



East London
NHS Foundation Trust

Nominal Group Technique and Affinity Diagrams in MS Whiteboard



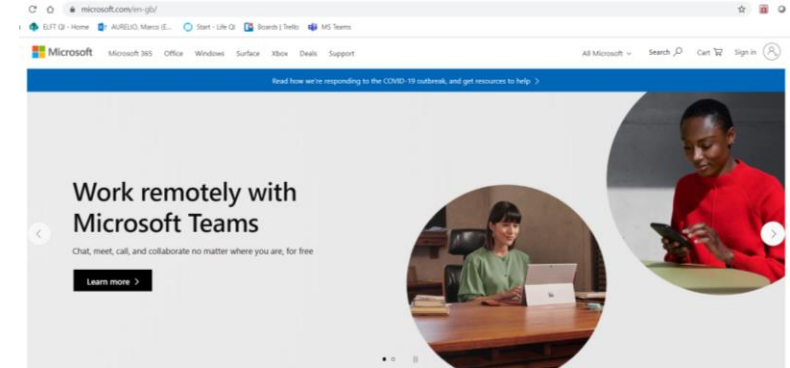
@ELFT_QI

Download the MS Whiteboard App

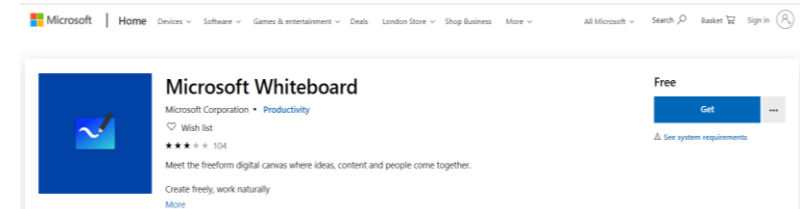


Microsoft Whiteboard app is free to download from the MS app store

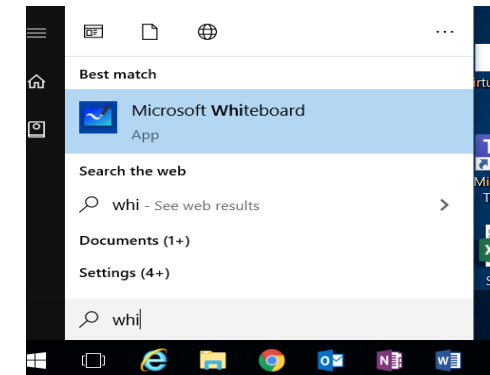
1. Access the [Microsoft homepage](#) online and search for “whiteboard”



2. Download a free version of the MS whiteboard app [from here](#)

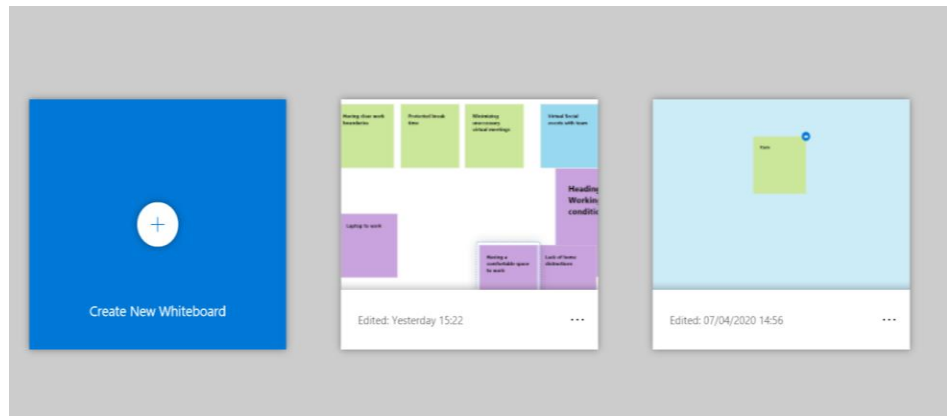


3. This will have installed the app on your computer – You can access it by searching for whiteboard app

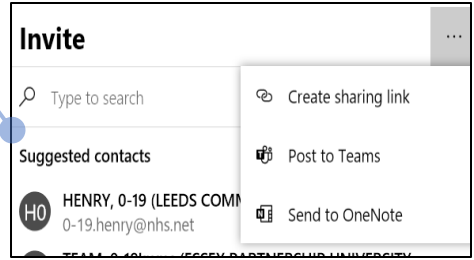
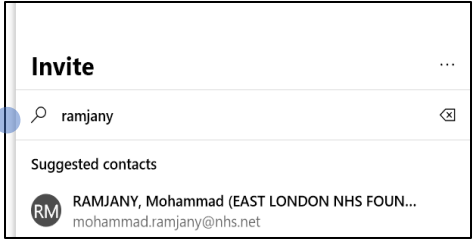
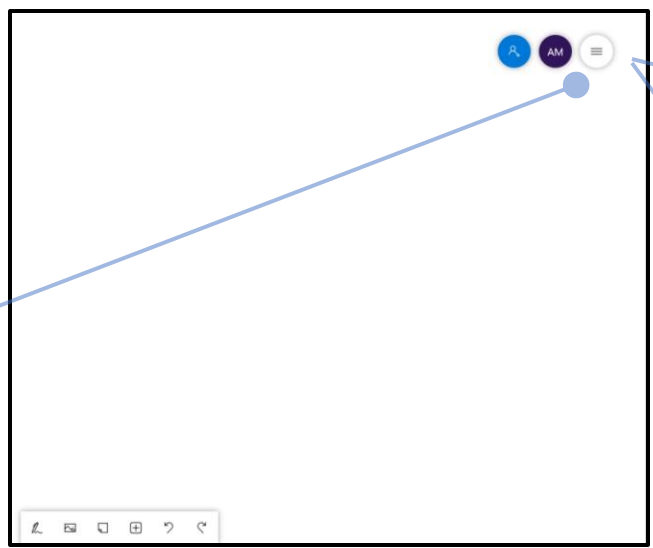


Create and Share your first whiteboard

- 1. Once you've opened the app this will take you to your whiteboard homepage where any white board you've created lives
- 2. Click create white board to create a new one



- 3. Once you've got your whiteboard share it with the people you want to collaborate on it with

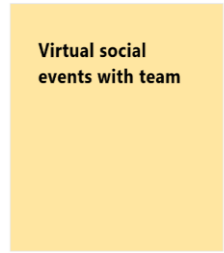


By inviting people to join the whiteboard

By sharing the link via email of MS teams

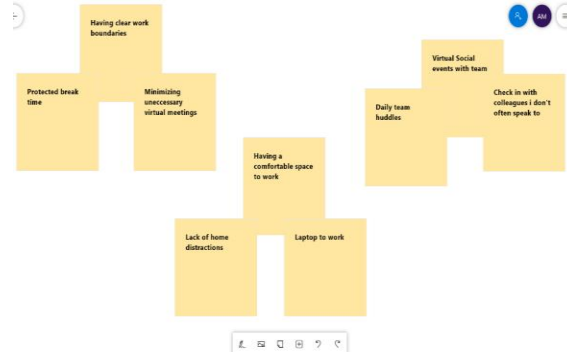
Use whiteboards for NGT

1



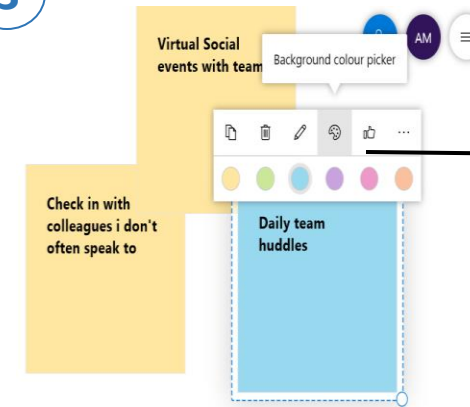
Start adding post it notes using this button and type in the box created

2



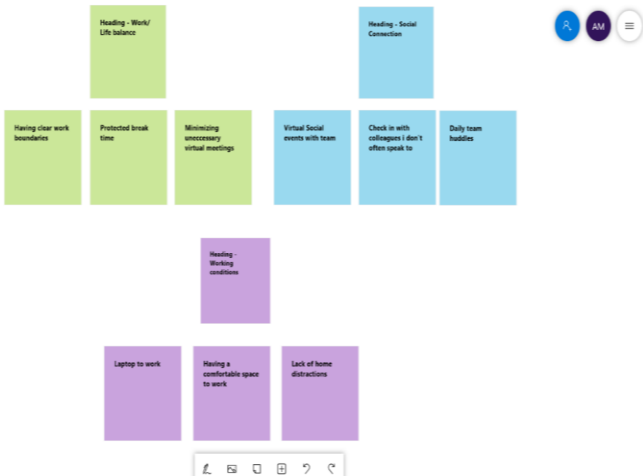
Click on each individual post it and drag to begin to order into like groupings or themes

3

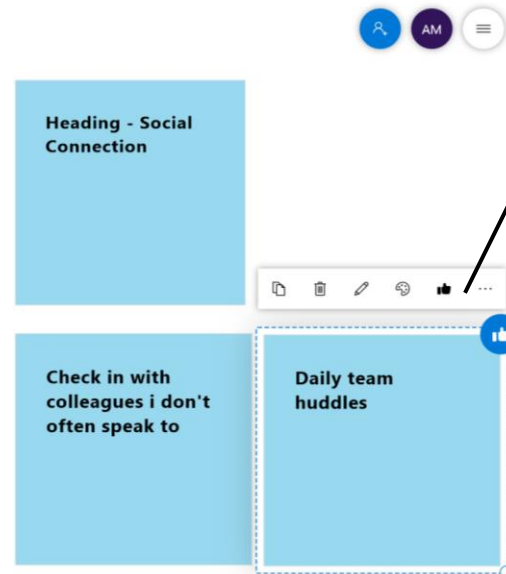


Start colouring the group by clicking on each individual notes and picking a colour

4

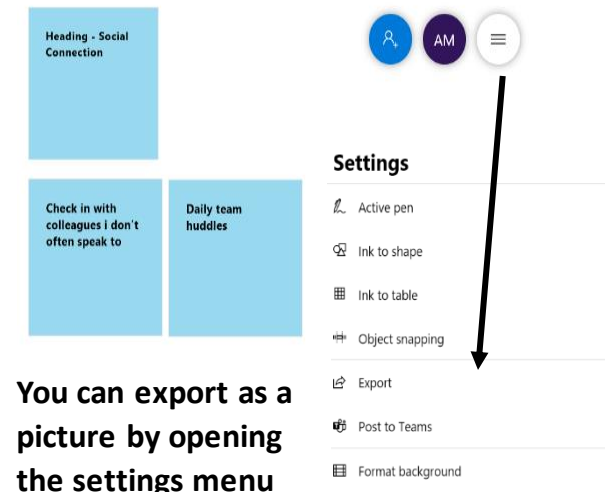


5



Like individual post-it's as a way of voting on what idea to take forward. A thumbs up will appear once you've done that

6



You can export as a picture by opening the settings menu