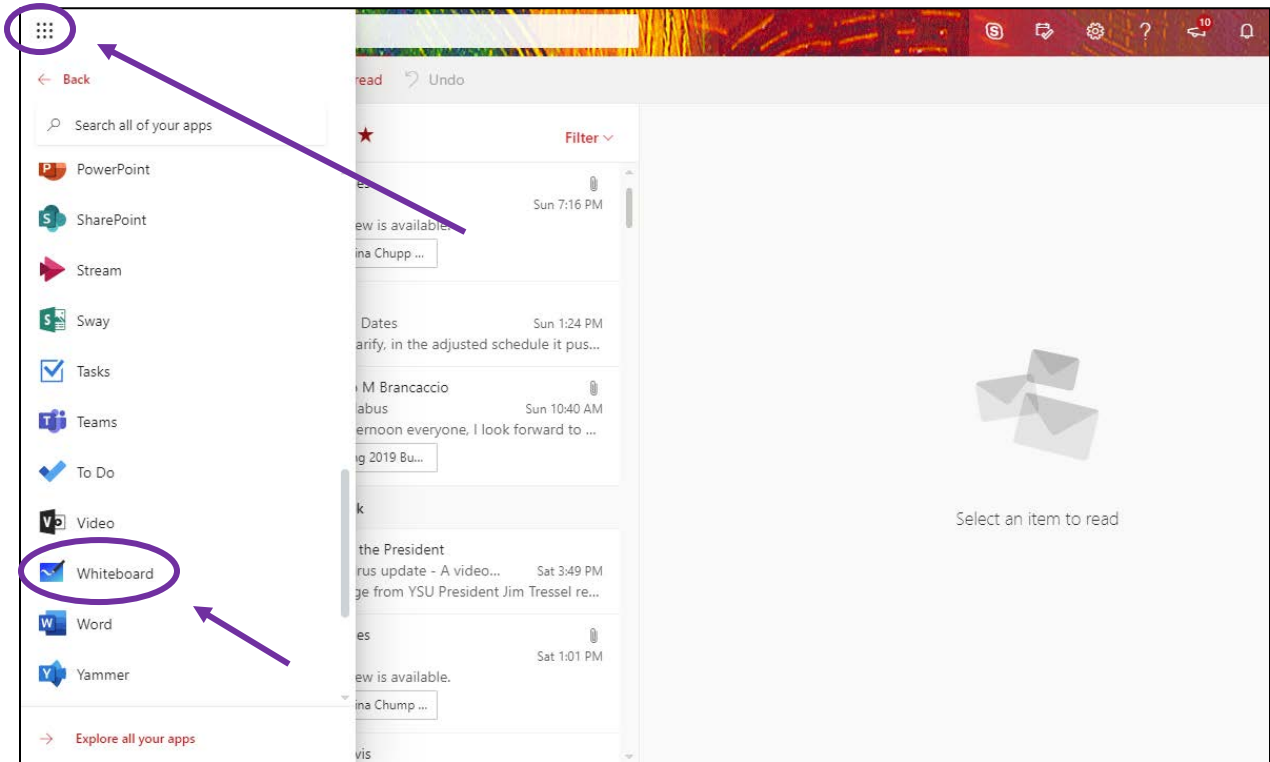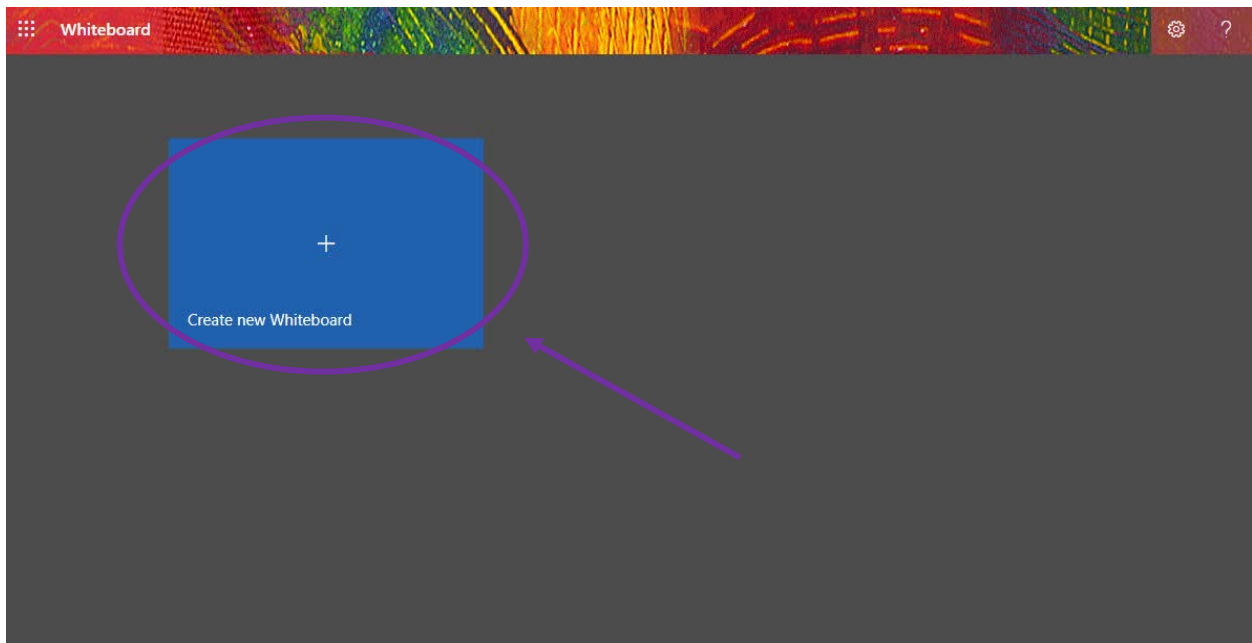How to use Whiteboard as part of the Miscrosoft 365 Suite

Whiteboard is available through the Microsoft 365 suite. To get to Whiteboard select the 9 dot menu in the top left corner of most Microsoft 365 applications. You may need to select "All apps" in order to see the Whiteboard option.
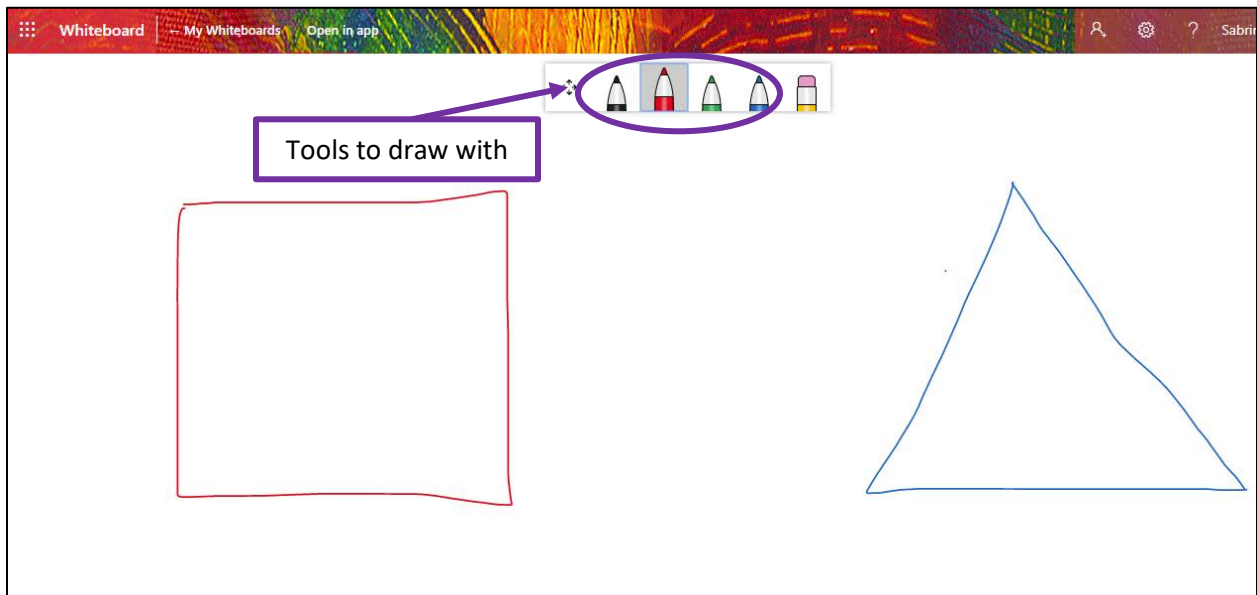

This what the initial screen will look like once Whiteboard is selected. Select "Create New Whiteboard" to begin.
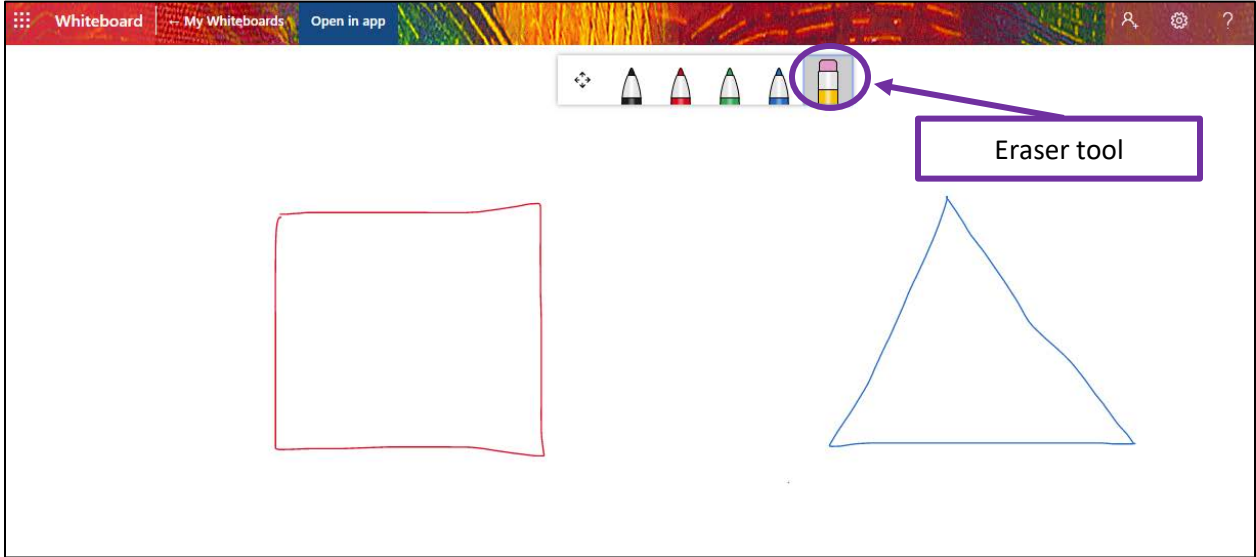
A new Whiteboard will appear as a blank page with writing tools you can select at the top of the screen.
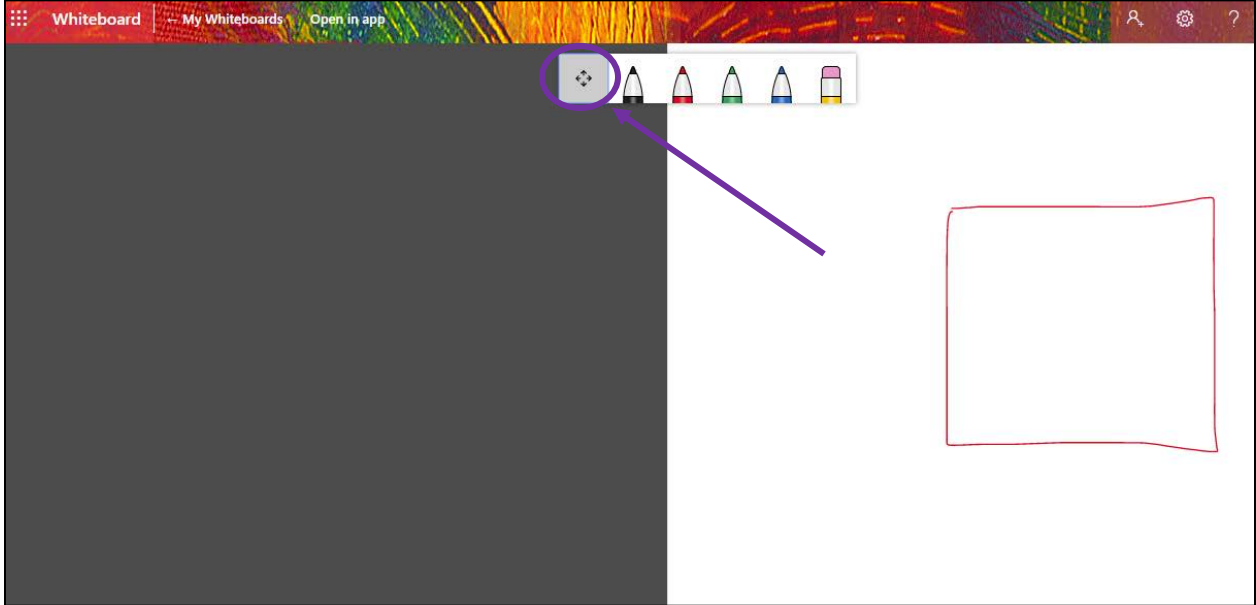

Each drawing tool is the same weight but in different colors. In order to draw one must click and hold then drag the mouse.
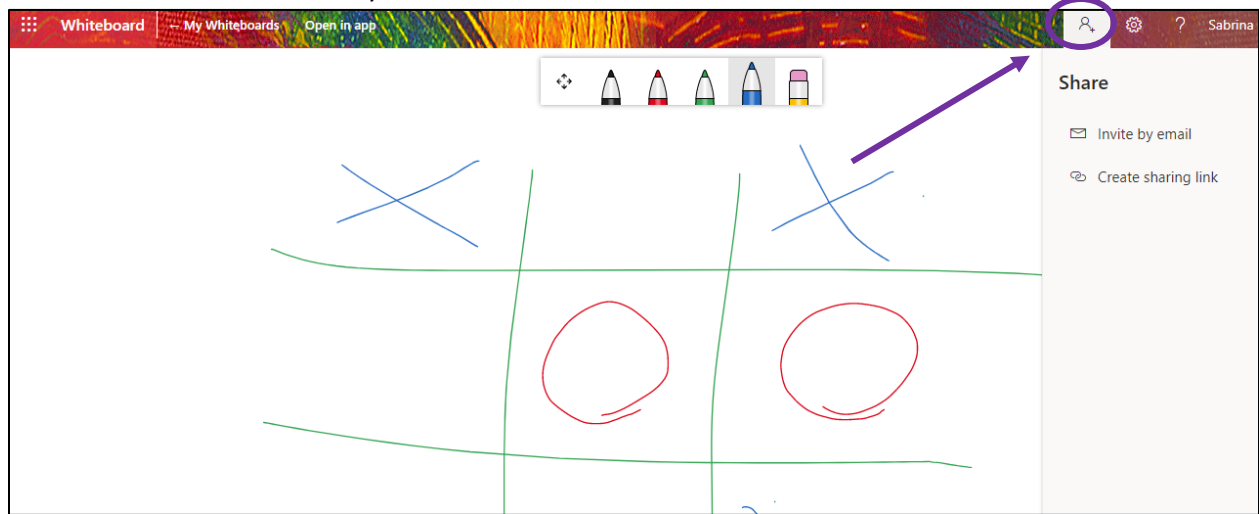

Tools to draw with

In order to erase drawn lines, first select the eraser tool, the hover over a drawn line and click once for the entire line to be erased.

Eraser tool

You can also move around the Whiteboard page you are drawing on by selecting the icon made of arrows and clicking and dragging the page to get it into the desired position.
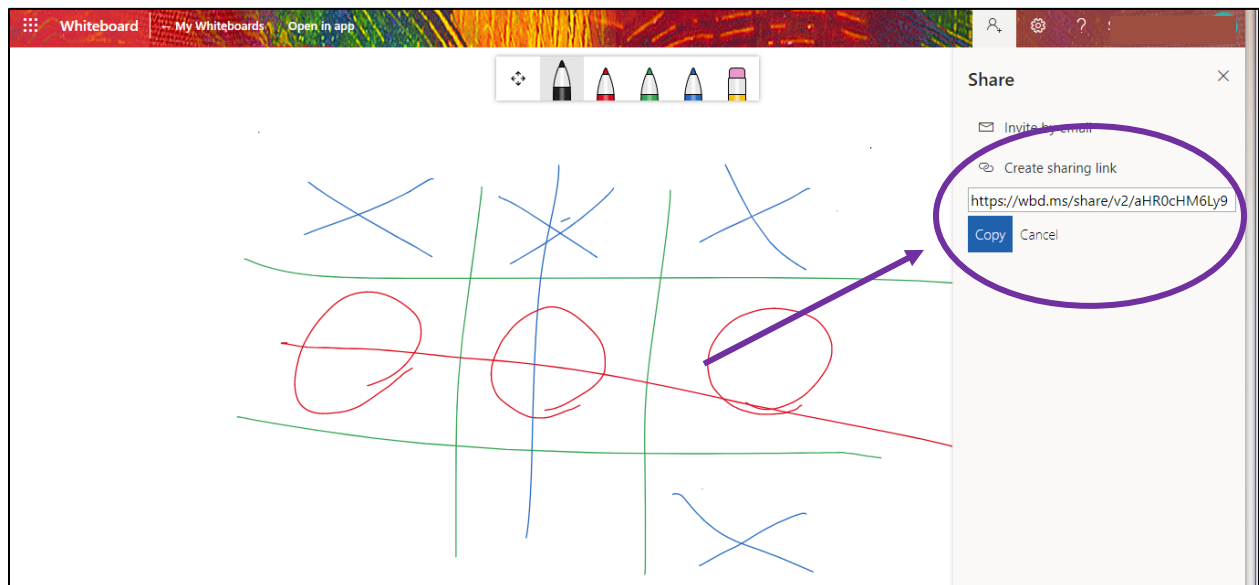
You can share your Whiteboard with others by selecting the icon in the upper right hand corner that resembles a person. Once this icon is selected, two options will appear where you can invite others via email or create a link to share your Whiteboard.

If the "Invite by email" is selected then your Microsoft Outlook email window will open and appear as if you are sending a new email. If the "Create sharing link" is selected then a link will appear which you can copy and share on multiple platforms.

No matter how you share your Whiteboard the individuals you share with will be able to collaborate in real time. The creator and those invited can witness all the drawing and edits made to the Whiteboard and drawn and edit the Whiteboard themselves. The screenshot below shows a game played with two separate people from two separate devices (note: if you find that you cannot see what others are drawing, try to refresh the webpage)

For more assistance using Whiteboard select the question mark icon in the upper right hand corner where you can find a FAQ page by selecting "Help" and can also find YSU IT support.