Microsoft

Getting to know

Microsoft Whiteboard

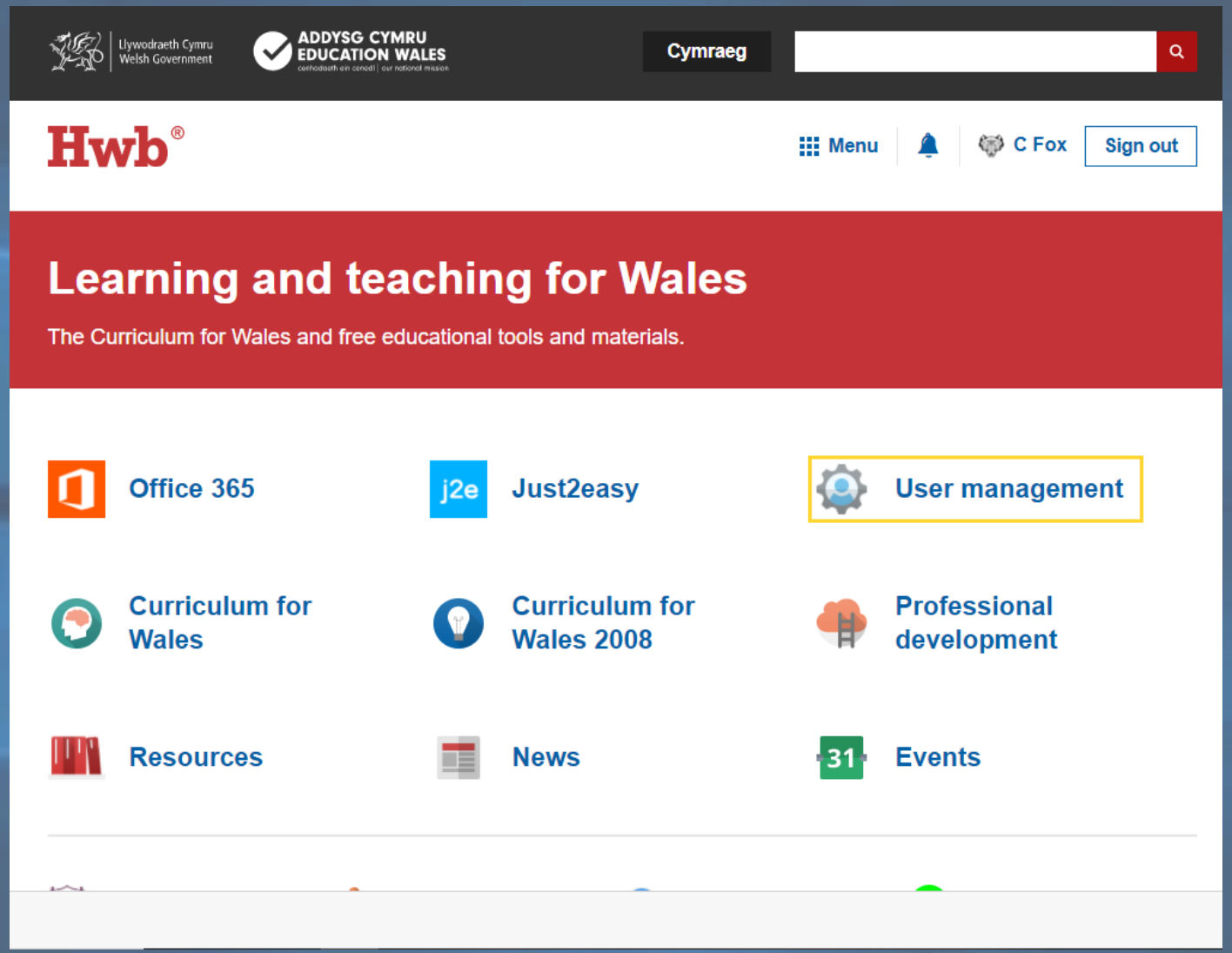


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

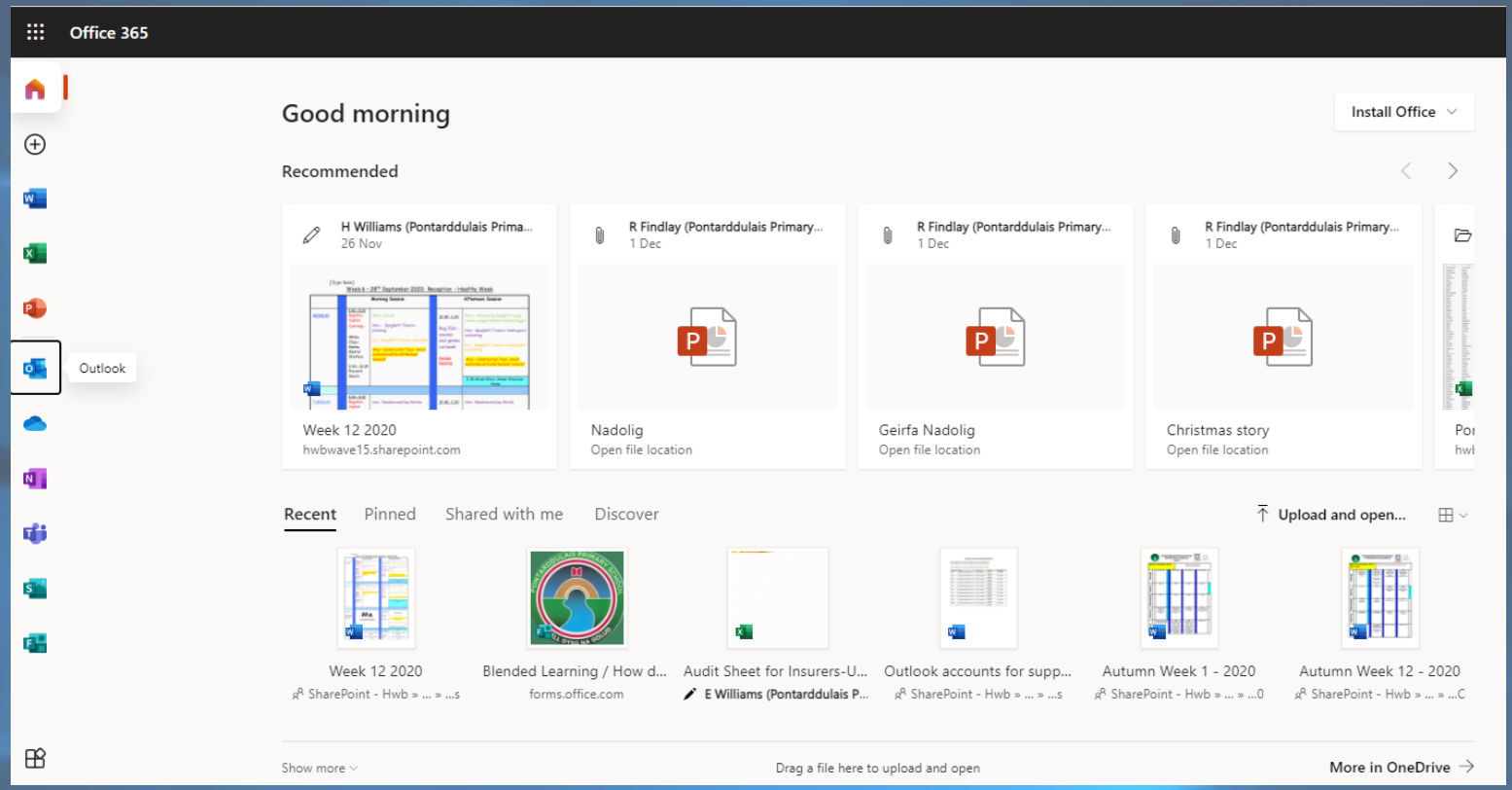
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

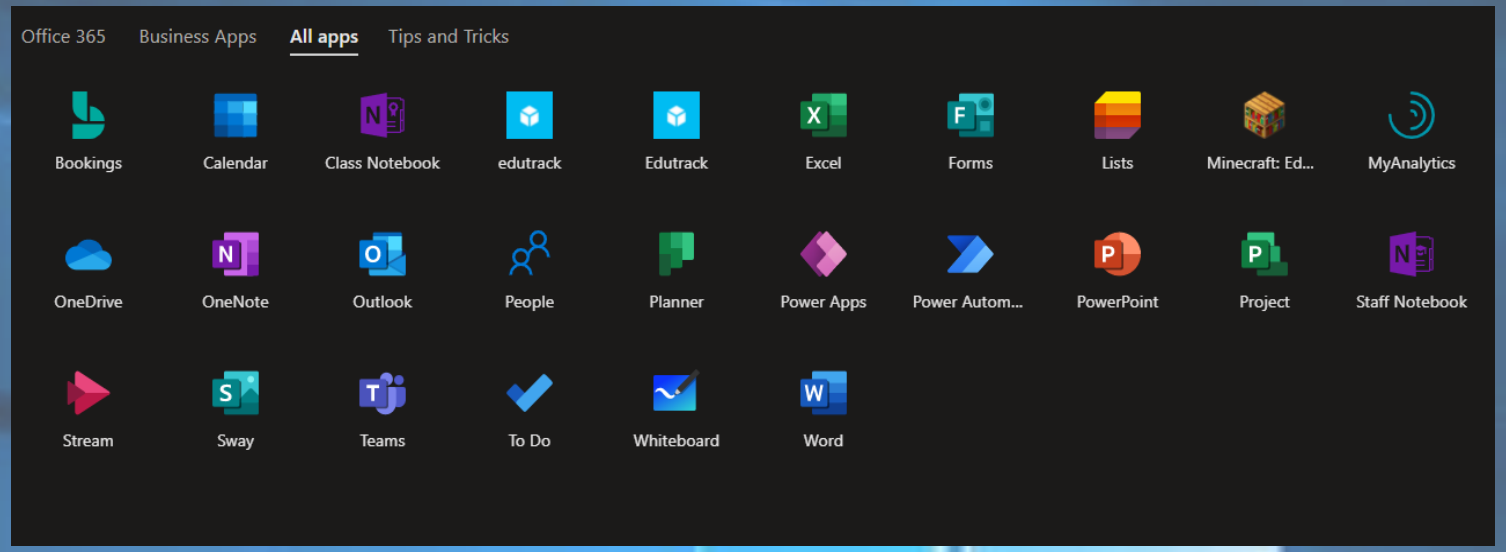
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



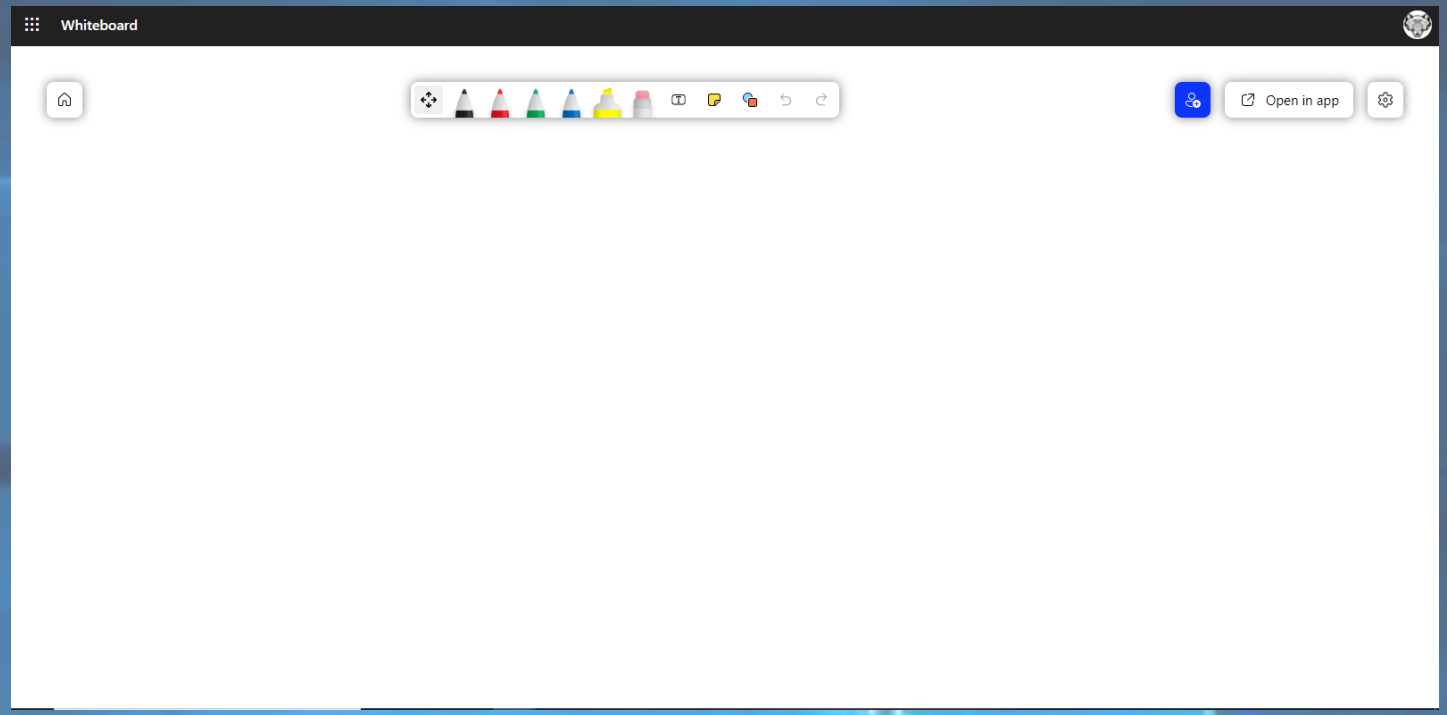
More Appening

Click on the boxes below the pre-set icons to view all apps and select Whiteboard



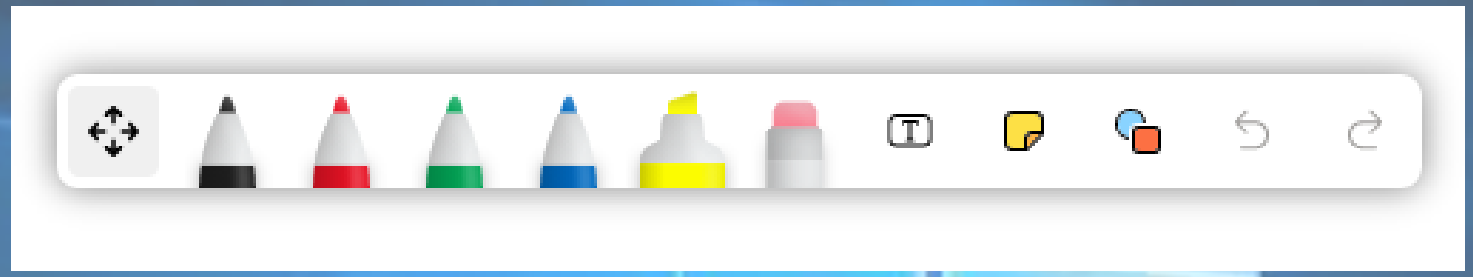
A Blank Board

When you start, select create new, or open one you have already created to access the whiteboard.



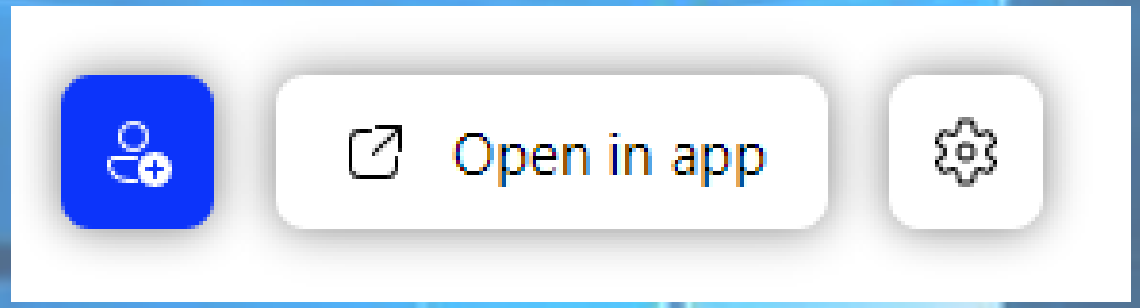
Tools of the Trade

Whiteboard give you four pens, a highlighter, eraser, text boxes, postit notes, shaped lines and the ability to move an object.



More Options

You have other options in the top right, such as sharing your whiteboard, and exporting it as an mage. You also have a home button to take you back to the initial screen with all saved whiteboards.



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