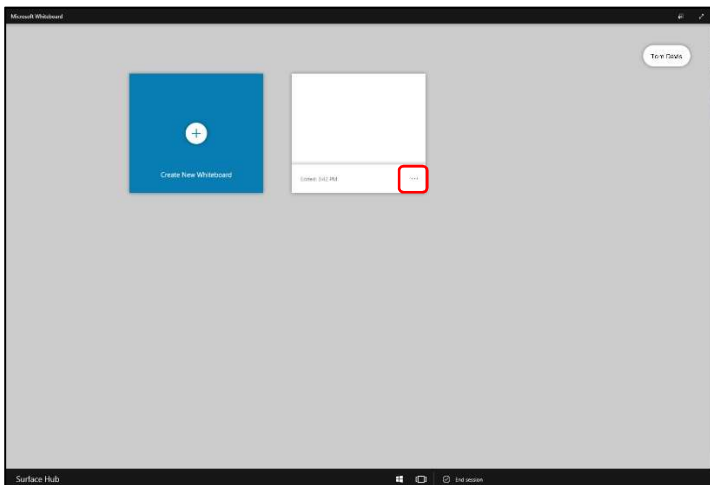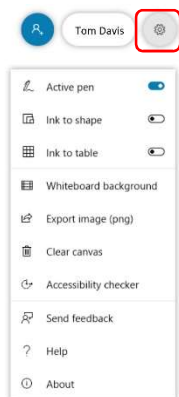# Microsoft Surface Hub 2S
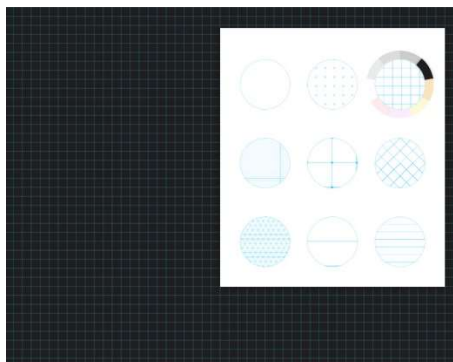
Advanced Whiteboard features

1. Log in to access your whiteboards. As you work, changes are saved automatically.

2. Name your whiteboards to help organize your content and find it quickly. Select the **...** to open the menu.

3. Select the **Options** gear icon to access more tools and features of the Whiteboard.

4. Use **Ink to shape** to turn drawing into actual shapes like circles, squares, and triangles.

5. Use **Ink to table** to turn a drawn grid into a table with rows and columns.

6. You can also change the background color and design from solid to grid or dots. Pick the background, then choose the color from the wheel around it.