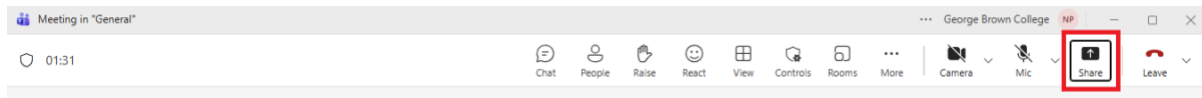


How to Access and Use Whiteboard in Teams

NOTE: Ensure you are logged in to Microsoft 365 account with your GBC credentials.
Download the MS Teams app to get the most robust experience and access to features.

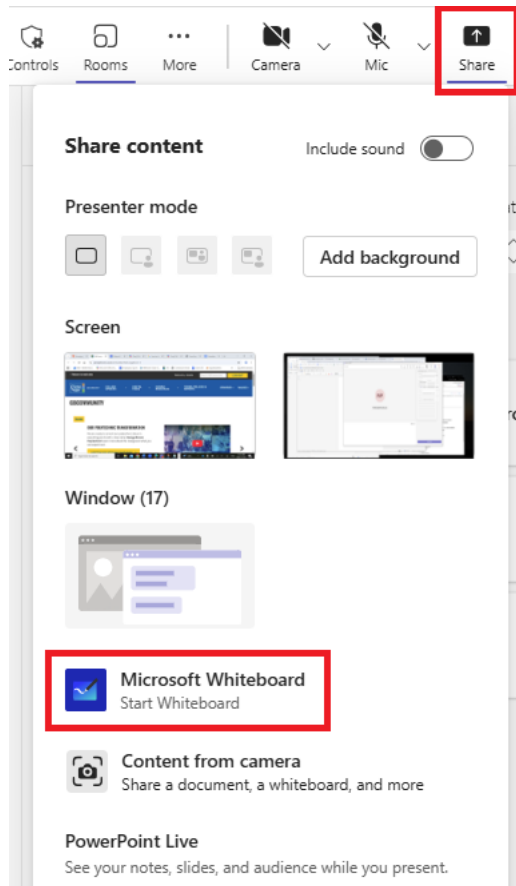
Open Your Meeting

1. Join your scheduled Teams meeting for your class in Brightspace.
2. Once you're in the meeting, move your cursor to reveal the toolbar (usually at the top or bottom of the screen depending on your device).



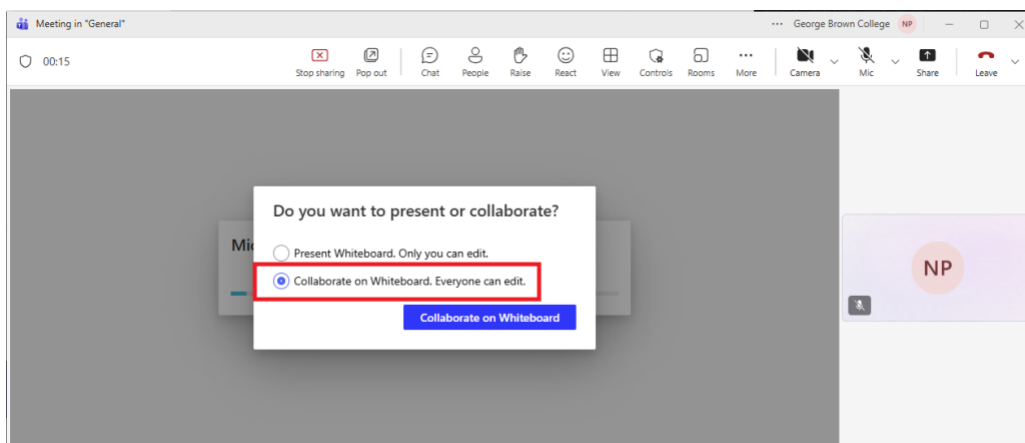
Launch “Microsoft Whiteboard”

1. Find the button labeled Share, indicated by an upward arrow inside a square.
2. In the sharing options, select Microsoft Whiteboard to open a collaborative canvas.
This will be visible to everyone in the meeting.



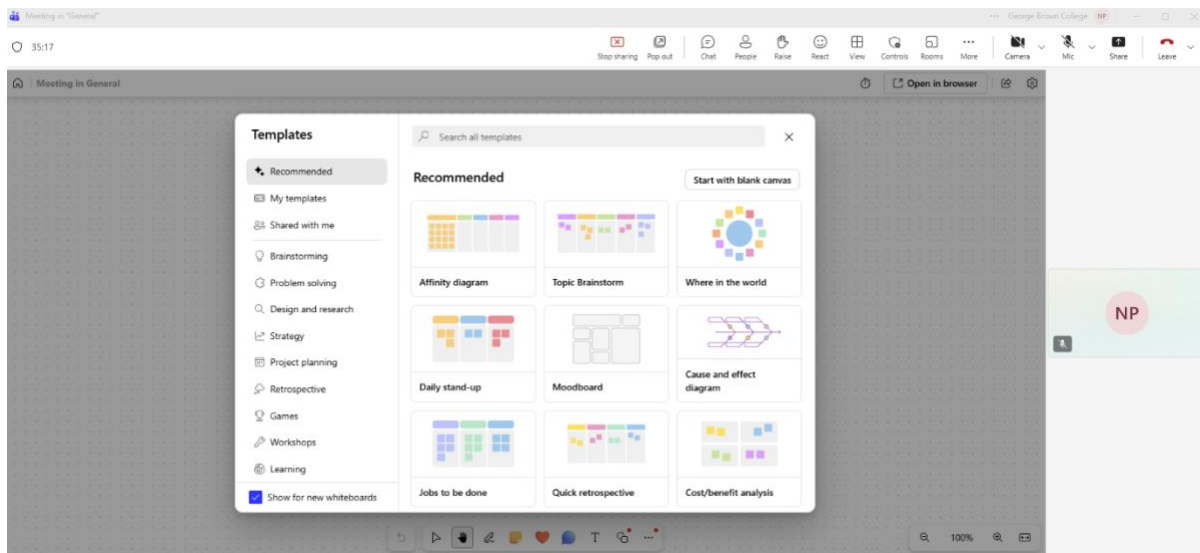
Invite collaboration

1. To allow students to collaborate, set the permissions to allow participants to interact with the Whiteboard
2. On the pop-up, choose “Collaborate on Whiteboard. Everyone can edit.”
3. Select the button “Collaborate on Whiteboard.”



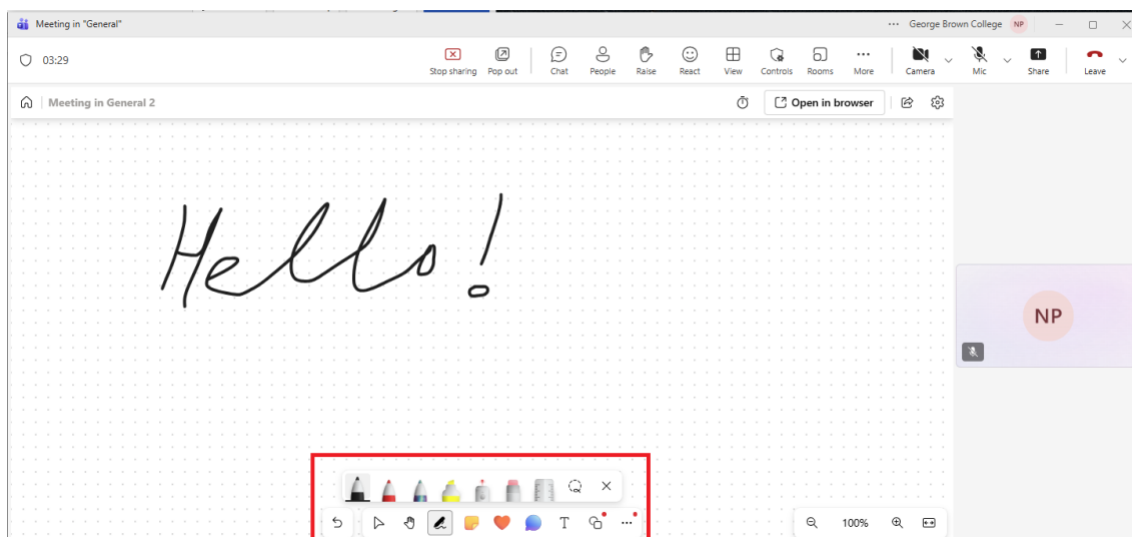
Choose a Template

1. Find the Templates icon (usually represented by a grid or layout symbol).
2. Browse categories like Brainstorming, Problem Solving, Lesson Planning, or Retrospectives.
3. Select a template that fits your teaching activity. It will be added to your canvas automatically.



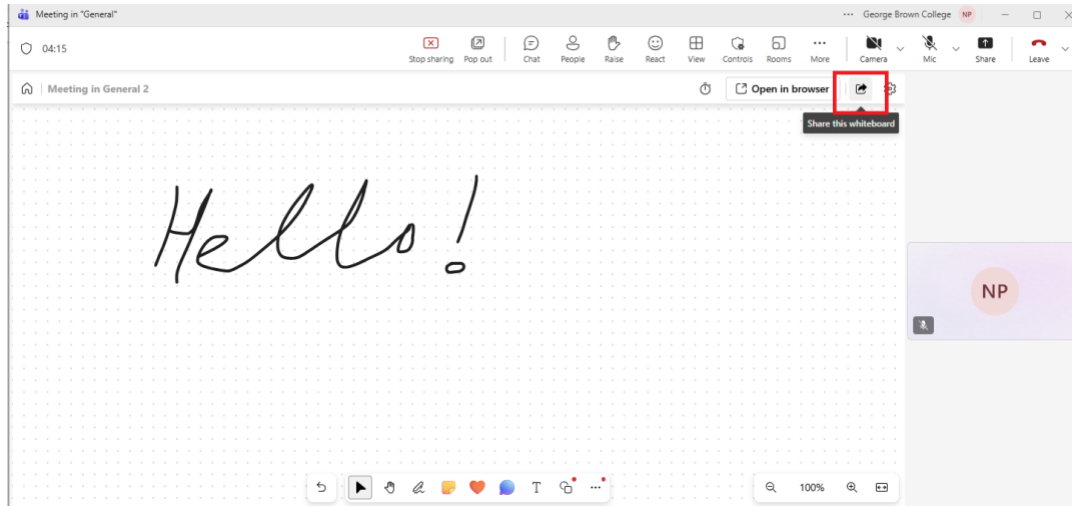
Draw or write using tools

1. Use the pen, text, and shape tools to annotate, write notes, or draw diagrams. These tools are usually found on the left or bottom of the Whiteboard interface.

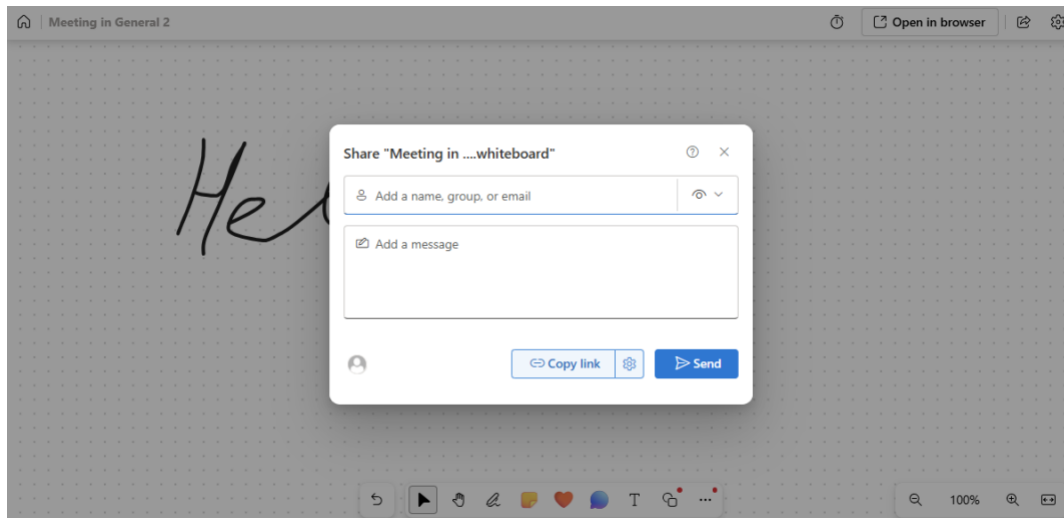


Share your work

1. To share the whiteboard after your meeting, select the share icon at the top right-hand corner of the whiteboard indicated by a square with an arrow facing right.

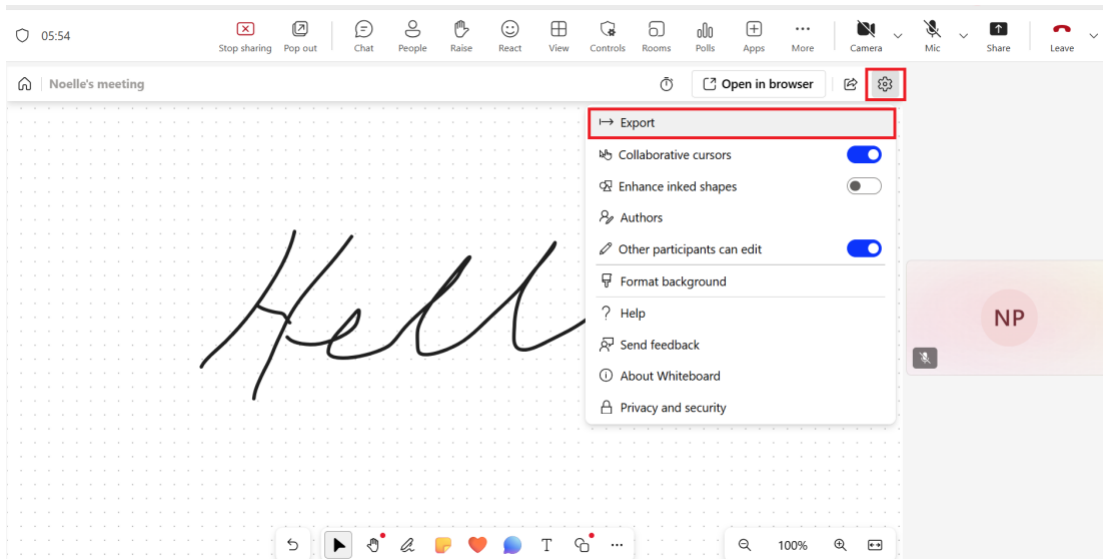


2. Choose the appropriate permissions, sharing methods, and copy link options.
3. Select Send.

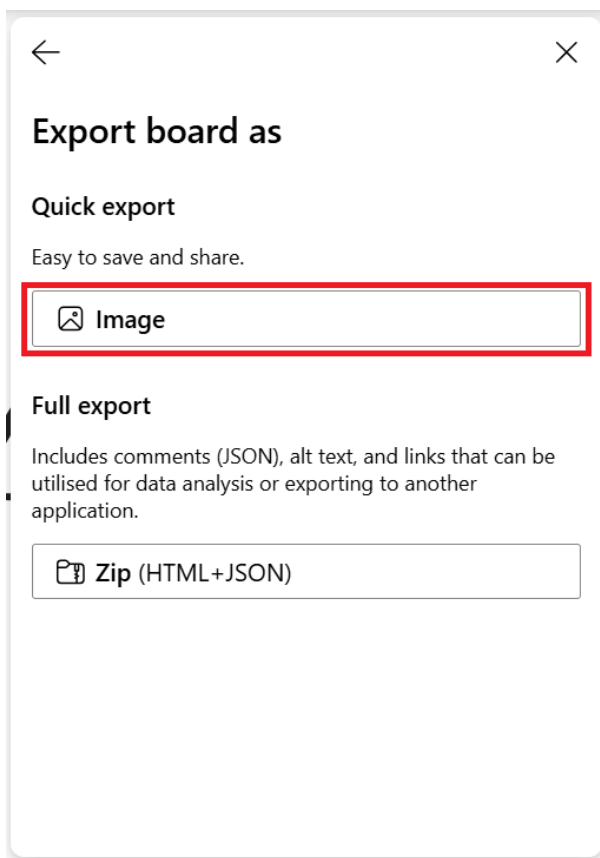


Export and download

1. Click on the Settings (gear icon) in the top-right corner.
2. Select “Export.”



3. Select “Image” below Quick Export option.



4. Choose your desired image resolution and size.

5. Select Export.

Choose image size

- Standard resolution.** Good for email.
- High resolution.** File size may be large.

Cancel

Export