Microsoft Whiteboard for Enterprise

Navigate to board picker
View other boards you've created or were previously shared to you

Add ink and highlighters
Annotate and emphasize content with colorful ink and highlighters

Toolbox and create panel
Add text, sticky notes, shapes, and images to promote creative interaction on your boards

Sticky notes
A great way to organize thoughts, to brainstorm, and to collaborate

Shapes and lines
Use shapes, lines, and text to create diagrams and process flows

Ink straight lines
Hold down the shift key while inking with mouse, pen, or finger to draw a straight line

Change your settings
Customize your board background, export your boards, or toggle collaborative cursors on and off

Ink to shape
Turn on enhanced ink shapes to automatically convert your ink strokes into shapes

Notes grids
Use an auto-layout grid to organize a group of sticky notes

Move to front
Fine tune your content placement by moving them to the front or sending them to the back

Images
Upload images to make the board more visually engaging and fun

Marketing Sync Whiteboard

Just now

Create

Notes

Text

Shapes

Reactions

Templates

Images

Export image (PNG)

Presence cursors

Enhance inked shapes automatically

Format background

Send feedback

Help

About Whiteboard

Team lunch?

Monthly? Quarterly?

Revisit past events

Kristin Patterson

Should we expand to Asia?

Do you want to do that?

YES

What are the next steps?

Reach out to suppliers

NO

Figure out Plan B

Follow-ups

Get in touch with Monika

Create work back schedule

Contact supplier about shipping questions

Serena Davies

So cute!

We need to get this checked by legal before we can proceed

Microsoft Whiteboard for Enterprise

Laser pointer*
Draw attention to places on the board using the laser pointer from the ink toolbar

40+ Templates
Drill into the templates panel to discover a variety of different templates

Templates
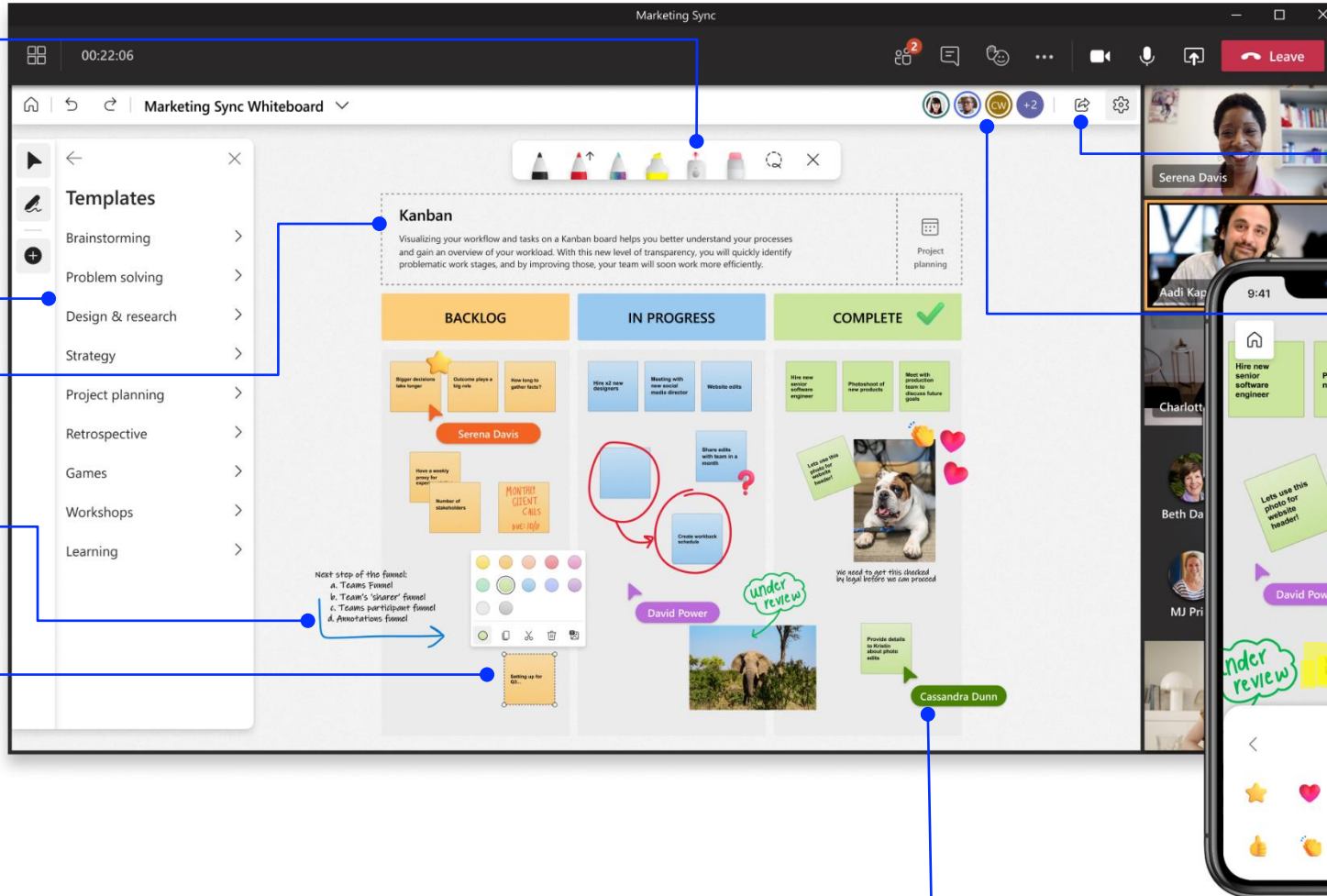Effectively design and run a meeting using one of the inbox templates as a guide

Ink arrows
Add arrow heads to your ink strokes by selecting the single or double arrow tool

Color coding
Use sticky notes and ink colors to indicate who created them or to group content. Click or tap on the sticky note to change its color

Collaborative cursers*
See where other people are on the board and what they're working on

Share board*
Create a share link to share your board with other users

Collaboration roster*
See who else is working on the board

Mobile screen
Collaborate with users on any platform or device

Highlighter
Emphasize text or content using the multi-colored highlighter tool

Reactions
Send quick feedback on content by adding reactions to the board

* Some features are rolling out over the next few months
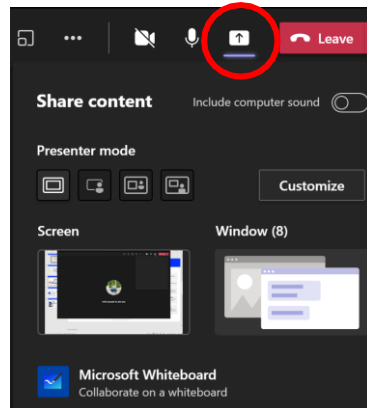
Microsoft Whiteboard for Enterprise

Whiteboard on Teams allows you to collaborate real-time with your virtual meeting.

Starting a new Whiteboard in Teams

Within your Teams call, you can simply start a new Whiteboard with just a few clicks.

Step 1

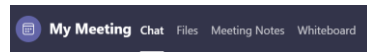Click on the screensharing icon on your Teams video call to find Whiteboard.

Step 2

Click on the Whiteboard logo to begin a shared board and collaborate within your Teams call.

Or

Step 1

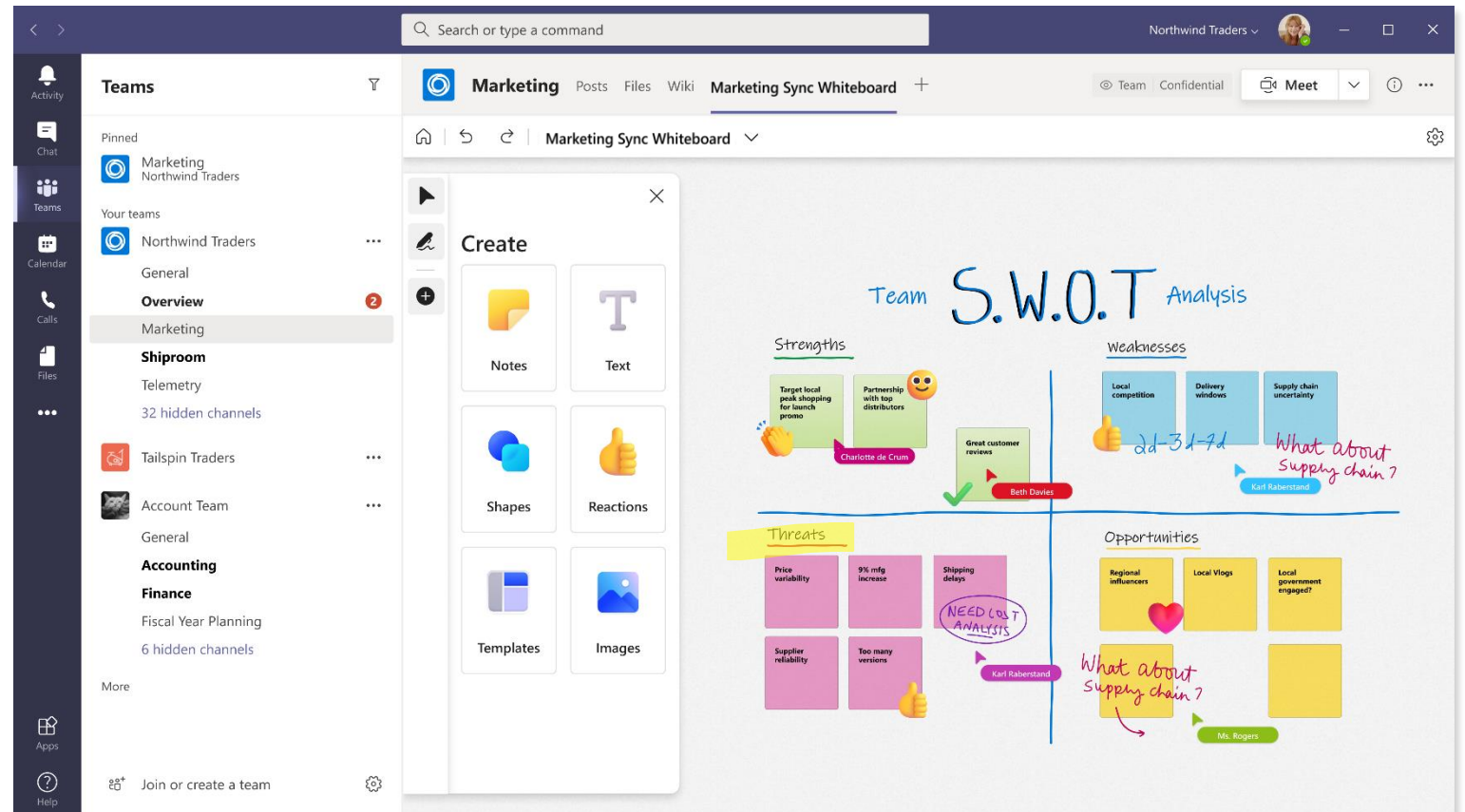Go to the meeting tab where you see your chat and files for your meeting

Step 2

Click on the Whiteboard tab and create a new board

Whiteboard tab apps in Teams

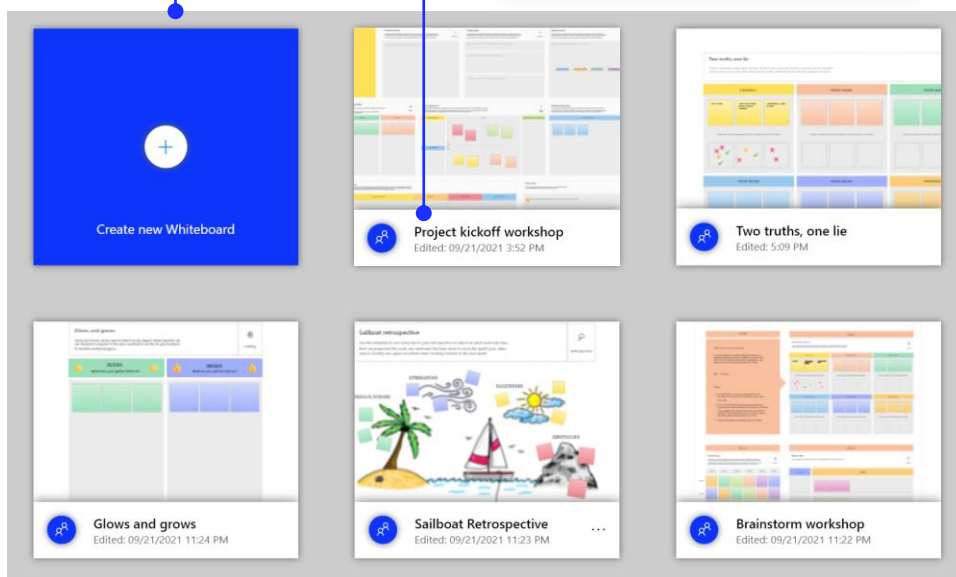Work asynchronously with your team at any time and from anywhere using Whiteboard tab apps in Teams

Microsoft Whiteboard for Enterprise

Whiteboard lives in our secure cloud

All the whiteboards you create or are invited to are automatically saved to the cloud and accessible in the board picker across all your devices and the web seamlessly. Create, share, join, export, and title boards from one, easy-to-navigate location.
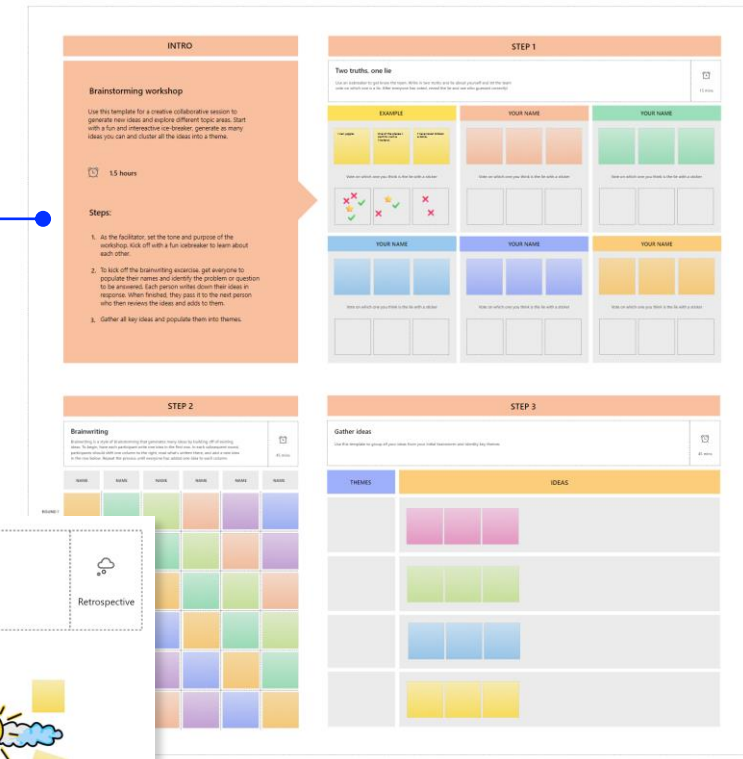
Create new board
Get started by creating a new Whiteboard from the board picker

Open existing board
Visually browse all the boards that you've previously created or that were shared with you

Workshops

Activities are the building blocks of workshops. Use a brainstorming workshop template, complete with icebreakers and group brainstorming guides to get the creative juices flowing.
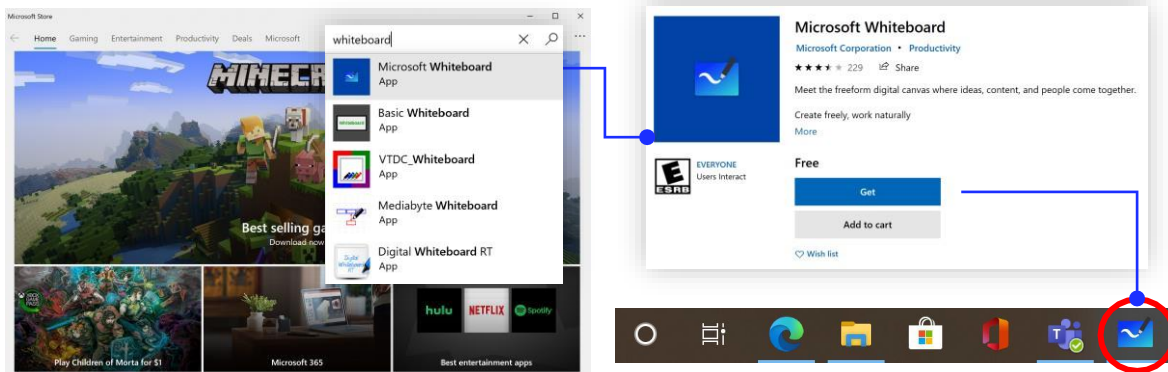
Team retrospective

Get more out of your retrospectives and get more engagement from the team by experimenting with different retrospective techniques

Microsoft Whiteboard for Enterprise

Add Whiteboard to your computer

Whiteboard is available for download in the Microsoft Store on Windows 10, and on the App Store for iPhone and iPad.
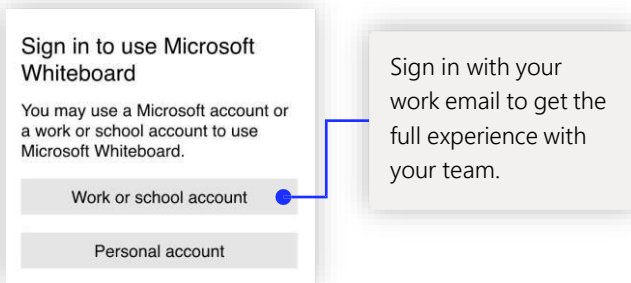
Windows download

iOS download

Enterprise sign-in

See our support page for how-to guidance to get started with Whiteboard for your organization.

Sign in with your work email to get the full experience with your team.

Next steps with Microsoft Whiteboard

Remote work has become a new norm. Here are some helpful links to articles with how-to guidance for remote learning and working in Teams.

For additional support on Microsoft Whiteboard, please see the helpful support articles below:

- Microsoft Whiteboard help

- Enable Microsoft Whiteboard for your organization

- Whiteboard in a Teams meeting

- Enable Microsoft Whiteboard on Surface Hub

Get other quick start guides

Visit our YouTube page or our website to find out more ways you can use Whiteboard.