

neat.

Neat Board Guide

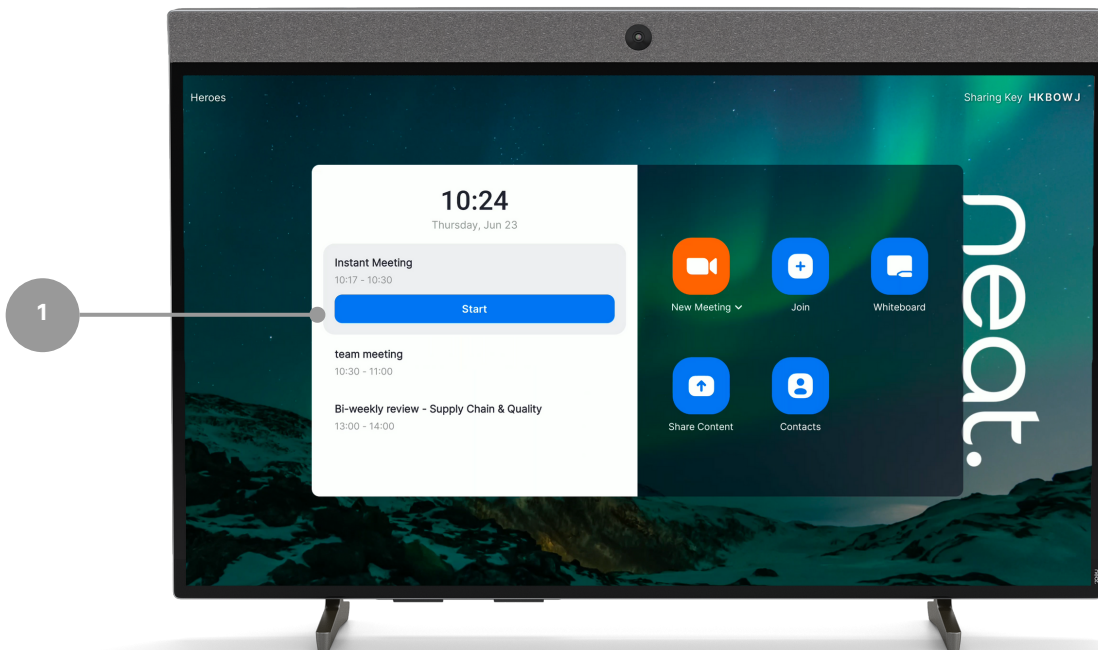
For Zoom



Updated 28 October 2022

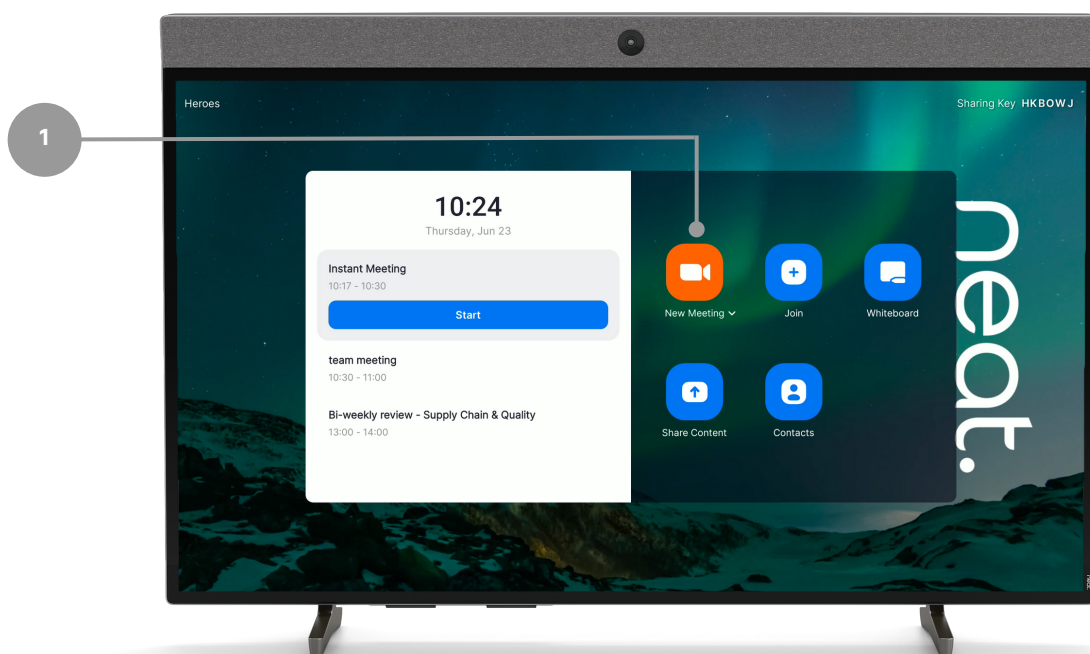
How to Start a Scheduled Meeting

1. Your scheduled meeting will automatically appear on the home screen - tap START to start your meeting.



How to Start an Instant Meeting

1. Select New Meeting Neat Board Home Screen.
2. Select/Invite other rooms or people if needed.
3. Press Meet Now.

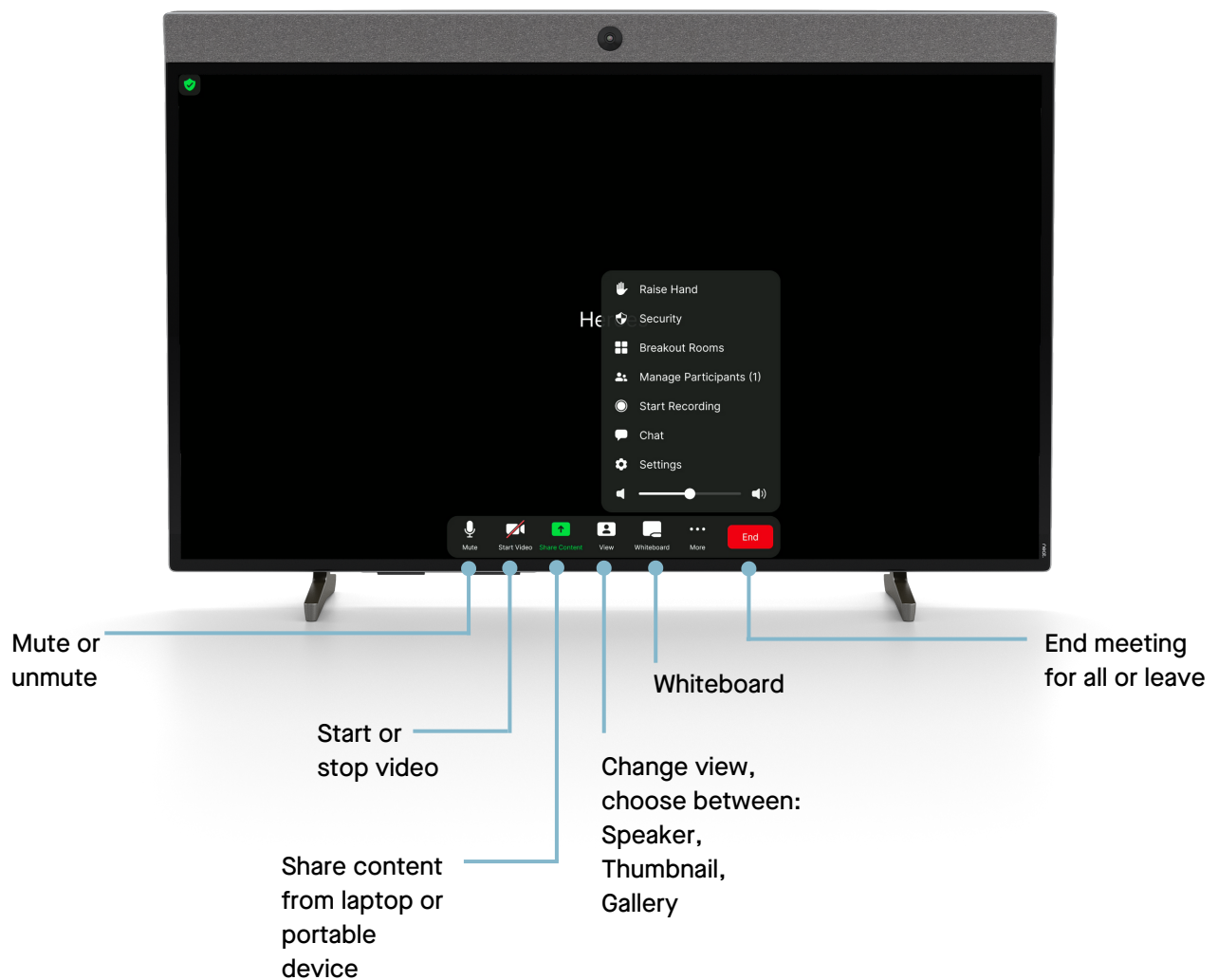


Joining from Neat Board

1. Select Join.
2. Enter your Zoom Meeting ID (found in the meeting invite).
3. Press Join on the screen.
4. If the meeting has a Meeting Passcode, a pop-up window will appear. Enter the Meeting Passcode and press OK.

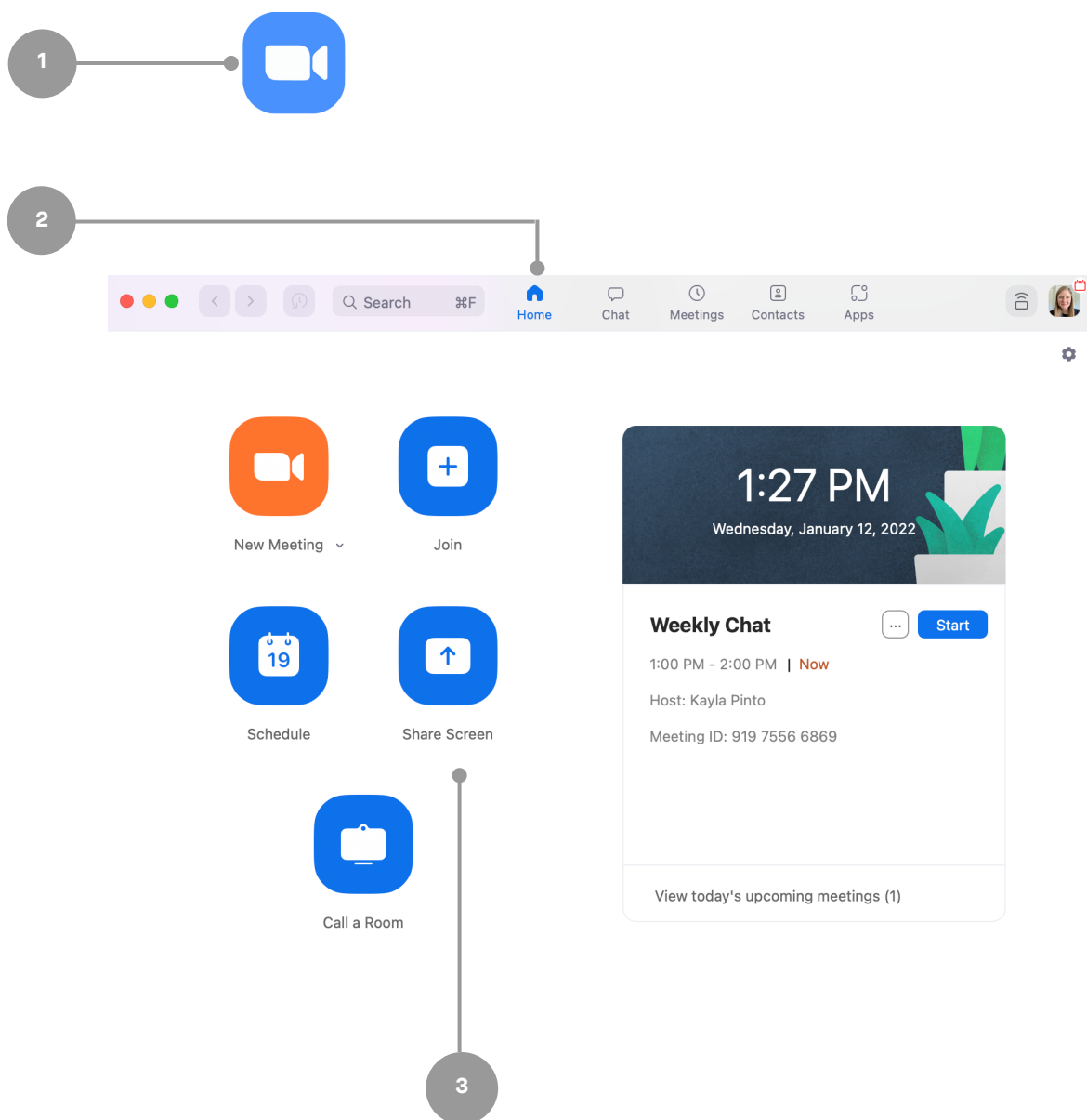


Neat Board Controls



One-Click Direct Share

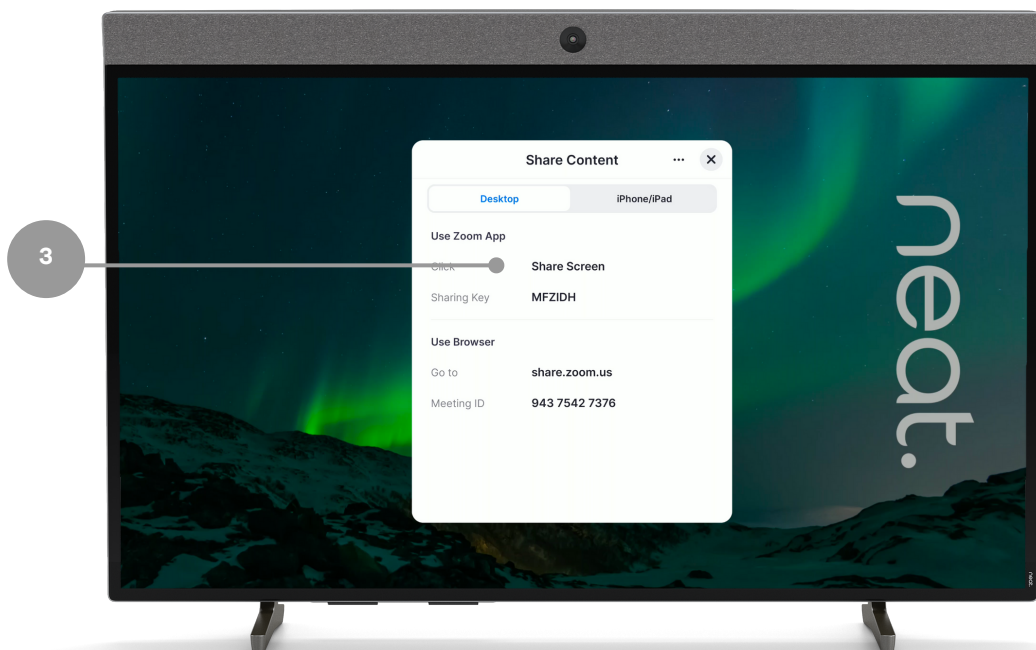
1. Open your Zoom desktop app
2. Click on the Home button on the top left.
3. Press the Share Screen button & you will directly share with your desktop on your in room screen.



Sharing with a Key

Sharing outside of a Zoom meeting:

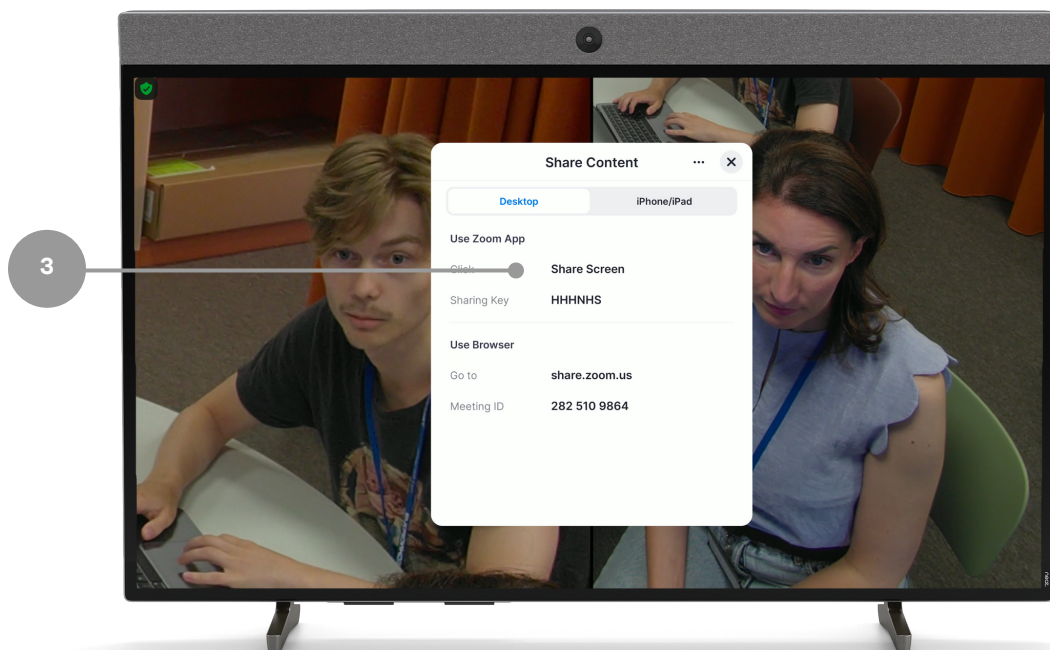
1. Press Share Content and a pop-up with the sharing key will appear.
2. Tap Share Screen on personal device Zoom app, a Share Screen pop-up will appear.
3. Enter the Sharing Key & press Share.



Sharing with a Key

Sharing within a Zoom meeting:

1. Press Share Content and a pop-up with the sharing key will appear.
2. Tap Share Screen on personal device Zoom app, a Share Screen pop-up will appear.
3. Enter the Sharing Key & press Share.



Whiteboarding

Templates

