User Guide for Teachers
(Using Microsoft Whiteboard)

Note:
(1) Last updated date of this training document/video: 10 Feb 2021, version no.: 1.0
(2) The user-interface (UI) shown in this training document/video may vary from the latest look of Teams app.

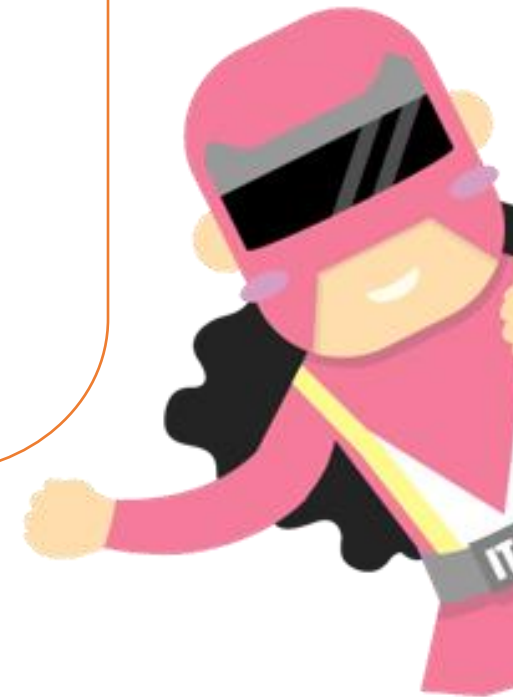# Microsoft (MS) Whiteboard on MS Teams for Online Teaching

Microsoft (MS) Whiteboard on MS Teams for Online Teaching

Q: Want your students collaborate / draw / write on your MS Whiteboard?

A: You have to:
- use O365 version in web; or
- download Whiteboard application through PC, notebook or MacBook (i.e. Window 10 and iOS)

Please share your Whiteboard through the Whiteboard application.
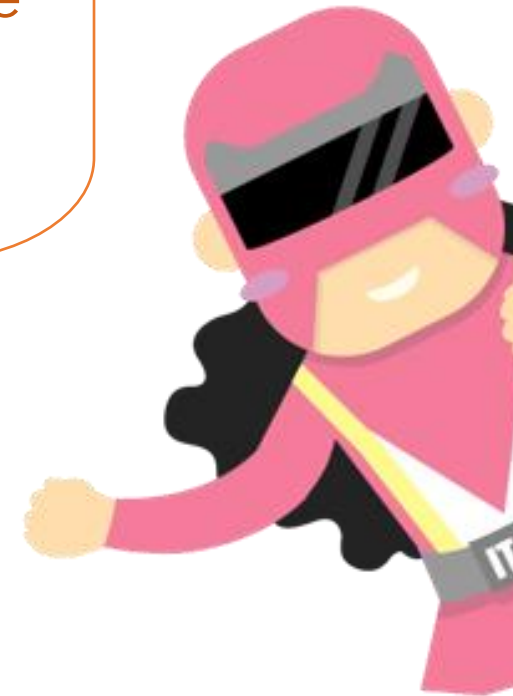
Microsoft (MS) Whiteboard on MS Teams for Online Teaching

Q: Just want to show your work without students' disturbance?

A: You can still adopt the aforementioned methods or use the Whiteboard application through mobile, iPad, etc. for the screen-sharing only.

Let's look into practical execution!

Microsoft (MS) Whiteboard on MS Teams for Online Teaching

This user guide covers:

- The launch of MS Whiteboard via
  - O365 version
  - Whiteboard client in your desktop
- Whiteboard's sharing during meeting
- The way to export Whiteboard as image to MS Teams group or Moodle

1. Launch your Microsoft Whiteboard

- **Use O365 version**

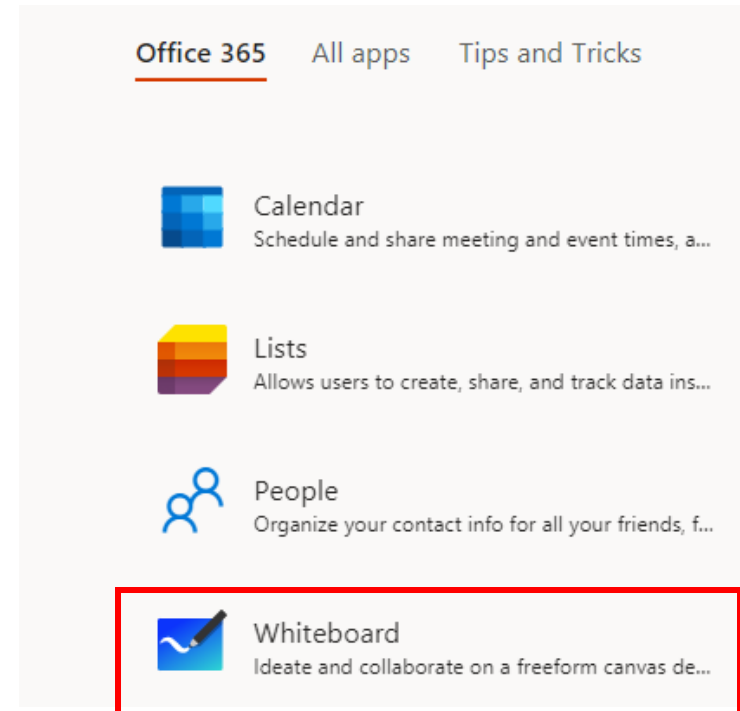# Launch your Microsoft Whiteboard – use O365 version

1. Login office365 by using your "t-" teaching account

2. Click the icon on left-bottom corner

3. Search "Whiteboard"

Launch your Microsoft Whiteboard – using O365 version

Tips:
1) *You can share the whiteboard with participants in a Teams meeting.*
2) *Once you've turned on the Whiteboard in your O365 account, it will be shown on your App list.*
3) *Currently, the whiteboard application is only available on Windows 10, macOS, and the web.*

Office 365   All apps   Tips and Tricks

Calendar
Schedule and share meeting and event times, a...

Lists
Allows users to create, share, and track data ins...

People
Organize your contact info for all your friends, f...

Whiteboard
Ideate and collaborate on a freeform canvas de...

Click on the Whiteboard icon to launch the app
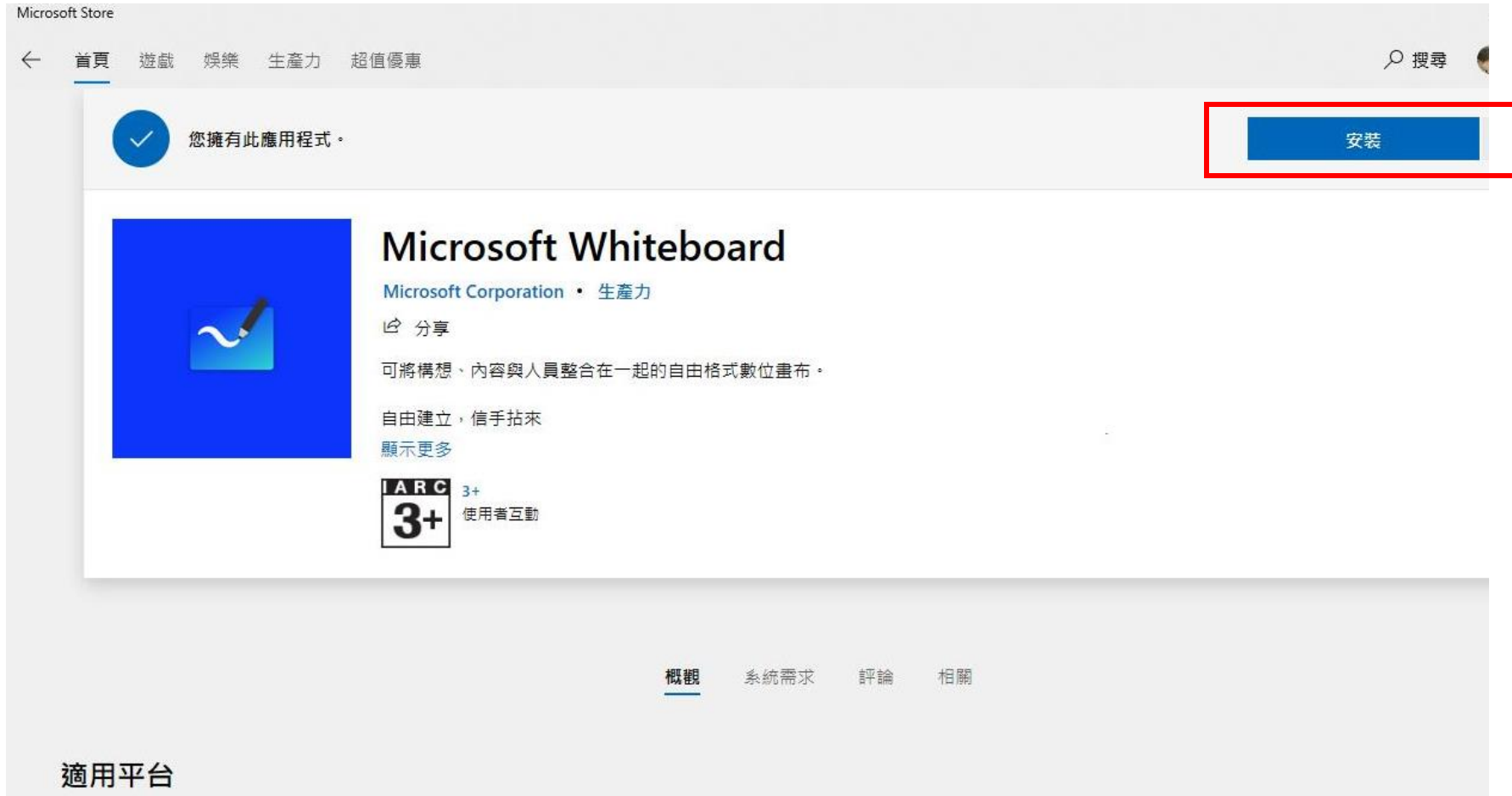
2. Launch your Microsoft Whiteboard

- Use Whiteboard client in your desktop
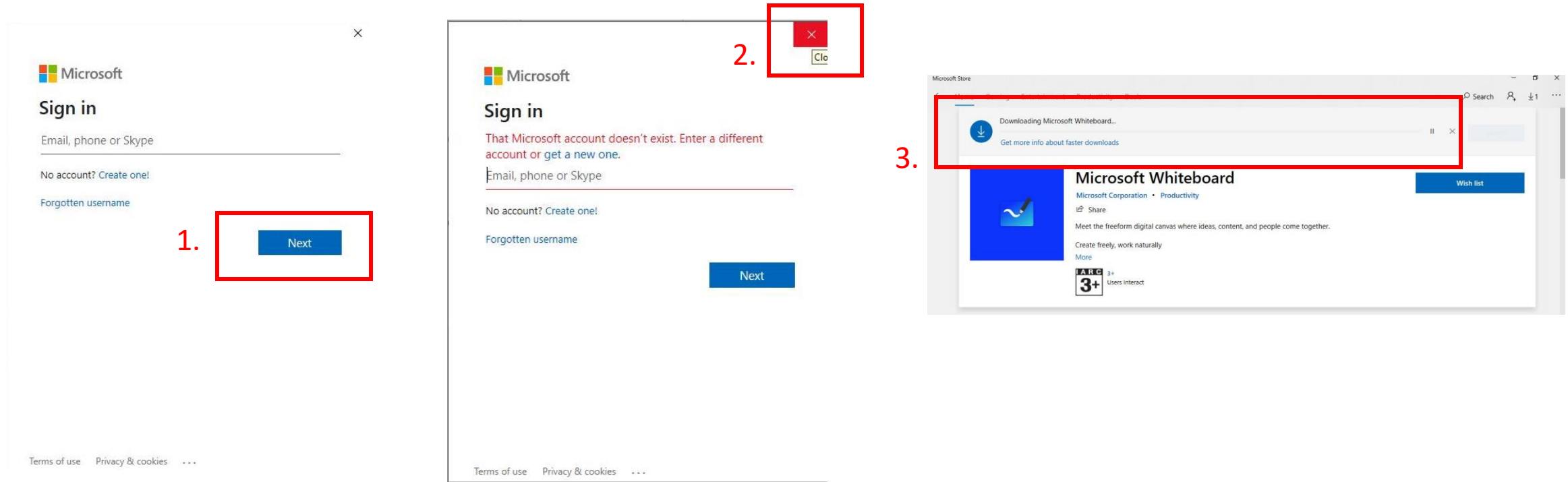
Download and Install the Whiteboard Client

1. Go to Microsoft Store

2. Search Microsoft Whiteboard

3. Click "Get"

Download and Install the Whiteboard Client

1. Click "Install"

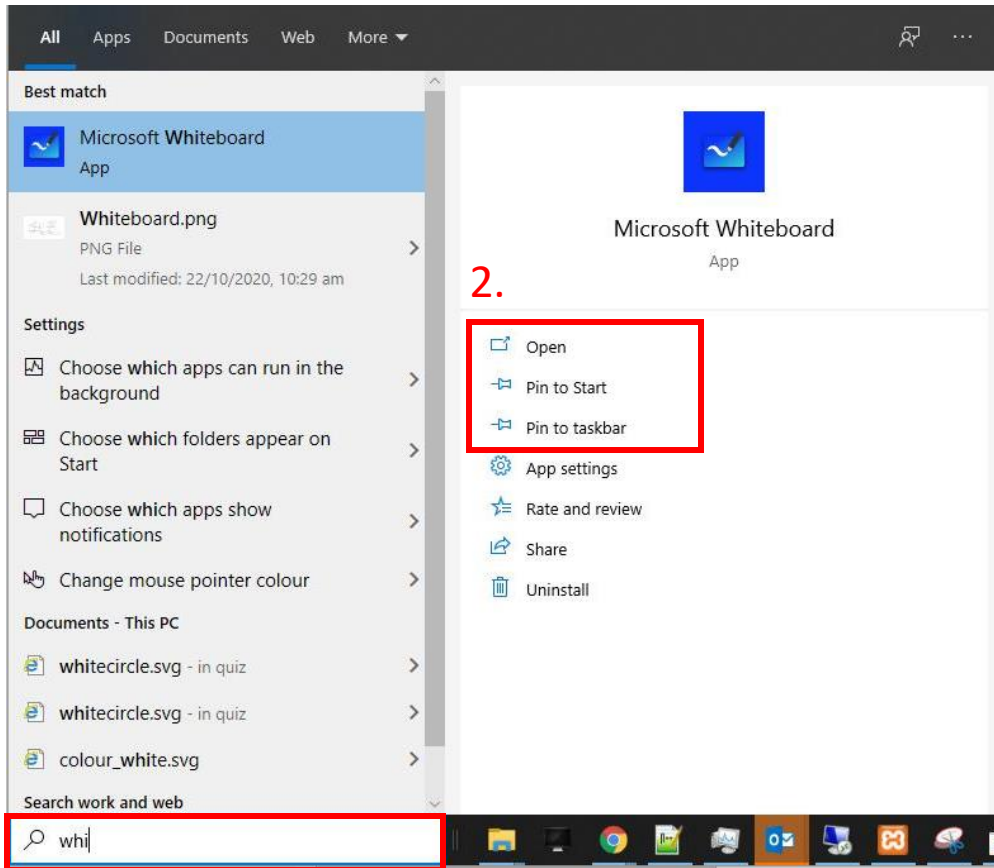# Download and Install the Whiteboard Client

1. Click the "Next" button.

2. Ignore the error message and close the pop-up window.

3. MS Whiteboard will be downloaded automatically.

Note: Please check the system requirements for the installation of Whiteboard client. Currently, only Window 10 and macOS support the Whiteboard client.
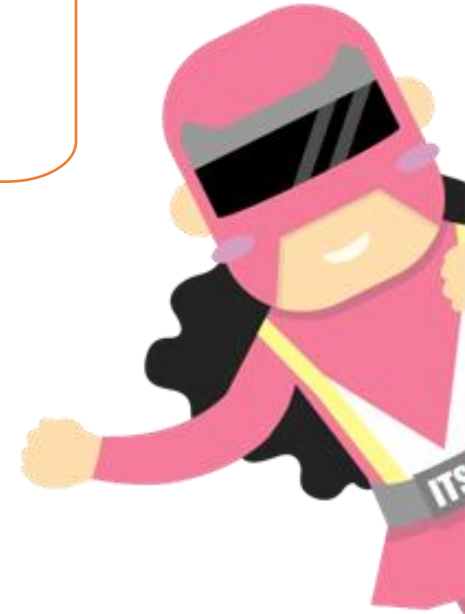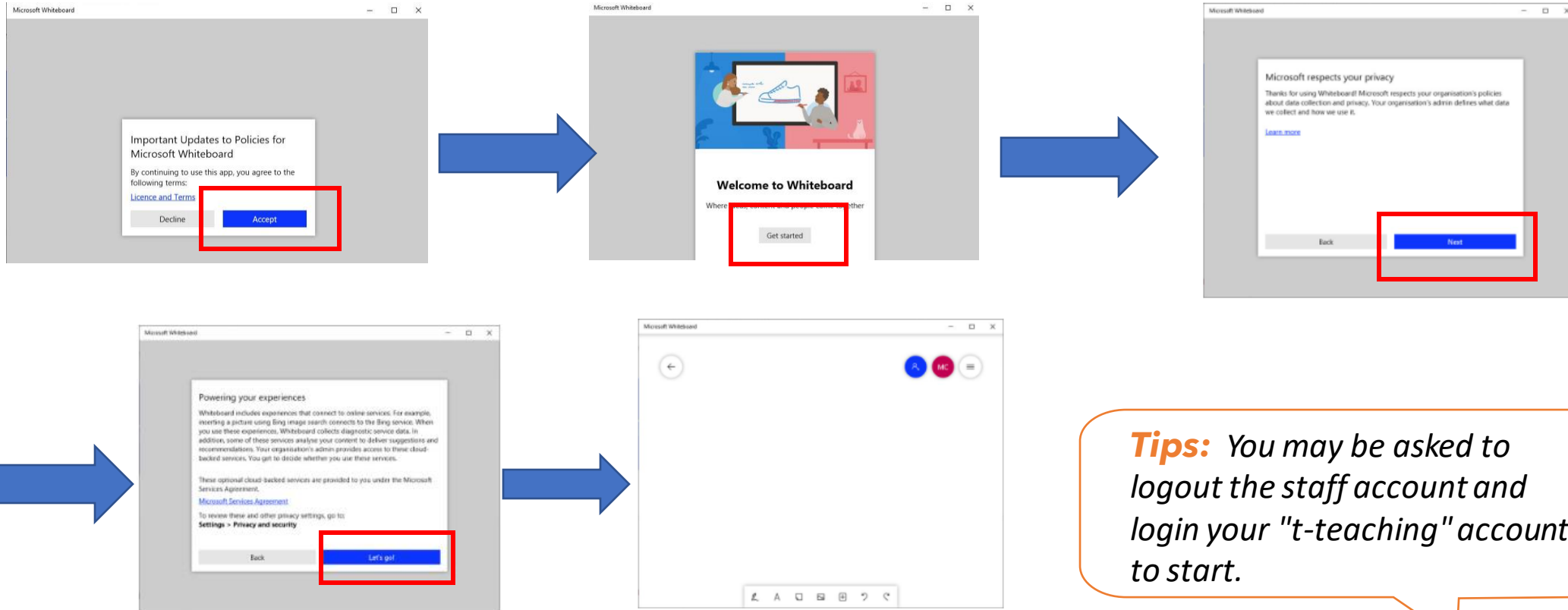
Launch Whiteboard Client

1. In your desktop, search the "Microsoft Whiteboard" app

2. Click "Open" to launch

Tips:
You may click "Pin to Start" / "Pin to taskbar" for easy access every time.

Launch the Whiteboard Client

Tips: *You may be asked to logout the staff account and login your "t-teaching" account to start.*
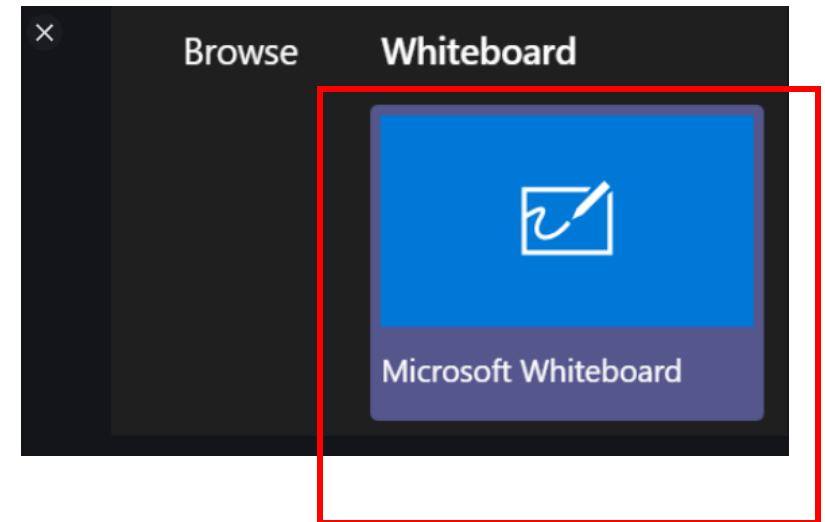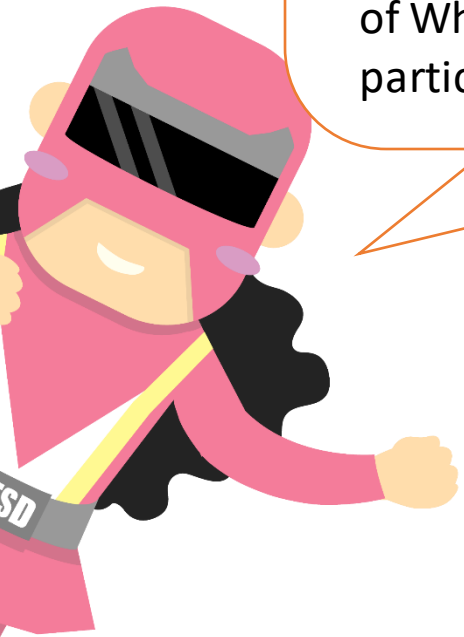
1. Follow the above steps to launch

2. Share Your Whiteboard during Meeting

Share Your Whiteboard during Meeting

Tips:

(1) You can use the MS Teams clients on Windows 10, macOs, and the web (O365 version) to share the Whiteboard and enable students to collaborate.

(2) However, you cannot use MS Teams on iOS and Android (i.e. iPhone, iPad, etc.) to initiate the sharing of Whiteboard. Users of iOS and Android can only participated in the shared platform.

1. After joining a Teams meeting, click the Share icon in the share tray of that meeting.

2. In the "Whiteboard" section, select "Microsoft Whiteboard".
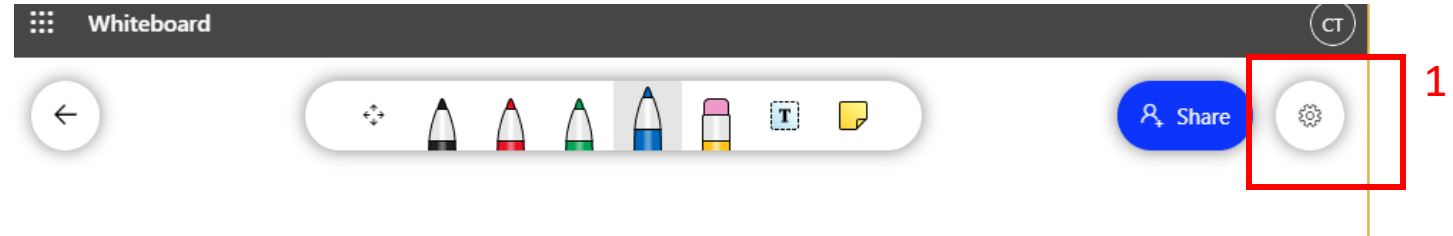
Sharing your Whiteboard during the meeting

Note:
1) *If you share a Whiteboard during a Teams meeting that is being recorded, the sharing will not form a part of that recording.*

2) *You may export the Whiteboard as a file (image) and share with students. Details will be shown in the next section.*
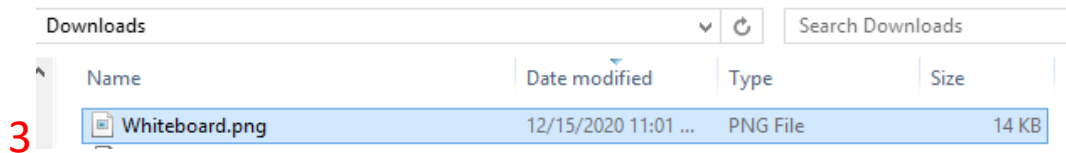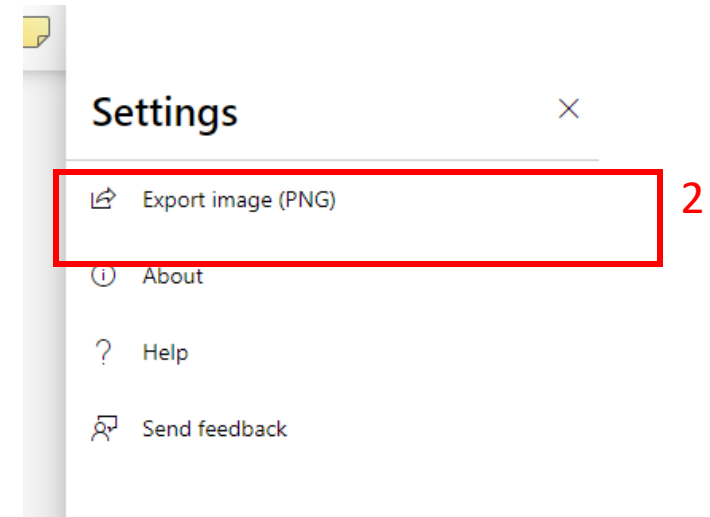
3. How to Export Whiteboard as Image for Sharing

How to Export Whiteboard as Image for Sharing

1. Click the "Settings menu" icon

2. Click "Export image (PNG)"

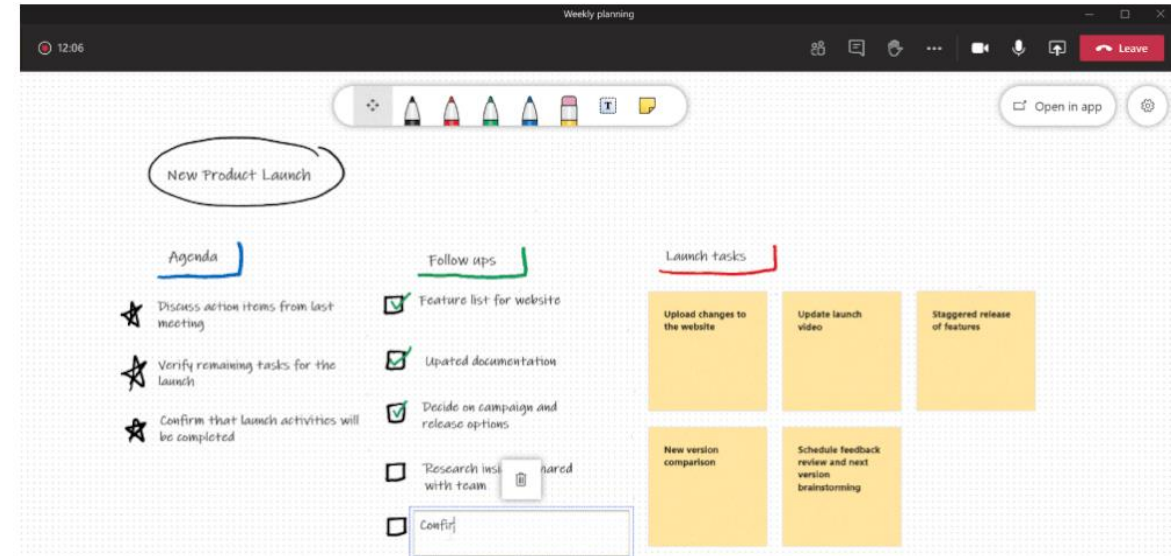3. File will be found in your "Downloads" folder.

Tips: You may upload the image to Moodle to share with your students or to your Teams group.

4. Other Useful Materials

Other Useful Materials

- [Microsoft Whiteboard in Teams Adds Sticky Notes and Text, Improves Performance](#)

- [Sign-in Microsoft Whiteboard from Microsoft365.](#)

End

Produced by
Information Technology Services Division

Please visit the website for more video:

Online Teaching Guidebook for
Teaching Staff using Microsoft Teams

https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/teacher.html

For upcoming features, please visit:

https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/teacher.html#upcoming