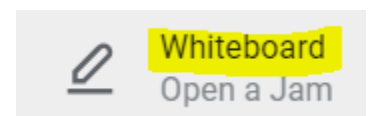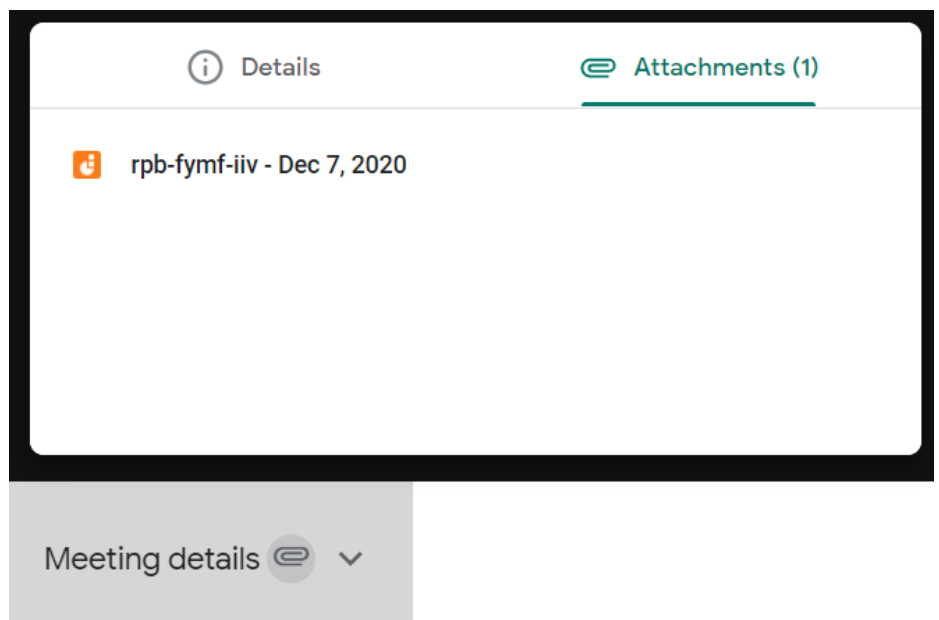# Google Meet Whiteboard Tutorial

The Meet Whiteboard function, also called a Jam, allows attendees *and* the host to share a single canvas that's saved to the Google Cloud. Features allow users to create varied diagrams (shapes, text, and notes), switch between different Whiteboards, and save the contents of a whiteboard to the computer.
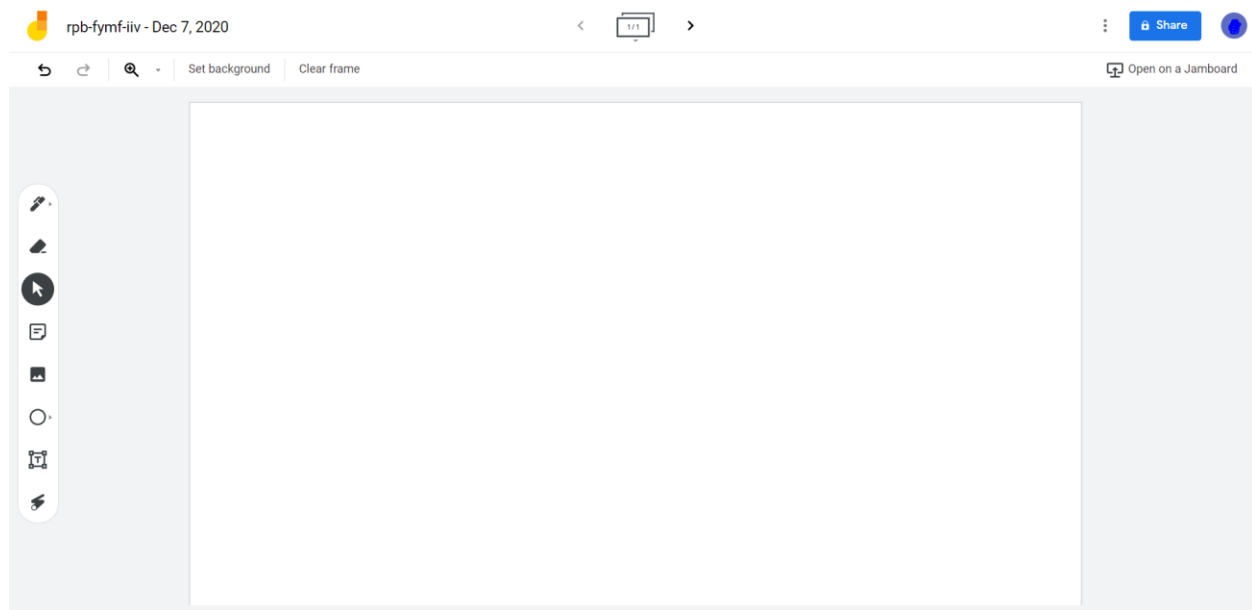
Accessing Meet's Whiteboard:

To open a Whiteboard, you must click the "..." in the lower-right corner of the Meet window, then select "Whiteboard" or "Open a Jam" from the top of the list. You're given the option to start a new Whiteboard/Jam or choose an existing one from Drive.

Upon creating the Whiteboard, it'll open in another browser window. Other Meet attendees can access the Whiteboard by "Meeting Details" in the lower left, which will now have a paperclip icon next to it. By clicking "Attachments," anyone can access the Whiteboard and jump right in.

Navigating Meet's Whiteboard:

Shown above, the Meet Whiteboard has a very sparse and straightforward interface. Useful menu options are as follows:

- **Undo/Redo** (top left): Let the user move the whiteboard forward/backward in time.
- **Set Background** (top left): Set backgrounds including lines, grids, solid colors.
- **Clear Frame** (top left): Clear the entire whiteboard.
- **Move Frames** (top middle): Add and progress to other frames by clicking the right arrow. Click the whiteboard icon to open a management frame that lets you duplicate and delete whiteboards.

The toolbar on the left side give you a variety of options including:

- **Draw Tool:** Draw using a pen, marker, highlighter, or brush with one of six colors.
- **Erase Tool:** Erase things you have drawn or created.
- **Select Tool:** Select shapes and text you have created to move/edit them.
- **Sticky Note Tool:** Enter text onto a colored sticky note that can be moved around the canvas as needed.
- **Add Image Tool:** Import an image from your computer or Google Drive.
- **Polygon Tool:** Select one of eight different shapes and symbols including circles and arrows.
- **Text Box Tool:** Create boxes of text that persist on the Whiteboard.
- **Laser Pointer Tool:** Draw to emphasize, and then watch it disappear in real-time.