WHITEBOARD

OVERVIEW

The whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can annotate on.

PREREQUISITES

Zoom desktop client for Windows version 3.5.19597.0626 or higher
• Zoom desktop client for Mac version 3.5.24604.0824 or higher
• Zoom desktop client for Linux version 2.0.123086.0330 or higher
• Zoom mobile app for iPad version 2.5.34521.1207 or higher
• Zoom mobile app for Android version 3.6.17038.1226 or higher

SHARING A WHITEBOARD

• Click the Share Screen button located in your meeting tool bar.

  ![Share Screen Button]

• User Click Whiteboard.

  ![Whiteboard Button]

• Click Share.

• The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them.
• Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

![Page controls](image)

• **Note**: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

• When you are done, click **Stop Share**.

![Zoom interface](image)

**MULTIPLE WHITEBOARDS IN A MEETING**

If you have simultaneous screen sharing on, multiple participants will be able to share a whiteboard at once. However, to see two whiteboards at once, or your own whiteboard and another participant's, you will need to have **dual monitors** enabled.

For assistance with **Zoom** contact Academic Innovation:
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