

# Microsoft Whiteboard for Enterprise

Stay connected with your colleagues from anywhere with the freeform infinite digital canvas.

## Navigate to board picker

View saved boards created by you or shared with you.

## Templates

Brainstorm ideas, solve problems, plan projects and organize tasks with more structure.

## Sticky note

A great way to organize thoughts, brainstorm, highlight topics, and collaborate.

## Ink beautification

Whiteboard helps to make hand-writing more legible.

## Ink grab images

Convert pictures of drawings to digital ink.

## Real-time collaboration

Colleagues can contribute ideas and more anywhere on the infinite canvas.

The screenshot displays a Microsoft Whiteboard interface for a 'Product Launch Meeting'. The board is organized into several sections:

- Tips for Effective Project Planning:** A list of four steps: 1. Set a clear objective, 2. Identify key deliverables and stakeholders, 3. Identify risks and dependencies, 4. Understand what's out of scope.
- Objectives:** A table with two columns: 'Objectives' and 'Assigned to'.

Back to School Campaign	Assigned to: Ari Anthony
Invitation for product launch	Assigned to: Gabriel
Exhibition Booth digital experience	Assigned to: Annie Sam
- Key Deliverables:** A table with two columns: 'Key Deliverables' and 'Assigned to'.

Demo content for Education Exhibition	Assigned to: Joshua
First-run experience	Assigned to: Bob
Onboarding Videos	Assigned to: Lee
- Agenda:** A list of items: 'With all stakeholders, create a roadmap to new product launch' and 'Type here...'. A handwritten note says 'New product Release Timeline'.
- New product Release Timeline:** A flowchart showing the process: KICK OFF (January) -> Research report (February) -> Product Design (March-April) -> Design Review (May) -> LAUNCH (Sept. 1st).
- Regional Sales Report:** A bar chart showing sales data for Q2. A handwritten note says 'Let's expand in Asia'.
- Follow ups:** A list of items: 'Brainstorm on product name' (checked), 'Clean up product roadmap', and 'Type here...'. A handwritten note asks 'Will this be enough time for the manufacturer?'.

The interface includes a top navigation bar with a back arrow, a board picker, and a settings menu. A bottom toolbar contains various drawing tools like pens, highlighters, eraser, and selection tools. A right sidebar shows a list of users and a settings icon.

## Settings

Customize your board background, as well as export your boards via email summary or to Teams.

## Invite

Search, invite others to collaborate, and manage their ability to read and write on the board.

## Insert Documents

Insert snapshots of PowerPoint, Word and PDF documents onto the canvas.

## Customize pens and add ink

Variety of pen shapes, thickness, and colors to keep everything organized.

## React to objects on the board

Colleagues can engage and collaborate using live reactions.

## Hyperlinks

Copying a hyperlink from a browser and pasting directly on the whiteboard can convert into a clickable preview of the URL.

## Insert images

Perform a Bing image search, use your camera, or upload local images to your board.

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To access the full functionality of Whiteboard's most feature-rich experiences, make sure you are opening the Whiteboard application on Windows 10 or iOS.

**Template**  
Whiteboard provides retrospective, brainstorming, sprint planning and many other templates. Create a template from the insert menu.

**Provide agenda**  
The titles, such as "Agenda", are editable. Double click or long press the text to edit it.

**Vote using reactions**  
Use sticky note reactions to vote on content. Tap or click on the sticky note grid to sort by reaction count.

**Color coding**  
Use sticky note colors to indicate who created them or to group content. Tap or click on the sticky note to change its color.

The screenshot displays the Microsoft Whiteboard interface for a "Q2 Marketing Strategy Brainstorming" session. The board is organized into several sections:

- Template:** A sticky note titled "The Four Rules Of Brainstorming" with a list of rules: 1. Focus on quantity, 2. No criticism, 3. Encourage wild ideas, 4. Combine and improve ideas.
- Agenda:** A sticky note titled "Agenda" with a list of tasks: "Create sticky notes for your teams Q2 goals and ideas", "Discuss top priority items", and "Type here...".
- Sticky Note Grid:** A 4x4 grid of sticky notes with various ideas and reactions (thumbs up icons with counts):
  - Video Production: 4 Youtube videos -how to -customer reviews -new products
  - Email marketing: Mother's Day e-mail blast, 20% off
  - Update website headers to match branding: ASAP
  - Influencers to reach out to: @law\_andre, @blah\_blank, @gurufoods
  - Add new products to site for launch: Launch MAY 18!
  - Social Media Q2 focus: -Spring -happiness -mothers
  - GIFs for Mother's Day
  - Embed new Youtube links
  - Sponsored ads on: 5-7 different ads released bi-weekly
  - Create slide show timelapse of new products
  - Figure out new call out buttons
  - Photoshoot of new products! (with handwritten note: "schedule for 05/14")
- Teams:** A list of team members and their roles:
  - Digital Marketing: Gabriel, Sam, Aijjal
  - Content Designers: Andre, Anila, Anna
  - UX/UI Design: Hannah, Bob, Xiangge
- Email Summary:** A sidebar panel showing an email summary for "Q2 Marketing Strategy" sent to xiangtao@me.com. It includes the agenda, contributors (Hannah Haynes, Andre Lawson, Ana Bowman), and follow-up tasks.

The interface also features a top navigation bar with user avatars, a menu icon, and a bottom toolbar with drawing tools like pens, eraser, lasso, and text.

# Microsoft Whiteboard for Enterprise

Whiteboard on Teams allows you to collaborate real-time with your virtual meeting.

## Starting a new Whiteboard in Teams

Within your Teams call, you can simply start a new Whiteboard with just a few clicks.

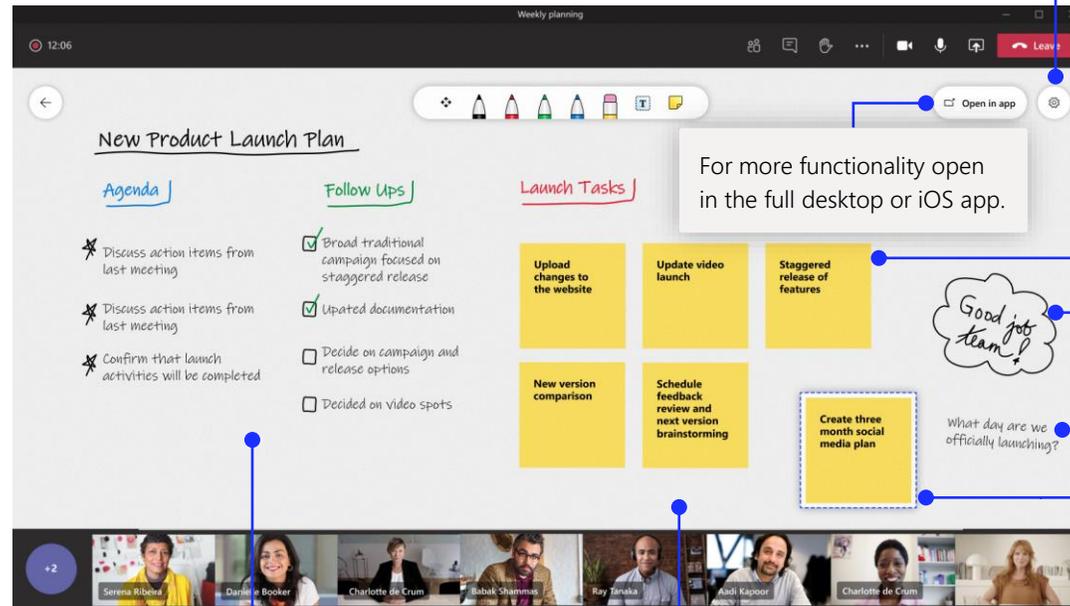


### Step 2

Click on the Whiteboard logo to begin a shared board within your Teams call.

## Using Whiteboard with your team

Collaborate real-time with your colleagues using sticky notes, text, and inking.



### Step 3

Click on the Whiteboard logo to begin a shared board within your Teams call.

### Setting

Export the board to an image and more.

### Sticky Notes

Sticky notes let you quickly add ideas and feedback to the canvas, especially if you're using a device without a digital pen.

### Ink

Ink with different colors using pen, finger, or mouse.

### Text

Text objects are a great way to add structure to the canvas.

### Select and Move

You can move and re-order objects when organizing ideas, tasks or other content on the canvas.

### Real-time collaboration

Colleagues can contribute ideas and move around the infinite canvas.

### Zoom and pan

Canvas is infinite. Zoom in and out or move the canvas.

# Microsoft Whiteboard for Enterprise

## Whiteboard lives in our secure cloud

All the whiteboards you create or are invited to are automatically saved to the cloud and accessible in the board picker across all your devices and the web seamlessly. Create, share, join, export, and title boards from one, easy-to-navigate location.

### Invite others to board

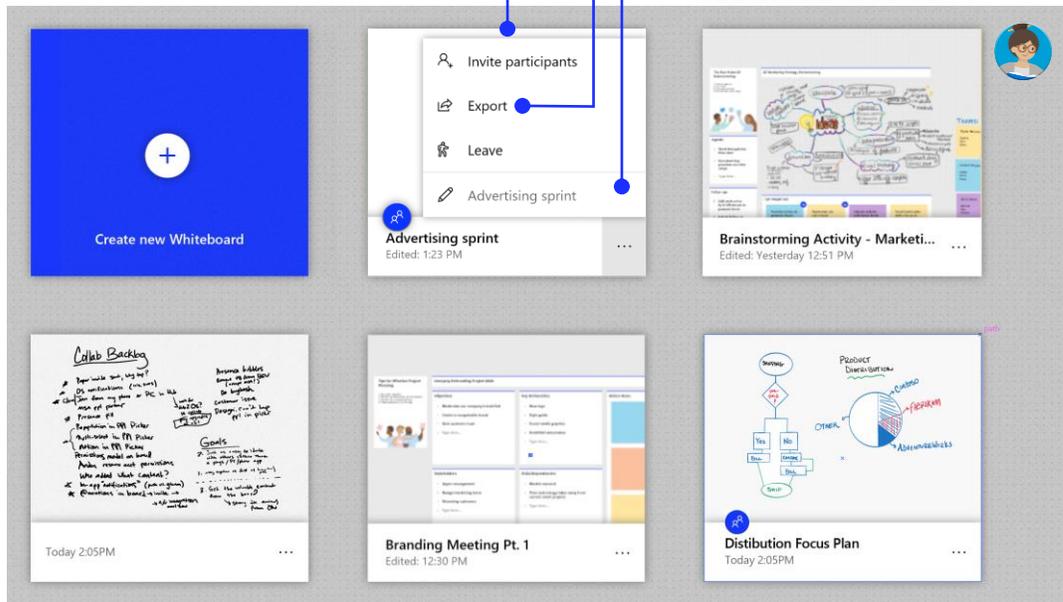
Invite and add participants to your boards.

### Export board

Export the board to an image and more.

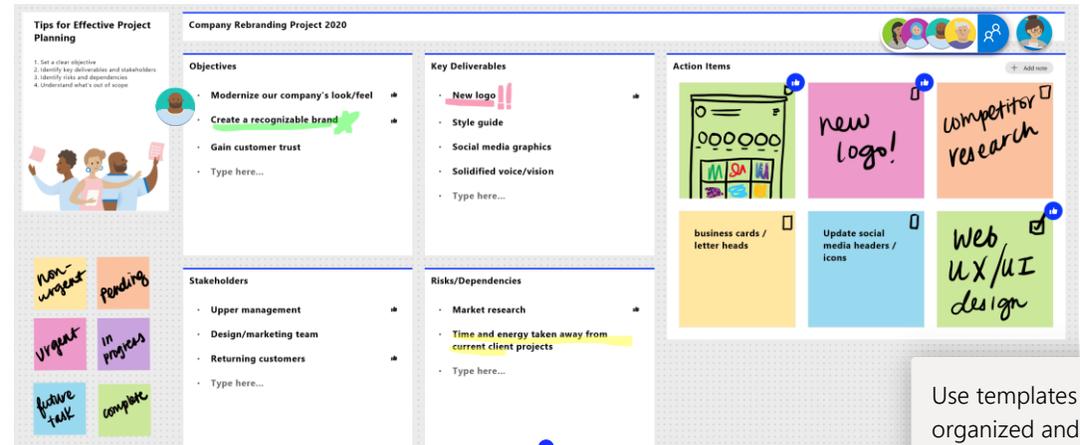
### Title a board

Personalize the title of your boards.



## Project planning

Stay organized throughout each week with templates designed for effective meetings!



Use templates to stay organized and check off task items as you go.

## Sprint meeting

A popular template that teams use to stay organized on deliverables!

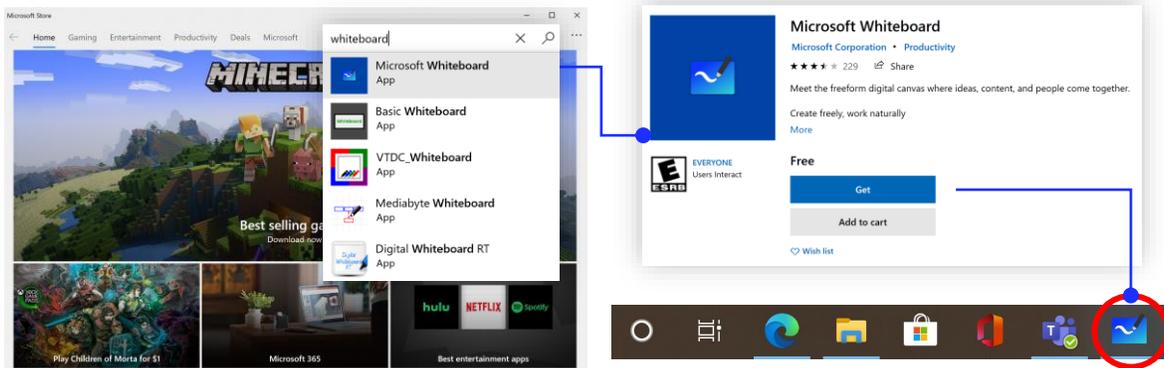


# Microsoft Whiteboard for Enterprise

## Add Whiteboard to your computer

Whiteboard is available for download in the Microsoft Store on Windows 10, and on the App Store for iPhone and iPad.

Win10 download

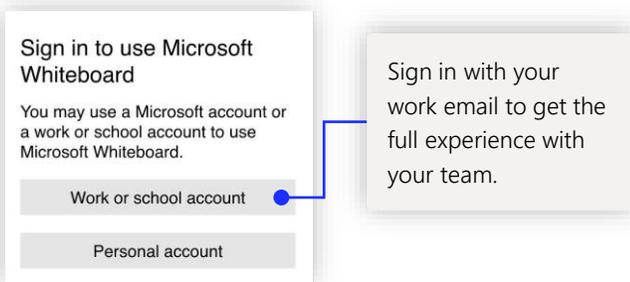


iOS download



## Enterprise sign-in

See our [support page](#) for how-to guidance to get started with Whiteboard for your organization.



## Next steps with Microsoft Whiteboard

Remote work has become a new norm. Here are some helpful links to articles with how-to guidance for working in [Teams](#).

For additional support on Microsoft Whiteboard, please see the helpful support articles below:

- Microsoft Whiteboard [help](#)
- Enable Microsoft Whiteboard for your [organization](#)
- Whiteboard in a [Teams meeting](#) with our [new features](#)
- Enable Microsoft Whiteboard on [Surface Hub](#)

## Get other quick start guides

Visit our [YouTube page](#) or our [website](#) to find out more ways you can use Whiteboard.

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