Using the Whiteboard Feature on ZOOM
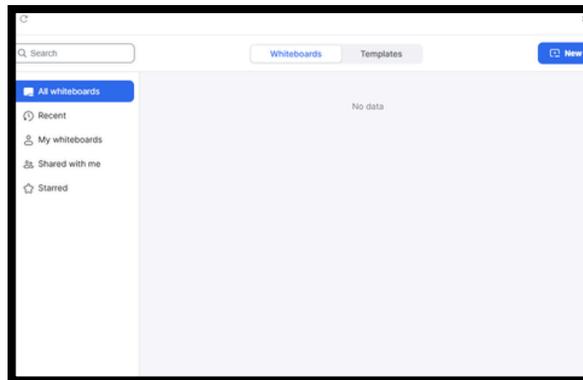
Whiteboard on Zoom is a feature that allows members to collaborate on one document in order to easily develop projects and ideas.

Opening a Whiteboard

1. Start or join a meeting on Zoom.

2. Click **More.**

3. Click **Whiteboards**. Two options will appear: New Whiteboards and Existing Whiteboards.

4. Click **New Whiteboards**. A new screen will appear:

5. Click **New**. A Whiteboard will appear.

Sharing a Whiteboard
Sharing a Whiteboard between meeting members enables discussion and communication in the workplace.

1. Start or join a meeting on Zoom.

2. Open a new or existing Whiteboard.

Note: Click **Shared with me** to retrieve a Whiteboard that has been shared with you.

1. Click **Share**.

2. Insert the emails of the people you are sharing the Whiteboard with.

3. Specify the permissions for access in the drop-down. You can choose from viewer, editor, or commentor.

4. Click **Done**. Your team members will now be able to view your Whiteboard.

Retrieving a Previous Whiteboard

Retrieving an existing Whiteboard enables the continuation of ideas over multiple meetings. You can access Whiteboards that you or others have created.

1. Start or join a meeting on Zoom.

2. Click **More**.

3. Click **Whiteboards**. A drop-down will appear.

4. Click **Existing Whiteboards**. A new screen will appear:
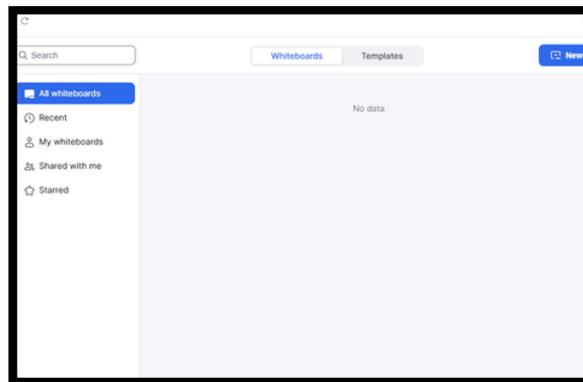
5. Click **My Whiteboards**.

6. Click the Whiteboard you wish to retrieve. A Whiteboard will appear.

To troubleshoot or get more information on Zoom Whiteboards, you can visit Zoom's support website at
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0059671