How to allow students to write on an interactive board while being Hybrid/Virtual on Zoom

**Account**

To enable annotation for all users in the account:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **Account Management** then **Account Settings**.
3. Click the **Meeting** tab.
4. Under **Meeting (Basic)**, verify that **Annotation** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
6. (Optional) Click the check box to allow saving of shared screens with annotations.
7. (Optional) Click the check box to restrict annotation to only the user sharing content.
8. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

**Group**

To enable annotation for a group of users:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **User Management** then **Group Management**.
3. Click the applicable group name from the list, then click the **Settings** tab.
4. Click the **Meeting** tab.
5. Under **Meeting (Basic)**, verify that **Annotation** is enabled.
6. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
   **Note:** If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.
7. (Optional) Click the check box to allow saving of shared screens with annotations.
8. (Optional) Click the check box to restrict annotation to only the user sharing content.
9. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.
User

To enable annotation for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **Settings**.
3. Click the **Meeting** tab.
4. Under **Meeting (Basic)**, verify that **Annotation** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
   
   **Note:** If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.

6. (Optional) Click the check box to allow saving of shared screens with annotations.
7. (Optional) Click the check box to restrict annotation to only the user sharing content.