# Using a shared document as a pseudo whiteboard in MS Teams

## Learning outcomes

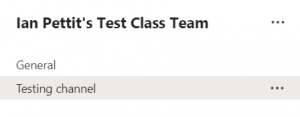
By the end of this guide you should know how to;

* create a blank file in a Tab in your Team Channel
* post a link to the blank file within the Team Meet chat.

1. Having had a Team created for your synchronous sessions, open the Team.

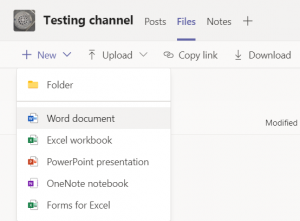
**Note:** [Click this link to see how to have MS Teams created that mirror the Groups that have been set up on the Blackboard shell](https://celt.our.dmu.ac.uk/celt/remote-teaching-2/managing-teams-and-collaborate-ultra-synchronous-sessions/).

2. Select the Channel in which the document (or pseudo whiteboard) will be made available to the students.

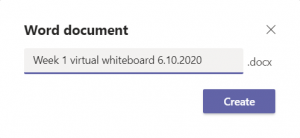
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW1.png)

**Note:** You may wish to create a new Channel to house all of the whiteboards that are created during your weekly synchronous sessions.

3. Select Files>New>Word document.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW2.png)

4. Type an appropriate name for the virtual whiteboard.

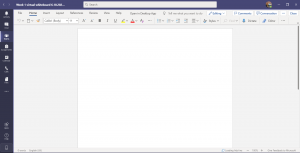
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW3.png)

5. Click Create.

[The Create button](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW4.png)

**Note:** The blank document must be created within the Team that is being used for the live session – this will ensure that students will have permission to view and write on the document once it is shared with them.

6. The blank document will be displayed within Teams.

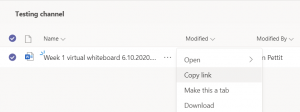
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW5.png)

**Note:** The blank document may then be prepared for your students to use by adding a table, image etc. as needed for the student interaction.

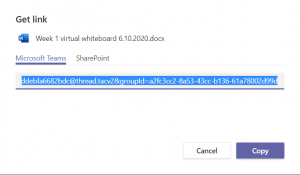
7. Toward the top-left of the screen click the Back button.

[The Back button](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW6.png)

8. Click on Show actions and Copy link.

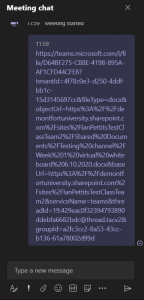
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW7.png)

9. Click Copy.

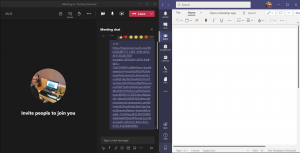
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW8.png)

10. Paste the link into the meeting chat and press Return.

**Note:** If you are planning to give your students links (to documents, videos etc) during a live session we recommend that you have a separate Word document open with all of the links already added. This allows you to copy and paste them swiftly.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW9.png)

11. Students and colleagues can now open the document. It will open in a different window to the Teams Meet and these could be displayed side by side.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/09/PW10.png)