

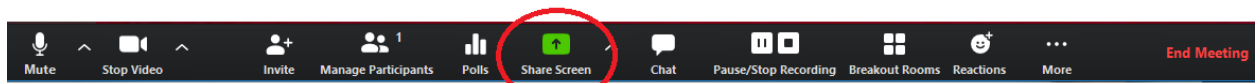
## USING WHITEBOARDS

If your class requires you to physically write on a whiteboard for teaching, you have a couple options with Zoom. If you have a physical whiteboard available, you can just set up a normal Lecture pointing your computer's webcam at your physical whiteboard. We find that it works well if the camera is less than 6 feet away.

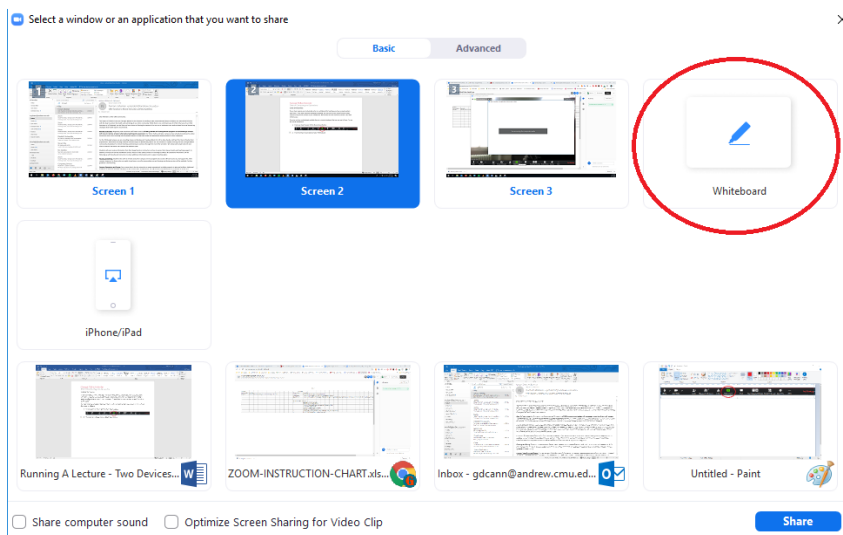
An alternative setup to a whiteboard we find works well is to setup an external webcam in conjunction with a flexible desk mount. This setup can be used as a document camera over a notepad or pointed at a physical whiteboard. The usability is high and readability for the students is great as well. Our office can help you obtain the webcam and mount for these setups.

If you do not have a whiteboard available there is a virtual whiteboard that you can use in Zoom. To use the virtual whiteboard:

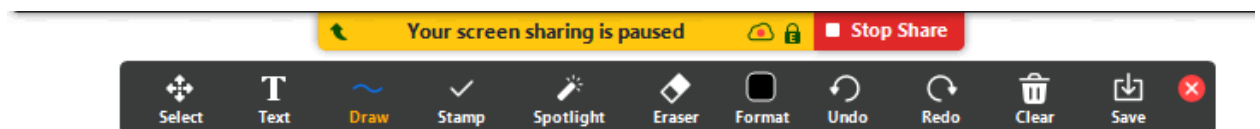
1. From your Zoom Session hit the Share Screen Button.



2. From the Share Screen Options Select "Whiteboard" and then hit Share.



3. This will create and share a blank whiteboard that you can use to write on. There are various options along the top depending on what you are trying to show on the board. Select one and you can use your mouse or touchscreen to draw in the white space.



- 4.
5. When you are done with the whiteboard and want to go back to the camera view you can hit the Stop Share button along the top of the screen.

**Carnegie Mellon University**  
Dietrich Computing and Operations

If you have any questions or issues please email [hsshhelp@andrew.cmu.edu](mailto:hsshhelp@andrew.cmu.edu) or call 412-268-5136.