Zoom: Using the Whiteboard Feature

Presented by IT Training & Support

CALIFORNIA STATE UNIVERSITY
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INFORMATION TECHNOLOGY

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
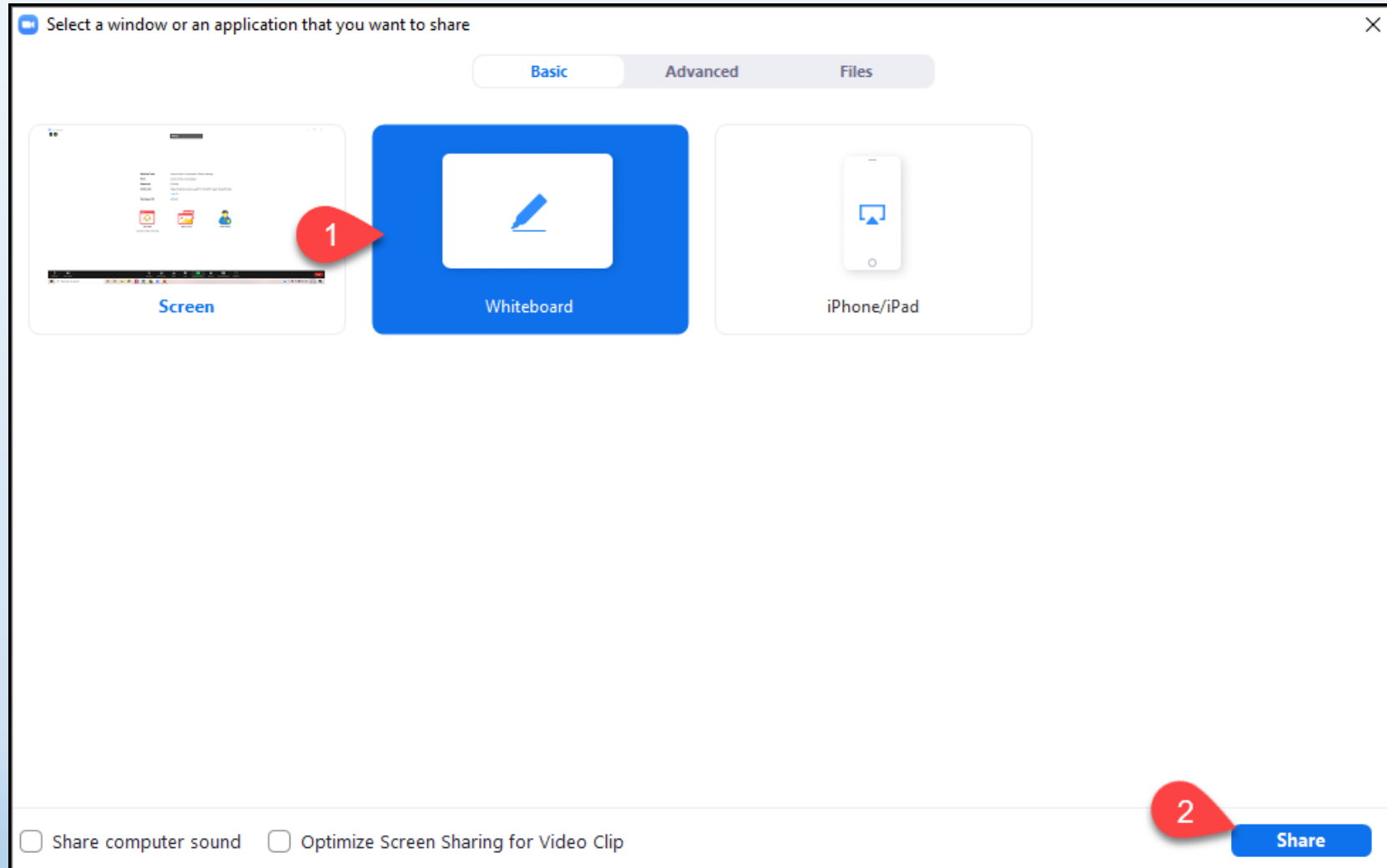
Apple Pencil & iPad

Wacom Tablet & Pen

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

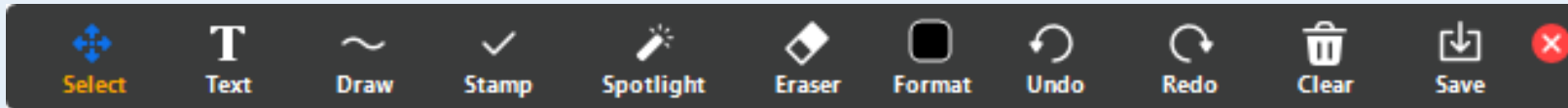Access the Zoom Web Portal to verify your settings.
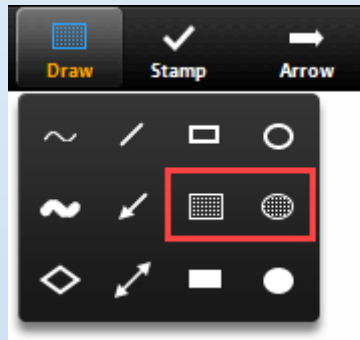
Starting a Whiteboard

Annotation Options in a Meeting

Whiteboard Toolbar

Host's Toolbar

Draw Menu

Participant's Toolbar

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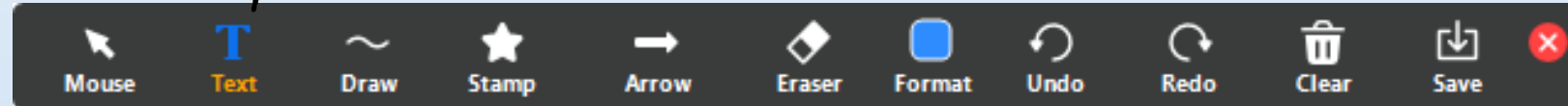
How Participants Enable Annotation Toolbar

Questions?