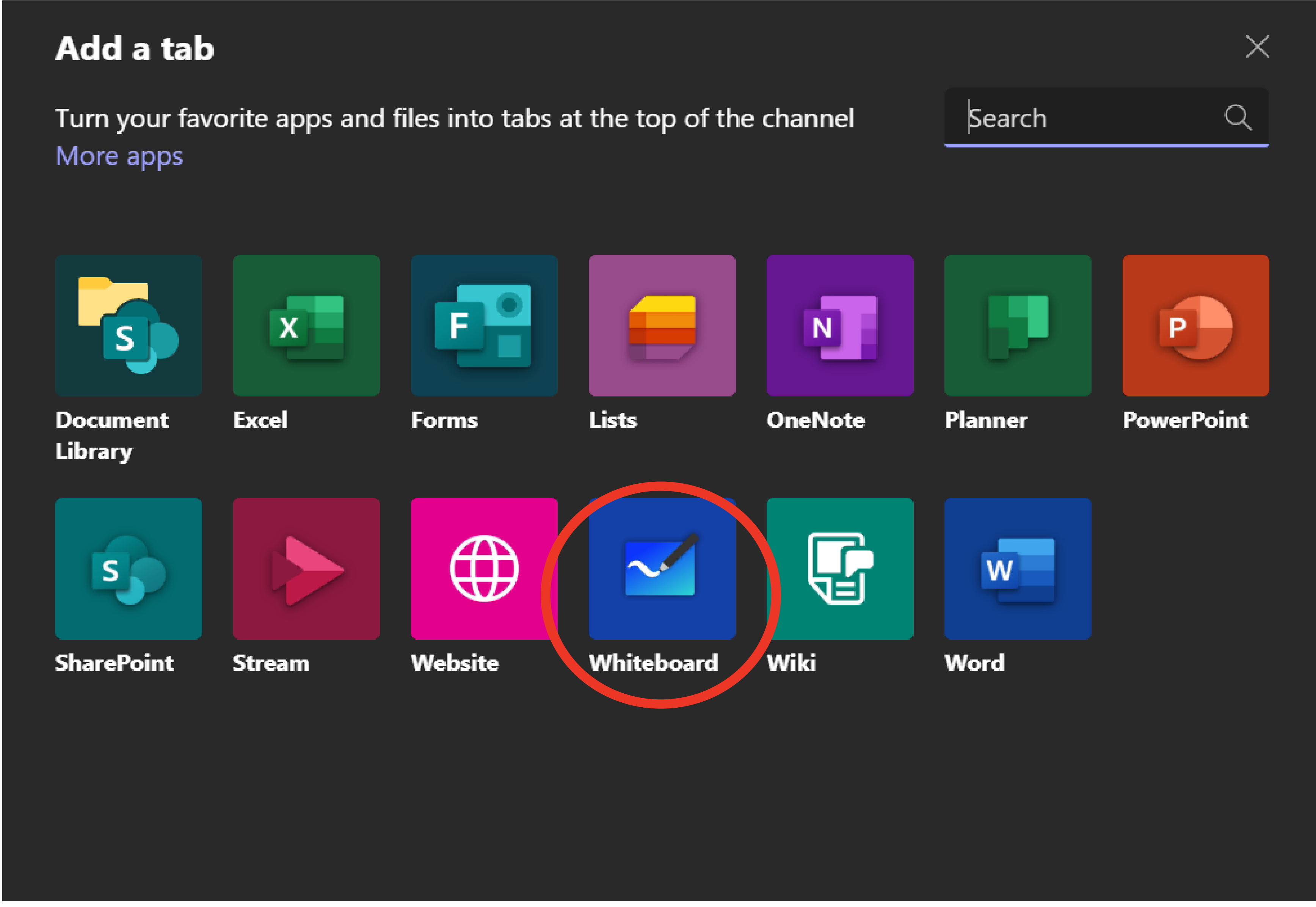


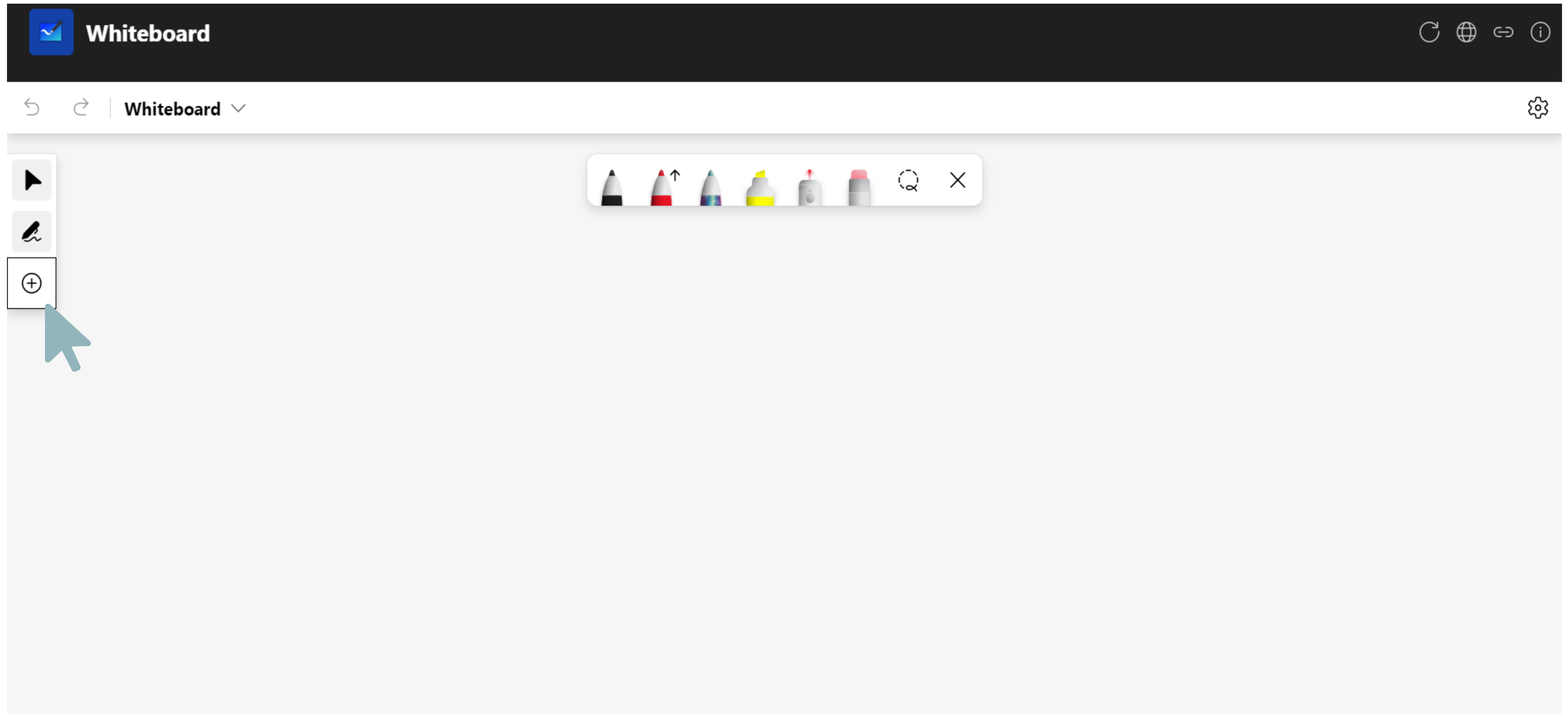
1 Open White Board through a Team or chat. Press the '+' button to add applications to your Team or chat.



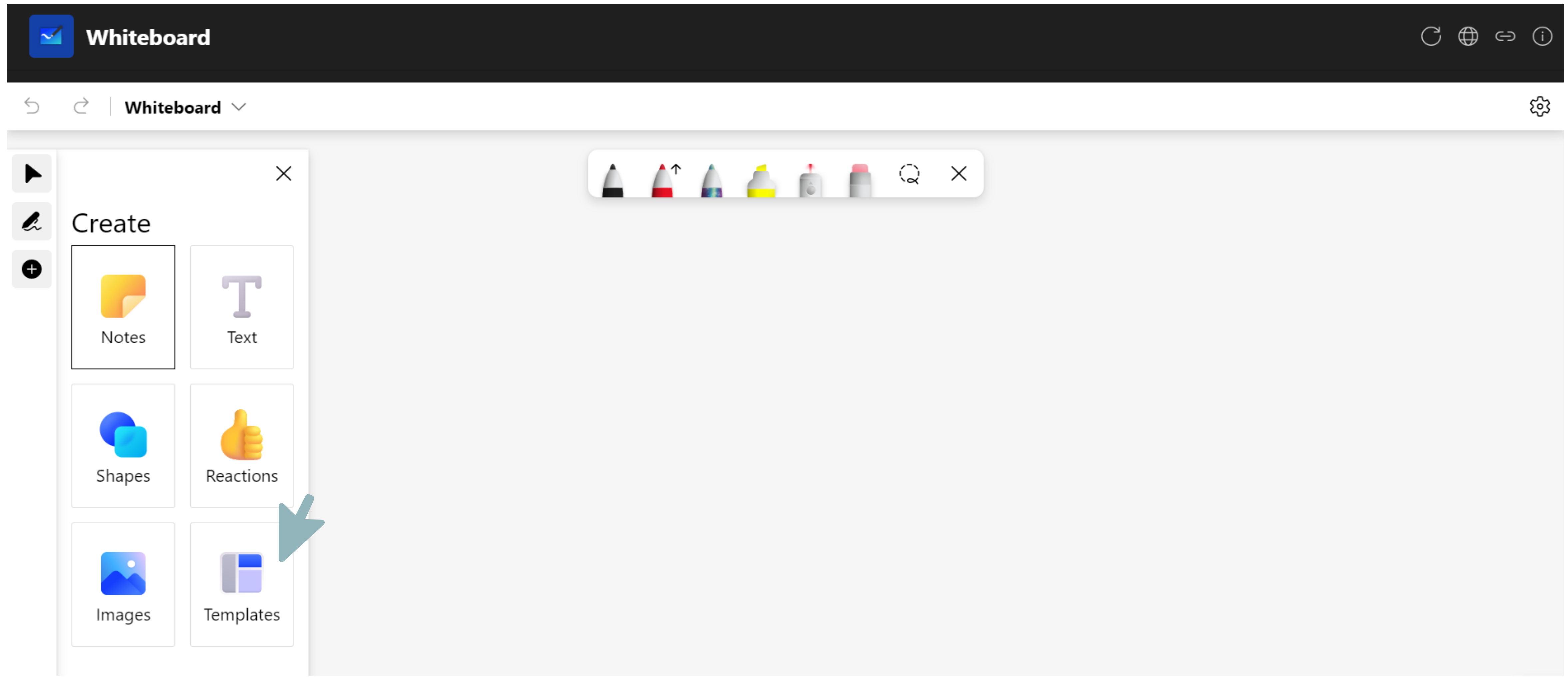
2 Click on the 'White Board' application.



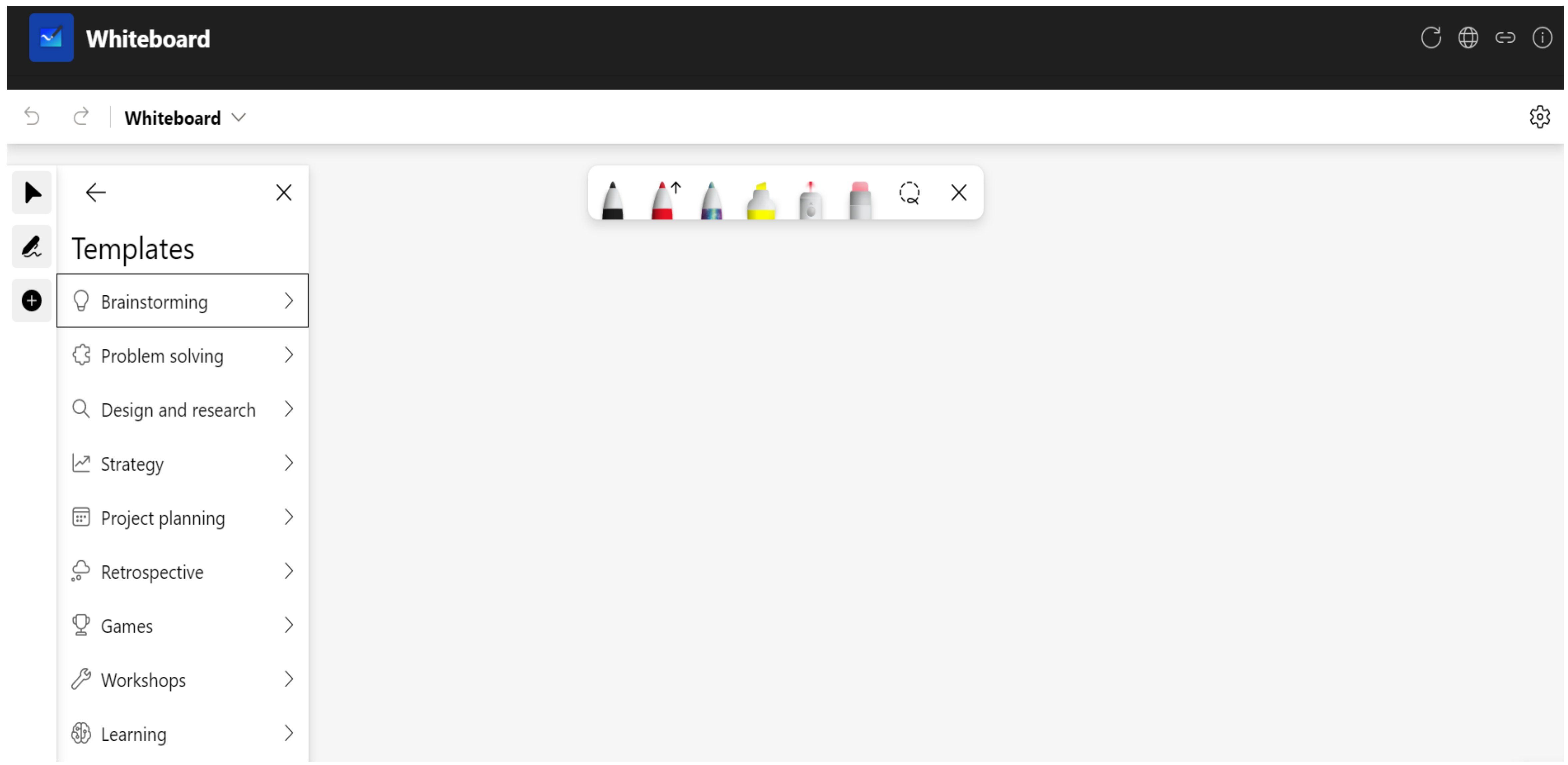
3 Once in Whiteboard, you can click the 'add' button.



4 The 'Create' menu will appear. You can choose the 'Templates' icon to preview all the available templates.



5 All the template ideas will appear based on the topic. Depending on your collaboration need, you can choose from 9 different template topics.



6 Once you have chosen your template topic, you can hover your mouse over the type of template you think you would like to use. This will generate an explanation of how to best use the template your mouse is hovering over.

