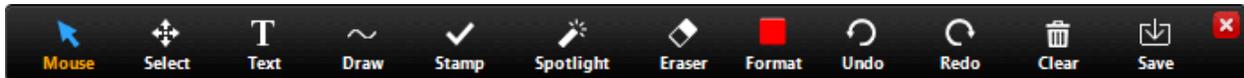


Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click **View Options** then **Annotate** at the top.

Annotation tools

You will see these annotation tools:



Note: The **Select**, **Spotlight**, and **Save** options are only available if you started the [shared screen](#) or [whiteboard](#).

- **Text:** Insert text.
- **Draw:** Insert lines, arrows, and shapes.
- **Stamp:** Insert predefined icons like a check mark or star.
- **Spotlight / Arrow:** Turn your cursor into a spotlight or arrow.
 - **Arrow:** Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.



- **Eraser:** Click and drag to erase parts of your annotation.
- **Format:** Change the formatting options of annotations tools like color, line width, and font.
- **Undo:** Undo your latest annotation.
- **Redo:** Redo your latest annotation that you undid.
- **Clear:** Delete all annotations.