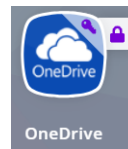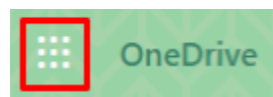# Microsoft Whiteboard

Create a whiteboard for collaboration, brainstorming, and sharing on a digital canvas in real time.
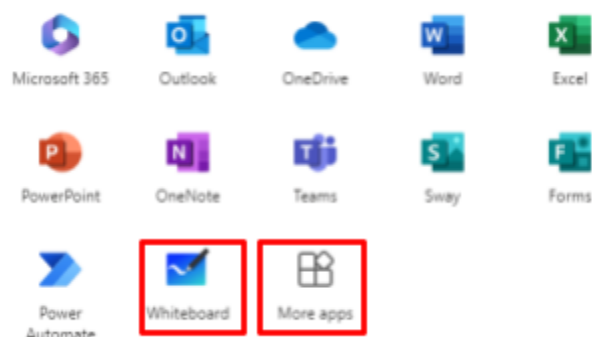
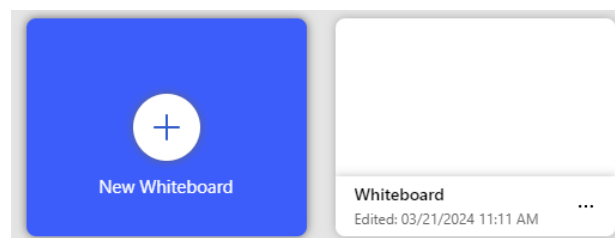|	
1. From Classlink, click on **OneDrive**.	
2. In the upper left, click on the "waffle" menu to access your apps.	
3. Find the **Whiteboard** app and select it. If you do not see Whiteboard in your menu, click on **More apps** to locate it.	
4. Once you are in the Whiteboard application, you can start a **New Whiteboard** by selecting the blue plus sign. You can also see all of your previously started whiteboards. To continue working in one, click on the thumbnail image.	
5. To begin, you will be prompted to pick a template to work in, or you can select a **blank canvas**.	
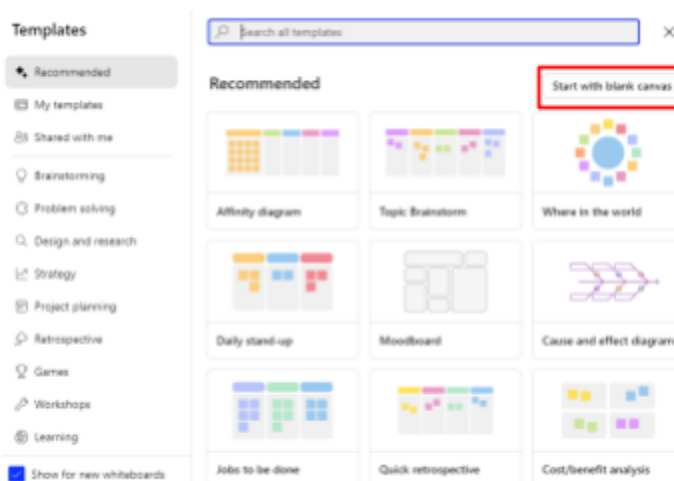
6. Tools will be available across the bottom of the whiteboard. These tools include:
   a. Select (mouse)
   b. Inking (pen)
   c. Note and Grid Note
   d. Reaction stickers
   e. Commenting
   f. Text box
   g. Shapes and lines
   h. More menu (images, documents, links, templates, videos, etc.)
	A B C D E F G H
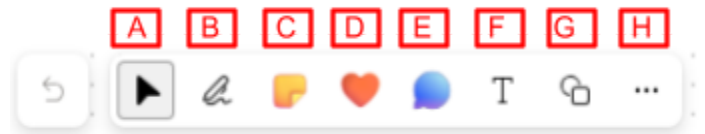
7. To collaborate with others, you can use the **Share** button in the top right of the whiteboard. Here you can share by email, or by copying the share link to use in Brightspace. *Note*: When copying the link, be sure to click the setting gear to manage who can view and edit.	Share Copy link ⚙ Share the link with ⊕ Anyone ⓘ ⚪ 🗂 People in Anne Arundel...blic Schools Share with people in Anne Arundel...blic Schools, organization account required. ⦿ 👤 People with existing access ⓘ ⚪ ✏ Can edit Make any changes ✓ 👁 Can view Can't make changes 👁 Can view ⌄