

# *Zoom: Using the Whiteboard Feature*

Presented by IT Training & Support



# Agenda

- Devices to support whiteboarding
- Verifying Your Annotation, Whiteboard, and Sharing Settings in Zoom Web Portal
- Starting the Whiteboard Feature in a Meeting
- Enabling/Disabling Whiteboard and Annotation Feature in a Meeting
- Using Whiteboard and Annotation in a Meeting
- Hands-On Practice Using Whiteboard & Annotation
- Questions

# Devices to support whiteboarding

Apple Pencil & iPad



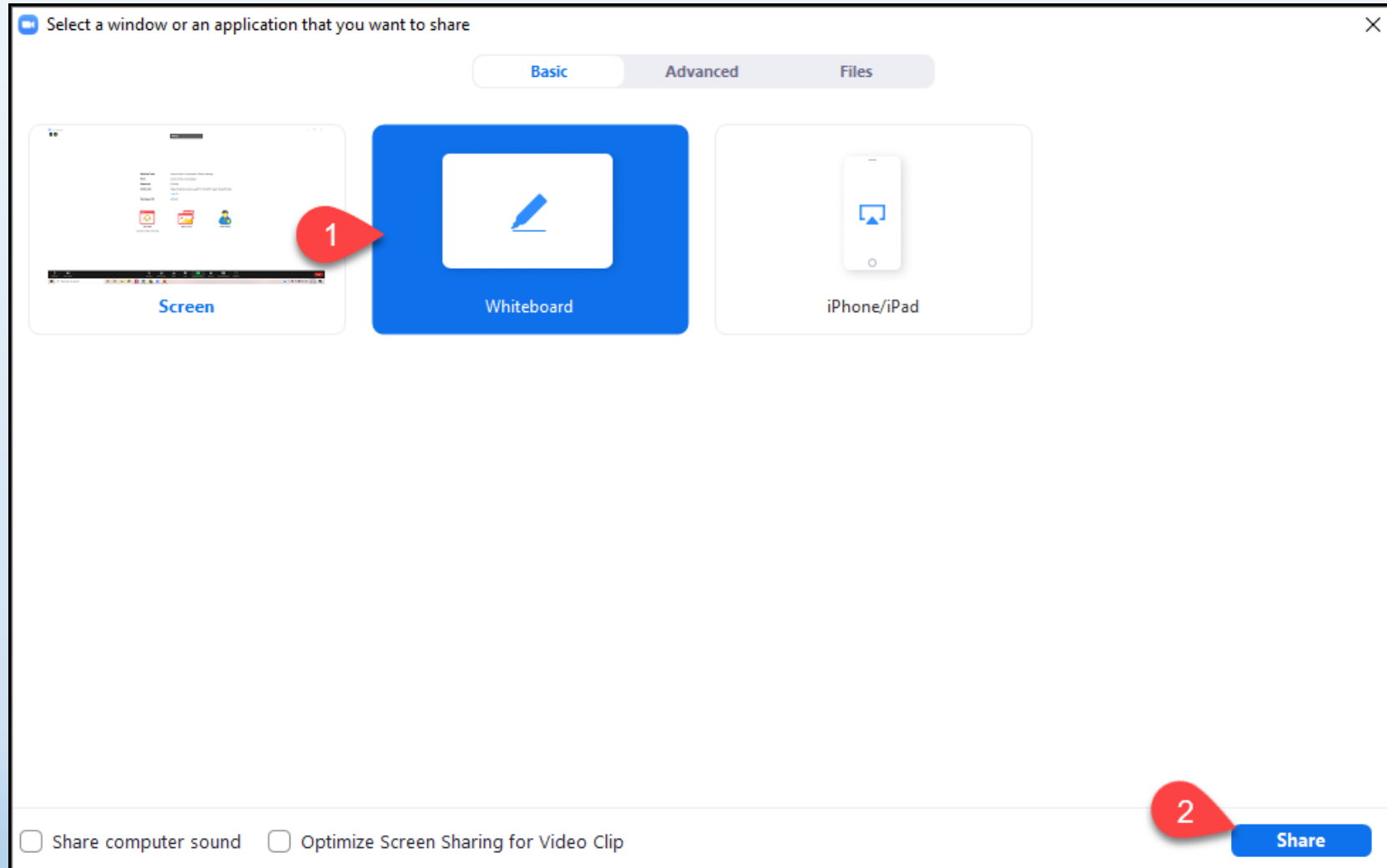
Wacom Tablet & Pen



# Verifying Your Annotation, Whiteboard, and Sharing Settings in Zoom Web Portal

[Access the Zoom Web Portal to verify your settings.](#)

# Starting a Whiteboard

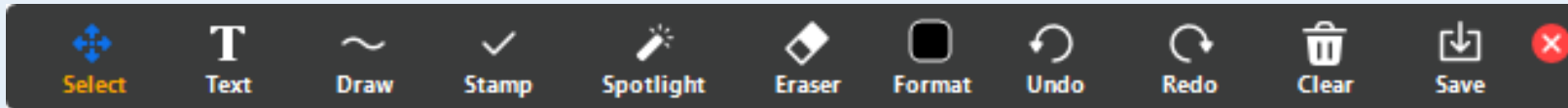


# Annotation Options in a Meeting

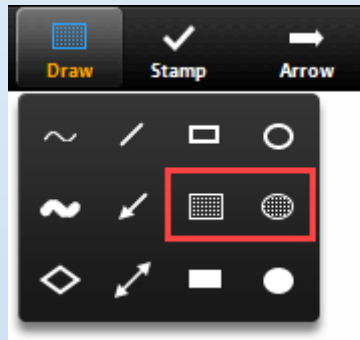
The image shows a Zoom meeting interface with a toolbar at the top. The toolbar includes icons for Unmute, Start Video, Security, Participants (2), Polls, New Share, Pause Share, and Annotate. A red callout bubble with the number '1' points to the 'More' button (three dots) in the toolbar. Below the toolbar, a green bar indicates 'You are screen sharing' and a red bar indicates 'Stop Share'. The main content area shows a whiteboard with the handwritten text 'Zoom: Using the'. A red callout bubble with the number '2' points to the 'More' menu, which is open and shows the following options: Chat (Alt+H), Record on this Computer (Alt+R), Record to the Cloud (Alt+C), Closed Caption, Disable participants annotation (highlighted with a red box), Show Names of Annotators (highlighted with a red box), Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Share computer sound, Optimize Share for Full-screen Video Clip, and End (Alt+Q).

# Whiteboard Toolbar

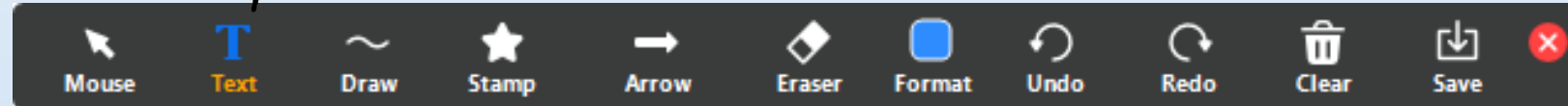
## Host's Toolbar



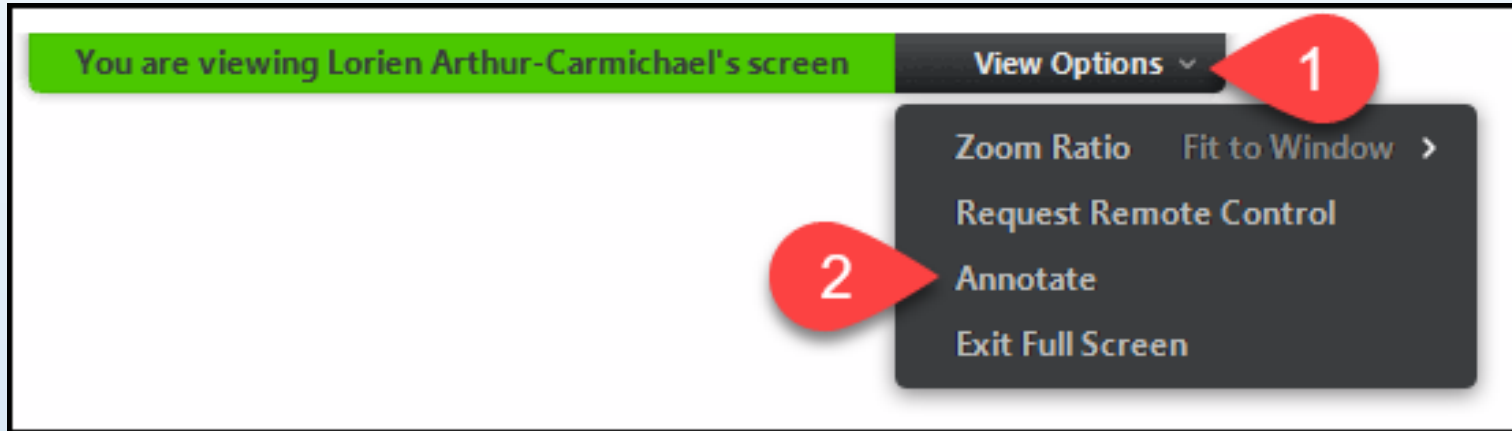
## Draw Menu



## Participant's Toolbar



# How Participants Enable Annotation Toolbar







*Questions?*