

How to export your Whiteboards

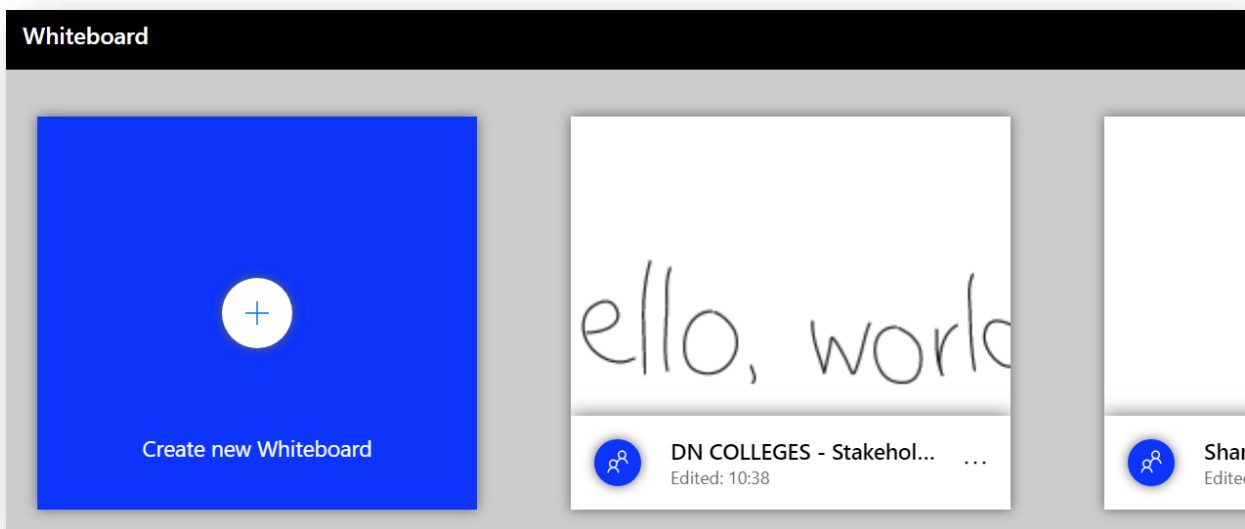


Follow the steps below to export your Microsoft Whiteboard drawings.

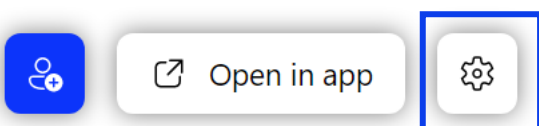
Export your Microsoft Whiteboards

Save your whiteboard drawings as PNG image files.

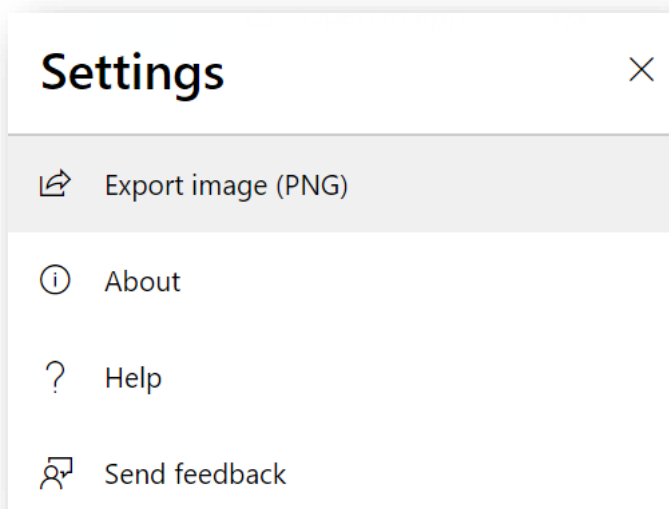
1. Go to Microsoft Whiteboard by clicking the [Whiteboard](#) button in the App Launcher.
2. Click to open a [Whiteboard drawing](#) from your list of whiteboards.



3. Click the [Settings menu](#) (cog button).



4. Click [Export image \(PNG\)](#).



5. Save the file to your local PC or OneDrive.

We recommend saving files to your OneDrive so drawings are automatically transferred to your new Microsoft 365 account.

Success! Your Whiteboard drawing will be exported as a PNG image.