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Neat Board Guide

For Zoom

How to Start a Scheduled Meeting

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

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How to Start an Instant Meeting

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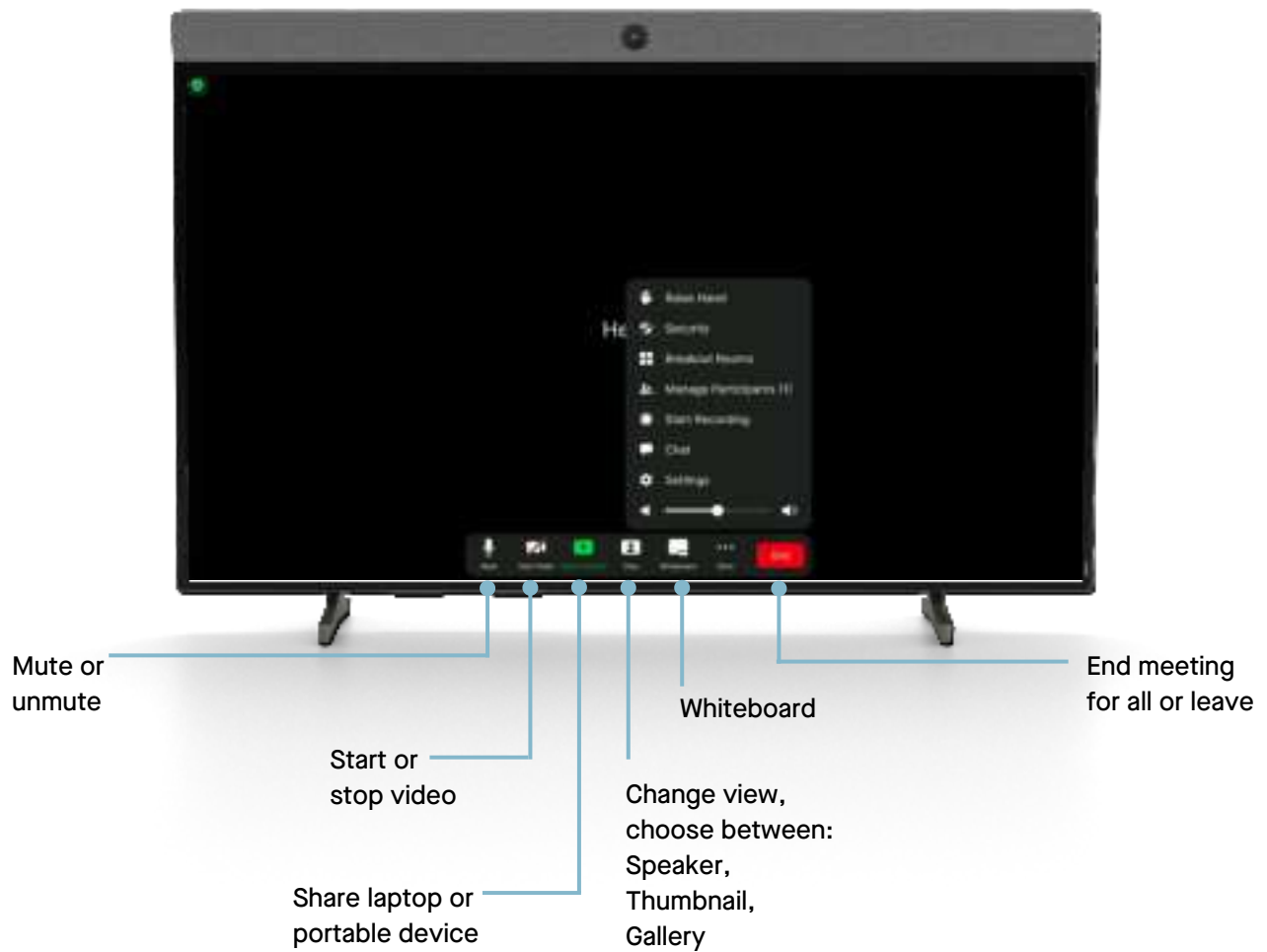3. Press Meet Now.

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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.

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Neat Board Controls

Mute or
unmute

Start or
stop video

Share laptop or
portable device

Change view,
choose between:
Speaker,
Thumbnail,
Gallery

Whiteboard

End meeting
for all or leave

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.

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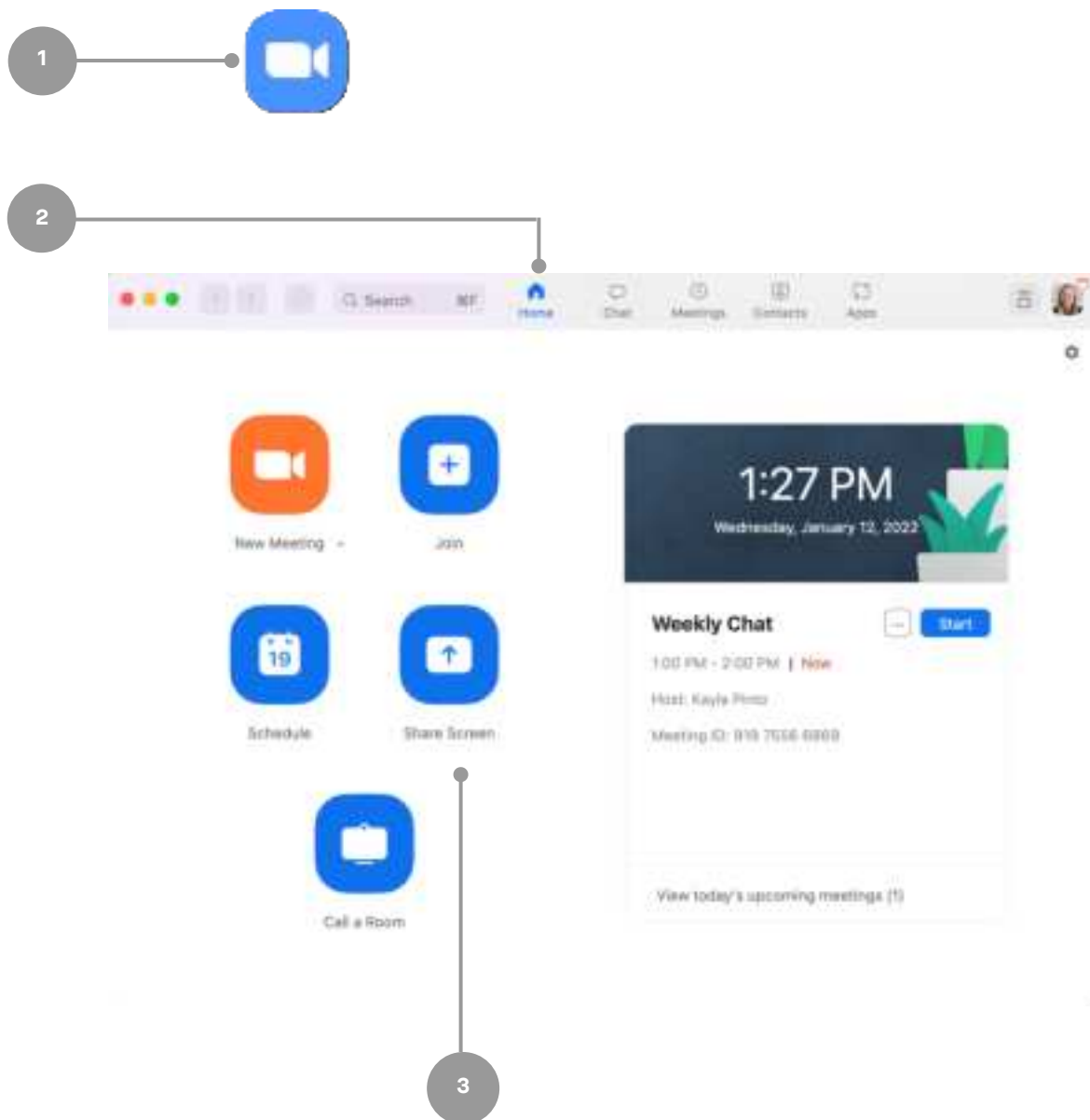
Sharing with a Key

Sharing <u>outside</u> 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.

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Sharing with a Key

Sharing <u>within</u> 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.

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Whiteboarding

Insert shapes

Select tool

Select line thickness

Insert lines or arrows

Insert text

Whiteboard

StickyNote

Go back a step

Go forward a step

New whiteboard page

Move toolbar

Erase

Neat Board Guide for Zoom Rooms