

Tutorial: Microsoft Whiteboard

Overview:

Microsoft Whiteboard is an online white board which allows others to write down thoughts, share ideas, and brainstorm with others from a distance. Teachers can utilize Microsoft Whiteboard like a whiteboard in a classroom to show examples and write out information for the lesson and then further save the whiteboard captures as a photo. To use Microsoft Whiteboard go to <https://whiteboard.microsoft.com/> To download the Microsoft Whiteboard application go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-whiteboard/digital-whiteboard-app>

Creating a Microsoft Account:

1. When prompted with the sign in Microsoft window, click the “create one” link
2. First enter your email for sign in purposes, or you may create a new email with Microsoft if you would like to continue with a separate account and use Microsoft based services.
3. Then create a password, this is how you will login in and how to keep your account secure at all times
4. Provide your Country/Region information, along with your birthdate.
5. Then confirm the verification code sent to the email you provided
6. Complete the task given to prove you are not a robot

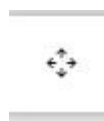
Using Microsoft Whiteboard:

1. To create a new whiteboard project, click “Create new Whiteboard”



This is a test

2. When on the white board you can write in different colors, erase, add text, or add a sticky note



3. To move the white board around click on the move icon



4. To draw you may use any of the colored pens at the top of the Whiteboard



5. To erase any text, click the erase icon



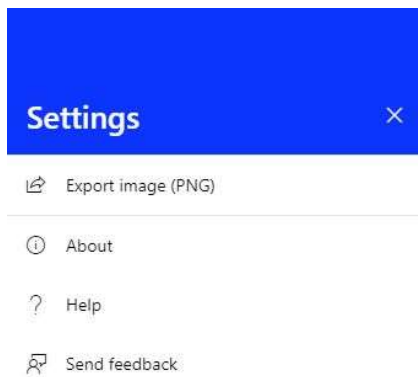
6. To add text to your whiteboard, click on the add text icon, add your text box and then add in the text.



7. To add a sticky note to your whiteboard, click on the sticky note icon and add a sticky note in with the text you wish to add



8. To add other accounts to your whiteboard to collaborate on content click on the blue share icon in the corner, activate your share link, and share your link with others you wish to collaborate with.



9. To export your whiteboard as a photo (.png) click on the settings icon and select the save to PNG option. Save the image to the area on your computer you will be able to easily locate later, and a name you will be able to identify.