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

MS Teams Menu
You can access Whiteboard via Microsoft Teams.

Navigate home to see all saved Whiteboards.

Pop out of Teams window.

Refresh page.

Open in browser.

Adjust settings.

Share board.

In the left tool panel, click Apps 📖

Browse “Whiteboard” and click open.

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

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 and click Whiteboard.
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

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.
Microsoft Whiteboard

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.

Shay Taylor

Post your PINS directly onto yellow sticky notes using the notes icon. Use emojis.

Add photos & images.

Comment & respond.

Yellow PINS haven't been discussed yet. (New PINS)

Green PINS are Level 1 = "Just Do It"

Orange PINS are Level 2 = "Complex"

Gray PINS are "On Hold"

Blue PINS are Level 3 = "Complex"

White PINS are "Complete"

Purple PINS are Level 4 = "Innovation"

Like reaction tags (1)

Gigi Austria

Whiteboard Tool Panel Key

Undo

Select

Inking (draw)

Notes

Emojis

Add Text

Add Shapes

Comment

Options

Templates

Images

Documents

Videos

Links
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.

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