How to Get Started

1. Once you have joined the meeting, click on Share Screen in the bottom area of the Zoom interface.

2. Select the Whiteboard and click the Share button.

3. The whiteboard will open displaying the annotation tools.

4. To end your whiteboard session, click the Stop Share button in the top center area of your screen.

Annotation Tools

1. The Annotation Tool Bar can be moved by grabbing it with your cursor in the far right under the red close button.
2. **Select**
   This tool is only available if you started the whiteboard. Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.

3. **Text**
   This tool allows users to insert text.

4. **Draw**
   The Draw tool dropdown menu allows insertion of lines, arrows, and shapes.

   **Draw Tool Dropdown Menu**

   - **Thin line**
     Draw thin lines freehand.

   - **Highlighter**
     Highlight items on whiteboard.

   - **Parallelogram**
     Draw parallelogram shapes.

   - **Line**
     Draw straight lines.

   - **Arrow**
     Draw arrows.

   - **Double-headed Arrows**
     Draw double-headed arrows.

   - **Open Rectangle**
     Line-only rectangles and squares, no fill

   - **Semi-Transparent Rectangle**
     Rectangles and squares, semi-transparent fill

   - **Semi-Transparent Circle**
     Circles and ovals, semi-transparent fill
Using the Zoom Whiteboard

Solid-Fill Rectangle
rectangles and squares, solid fill

Open Circle
line only circles and ovals, no fill

Solid-Fill Circle
circles and ovals, solid fill

5. Stamp Tool
Insert predefined icons like a check mark or star.

6. Spotlight Tool
Turn your cursor into a spotlight or arrow.

Spotlight
This tool is only available if you started the shared screen or whiteboard. It 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
This tool displays a small arrow instead of your mouse cursor. 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.

7. Eraser
Click and drag to erase parts of your annotation.

8. Format
Change the formatting options of annotations tools like color, line width, and font.

Format Tool Dropdown Menu

Color picker
Choose a color for your annotation object.
NOTE: Select a color before creating a shape.
Using the Zoom Whiteboard

Line Width
Choose a line width for your annotation object.
NOTE: Select a line width before creating a shape.

Font
Choose a font size, weight and style.
NOTE: These changes can be made to text at any time.

9. Undo
Undo your latest annotation.

10. Redo
Redo your latest annotation that you undid.

11. Clear
Delete all annotations.

12. Save
(only available if you started the Whiteboard)
Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

13. Close
Closes the Annotation Tool Bar

Restoring the Annotation Tool Bar
   a. Move your mouse cursor to the very top of the screen
   b. A second toolbar will appear.
   c. Select the Whiteboard icon to restore the Annotation Tool Bar.