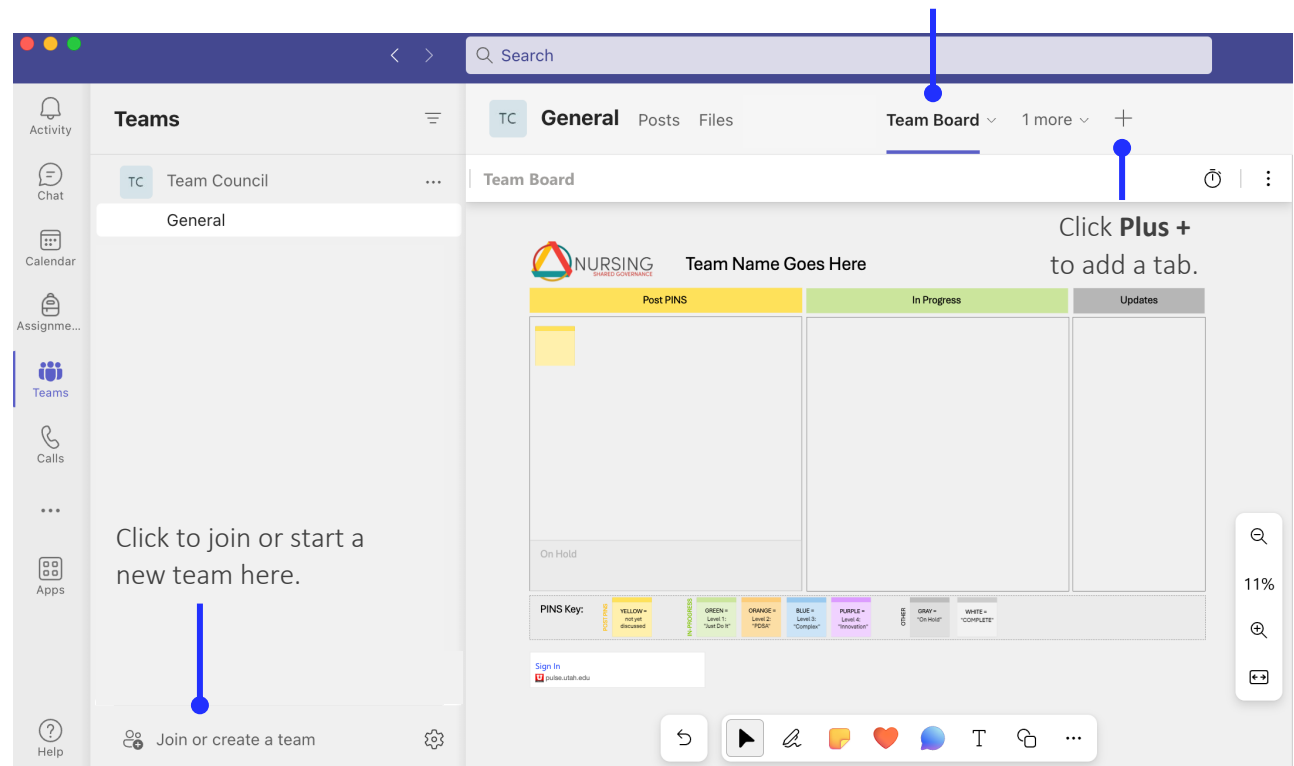


Step 2: Click on the Whiteboard logo and select the whiteboard you'd like to share.

Teams can automatically collaborate in real-time during your Teams call.

Create a Whiteboard tab in your Teams Channel.

Work asynchronously with your team at any time and from anywhere using **Whiteboard tab apps** in Teams.



To add a Whiteboard Tab in a Microsoft Teams Channel:

1. Click + (Add a tab).
2. Select Whiteboard either from the choices presented or by entering Whiteboard in the Search box.
3. Name your Whiteboard and click Save.
4. A new tab will appear at the top of the channel window that can be used to get to the whiteboard.

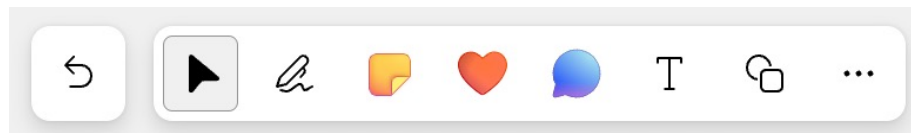
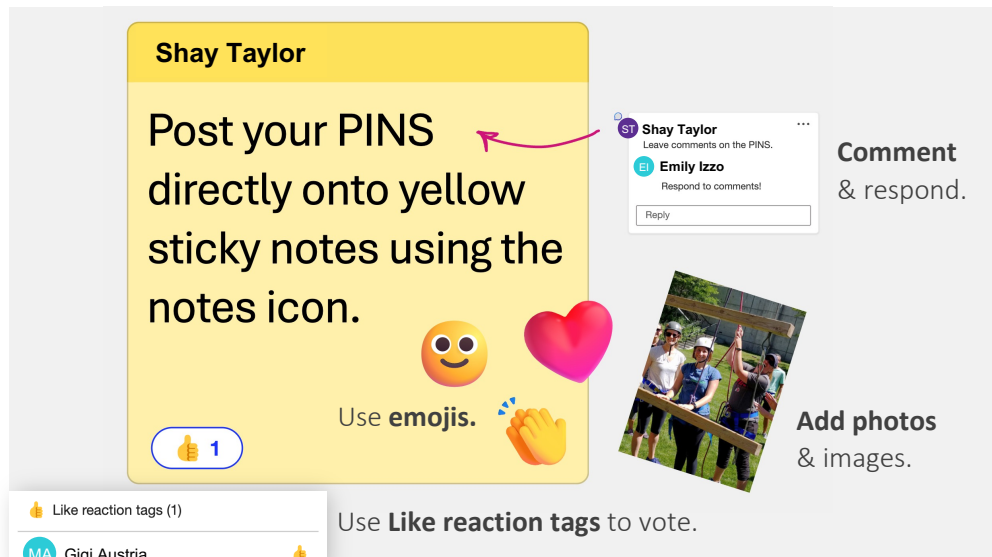
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INTERACT

Whiteboard on Teams allows you to collaborate real-time with your team.

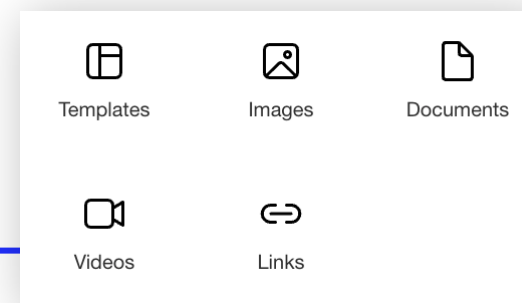
Use tool panel to interact with team members.

Use color coding to reflect levels and progress.



**Whiteboard
Tool Panel
Key**

- Undo
- Select
- Inking (draw)
- Notes
- Emojis
- Comment
- Add Text
- Add Shapes
- Options



Next steps with Whiteboard.

Remote work has become a new norm. Here are some helpful links to articles and how-to guidance for [working in Teams](#).

For additional support on Microsoft Whiteboard, please see the helpful support articles below.

- Microsoft [Whiteboard help & learning](#)
- Using [Whiteboard in a Teams meeting](#)
- [Whiteboard Tips & Tricks](#)
- [Share & Collaborate](#) in Whiteboard
- [Troubleshoot](#) Whiteboard

Get other quick start guides.

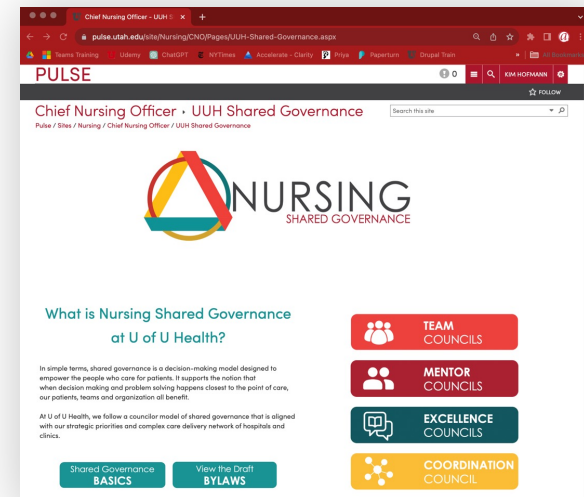
Visit our [YouTube page](#) or our [website](#) to find out more ways you can use Whiteboard.



https://www.youtube.com/results?search_query=whiteboard

Nursing Shared Governance Resources

Learn everything you need to know about Nursing Shared Governance, as well as find a host of helpful resources on Pulse:



<https://pulse.utah.edu/site/Nursing/CNO/Pages/UUH-Shared-Governance.aspx>

Links to helpful Team Board Templates:

- [Virtual Team Board Template](#)
- [Circle of Safety Template](#)