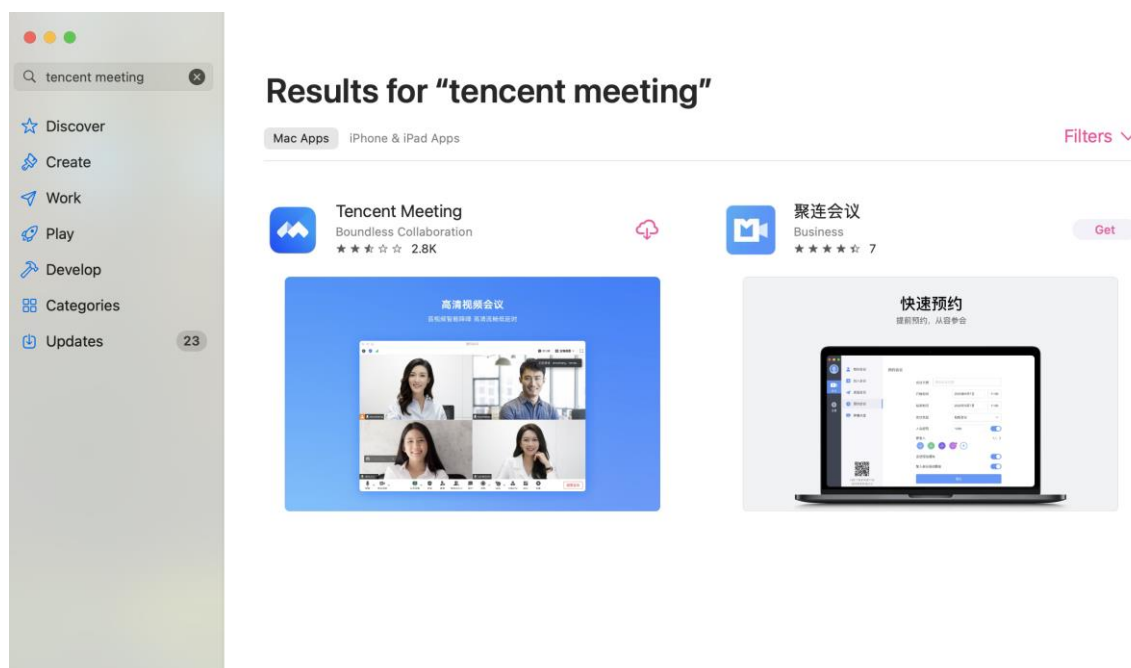# Tencent Meeting Desktop APP User Manual

腾讯会议电脑版使用说明

Step 1: Tencent Meeting Installation Instructions 腾讯会议安装
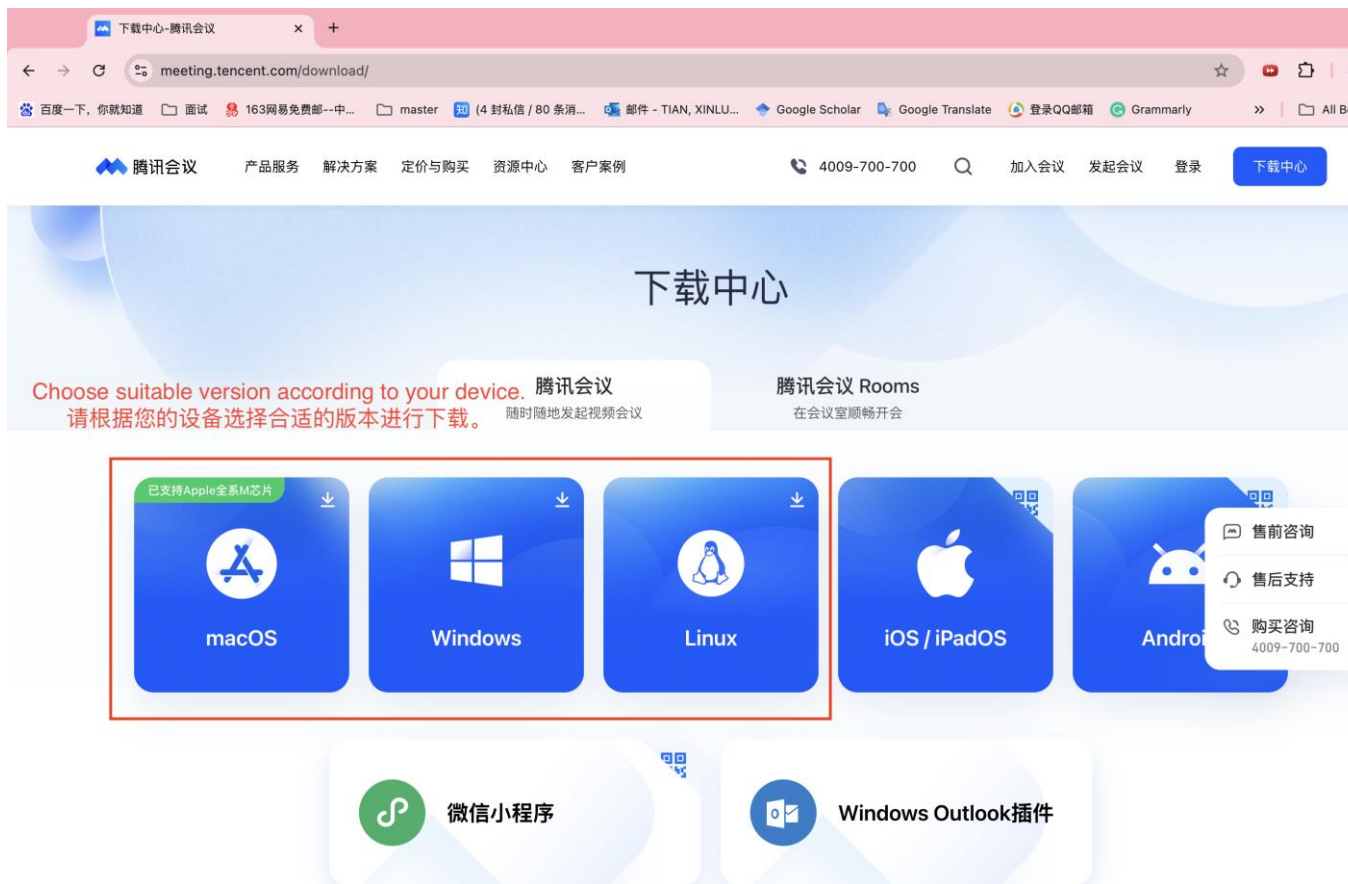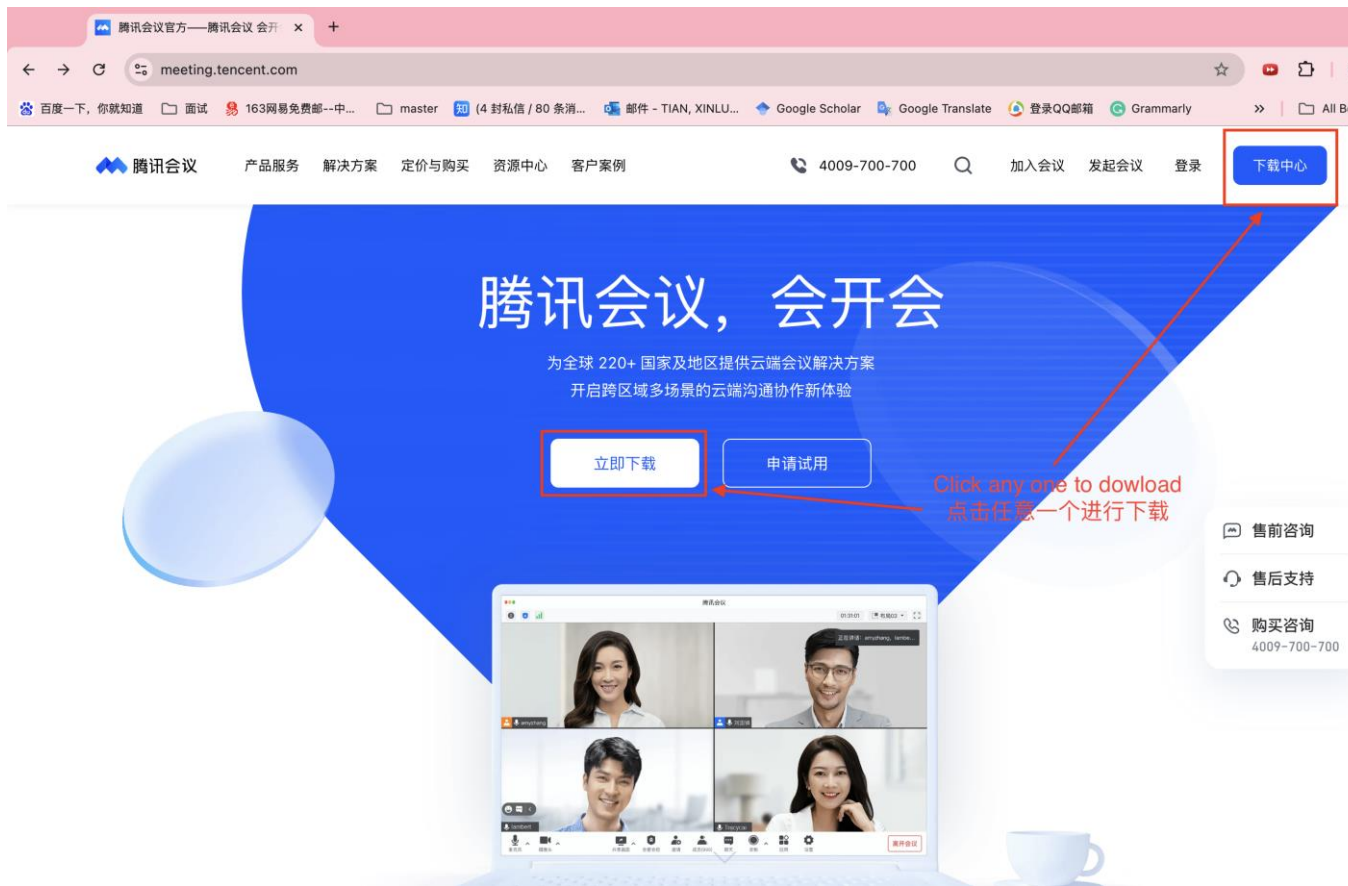
Way 1: Go to the Apple Store and search for "Tencent Meeting".

方法 1：去苹果商店搜索"腾讯会议"。

Way 2: Visit official website: http://meeting.qq.com
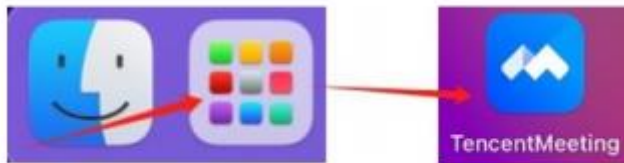
方法 2：访问官方网站。

After downloading, double-click to install.

下载完成后，双击进行安装。

After successful installation, go to the Dock bar to click "Launchpad" and find "Tencent Meeting".

安装完成后到 Dock 栏点击"启动台"找到"腾讯会议"即可使用。

Step 2: Log in Tencent Meeting 登录腾讯会议

After successful installation, it may ask the permisson to open Tencent Meeting when you log in for the first time, click "Open", then it will show you several ways to log in, choose one of them to log in.

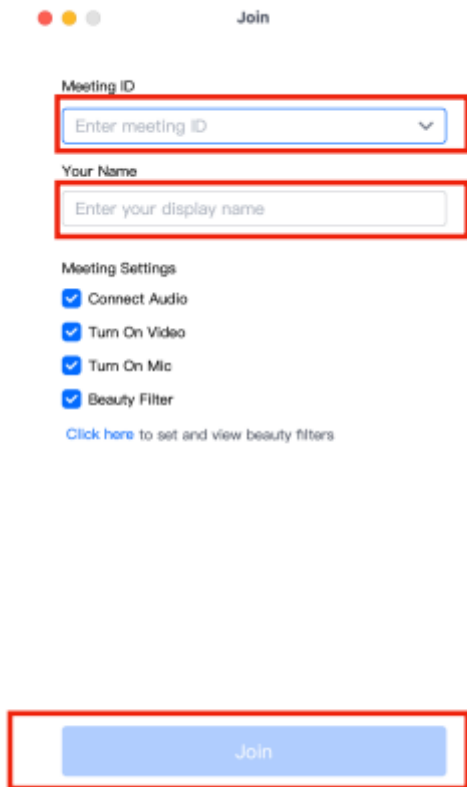成功安装后，第一次打开腾讯会议时，可能会询问是否要打开腾讯会议，点击"打开"即可进入。登录腾讯会议的方式有多种，请选择其中一个来完成登录。

Step 3: Join in the Meeting 加入会议

After logging in, you will see the interface below, by clicking "Join", you can join in the meeting.

登录之后，您将看到如下界面，通过点击"加入会议"来加入一场会议。

Type in the meeting number and your participant name, set the corresponding meeting settings, such as whether to connect audio / whether to turn on video / whether to turn on microphone, and then click "Join".
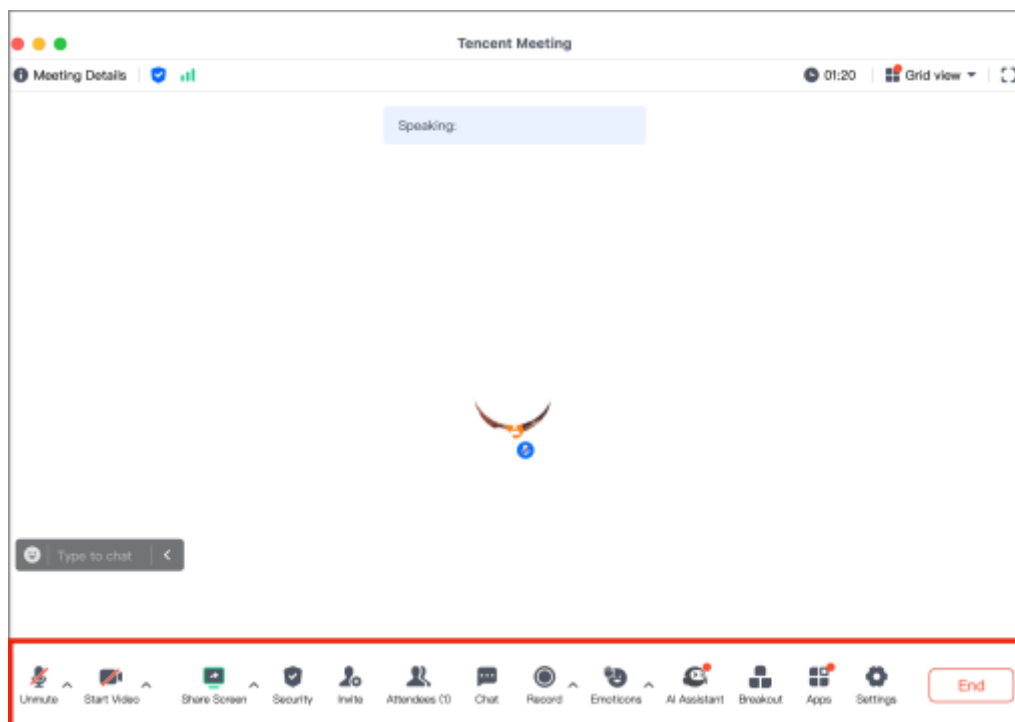
输入会议号及您的参会名称，设置相应的会议设置，例如是否链接音频 / 是否开启摄像头 / 是否链接麦克风，最后点击"加入"。

Step 4: Tool Bar 工具栏

After joining the meeting, at the bottom there is a tool bar, which you can select options by clicking bottons such as Mute/Unmute、Start Video/Stop Video、and end the meeting, etc.
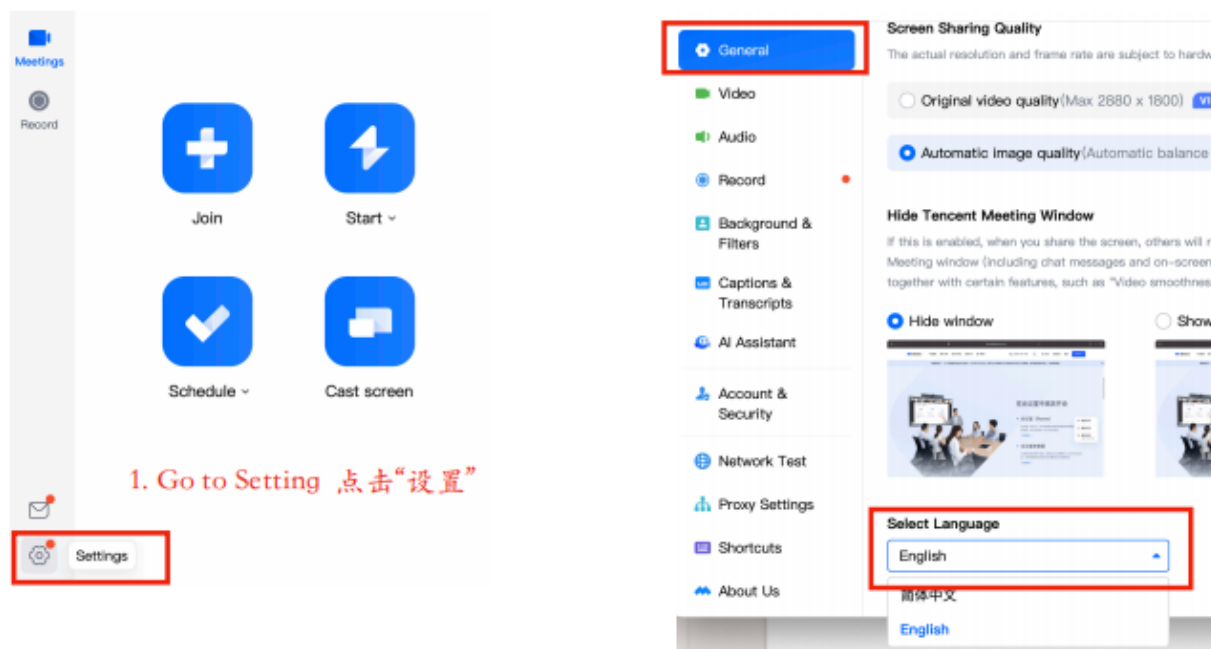
参会后在屏幕下方的工具栏您可以自行选择是否静音、是否开启摄像头、退出会议等选项。

Step 5: How to change language setting in Tencent Meeting 如何更改腾讯会议的语言

Click "Settings" in the bottom left corner, click "General" and then scroll down to the bottom, you can select your preference in "Select Language".

点击左下角的"设置"，然后在通用设置中，滑到底部，可以选择语言。

1. Go to Setting 点击"设置"

2. In the General, scroll down to the bottom, select language.
在通用设置中，滑动鼠标到最下面，选择语言。