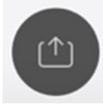


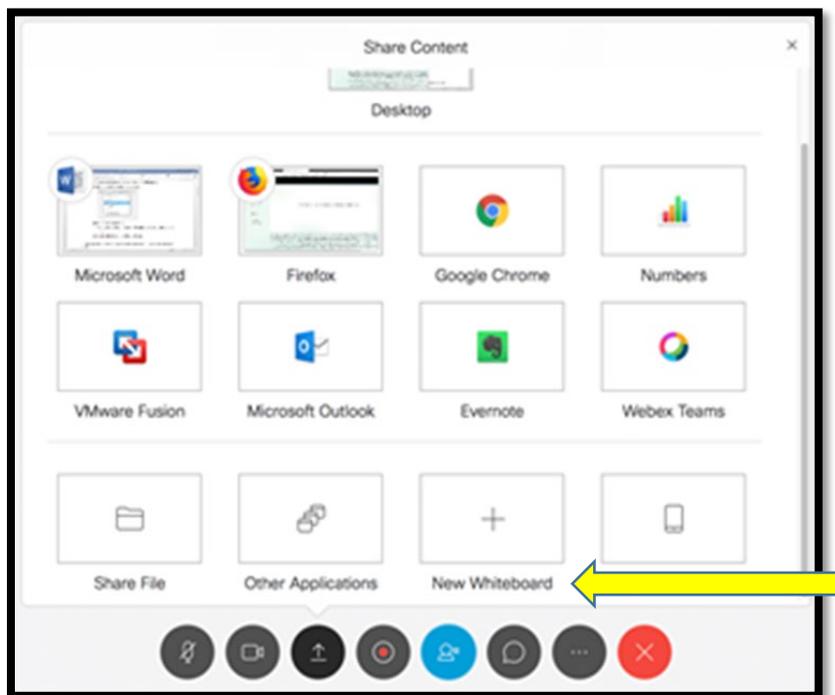
INTRODUCTION:

All WebEx users can use the Whiteboard tool in meetings and events. The Whiteboard tool allows the presenter to draw, add text and add shapes to the screen share or on a blank whiteboard. Whiteboards can be saved for future reference.

Using the Whiteboard Tool

STEP-BY-STEP INSTRUCTIONS:

1. Once the WebEx Meeting has started, click the share button  then click **New Whiteboard** (scroll down to find **New Whiteboard**)

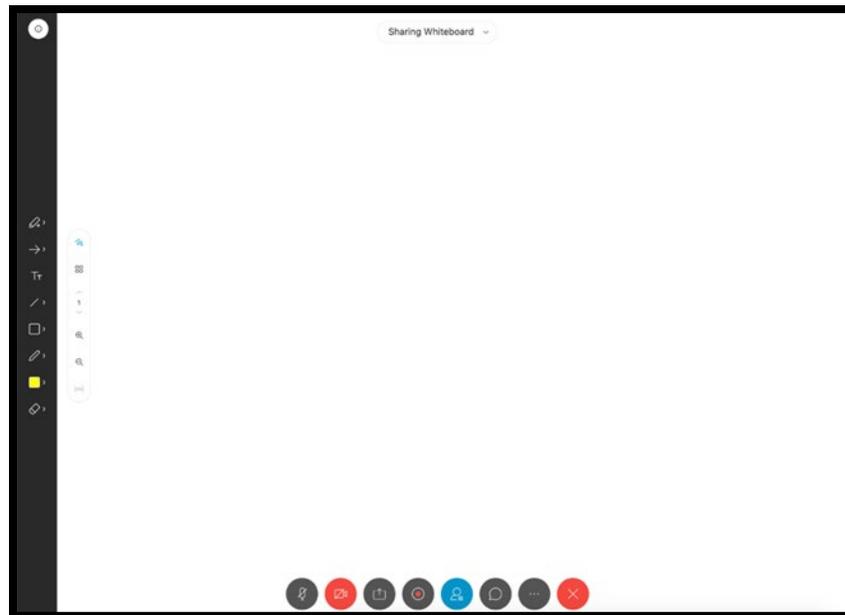


2. Within a WebEx Event, the host can also open the Whiteboard tool by clicking on the “Share” menu tab so attendees can view.



For additional concerns or questions, please call the ITS Helpdesk at 229.500.4357

2. Once you open the Whiteboard using one of above options you will see a screen as shown below.



3. The whiteboard menu has many options. They are described below:



Allow Annotation: Presenter-only - click on this option to either allow or disallow participants to use annotations in the Whiteboard.

NOTE: The host/presenter will always have access to the annotations. By default, participants will not be able to write anything in the whiteboard.



Arrow Pointer: Select this option to display an arrow pointer which participants can move around the whiteboard. When a participant clicks this menu option, an arrow will display the participant's name at that position.

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c.



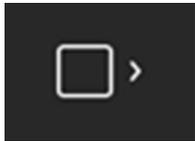
Text Tool: Select this button to type text.

d.



Line: Select this tool to draw a line on the whiteboard.

e.



Shape: This tool gives you the ability to draw shapes like squares and rectangles of any size on the whiteboard.

f.



Pen Tool: You can draw on the white using the pen tool.

g.



Annotation Color: Select the color for annotations you create.

h.



Eraser: Erase any unnecessary material on whiteboard.

NOTE: On the whiteboard, if you have typed something, the backspace and delete keys won't delete the text. Use the eraser tool to complete this function.

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4. Create additional Whiteboards by repeating step 1. Cycle between whiteboards by clicking **Sharing Whiteboard** and selecting another whiteboard.
 - a. When finished, select the drop down arrow to save or exit to return to the meeting window.

