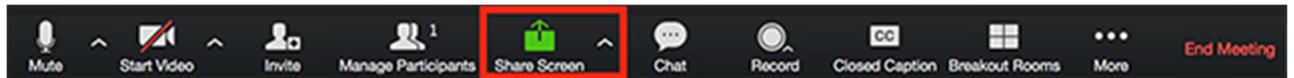


Creating and Sharing a Whiteboard

For Zoom Desktop App and Zoom Mobile App

We're all familiar with using a whiteboard or easel pad to capture ideas generated in our meetings. Zoom has an easy-to-use version of this for online meeting.

1. Click the **Share Screen** button located in your meeting tool bar.



2. Click the **Whiteboard** option.
3. Click **Share**.
4. The **annotation tools** will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.

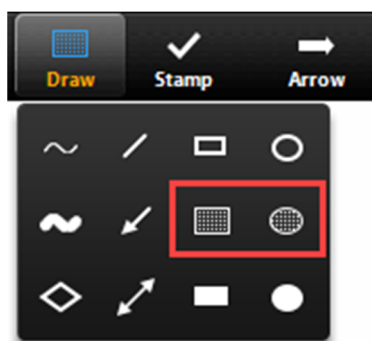
Here is the Annotation tool bar. It's pretty straightforward, but try all the controls to see what it can do::



Note: The **Select**, **Spotlight**, and **Save** options are only available if you started the **shared screen** or **whiteboard**.

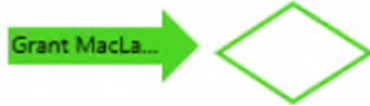
- **Mouse:** Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.
- **Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
- **Text:** Insert text.
- **Draw:** Insert lines, arrows, and shapes.

Note: To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.



- **Stamp:** Insert predefined icons like a check mark or star.
- **Spotlight / Arrow:** Turn your cursor into a spotlight or arrow.

- **Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
- **Arrow**: Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.



- **Eraser**: Click and drag to erase parts of your annotation.
- **Format**: Change the formatting options of annotations tools like color, line width, and font.
- **Undo**: Undo your latest annotation.
- **Redo**: Redo your latest annotation that you undid.
- **Clear**: Delete all annotations.
- **Save** (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot. The screenshot is saved to the [local recording](#) location.

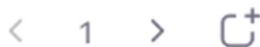
Annotation settings

If you started the [shared screen](#) or [whiteboard](#), click **More** in the screen share controls for these annotation settings:

- **Allow/Disable participants annotation**: Allow or prevent the participants from annotating on your shared screen.
- **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.



5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.



Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

6. When you are done, click **Stop Share**

