Tencent Meeting
Operation Guide
Product Documentation

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Organizing Meetings

**Role:** Organizer / Host

**Scheduling a Meeting**

Follow the steps below to schedule a meeting.

1. Click **Schedule** after logging in.

2. Enter the meeting title and set the **Start time** and **End time**.

3. Toggle on **Mute Attendees When They Join**
4. We suggest toggling on **Add Watermark on Shared Screens** to ensure data security.

5. Once a meeting has been scheduled successfully, a record will appear on your schedule list.

6. Users can enter the meeting by clicking on the meeting title from the list.

**Set Up A Meeting Co-host**

Co-hosts can mute and unmute attendees. They can also rename any attendee and assist in attendance management for large-scale online conferences.

1. Click **Attendees** and select the person who you want to set as a co-host;
2. Click the expand arrow icon and select **Make Co-host**.
Inviting Attendees

Role: Organizer / Co-Host / Attendee

Inviting Attendees

1. Before the Meeting Starts
There are two ways to invite attendees before the meeting starts.

- a. Click the icon highlighted in the orange box on the top right-hand corner. Select the method you wish to use to invite attendees.

- b. Click the ellipses icon to modify the meeting details. You can also invite attendees from this page.

2. During the Meeting

An invitation will be generated once you complete the steps below as shown in the figure below. You can **copy the invitation** and send it to invite attendees.

- a. Click the ellipsis icon highlighted in the orange box at the bottom menu and select **Invite**.
- b. Invite attendees via email, WeChat, SMS or other tools.
Meeting Controls

Role: Organizer / Co-Host / Attendee

Meeting Management & Control
The meeting host is allowed to mute or unmute anyone during the meeting. In addition, the meeting can be locked once all of the invited attendees are in attendance. This feature ensures the security of your meeting.

1. Click **Attendees** and click the icon on the top right-hand corner as shown above.
2. Decide if you want to mute attendees on entry or lock the meeting.

**Enlarging the Video Screen**

Double click the video screen of an attendee to enlarge it.

**Microphone Controls**

**Role:** Organizer / Co-Host / Attendee

**Checking the Mic Status of Attendees**

You can check the mic status of each attendee. If an attendee is talking, their mic icon will turn green.

1. Click **Attendees** to check if attendees are muted or unmuted;
2. If the user's mic is enabled, the mic icon will be turned on as shown below.
Muting and Unmuting Attendees

Hosts are allowed to mute or unmute attendees during the meeting. We recommend muting all attendees to reduce background noise.
1. If the Meeting Organizer selected the "Mute All" option, all attendees will be muted by default until the Meeting Organizer turns this option off. We suggest enabling **Allow Attendees to Unmute Themselves** when you **Mute All**.
2. Hosts can unmute any attendee with their consent during online meetings.

Renaming Attendees

**Role:** Organizer / Co-Host / Attendee

**Renaming Attendees**

We suggest changing your alias before joining the meeting. This will help people recognize each other and speed up orientation. This especially applies to large-scale conferences with attendees from multiple organizations.
Both the Host and Co-host can rename attendees.

1. Host/Co-host can select an attendee from the list to change their screen name.
2. Attendees can click on their own names to rename themselves.
Organizing Meetings

**Role:** Organizer / Host

**Scheduling a Meeting**

Follow the steps below to schedule a meeting.

1. Click **Schedule** after logging in.

2. Enter the meeting title and set the **Start time** and **End time**.

3. Toggle on **Mute Attendees When They Join**
4. We suggest toggling on **Add Watermark on Shared Screens** to ensure data security.

5. Once a meeting has been scheduled successfully, a record will appear on your schedule list.

6. Users can enter the meeting by clicking on the meeting title from the list.

**Set Up A Meeting Co-host**

Co-hosts can mute and unmute attendees. They can also rename any attendee and assist in attendance management for large-scale online conferences.

1. Click **Attendees** and select the person who you want to set as a co-host;
2. Click the expand arrow icon and select **Make Co-host**.
Inviting Attendees

Role: Organizer / Co-Host / Attendee

Invite Attendees

1. Before the Meeting Starts

There are two ways to invite attendees before the meeting starts.
• a. Click **More** dropdown to the right of the meeting title and select **Invite**.

• b. Double click the meeting title and select **Invite**.

• c. You can click **Edit** or **Modify Meeting** to update the meeting time or other details.

2. During the Meeting
An invitation will be generated once you click **Invite** as shown in the figure below. You can **copy the invitation** and send it to invite attendees.

• a. Click **Invite** and **Copy**.

• b. Send the invitation details via email, WeChat, SMS or other tools.
Meeting Controls

Role: Organizer / Co-Host / Attendee

Meeting Management & Control

The meeting host is allowed to mute or unmute anyone during the meeting. In addition, the meeting can be locked once all of the invited attendees are in attendance. This feature ensures the security of your meeting.

1. Click **Attendees** and click the “More” dropdown as shown above.

2. Decide if you want to mute attendees on entry or lock the meeting.
Enlarging the Video Screen

When the video is on, attendees can choose to have the videos in gallery view or to enlarge an individual screen.

1. Click the icon in the orange box on the top right corner to video the videos side-by-side.
2. Double click the video screen of an attendee to enlarge it.
3. Decide if you want to display the video screen list from the drawer on the right side.
Microphone Controls

**Role:** Organizer / Co-Host / Attendee

**Checking the Mic Status of Attendees**

You can check the mic status of each attendee. If an attendee is talking, their mic icon will turn green.

1. Click **Attendees** to check if attendees are muted or unmuted;
2. If the user's mic is enabled, the mic icon will be turned on as shown below.

3. **Muting and Unmuting Attendees**

   Hosts are allowed to mute or unmute attendees during the meeting. We recommend muting all attendees to reduce background noise.

4. If the Meeting Organizer selected the "Mute All" option, all attendees will be muted by default until the Meeting Organizer turns this option off. We suggest enabling **Allow Attendees to Unmute Themselves** when you **Mute All**.
2. Hosts can unmute any attendee with their consent during online meetings.

Renaming Attendees

**Role:** Organizer / Co-Host / Attendee

Renaming Attendees
We suggest changing your alias before joining the meeting. This will help people recognize each other and speed up orientation. This especially applies to large-scale conferences with attendees from multiple organizations.

1. Select an attendee from the list to change their screen name.

2. Click **Rename** to update their name.

3. Only the Meeting Organizer and Co-host can rename others. Attendees can only rename themselves.