



# Using Whiteboards in Skype

Effective Date: 9/9/2020

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## Whiteboard, Poll, and Q & A Sessions

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A whiteboard is a blank page that you can use to work together with other meeting participants by being able to type notes, draw, or import images. While working from Home, there has been an interest in the use of Whiteboard during SKYPE or Teams meetings.

Currently Whiteboard is not available in our Government Tenant through Teams, Microsoft is planning for a release in Quarter 4 of 2020 or Quarter 1 of 2021.

## To access the Whiteboard in Skype

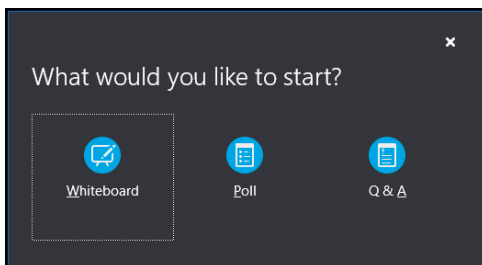
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To access the Whiteboard in SKYPE:

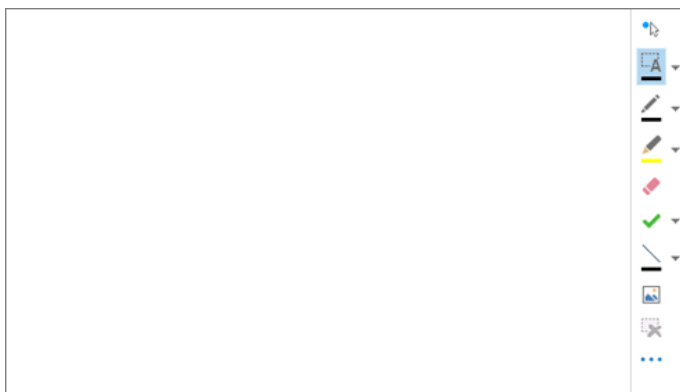
1. Once you are in your SKYPE meeting.
2. In the conversation window click on the **Present** icon, then select **More**, from the menu.



3. Select **Whiteboard**



4. A whiteboard opens on the meeting stage on everyone's screen.



5. The annotation tool set opens automatically on the right side of the whiteboard.

6. Click any of the tools annotate on the whiteboard, such as the pointer tool, pen, highlighter, eraser.

The whiteboard closes automatically if you switch to another presenting option but will be available if you want to open it later in the meeting. Just click **Present > Manage Content** to access the whiteboard again.

## Use the Annotation Tools

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Use the tools along the side of the whiteboard to visually focus on the page or brainstorm with the participants. Many people can work on the whiteboard at the same time, but each tool can be used only by one person at a time.



- **Laser Pointer** A virtual laser pointer. Click and drag the pointer across the page. A blue circle appears in the meeting indicating your name.
- **Select and Type** Selects an area to type. You can change font, size, and color by clicking the arrow next to the **Select and Type** to open the menu.
- **Pen** Draws freehand. Click and start writing or drawing in black, or click the down arrow next to the button, and then select another color.
- **Highlighter** Highlights a specific area of the current slide.
- **Eraser** Removes specific annotation you choose.
- **Stamp** Inserts a stamp on the page: Arrow, Check, or X. Choose an option from the menu, then click on the whiteboard to stamp.
- **Shape** Draws shapes such as lines, arrows, and squares. Click the down arrow next to the button to select another shape or color.
- **Insert Picture** Inserts an image on the slide from your computer.
- **Delete Selected Annotations** Removes the annotations that you have selected.
- **More Options** Provides options to select the annotation, undo, redo, copy, cut, paste, paste as image, Save As, and Send to OneNote.

## Move or Delete Drawings

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You can select, then move or delete any of the drawings on the whiteboard.

### Move objects

1. Click the **Select and Type** button, and then click one or multiple drawings that you want to move. A selection rectangle appears around the selected objects.
2. Drag the rectangle to a new position.

**Note:** For typed text, point to the bar at the top of the text box before you begin dragging it.

### Delete an object

1. Click the **Select and Type** button, and then select the drawing that you want to delete.
2. Press Delete on your keyboard.

## Who Added or Changed Content

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To see who added or changed content on the whiteboard, do one of the following:

- For non-text items on the whiteboard, hold the mouse pointer over the drawing to see “Created by” and “Last modified by” information.
- For text, point at the text, and then hold the mouse over the solid rectangle that appears above the text when you point at it.

## Manage your Whiteboard

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1. Click the **Present** button, and then click **Manage Content**.
2. Click the Permissions menu, and then choose who can download the whiteboard
3. Click the **Present** button, and then click **Manage Content**.
4. Click the **Permissions** menu, and then choose who can download the whiteboard to their computer:
  - **Organizer** Only the person who scheduled the meeting can download.
  - **Presenters** Any of the presenters in the meeting can download.
  - **Everyone** Anyone in the meeting can download.
5. Click the **More** button, and then choose an option: Save As, send to OneNote, or Rename.

## To Create a Poll

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1. Start with an active Skype for Business video-call or meeting/webinar.

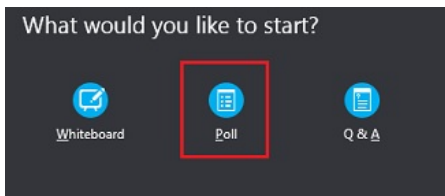
*(You can enter the online meeting to prepare polls in advance of the meeting, before other*

participants join, or during the meeting).

2. In the conversation window, click the **Present** icon and select **More...**



3. Select **Poll**.



4. Type a **Poll Name**, **Question**, and the answer **Choices**.

### Create a Poll

Poll name:

Preferred Device

Question:

What type of device do you use for Skype for Business meetings?

Choices:

Windows PC

Mac

iPad

Android tablet

iPhone

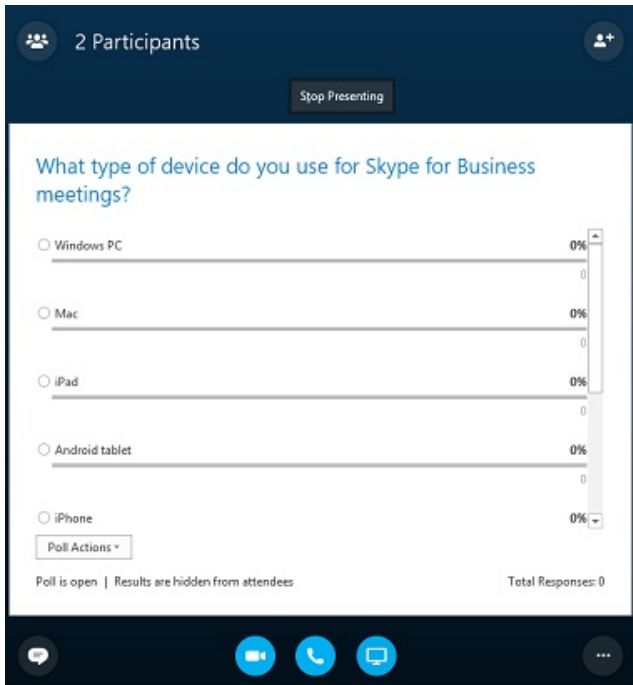
Android Phone

Other

Create

Cancel

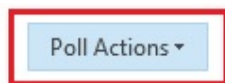
5. Click **Create** - the poll is shared on the presentation stage in the meeting. If your audience is present, and no-one else is presenting, all participants will immediately see the presentation. If someone is already presenting, you will get the option to share now or to save for sharing later.



6. If you wish to prepare a poll for sharing later, click **Stop Presenting**.

*The poll will be saved in the Presentable Content under the **Present** icon, ready for you to share.*

7. To control the Poll, click **Poll Actions**.




Poll is open | Results are hidden from attendees

8. Select:
  - Poll is Closed to close voting on the Poll.
  - Results are Shown to everyone to show your attendees the results of the Poll.
  - Save the Poll results to save the results for use after the meeting is closed.
9. To return to your presentation, click **Present Now** on the presentation in your Presentable Content.

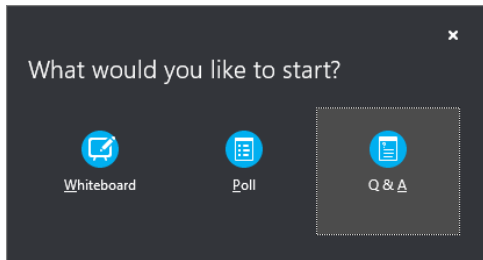
## To Start the Q&A Session

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Any of the presenters in a meeting can start the Q&A session and reply to questions. If you are attending a meeting and are not a presenter, see [Participate in the Q&A session as an attendee](#).

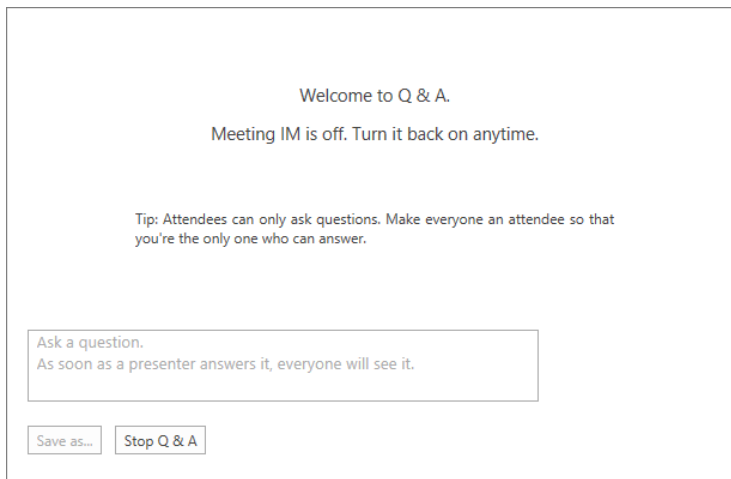
1. In the meeting window, click the **Present Content** button .

2. Click **More**, and then click **Q&A**.

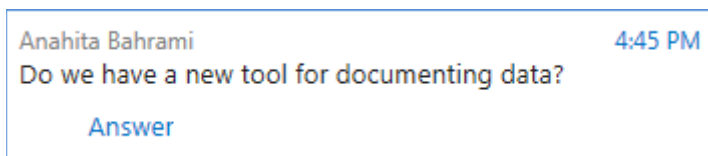


If there is no other content presented, the content stage opens and displays the Q&A session for all participants. If other content is active, the **Q&A** tab displays as a new tab next to the **Presentation** tab at the bottom of the Q&A window.

The meeting IM is automatically turned off until you stop the Q&A session.



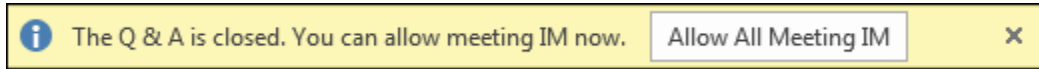
3. When a question is submitted, any of the presenters can click **Answer** and type a reply. Then press Enter on the keyboard to post the answer.



If you are presenting content when a question is submitted, you will see a notification about the new question. You can click the **Q&A** tab at any time to answer the question, and then go back to **Presentation** tab to continue your presentation.

4. If you start typing an answer and change your mind, click **Cancel** to answer later, or for another presenter to pick up the question.
5. When a question has been asked, you will see an **All** tab and an **Unanswered** tab at the top of the Q&A window. Click the **Unanswered** tab to filter for the questions that have not been answered yet.

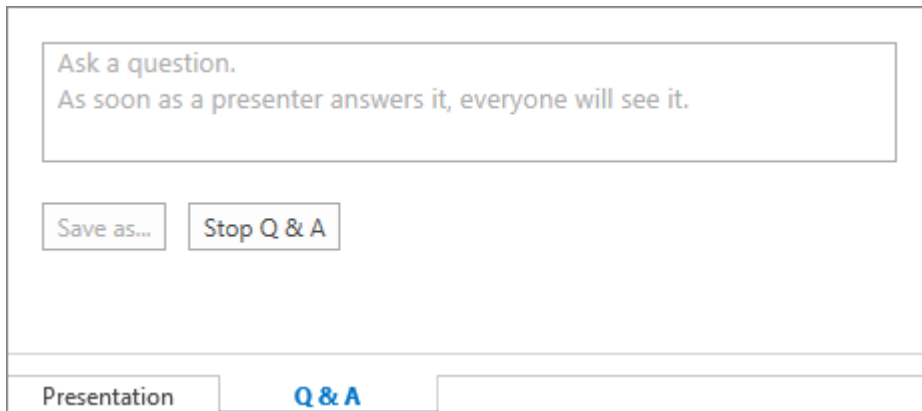
- At the end of the session, click **Stop Q&A**. When Skype for Business asks if you want to enable IM, click **Allow All Meeting IM**, or click **X** on the notification if you want to keep the IM off.



- If you want a record of the Q&A session, click **Save As**, type a name, and save the file on your computer. Q&A is saved in Notepad and contains the questions, answers, time stamps and the names of attendees and presenters who participated.

### Participate in the Q&A session as an attendee

When the Q&A session is shared by a presenter, all the meeting attendees can view and ask questions. Keep in mind that you can switch between the **Q&A** and **Presentation** tabs at any time during the meeting.



- Type a question in the **Ask a question** box.
- When the question is answered, you will see the response below your question.
- If you only want to see your questions, click the **My Questions** tab.
- To have a local copy of the questions and answers, click **Save as**, and select a location on your computer.