

# Annotate in webEx Meetings

You can annotate several things in your WebEx meetings when you are sharing your screen. You can use text, lines, shapes, and color options from the Annotate toolbar to draw attention to things you want to point out on content that's being shared.

Before you can start annotating, you need to enable the Annotate toolbar. Choose one of the options below to enable your Annotate toolbar:

- If you are sharing your screen, go to the Controls panel at the top of your screen and click Annotate.



- If you are sharing a document, click Annotate on the Controls panel on the left.



The Annotate toolbar appears on the left side of your WebEx meeting.