

neat.

Neat Board Guide

For Microsoft Teams



How to Start a Scheduled Meeting

1. Select Join from the list of scheduled meetings.



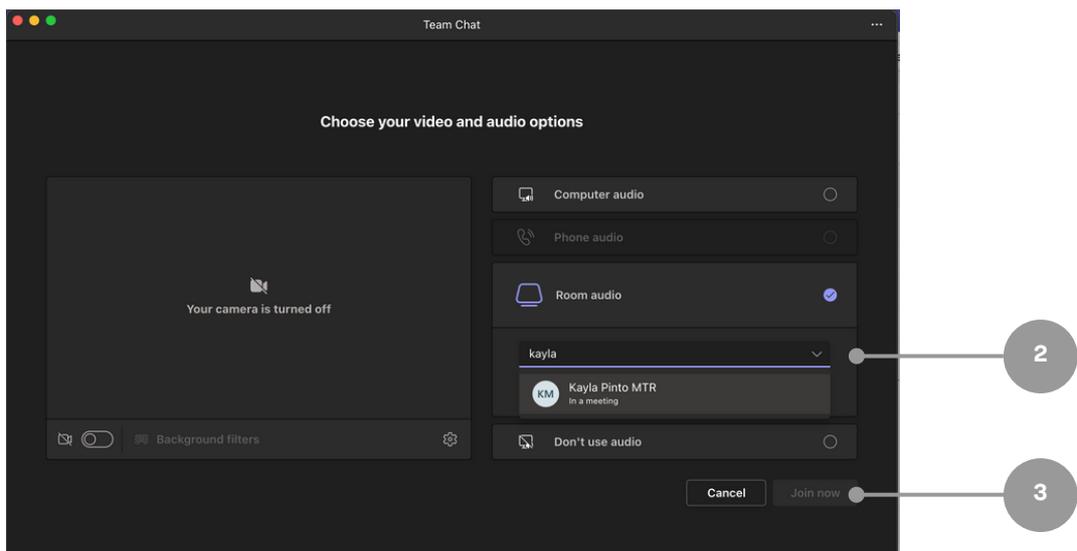
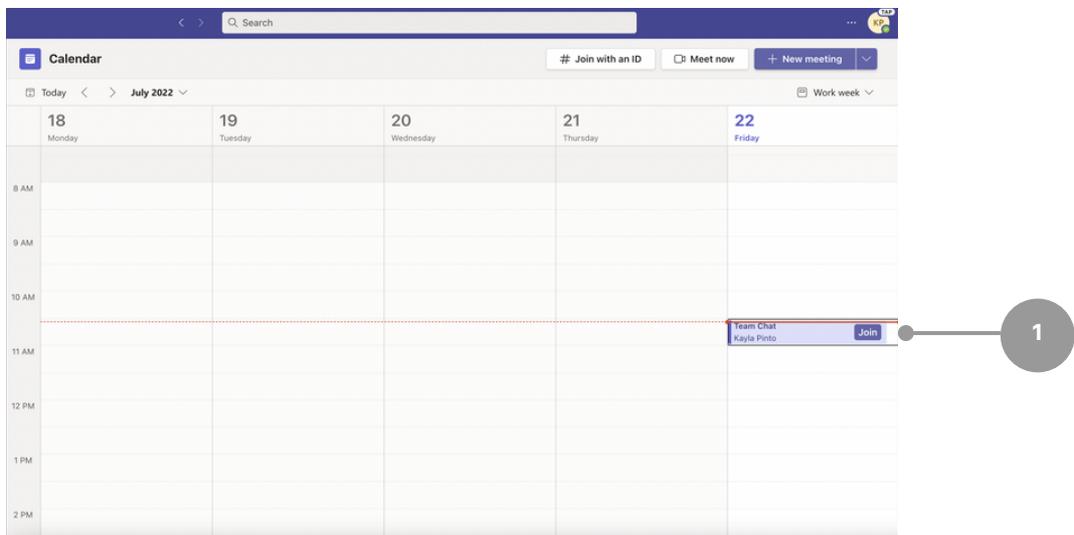
How to Start an Instant Meeting

1. Select Meet Now from the home screen.
2. Add participants

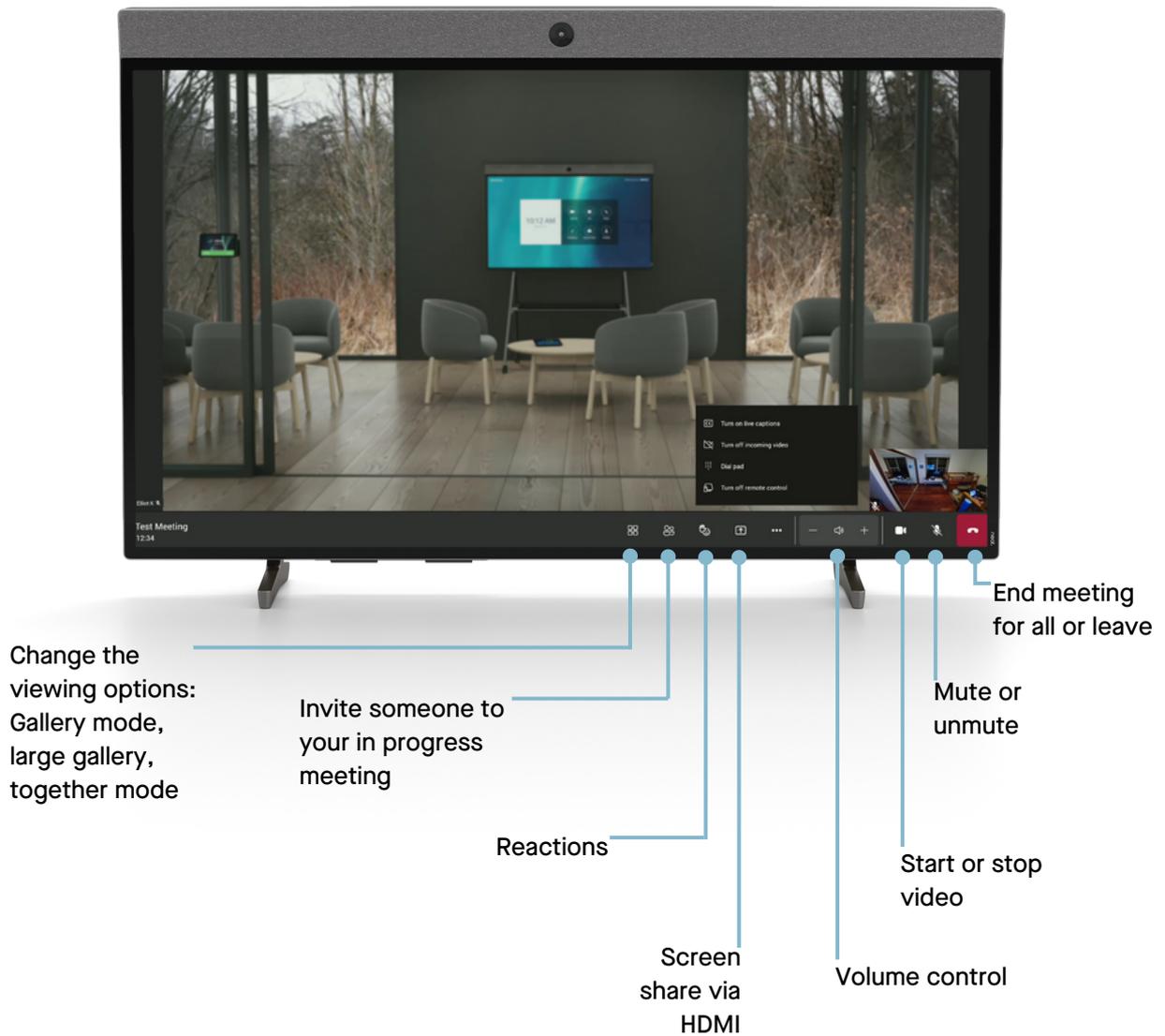


How to Join With Proximity Join

1. Select Join from your Teams calendar on your laptop.
2. Search for the Teams Room under room audio.
3. Select Join now.



In-Meeting Controls



In-Meeting Controls

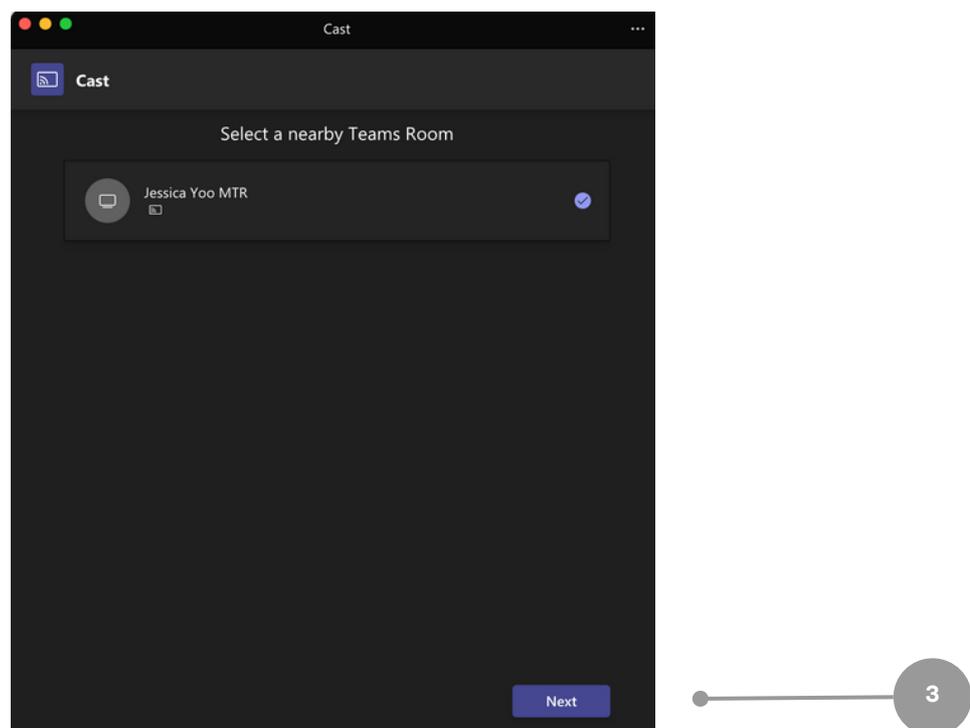
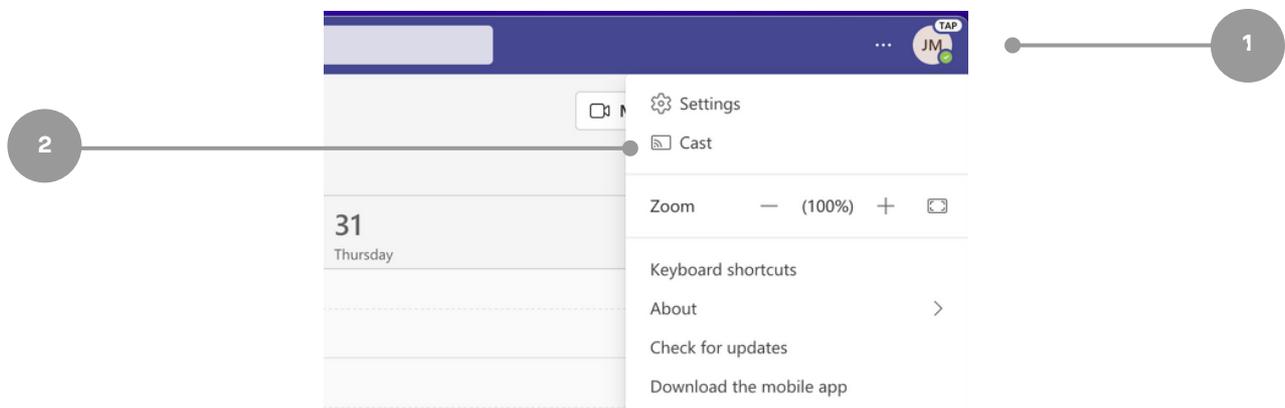
On Teams you can adjust camera settings and utilise Neat Symmetry while in a meeting.

1. Swipe with one finger from the right side of the Board towards the left.
2. A slide out will appear with the auto-framing options.
3. Choose between Individuals, Group, Off.



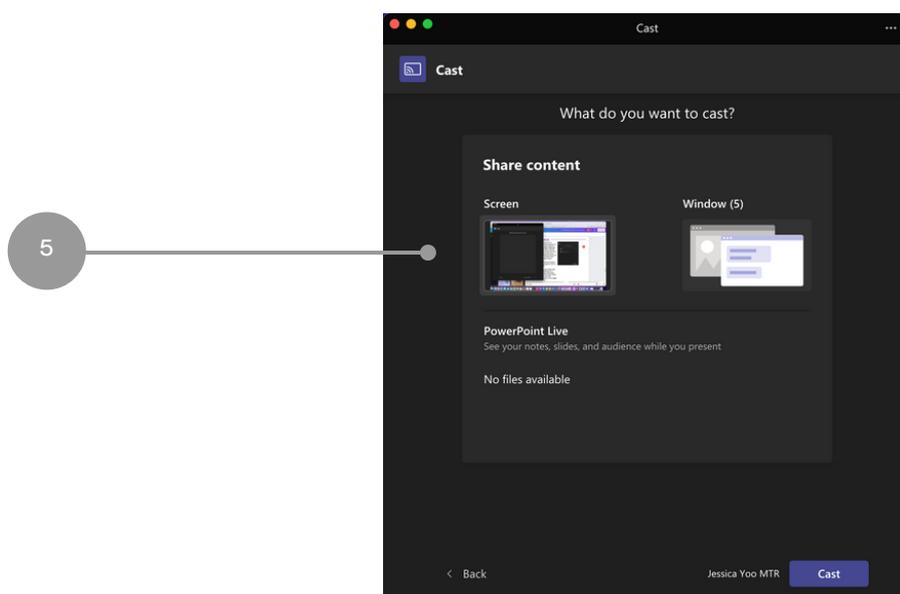
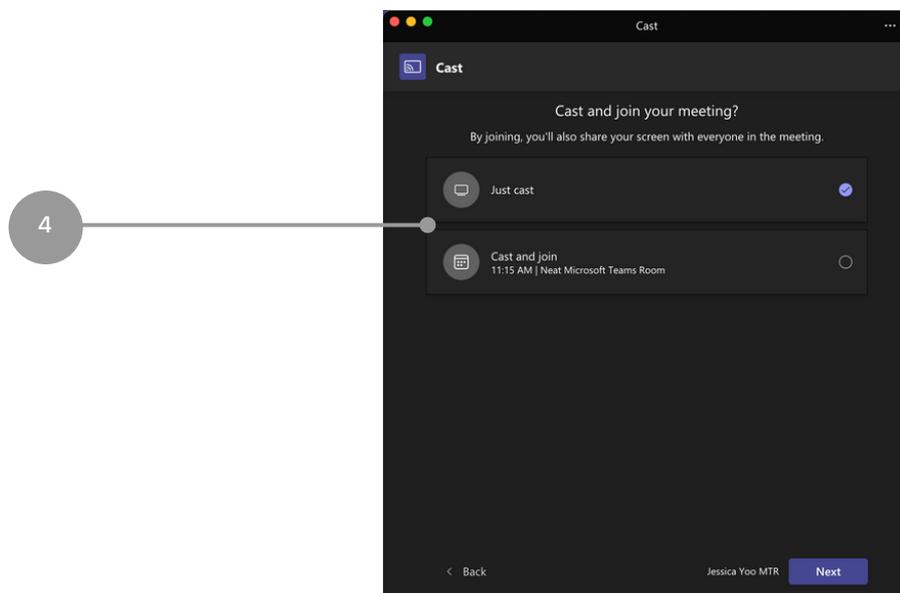
Using Cast

1. In the Teams desktop app, click on the three dots.
2. When the dropdown menu appears, click on Cast.
3. When a nearby Teams Room has been detected, click Next.
 - *Bluetooth must be enabled on Neat device to use Cast.*
 - *If using a MacBook, enable Location Services for Microsoft Teams in the Security & Privacy settings.*



Using Cast

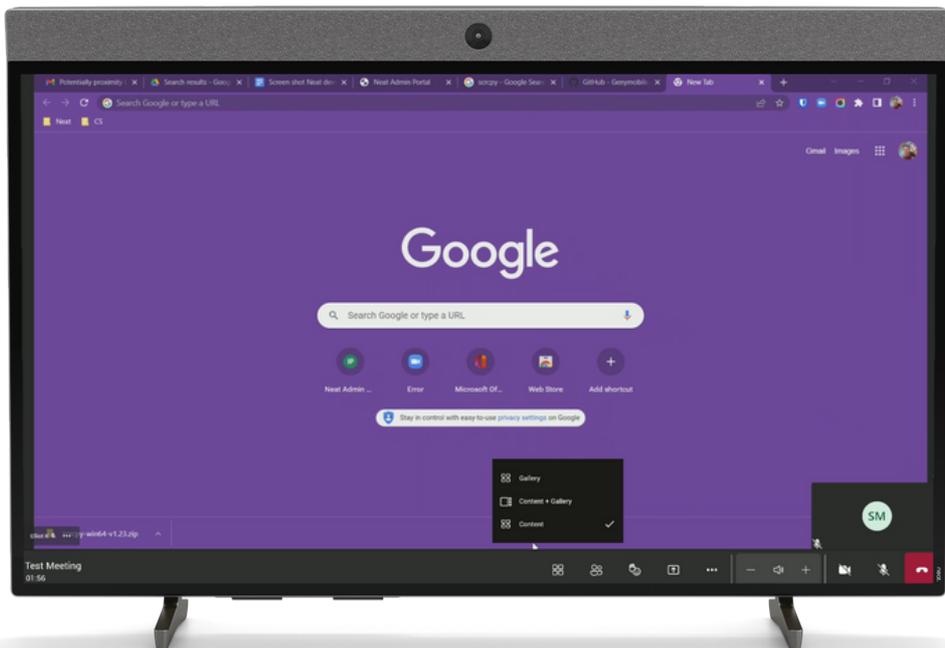
4. If there is an upcoming meeting, select Just cast or Cast and join to join from your laptop. If there is not an upcoming meeting, select Just cast. Then, click Next.
5. Select the content to be shared. Then, click Cast.



Using HDMI

1. Plug in your HDMI cable to your devices and screen sharing will begin.

If you tap Stop Sharing and leave the HDMI cable connected, you can start sharing again by tapping the Share button.



Whiteboarding

1. Join the meeting from your desktop Teams app.
2. Tap Share from the desktop client in meeting menu.
3. Select Microsoft Whiteboard

