How to Use Whiteboard During Breakout Sessions

1. Once you have joined the breakout session you will be able to use the whiteboard function. Click New Whiteboard (Figure 1).

   ![Figure 1](image1.png)

2. The whiteboard will then open. To write text onto the whiteboard click the T icon and then click on the square icon to select the color of your font. You can now click on the whiteboard and begin typing text (Figure 2).

   ![Figure 2](image2.png)
3. To make drawings on the whiteboard click on the **pen icon** and then click the **square icon** to select the color you would like to draw in (Figure 3)

4. To draw using a thicker drawing tool click on **drop-down arrow** next to the pen icon and click on the pen icon in the square which appears under the initial pen icon (Figure 4)
5. To undo your actions click **Edit** on the top toolbar menu and click **Undo** (Figure 5)

![Figure 5]

6. To use the eraser, click on the **eraser icon** and then bring the eraser cursor to the structures you would like to erase and then click (Figure 6)

![Figure 6]
7. To draw/insert squares, circles, crosses and check marks click the circle icon and then drag the cursor to the whiteboard to begin drawing the circles (Figure 7). To change the shape, click on the drop-down arrow next to the circle and the other shapes will appear. Click on the shape you would like to draw with (Figure 8)

![Figure 7]

![Figure 8]

8. To draw lines click on the slash (/) icon and then bring your cursor to the whiteboard to draw the line (Figure 9). To draw arrow lines instead click on the drop-down arrow next to the slash icon and select the double headed arrow or single headed arrow (Figure 10)

![Figure 9]

![Figure 10]
How to Request Presenters to Share Completed Whiteboards During Breakout Sessions

1. After ending the breakout session, you can share the whiteboards from the breakout sessions with all the participants. Click **Breakout** on the top toolbar (Figure 11)

![Figure 11](image1.png)

2. Click **Share Breakout Session Content** (Figure 12)

![Figure 12](image2.png)
3. A new pop-up window will open. Click on the **name of the breakout session** that contains the whiteboard you would like to share with your participants. Click **OK** (Figure 13).

![Share Breakout Session Content](image1.png)

**Figure 13**

4. The presenter of that breakout session will receive a pop-up window informing them of your request to share their whiteboard. Direct the presenters to check the **square icon** next to the name of the whiteboard and click **OK** (Figure 14). The whiteboard will then appear in the main session.

![Share Breakout Session Content](image2.png)

**Figure 14**
How to Save & Download Whiteboards from Breakout Sessions

1. Keep the whiteboard view open. On the top toolbar click **File** and then click **Save As** (Figure 15)

![Figure 15](image15.png)

2. Click **Document** (Figure 16)

![Figure 16](image16.png)
3. A pop-up window will open. Click on the **Save as type: drop-down menu** and select **pdf** and click **save** (Figure 17)