

Microsoft

Whiteboard

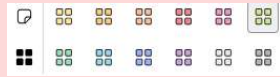


PAN TOOL

When selected you can pan in or out by using the scroll wheel on the mouse OR
Move around the whiteboard by moving the cursor.

ADD NOTE

This will allow user to add single notes OR multiple notes at once. Drag onto whiteboard.

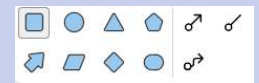


ADD COMMENT

This will add a comment on the whiteboard. It will add it as the user's profile inside a comment icon and when clicked display the comment.

SHAPE OR LINE

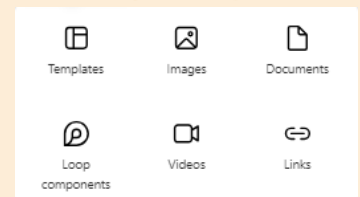
This will allow users to add shapes or lines. Select desired shape and click on whiteboard to add.



UNDO

Undo recent actions.

MORE OPTIONS



SELECT TOOL

Select items on whiteboard to move, resize or format.

INKING

Use the pen tool to annotate, draw, add shapes or lines. Hold the shift key while drawing a line will keep it straight.



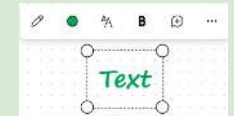
REACTIONS

Add emojis to indicate reaction.



TEXT

Add a text box. Format text once added.



Right clicking will allow user to easily add Note or Text

Layer objects by clicking on the "..." and "Send to Back" or "Bring to Front"