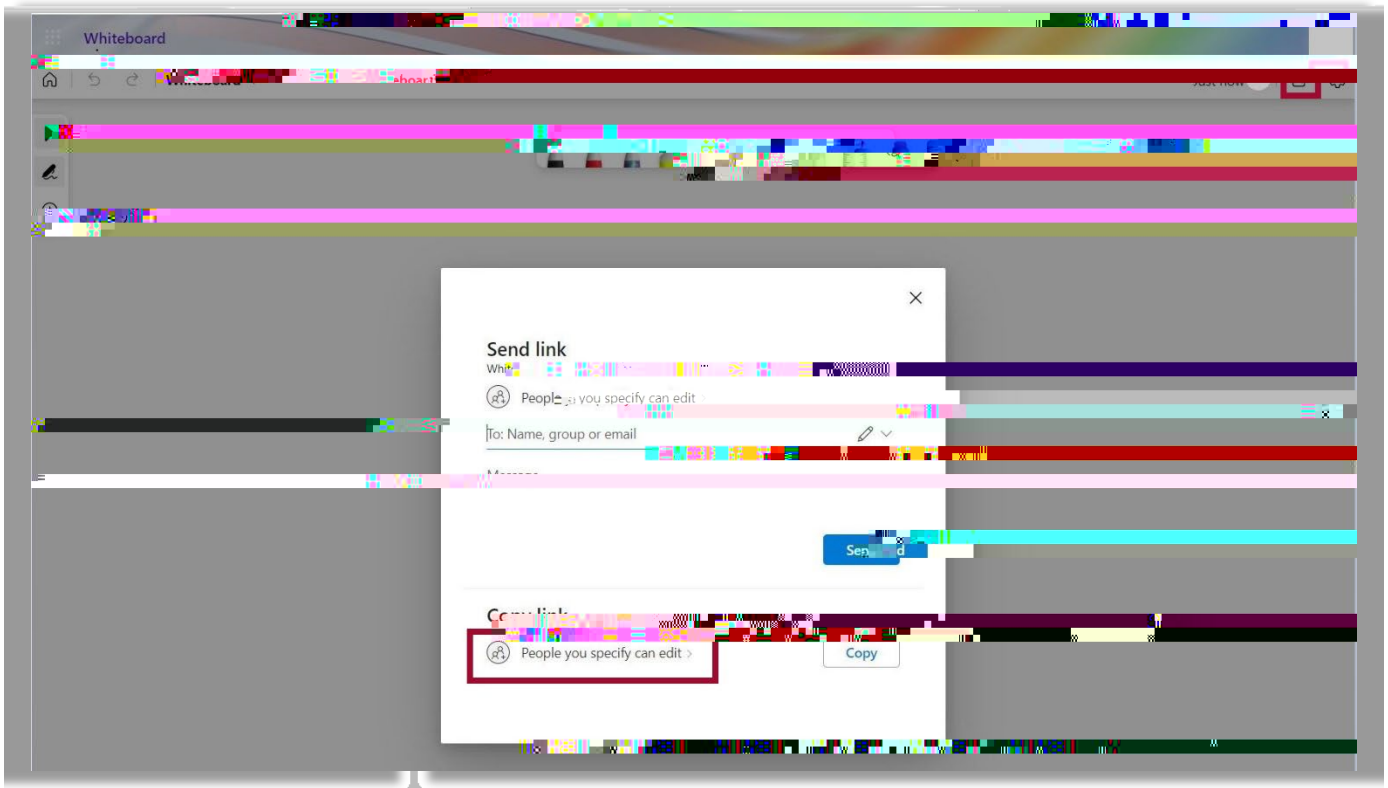




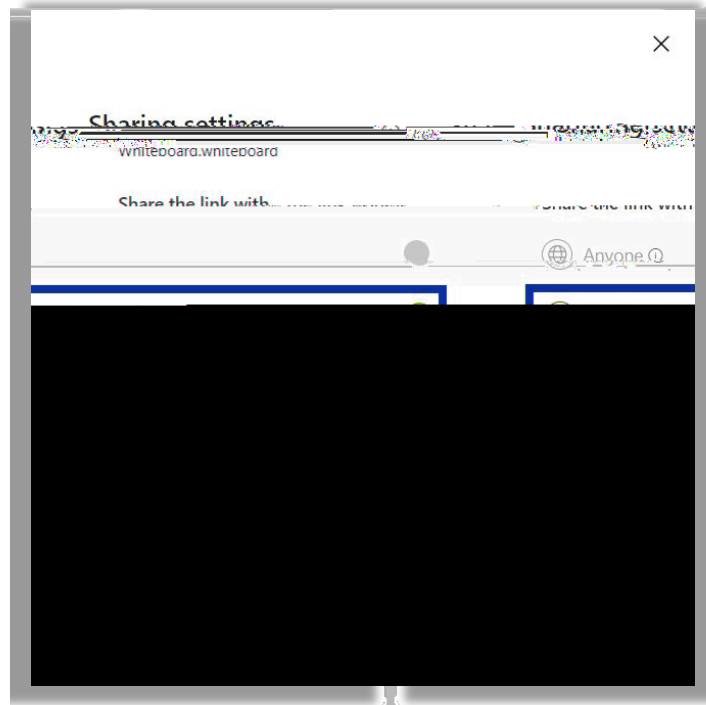
3. The Whiteboard app will have a red border indicating it is being shared through Teams. Click New Whiteboard to open the whiteboard area.



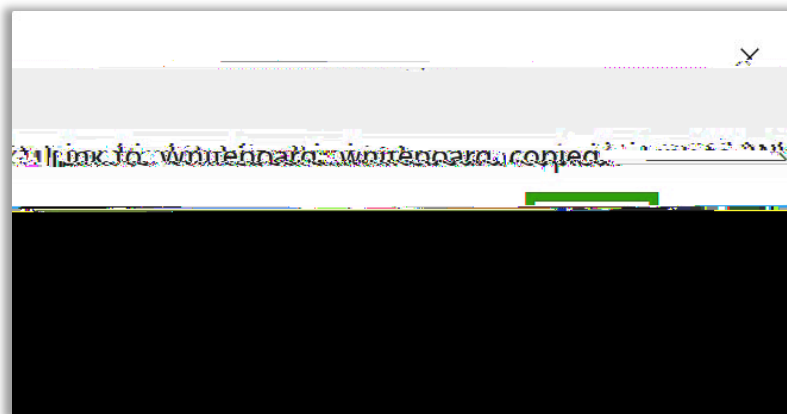
4. By default, the whiteboard is only available for the presenter to edit. To change the settings to allow collaboration, click the Share button on the Whiteboard window, then from the dialog box, select People you specify can edit



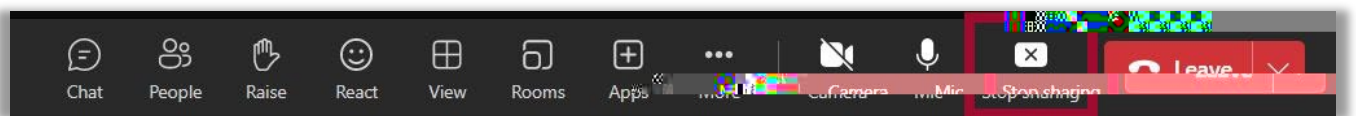
- Next, from Sharing settings, select People in Valdosta State University will allow students access to collaborate on the Whiteboard. Click Apply



- After the Shared settings are applied, click Copy the link to the shared Whiteboard. Next, share the link with participants by pasting it in the Teams meeting Chat.



- Click Stop Sharing on the Teams meeting toolbar to stop sharing the whiteboard.



For more information or assistance, call ~~2245~~