


# How to Join a Meeting (Chromebook)

Please download and install the NovoConnect Software, and then follow these simple steps to join a meeting

1. Step 1. Make sure your computer is in the same network as the Novo device.
2. Step 2. In NovoConnect Software, you have two options to join a meeting.
  - Select the desired Novo device from "History".
  - Or, manually enter Meeting ID, IP address or Meeting Room
3. Step 3. After joining,
  - Start presenting
  - Pause presenting

Other than projecting your screen to the big screen, you can enhance your meeting by sharing up to 4 screens simultaneously, or using the big screen as a extended

desktop. More sharing tools are available in  Including YouTube/Video Clip, File Sharing, AirNote, & Voting/Polling, etc., all of which could help you conduct a collaborative and engaging meeting.

## Screen Mirroring



Cross-platform screen mirroring lets everyone share from any device

Video & Youtube



Sharing local video clips or web videos without any compromise in video quality

Sharing



Sharing PowerPoint files, photos, and video clips with all meeting participants via one simple click

Voting/Polling



Preparing your voting/polling ahead of time and see your voting/polling session in real-time

AirNote



Annotate any content on your computer, facilitating in-depth discussion