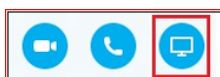


DO YOU KNOW?

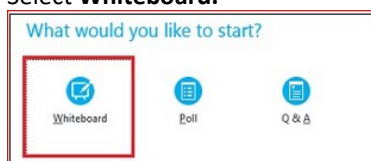
How to create a whiteboard in a Skype for Business (Lync) meeting/webinar?

The whiteboard is a shared page for notes and drawings that participants in the meeting can contribute to.

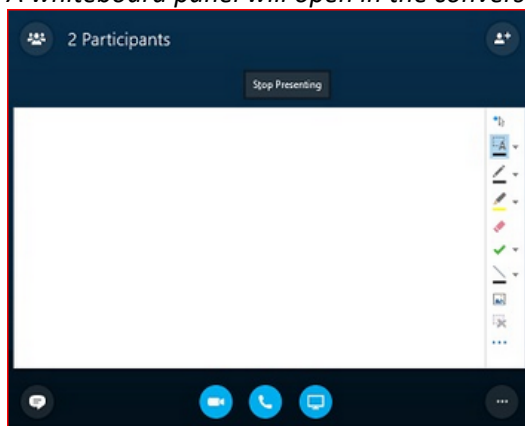
- To start whiteboarding in an online meeting.
 1. Start with an active video call or meeting/webinar.
 2. In the conversation window, click the Present icon, then select More... from the menu.



3. Select **Whiteboard**.



A whiteboard panel will open in the conversation window.



- **To draw on the whiteboard**

1. All participants who have joined via video can use the **Tools** to draw on the whiteboard.



2. Click the Menu... tool and select Save As to save the whiteboard.

Note that drawings will be recorded in real-time if you are recording the video meeting.

3. Click Stop Presenting to close the whiteboard.