

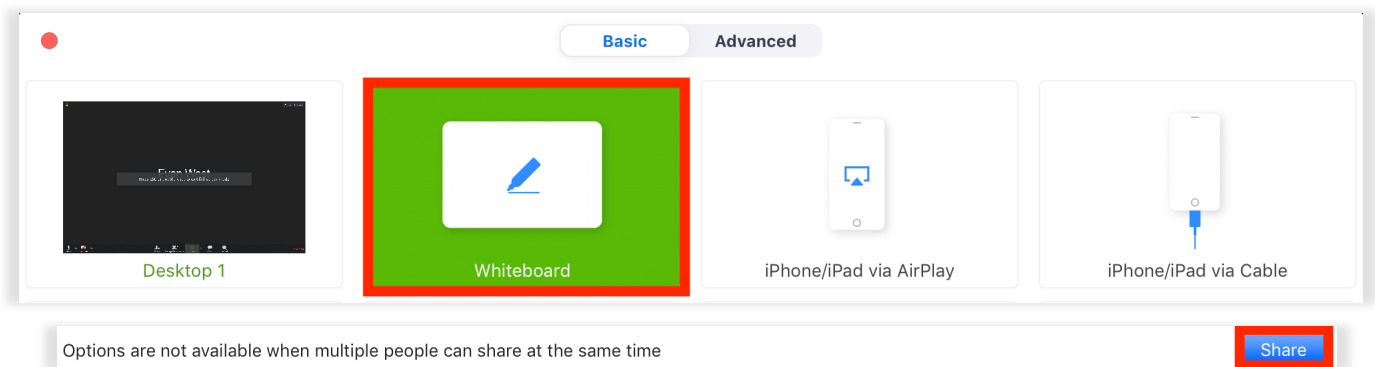
Using the Whiteboard Feature in Zoom

Zoom offers a whiteboard feature which allows the presenter to make annotations on a whiteboard using pencil and shape tools. Meeting hosts can also allow participants to make annotations on the whiteboard as well.

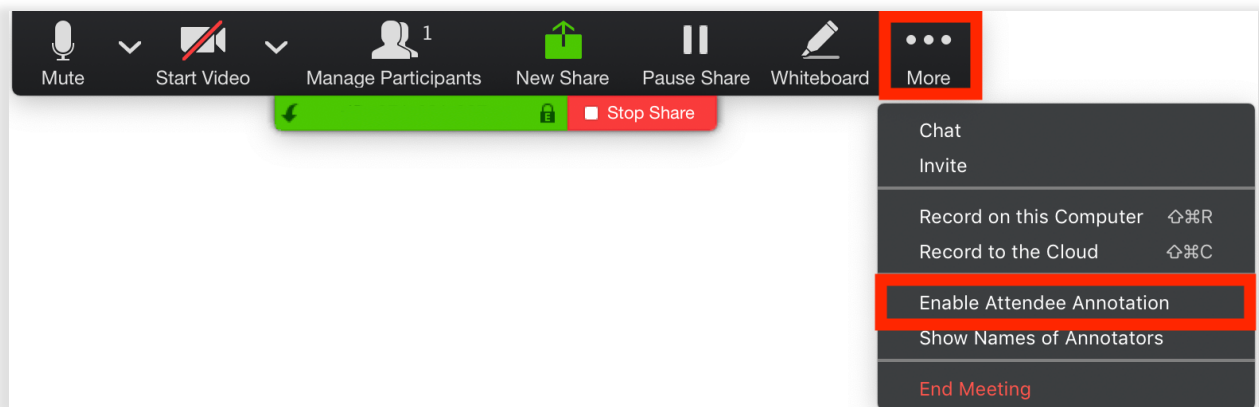
1. To get started, click on the “Share” option within your Zoom meeting.



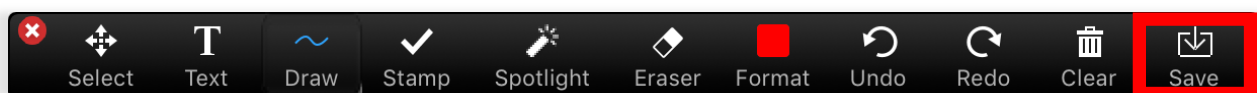
2. Select the “Whiteboard” option and then click “Share.” All meeting participants can now view the whiteboard.



3. Choose to allow participants to annotate the whiteboard. Click “More” followed by “Enable Attendee Annotation.”



4. Use the annotation toolbar to draw, type, and create shapes on the whiteboard.
 - Click the “Save” in the annotation toolbar to save a copy of your whiteboard.



5. Click “Stop Share” when finished to exit the whiteboard.

