

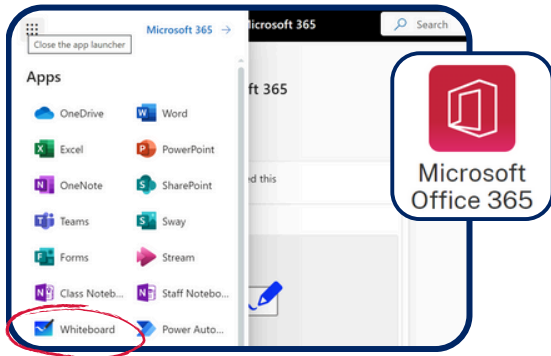
Rural Access Gap Support Guides

Microsoft Whiteboard Quick Start Guide



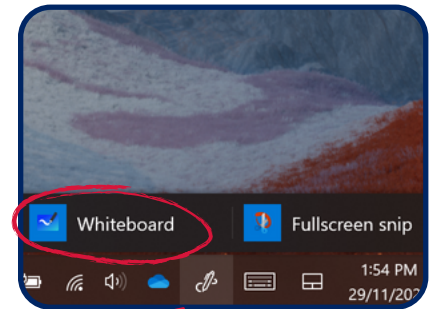
Access via the Portal

Open the Portal and click on Microsoft Office 365. Click the nine dots in the top left hand corner of the screen and select Whiteboard.



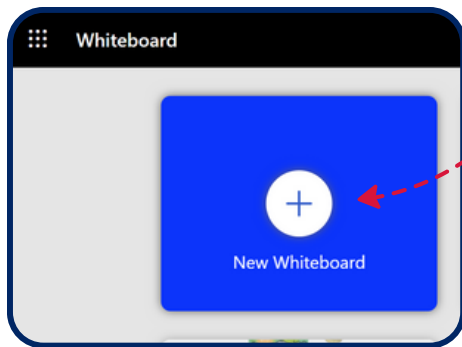
Access via the app

Click the Windows Ink Workspace button in the bottom right hand corner of your screen on the task bar and select Whiteboard.



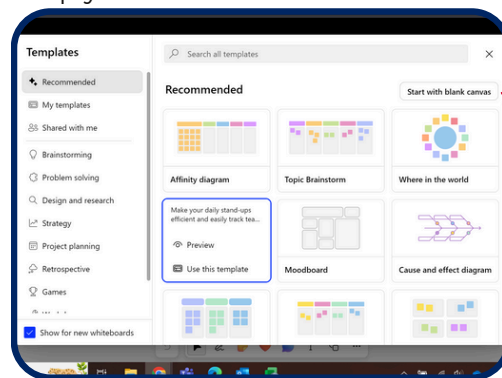
Creating a new whiteboard

To create a new whiteboard, click the blue button, New Whiteboard.



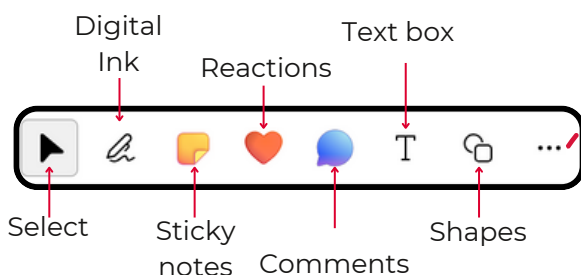
Templates

You may wish to choose from a range of pre-designed templates, create your own template or simply start with a blank canvas.



Features and Tools

At the bottom of the window there is a toolbar with some handy tools for whiteboarding.



You can also insert images, upload PowerPoint slide decks and PDF, embed videos and insert links.

