
How To Enable Microsoft Whiteboard For Office 365

the whiteboard app has five different styles to choose from. if you are interested in the shapes and filled shapes styles, you need to download the pen and pencil themes respectively. open the pen theme and click edit themes. you can then click use to apply the downloaded theme. the pen tool in whiteboard makes it easy to draw on the board and get quick updates on your progress. when using the surface pen, users can easily hold down the surface pen for a more precise drawing or adjustment with its eraser tool. the whiteboard app also supports the surface 3 and surface book "2 in 1." to start drawing, choose a pen from the edit tools menu and tap the surface pen button. the icon for the stylus changes from a pen to a brush and the tips are labeled. the surface pen features a pressure-sensing system that makes it sensitive to light touch and pen pressure. pen input isn't only for drawing - you can also draw using the surface pen to input text. one issue is that whiteboard will default to a small canvas (just about 3 by 4 inches) if no space is available on the screen. this isn't an issue when using a surface device, but it's an issue on the web. one of the main use cases for office whiteboard is to give presentations. as such, it comes with a sketch deck and supports powerpoint. unlike powerpoint keynote, whiteboard does not include text editing, sound, or animations. to view the sketch deck, open the tools menu, and then click open sketch deck. whiteboard supports clipping and saving the sketches to your onedrive for business, which then includes an option to be sent as a pdf file in your microsoft email. once you save the sketch, it will be displayed in the canvas. if you want to adjust the sketches, tap edit and click the pencil icon. when you're done editing, tap pencil and use to update the sketches. if you want to use the built-in pen to draw lines on the board, slide the pen up or down to adjust the line thickness. you can also add and save the "lines" and "filled shapes" templates. to open the filled shapes template, click the plus icon on the board and then click create your first shape. a set of predefined shapes are included in the template.

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read-only mode and collaboration mode gives you the flexibility you need to collaborate while presenting, without requiring members of your audience to participate. with a read-only whiteboard, meeting participants can discuss questions and comments without introducing unwanted changes to the board. and with a collaboration mode whiteboard, all meeting participants can view the whiteboard and provide their input while someone else is presenting. in a read-only whiteboard, a presenter can view the board in their browser, which means they can easily edit the board or add annotations without anyone seeing those changes. in a collaboration mode whiteboard, a presenter can drag and drop annotations into place or use touch gestures to add or edit existing items. to assist with collaboration, the meeting organizer can save selected items in the whiteboard's history so they can be reviewed later. whiteboard in teams is completely hosted on the microsoft whiteboard server. it works with remote participants viewing the board, and local participants viewing the board in the browser or using an office application or windows client. whiteboards are synchronized across all devices, so the meeting organizer can share the board with remote participants across devices. by default, whiteboard is available in the standalone browser, windows and mac apps, and tablet devices. these whiteboards are synchronized across all devices. you're free to use a local copy in your office apps, for instance to annotate and review content in an existing presentation before a meeting. however, using a local copy is usually a good way to go, rather than presenting whiteboards in meetings. 5ec8ef588b

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