Microsoft Whiteboard Integration in a Meeting

Microsoft Whiteboard is integrated into the Meeting function (not available in calls). The whiteboard is available during the meeting and after the meeting through the Teams application or the Microsoft Whiteboard application.

How to access the Whiteboard

- **Screen Share**

  During a meeting select screen share from the meeting toolbar.

  **Option 1:**

  Select Share Whiteboard (this will NOT be captured in a recording)

  **Option 2:**

  Open Microsoft Whiteboard in Desktop Application and screenshare the desktop application (this will allow the whiteboard to be captured in the recording).

- **Meeting Whiteboard Tab**

  From the Meeting Notes window, select View notes tab from the bottom right of the window. The meeting window will open.

  Select Whiteboard from the tab toolbar at the top of the screen. It may be found under the "#more" drop down tab.

Whiteboard Functions

- The same whiteboard is simultaneously available in all whiteboard applications: Users can access the whiteboard through the Teams window (limited to drawing functions and no record capability), through the Microsoft Whiteboard application on Windows 10 (full application functions and record capability), iOS, and through the browser application.

- All meeting participants will be able to start, view, and ink on the whiteboard during the meeting.

- Content can be added to the whiteboard after the meeting has ended.

More information?

For more information regarding Teams and other communication and collaboration resources, please visit: [https://nps.edu/web/tlc/tlc-distance-learning-resources](https://nps.edu/web/tlc/tlc-distance-learning-resources)