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
Access the Zoom Web Portal to verify your settings.
Starting a Whiteboard
Annotation Options in a Meeting

Zoom: Using the Unlimited Annotation Features

1. More

2. Disable participants annotation
   Show Names of Annotators
Whiteboard Toolbar

Host’s Toolbar

Draw Menu

Participant’s Toolbar

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How Participants Enable Annotation Toolbar

1. Click on "View Options".
2. Select "Annotate" from the dropdown menu.
Questions?