



Quick Start Guide: Microsoft Whiteboard

MICROSOFT WHITEBOARD

In addition to traditional “Post-It” type discussions, Microsoft Whiteboard provides a large number of templates that can be used for a variety of class activities. Participants can also add videos, images, links, and OneDrive files to a board.

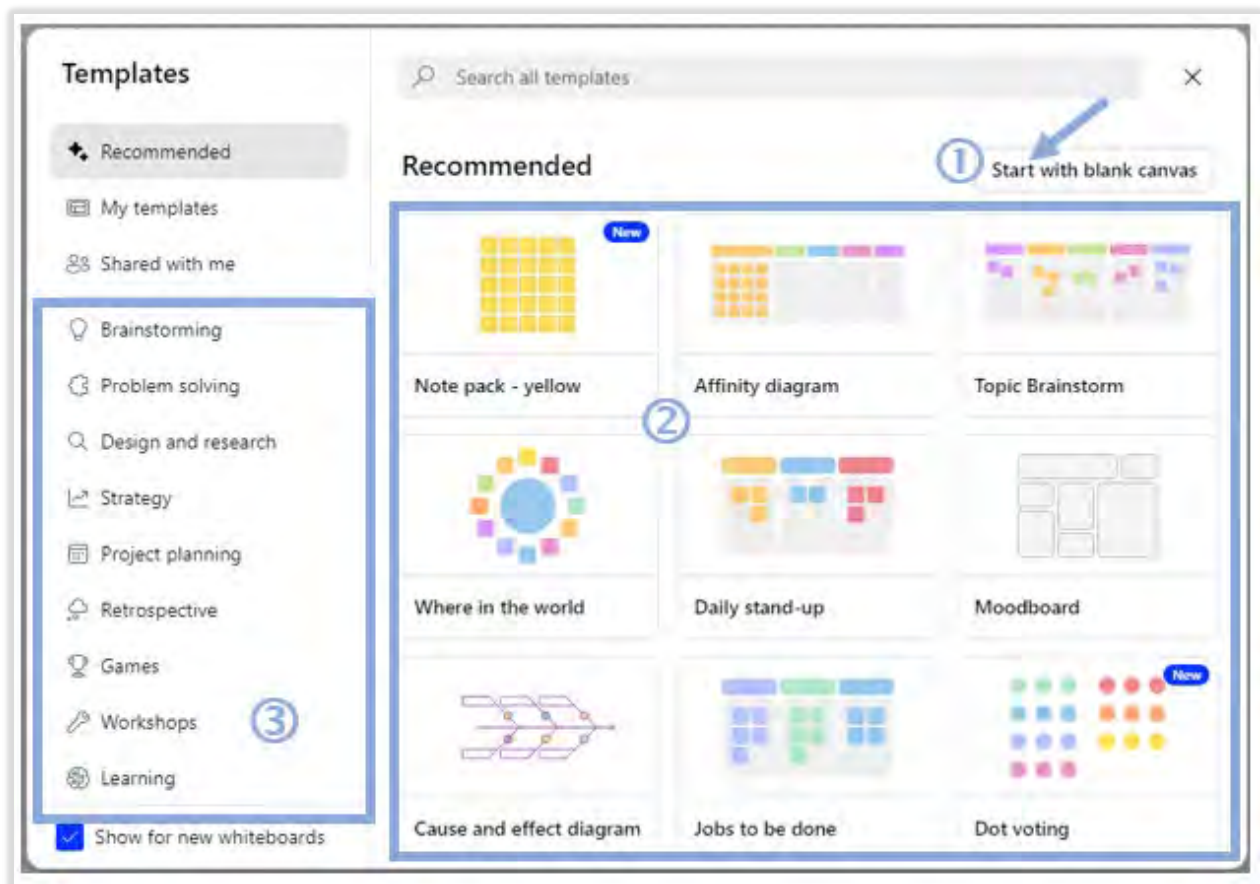
Accessing Whiteboard

Log into the web-based version of your UMW email or OneDrive. Click on the “tic-tac-toe” menu in the upper-left and select **Whiteboard**. If you do not see the link, click **More apps** and look for Whiteboard on the page that opens up.

Creating a New Whiteboard

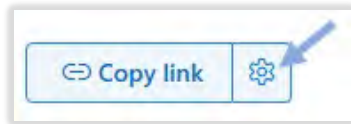
When the Microsoft Whiteboard page opens, click on the large blue button to create a new Whiteboard. Users are then presented with a variety of options:

1. Users can **Start with blank canvas**.
2. Quickly choose a recommended template by clicking on it.
3. Explore templates designed for a specific purpose.

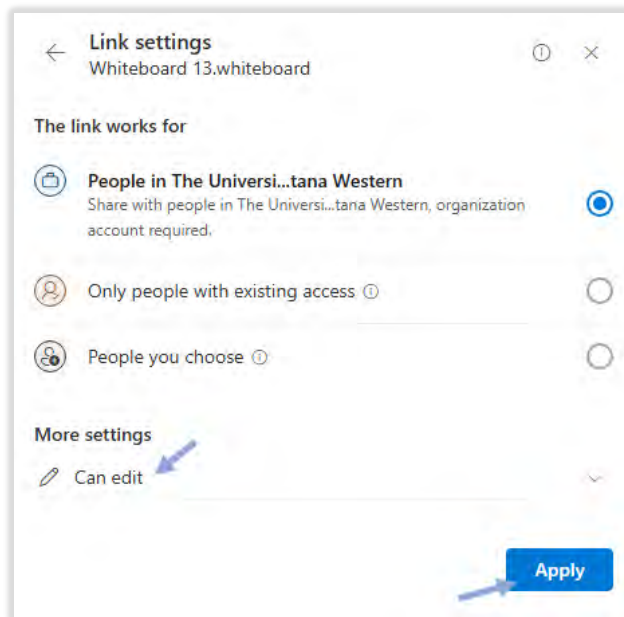


Sharing a Whiteboard via Canvas

Sharing a Whiteboard works similarly to all Microsoft 365 products. To begin, click the **Share** button in the upper-right. In the dialogue box that opens, click on the gear icon in the **Copy link** button.



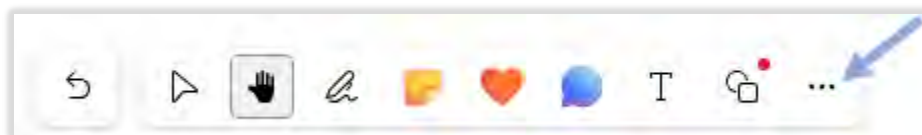
So that students can work collaboratively on the Whiteboard, change the **More settings** dropdown menu to **Can edit** and click **Apply**.



Click on the **Copy link** button and use that URL to create an external link in Canvas.

Hints for Working in a Whiteboard

- You can make posts anonymous by clicking on the **Settings** gear icon in the upper-right and selecting **Authors**. Then, toggle off **Show note authors**.
- To set a timer, click on the clock icon in the upper-right corner.
- To change the default name of a board, click on its name in the upper-left.
- Click on the “three-dots” menu in the tool bar to add images, videos, links, documents and additional Whiteboard templates.



If you need further assistance, please contact eLearning at elearning@umwestern.edu.