

**Whiteboard will only appear when three or more people are in the meeting. Currently only internal meeting participants can draw, sketch and write together on a shared digital canvas. External meeting participants aren't able to interact with the Whiteboard at this time.**

**Available on Windows 7 and 10 and on a Mac.**

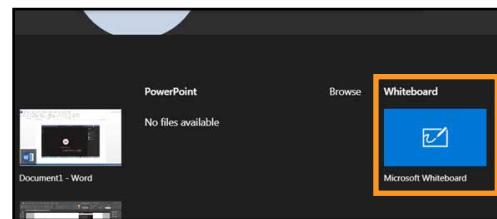
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## Get Started

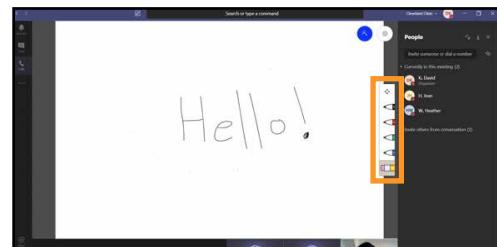
1. After joining a Teams meeting, click the **Share** icon in the share tray of that meeting.



2. In the **Whiteboard** section, click **Microsoft Whiteboard**.



3. Once the Whiteboard canvas is started, ink on it by clicking the **Pen** icon, select a color, and then begin to draw, sketch, or write on the board.



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## What Else to Know

- Sharing a Whiteboard during a recorded meeting won't record the Whiteboard portion as this function isn't currently available.
- Once the meeting ends, the Whiteboard is available to all participants via the meeting chat in a tab labeled Whiteboard.