

Step-by-step instructions
on how to use:

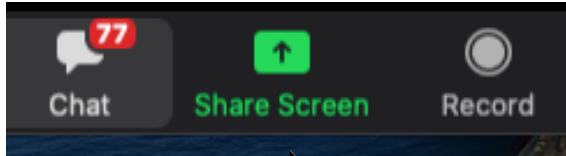
Zoom whiteboard and annotate features



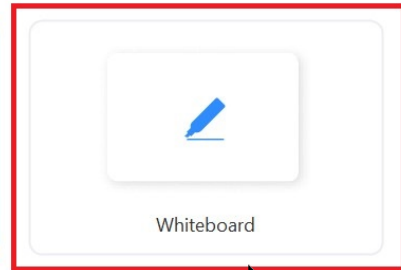
Raney Linck, DNP, RN

*Note: Before meeting starts, ensure that **annotation is enabled under settings** in Zoom.*

LEADER: Step by Step



1



2



Share

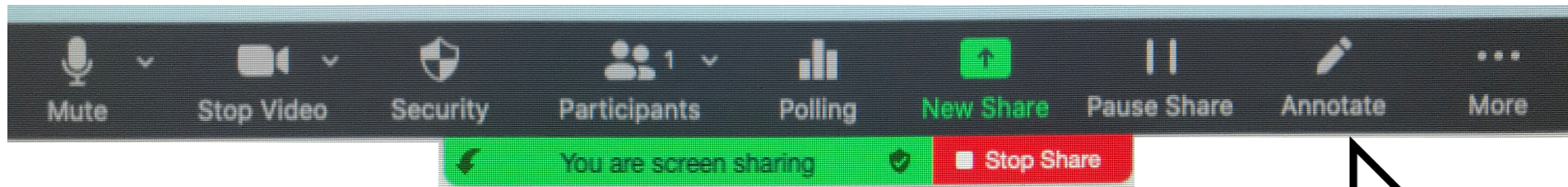


Click on:

1. share screen

2. whiteboard, *(or any screen you prefer)*
then share

3. annotate



3



Don't see
annotate button?

Instead click
MORE button

then **“annotate”**
will be on
dropdown menu

STUDENT: Step by step

1. Find green button that shows screen sharing.

Don't see this button? Move cursor to top of screen then it should appear...

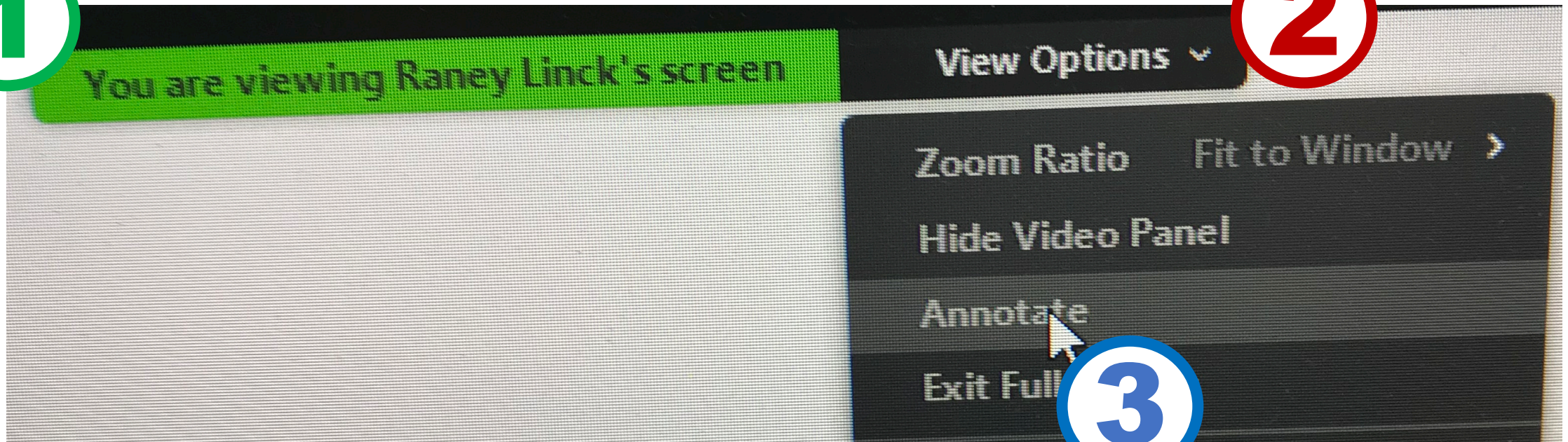
2. Click “view options” button (immediately to the right).

3. Click “annotate” on dropdown menu.

1

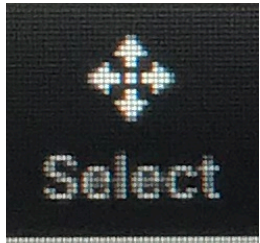
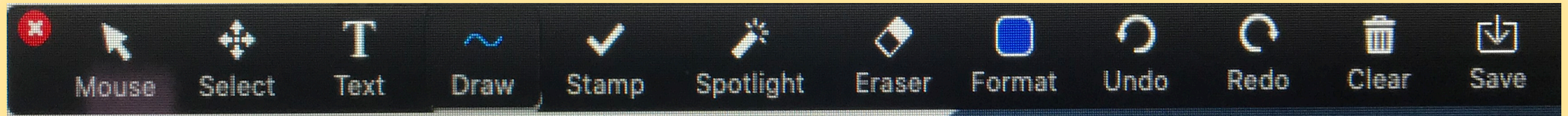
2

3



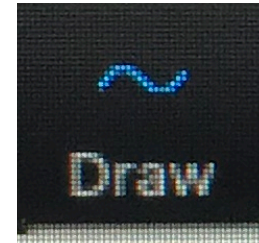
4

Then this tool bar will appear...



Select (only leader has this):

- essential to move student entries so board is organized



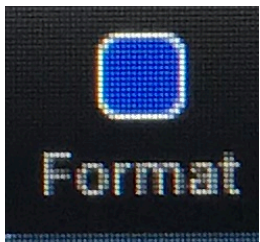
Draw:

- straight lines or curved lines
- shapes

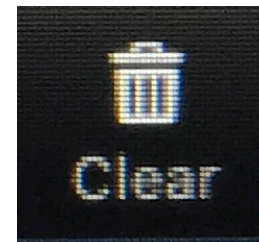


Text:

- student must click outside text box for it to appear to all.



- color
- text size
- bold/italic
- line size



Clear:

- all drawing
- just yours or just students