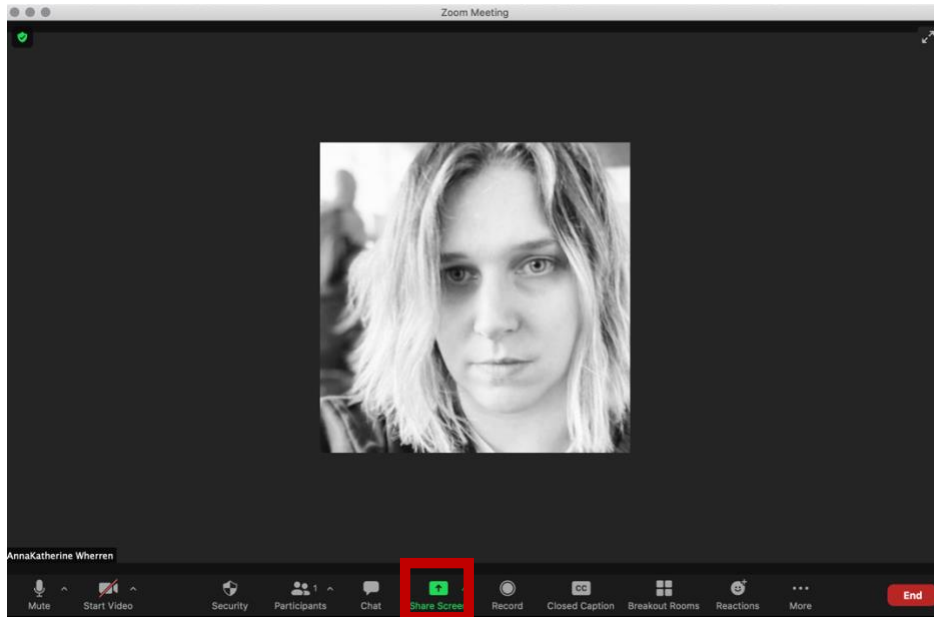


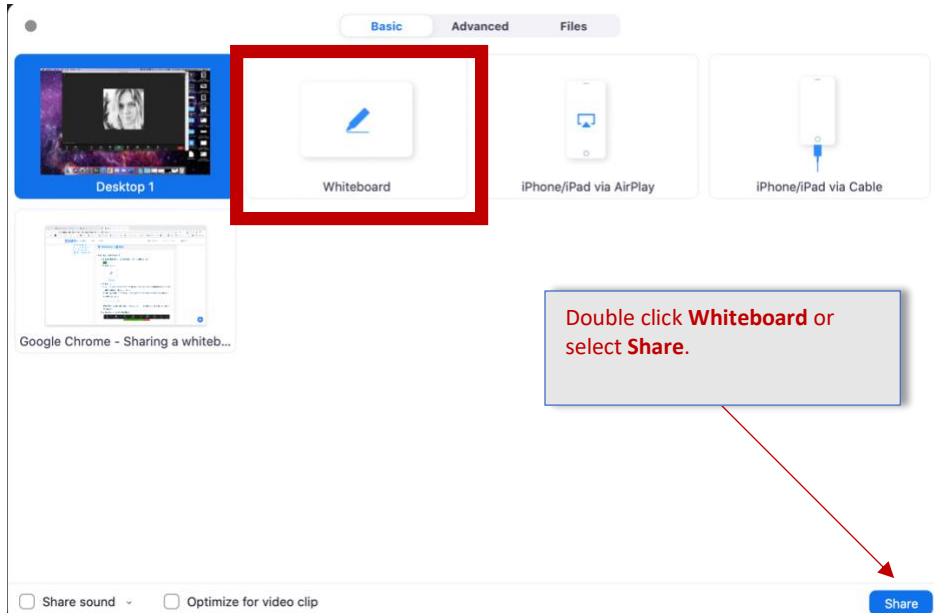
Zoom Whiteboard Cheat Sheet

Using Whiteboard in a Meeting

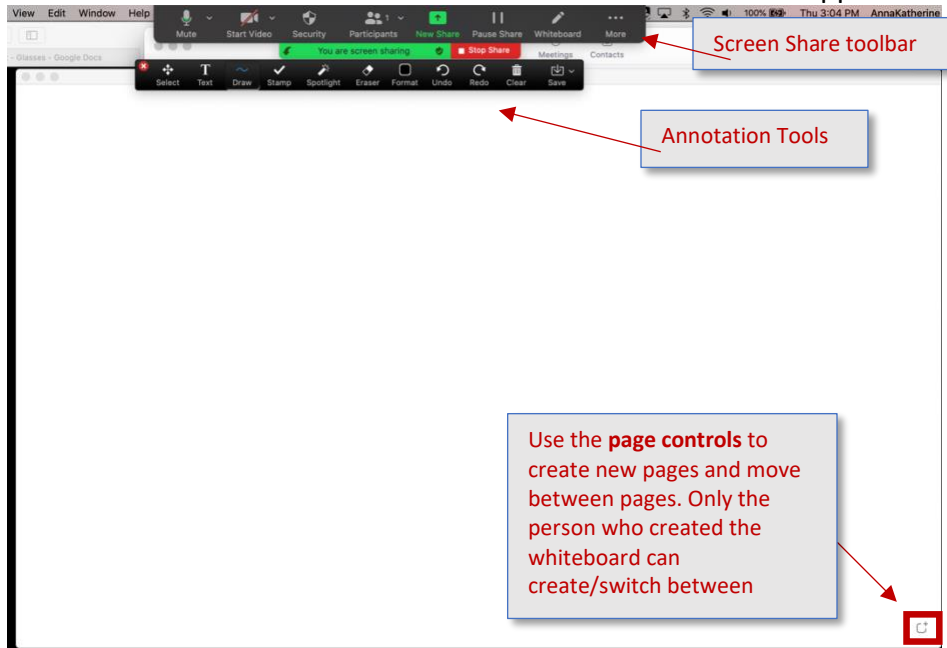
- Open a Zoom Meeting.
- Select the **Share Screen** button on the Zoom toolbar.



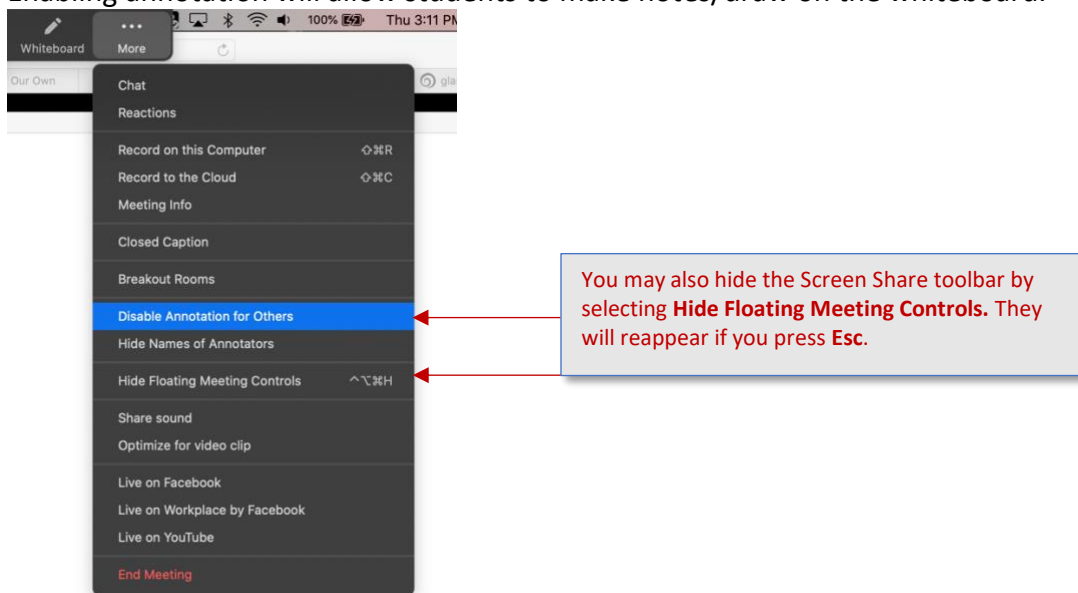
- Select **Whiteboard**



- Both the **Screen Share** toolbar and the **Annotation Tools** will appear automatically.



- Select **More** on the Screen Share toolbar to enable or disable annotation for others. Enabling annotation will allow students to make notes/draw on the whiteboard.

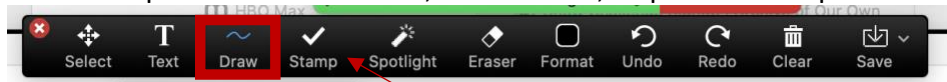


- Use the **Text** button to type.

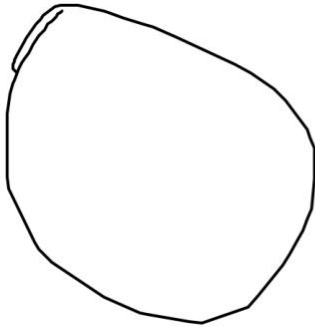


Type text

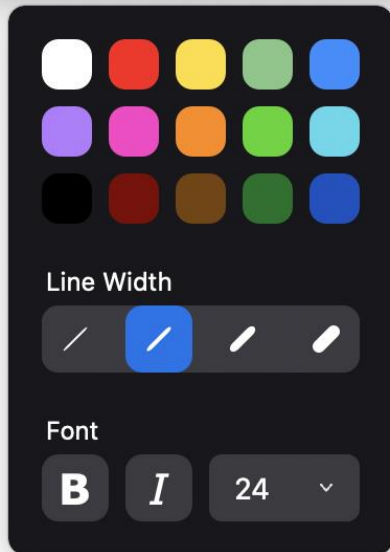
- Use the **Draw** button to draw with your cursor or a stylus pen. The selections offer different options such as arrows, thicker lines, or premade shapes.



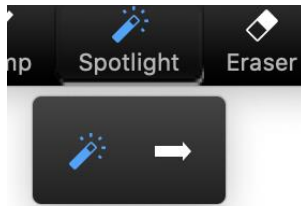
The **Stamp** button allows you to stamp pre-made shapes without changing them, as with the premade shapes in the drawing tool menu.



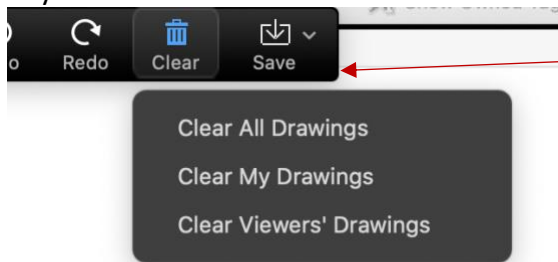
- The **Format** button allows you to change your text and lines' color and change your line width and font. You can also use your cursor or stylus pen to **Erase** or quickly press the **Undo** button to undo your last action or **Redo** to redo your previous action.



- **Spotlight** allows you to turn your mouse into a pointer or an arrow stamp with your name on it.



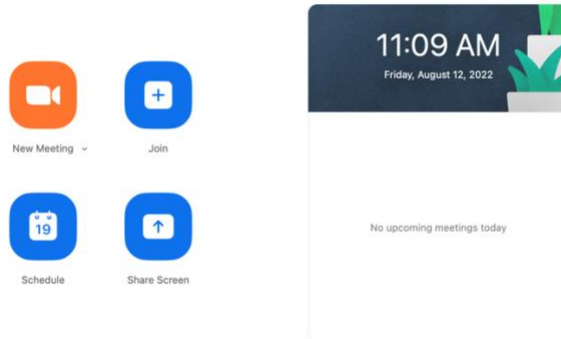
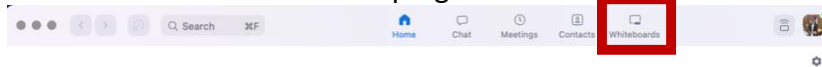
- **Clear** allows you to fully clear the board, clear it of all of your work, or clear it of work anyone else has created.



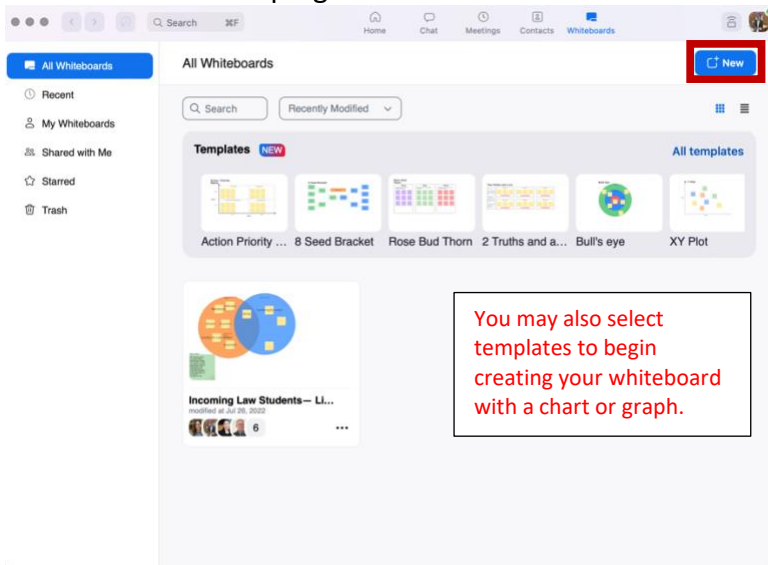
Select **Save** to save a copy of the whiteboard as a PDF or PNG to your computer. (**Note:** You may also go to Suffolk.zoom.us to change your master settings in order to automatically save a copy when you stop sharing your screen.

Using Whiteboard on the Desktop App

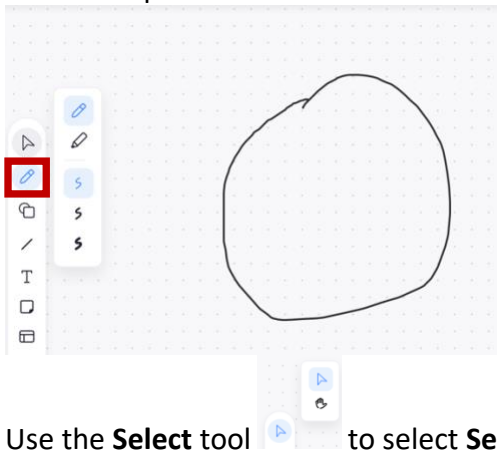
- [Open the Zoom Desktop App.](#)
- Select **Whiteboards** on the top right bar.



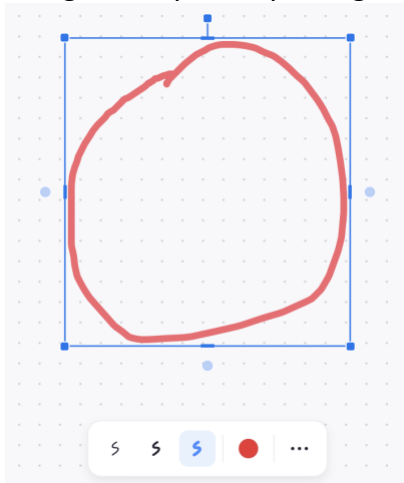
- Select **New** at the top right.



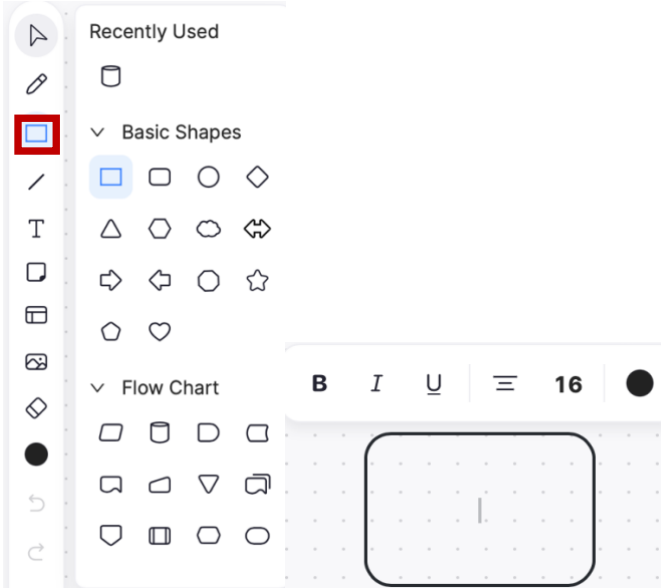
- Use the **Draw** tool to draw with your cursor or a stylus pen. The selections offer different options for thicker lines.



- Use the **Select** tool to select **Select** or **Grab**.
- Using **Select** you may change the color or line weight of your drawing.



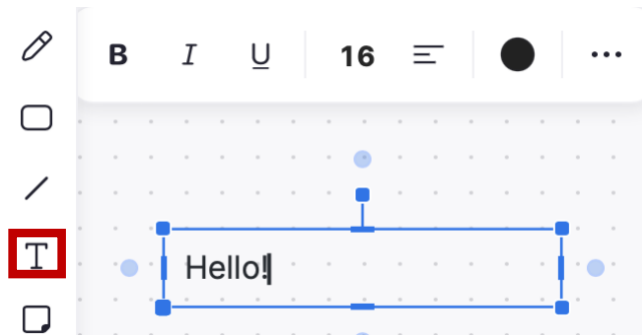
- Use the **Shapes** tool to stamp basic or advanced shapes. Once you have stamped your shape you may continue to edit it.



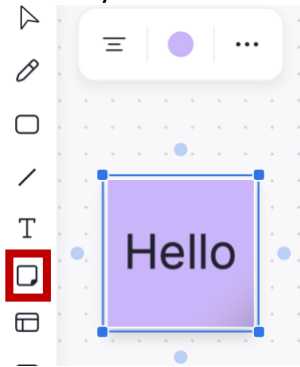
- Use the **Line** tool to draw a line, arrow, or double arrow.




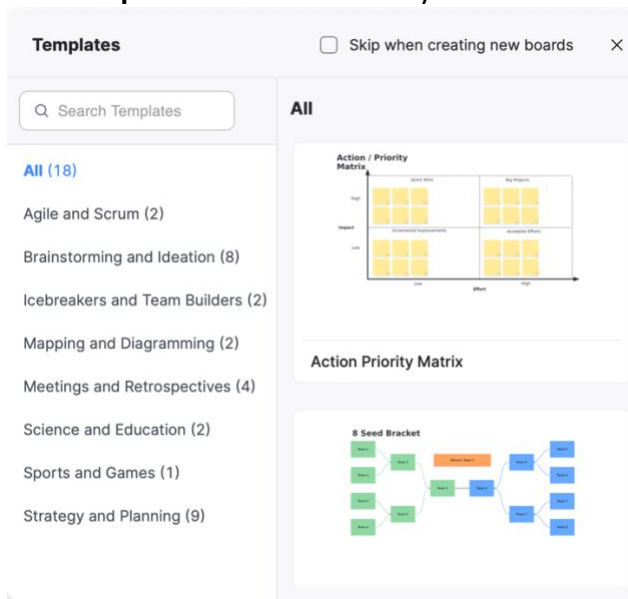
- Use the **Text** tool to write and edit text.





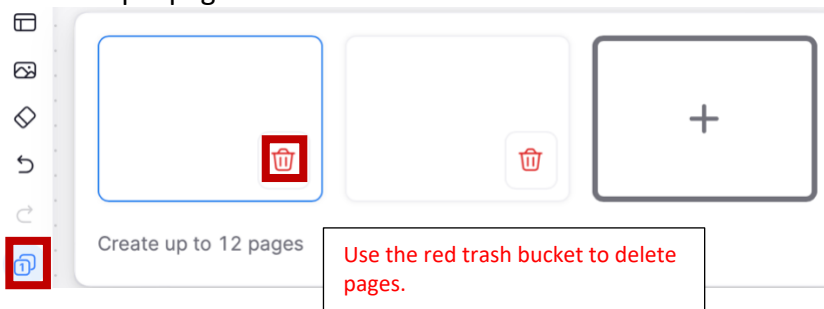
- You may also create and edit text with the **Sticky Notes** tool.



- The **Templates** tool  allows you to choose templates to insert into your Whiteboard.



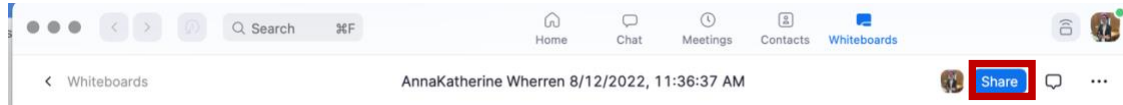
- The **Images** tool  allows you to insert images from your own files into your Whiteboard.
- The **Eraser** tool  allows you to erase anything on your Whiteboard. There are also **Undo** and **Redo** arrows that allow you to undo or redo your last steps.
- The **Page** tool allows you to easily switch between or delete pages if your Whiteboard has multiple pages.



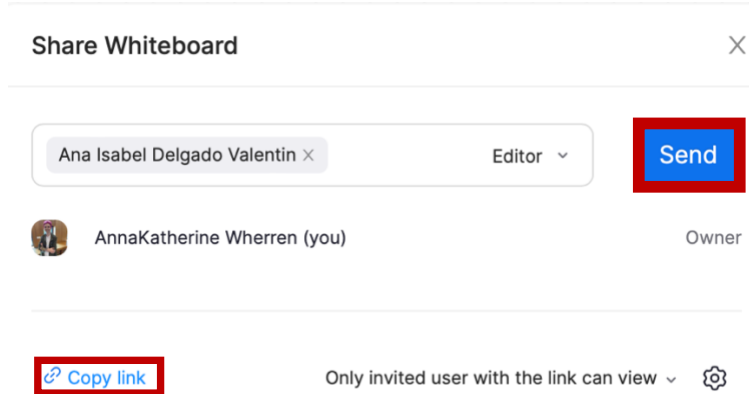
Use the plus sign (+) to add pages.

Use the red trash bucket to delete pages.

- You may share your Whiteboard to work collaboratively with other Suffolk Zoom users. Select the **Share** button on the top right.



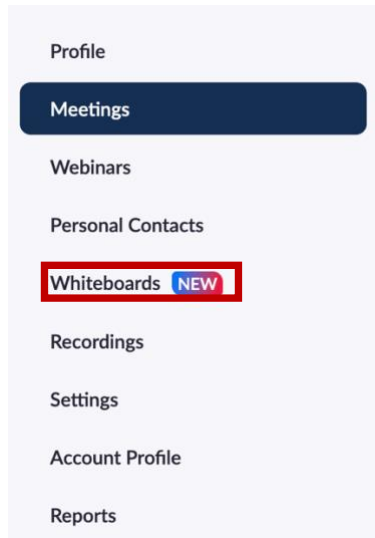
- Enter the name or email address of the user(s) you wish to share your whiteboard with, and select **Send**.



You may also send users the link to your board instead. You may change permission to who can view your board here.

Using Whiteboard Online

- Go to <http://suffolk.zoom.us> and sign into your account.
- Select **Whiteboards** from the menu on the left.



- Follow the instructions for **Using Whiteboard on the Desktop App**.