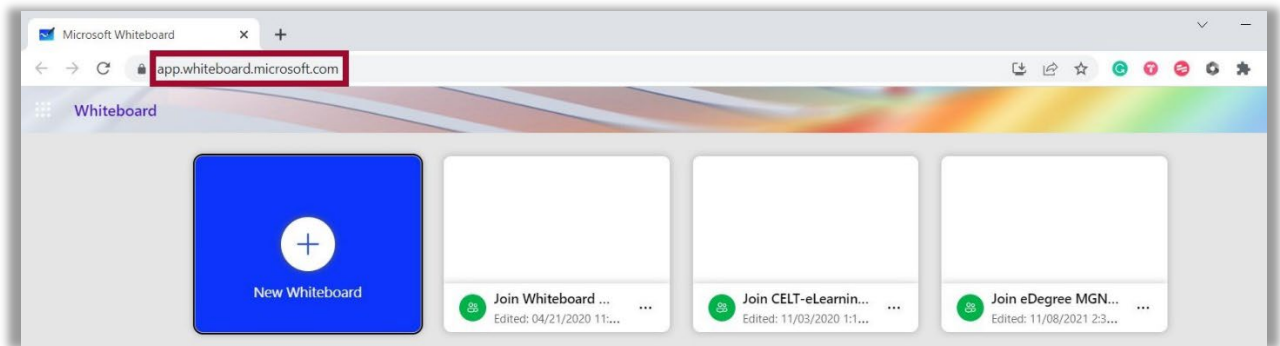


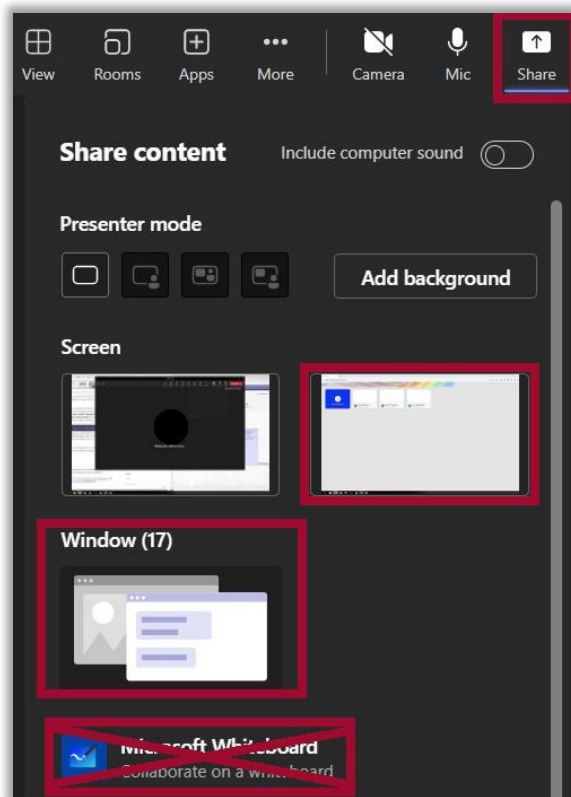
# How to Capture the Whiteboard in a Teams Meeting Recording

Currently the shared Microsoft Whiteboard integrated into the Teams app is **NOT** recorded during a meeting. Use the steps listed below as a workaround for recording the Whiteboard.

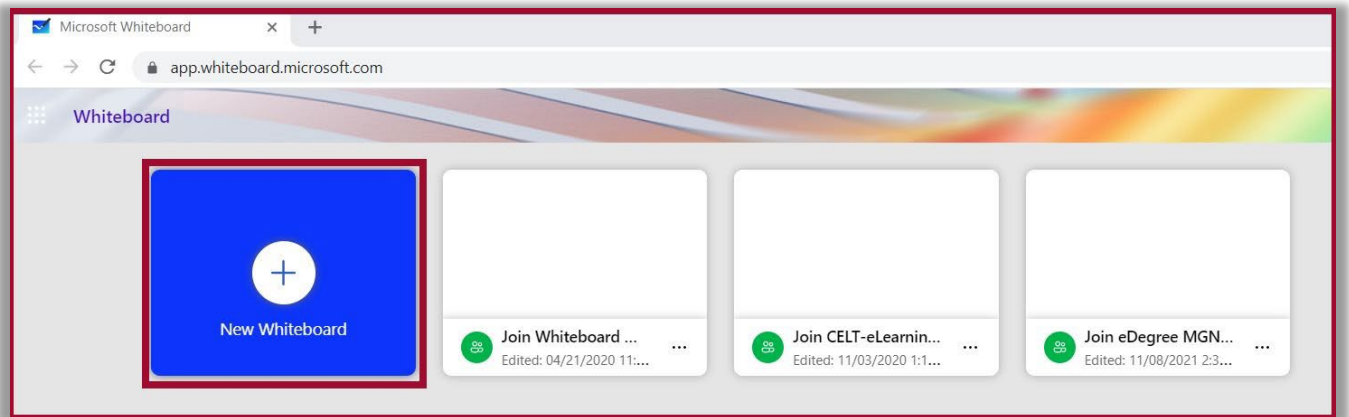
1. Open the Whiteboard app in a web browser by going to <https://whiteboard.microsoft.com>. If you are not logged into your MyVSU Office 365 account, you will be prompted to sign in. The Whiteboard app will open in a new window.



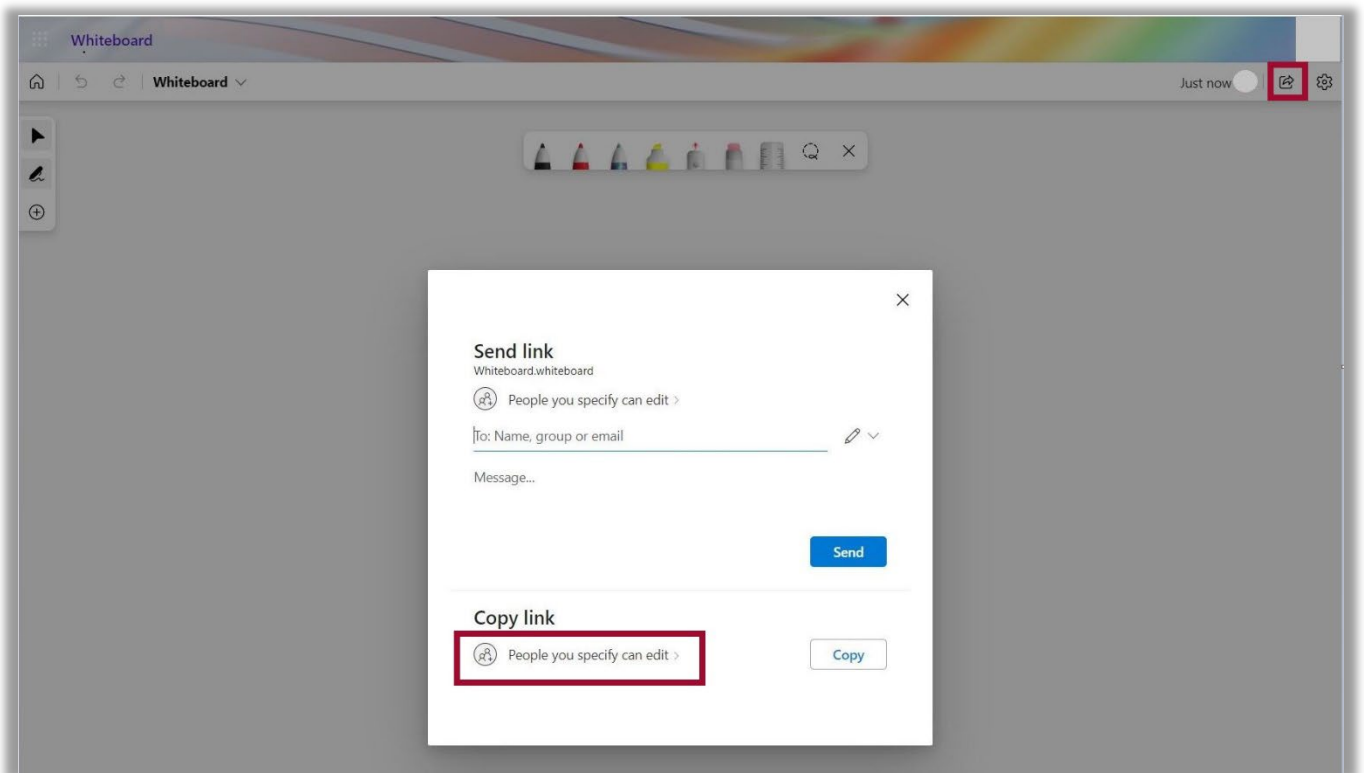
2. From your Teams meeting, click on the **Share** button, then select either the **Screen** or **Window** to choose the web browser containing the Whiteboard app. **Note:** If you want to record the Whiteboard, do **NOT** select Microsoft Whiteboard.



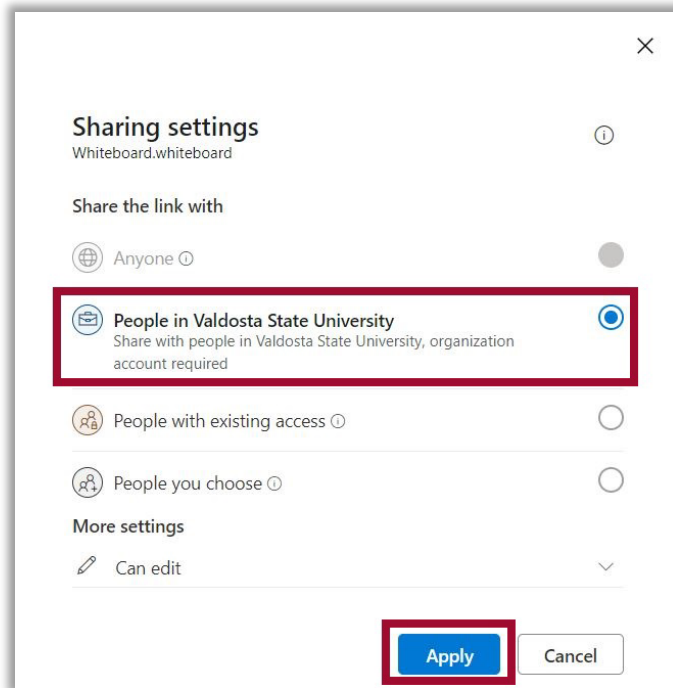
3. The Whiteboard app will have a red border indicating it is being shared through Teams. Click **New Whiteboard** to open the whiteboard area.



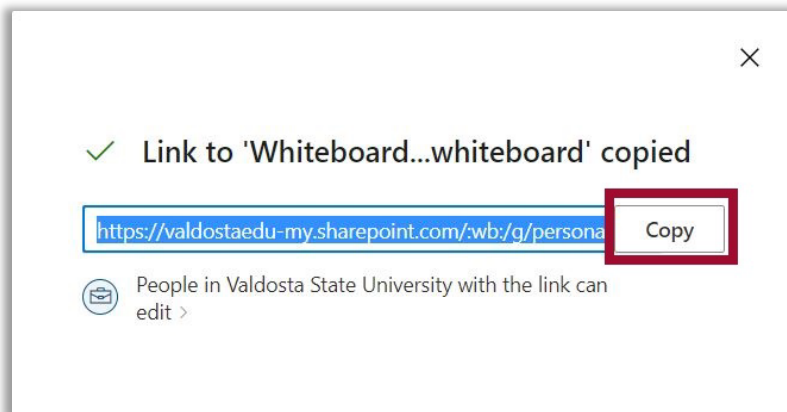
4. By default, the whiteboard is only available for the presenter to edit. To change the settings to allow collaboration, click the **Share** button on the Whiteboard window, then from the dialog box, select **People you specify can edit**.



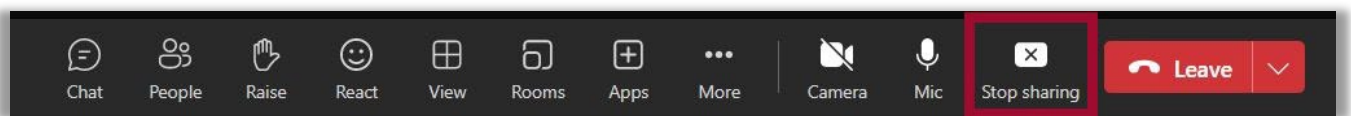
5. Next, from Sharing settings, select **People in Valdosta State University**. This will allow students access to collaborate on the Whiteboard. Click **Apply**.



6. After the Shared settings are applied, click **Copy** to copy the link to the shared Whiteboard. Next, share the link with participants by pasting it in the Teams meeting Chat.



7. Click Stop Sharing on the Teams meeting toolbar to stop sharing the whiteboard.



For more information or assistance, call 229-245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu).  
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

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