

Is There a Whiteboard in Microsoft Teams?



Yes, there is. But not many users are aware there's a built-in whiteboard in Microsoft Teams they can use to sketch their ideas on. This is because users need to meet certain requirements to be able to use the whiteboard.



The whiteboard is available only for users within your organization.



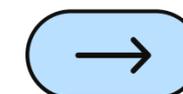
The feature is available only for Teams meetings and calls with at least three participants. You need to use Windows 10, macOS, or the web version of Teams to launch the whiteboard.



How to Open the Microsoft Teams Whiteboard

Method 1

On the Meeting status screen, click on the meeting chat.
Then click on the Whiteboard tab.
Feel free to use the pens to write down your ideas.



How to Open the Microsoft Teams Whiteboard

Method 2

1. Alternatively, you can also click on Open Share Tray. Then select the whiteboard icon located in the lower right corner of the screen.

2. You'll then be asked if you want to present or collaborate. If you select the *Present whiteboard option*, only you can edit the whiteboard. But you can change these settings later and allow other participants to edit the whiteboard as well.

3. If you select the *Collaborate option*, all the attendees will be able to edit it.

4. The toolbar and pens are available across the top of the screen. You can select one of the pens and start writing on the canvas with your mouse. Or you can click on the Text box and type your ideas on the whiteboard using your keyboard. You can then use the pens to underline your text.



