

GSD. MS Teams – How to Use Whiteboard in a Microsoft Teams Meeting

Article ID: KB0039685

Created: 2024-12-19 14:03:26

Updated: 2024-12-19 14:03:26

Author: {'link':

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General Information:

Possible symptoms/errors:

How to Use Whiteboard in a Microsoft Teams Meeting.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Every Microsoft Teams meeting includes a Whiteboard where meeting participants have digital canvas to draw and write together. Whiteboard provides meeting participants space which they can use to sketch and a great meeting notes tool since user can write, ink and paste content to it.

This article guides on how to get started with a whiteboard in a Teams meeting.

Details:

1. User can share a Whiteboard to make it available to all participants in a Teams meeting. After joining a Teams meeting, ask the user to click on the Share icon.
2. In the Share-tray, advise the user to choose to include Whiteboard in the meeting. This way the focus will be on the whiteboard.
3. Once the Whiteboard canvas has been started, user can start to sketch into it using built-in tools: Black, Red, Green and Blue pens, eraser, Add Text and Add Note.
4. To use the Whiteboard before or after a Teams meeting, user needs to open the meeting chat then click on the Whiteboard tab.
5. Once user has opened the Whiteboard tab, they can start to sketch into it using built-in tools.
6. Settings menu allows user to export whiteboard as a PNG image.

Advise the user to click on Settings icon. Then, to select Export image (PNG).

Then, to click on the pop up box to open the folder where the image is exported.

Notes:

Currently, Whiteboard is available in meetings and also in private calls, as long as there are 3 or more people. Whiteboard feature is currently not available in one-on-one calls or meetings. Sharing whiteboard with users or accounts outside of the organization is not yet implemented by Microsoft.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A