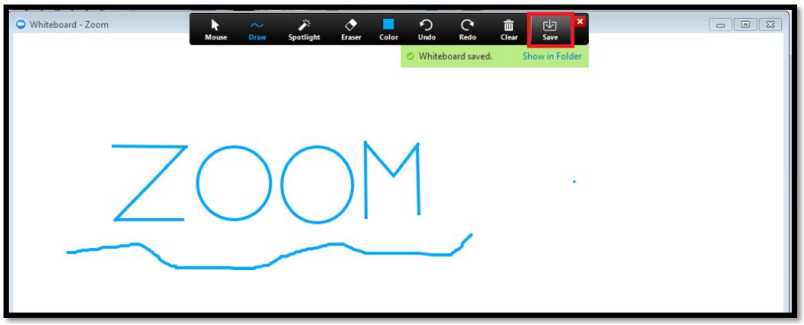
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How to use Zoom Whiteboard [1]

July 23, 2020 by UIS Communications [2]



Struggling with collaboration while working remotely? The Whiteboard functionality in Zoom can help! Here's how to use it:

1. After starting Zoom, select the **Share Screen** button located in the bottom tool bar.
    1. Having issues sharing your screen? Learn why here [3].
2. Click the second option at the top, **Whiteboard**.
3. Click **Share**.
4. You can show and hide the Whiteboard tools, known as annotation tools [4], by pressing the Whiteboard option in the meeting controls.
5. Use the page controls on the bottom-right corner of the whiteboard to create and switch between pages. Note: Only the host or the participant who began sharing the whiteboard is capable of creating and switching pages.
6. To end sharing the whiteboard, click **Stop Share**.

Having multiple whiteboards in a meeting is possible if simultaneous screen sharing is on. This allows more than one participant to share a whiteboard. However, to see two whiteboards at once or your own whiteboard and another participant's, you will need to have dual monitors [5] enabled.

Learn more here [6].

Zoom [7]
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