# MS Teams: Whiteboard

As Teams is becoming one of the more commonly used collaboration tools, you may want to do more than share an open window or file. **Microsoft Whiteboard** is a free-form, digital canvas that integrates with Microsoft Teams. [*Check with your IT Department before downloading any add-ins and to verify if Whiteboard has been enabled for your organization*.]

Caveat: Your version of Teams may have different icons or buttons than shown here.

1. Make sure the app is installed on your device. If it has not been installed:

   a. Go to the Microsoft Store and "Get" the Whiteboard app.

2. **Join** a Teams meeting from your Calendar, an invitation or the Teams app.

3. Access the **Share Tray** (**Ctrl+Shift+E**).

 OR

4. Scroll past the Screen and Window options, and click on the **Microsoft Whiteboard** app.

 OR
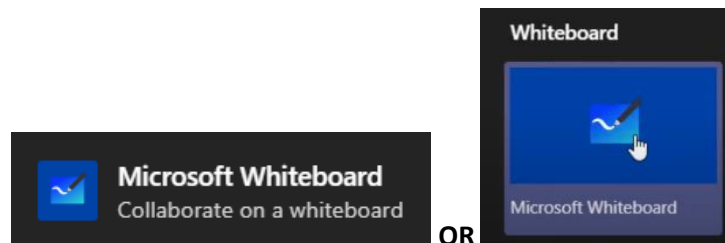
5. Choose whether you want to **Present** on the Whiteboard (only you can edit) or **Collaborate** on the Whiteboard (everyone in the meeting can edit).

6. A canvas appears with tools for drawing, adding text, sticky notes and other annotation options. The canvas is not constrained by any physical paper size, so use as much space as you need.

7. Select the type of annotation you want to make.

8. Using the gallery options, choose the formatting for the selected tool.

9. Draw or write directly onto the canvas.

10. After everyone leaves the meeting, the board is automatically saved.

To reopen a closed whiteboard:

1. Open the chat window for the team or channel.

2. Select **Whiteboard** from the commands across the top of the Team window.

Whiteboard

For more information, see the video here.