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Feel in control * Get better looking results * Feel less frustrated * Get it done right * Save money

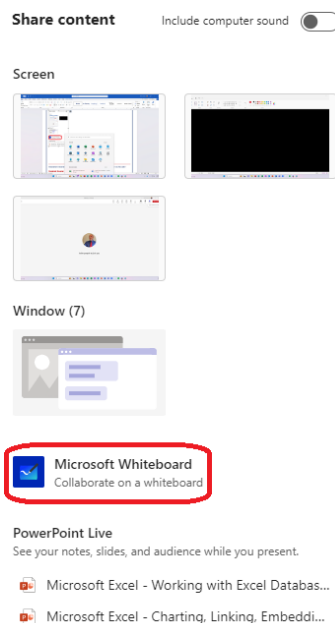
Learn more at LaunchTraining.com or call 781-395-9565.

Launch Tip of the Month July 2023

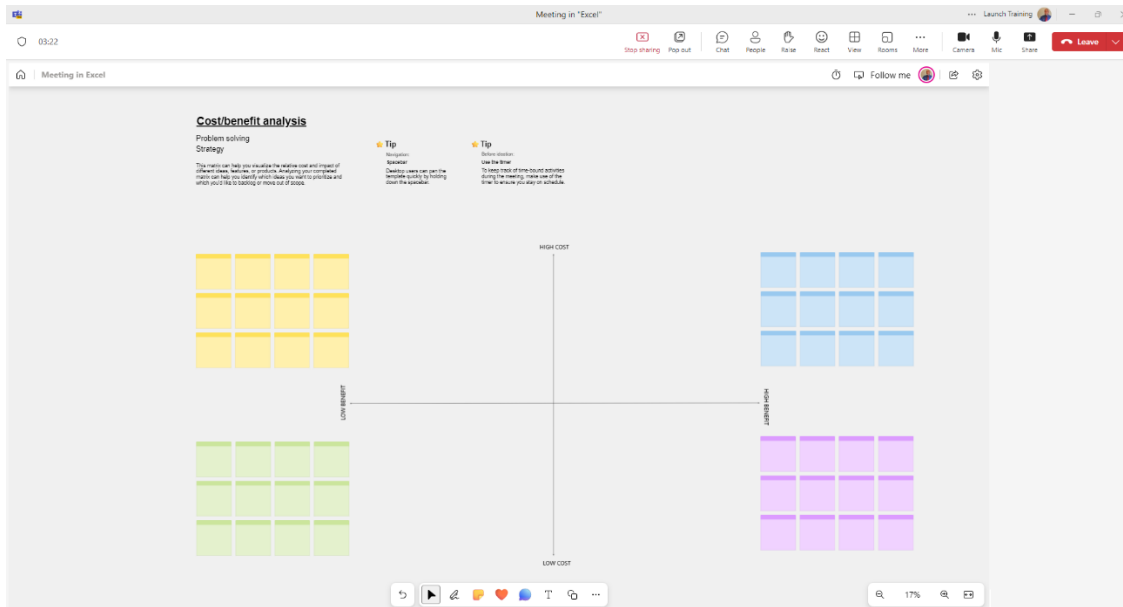
Microsoft Teams has made it possible to hold meetings in our homes instead of the office. But perhaps you miss the whiteboard at your office. It was a great tool for collaborating and presenting ideas visually. The good news is we now have access to something even better – Microsoft Whiteboard. It's an endless canvas with built-in tools that make it easy to brainstorm, solve problems, strategize, plan projects, learn, and so much more. And Microsoft has integrated it into Teams! To access Microsoft Whiteboard in a Teams meeting, click the Share icon.



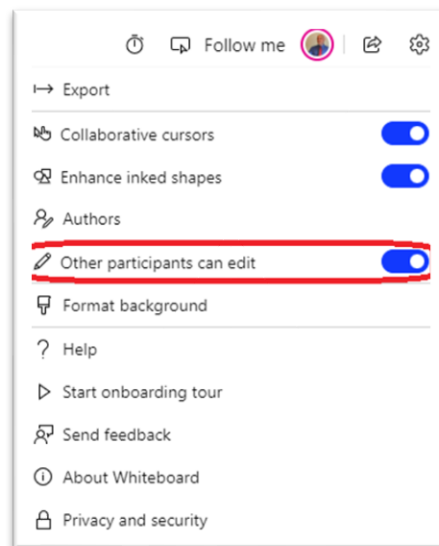
The Share content pane appears and displays screens, windows, PowerPoint presentations and a link to Microsoft Whiteboard.



We can now access all of the tools and templates Microsoft Whiteboard has to offer including this Cost/Benefit template.



Meeting participants can contribute ideas at the same time by co-authoring. When you finish collaborating, simply click the gear icon to access Settings and turn off the Other participants can edit option. Now the whiteboard is read-only but can still be accessed by participants after the meeting!



Interested in learning more about Microsoft Whiteboard? Schedule a class at your location or via the web!

Featured Course: Microsoft Whiteboard: Getting Started with Microsoft Whiteboard

90 Minutes

- What is Whiteboard and how might you use it?
- Where can you access and use Microsoft Whiteboard?
- Adding content
 - Inserting documents
 - Inserting videos
 - Inserting links
 - Inserting reactions
 - Adding shapes
 - Drawing on an image
 - Handwriting on the screen
 - Adding images to the whiteboard
 - Modifying notes
 - Using notes and note grids
 - Adding and modifying text
 - Using templates
- Using tools
 - Accessing Select, Inking, and Create tools
 - Accessing Profile, Share and Settings
 - Using the Eraser tool
 - Using and modifying Pens
 - Using the Ruler tool
 - Using the Lasso Select tool
- Naming a whiteboard
- Saving a whiteboard
- Accessing your whiteboards
- Clearing the canvas
- Panning
- Zooming
- Moving from tool to tool and object to object
- Things you can do to a picture
- Locking an image to the background
- Using Alignment Guides/Object Snapping
- Working with Settings
- Exporting content
- Using collaborative cursors
- Using enhanced inked shapes
- Formatting the background
- Making whiteboards read-only
- Saving time with keyboard shortcuts
- Continue working after a meeting
- Deleting a whiteboard

Visit <https://www.launchtraining.com/outlines> to view all of our class outlines.