

Tencent Meeting Mini-Program User Manual

腾讯会议小程序使用说明

Step 1: Accessing the Mini Program 进入小程序

Open Wechat and type "Tencent Meeting" in the search bar, click to enter the mini program.

打开微信在搜索框输入“腾讯会议”，点击进入小程序。

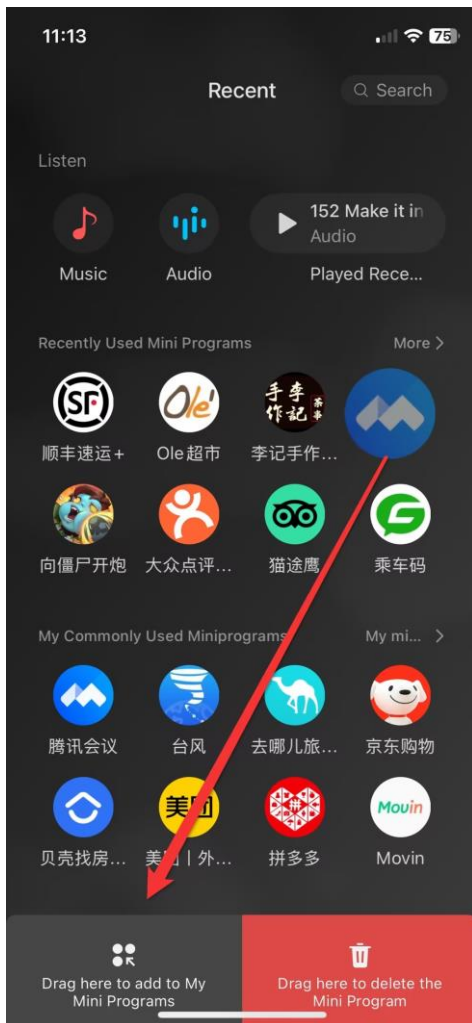


You can add this mini program to your list, in case to repeat searching when you have to use it.

您可以将腾讯会议小程序添加至“我的小程序”列表以避免需要重复搜索。

By pulling down on the WeChat main interface you can see the interface below, long press the logo of Tencent Meeting in "Recently Used Mini Programs" and then drag it to the bottom left corner "Drag here to add to My Mini Programs".

在微信主界面进行下拉动作后您将会看到如下的界面，长按“最近使用的小程序”中的腾讯会议图标，然后将其拖拽至左下角的“拖动到此处添加至我的小程序”。



Next time you want to use Tencent Meeting mini program, you can lick "My mini programs" to find it, and there is no need to search it again.

下次您想使用腾讯会议小程序时只需点开“我的小程序”就可以找到了，不需要再次进行搜索。

Recent

Search

Listen



Music



Audio



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Recently Used Mini Programs

More >



腾讯会议



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会议



ARABICA



会员中心

My Commonly Used Miniprograms

My mini programs >



瑞幸咖啡



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始祖鸟会...



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Step 2: Phone Number Verification 手机号码验证

After entering the mini program of Tencent Meeting, it will ask you to verify your phone number the first time you using it.

点击进入腾讯会议小程序后，如果您是第一次使用会需要先进行手机号码的验证。

10:03

4G

腾讯会议



Enter



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Please select "Agree" for the "Service Agreement and Privacy Policy" and then click "Phone Number Verification".

请先勾选同意“软件许可服务协议和隐私政策”，然后点击“前往验证”。



You can choose to verify the WeChat bound phone number or another phone number to accomplish the verification.

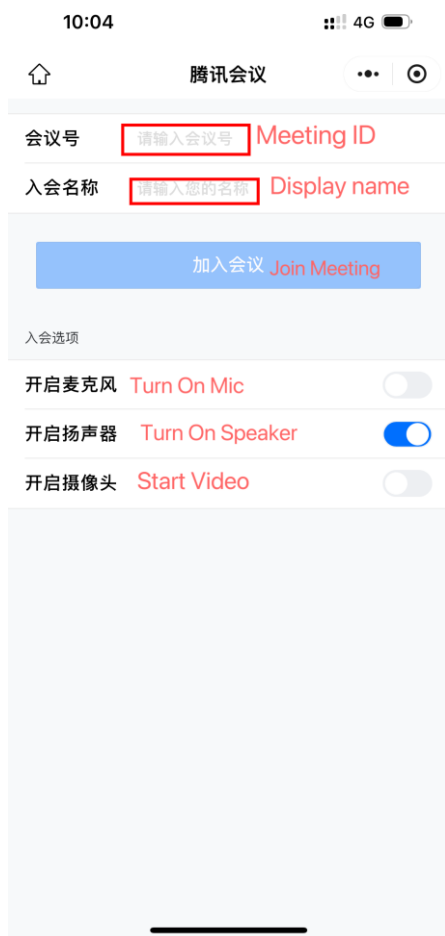
您可以选择验证微信绑定的手机号码或者另外一个号码来完成验证。



Step 3: Join in the Meeting 加入会议

After complete the phone number verification, you will see the interface below. You should enter the meeting ID and the display name, set the corresponding meeting settings: whether to turn on microphone、whether to turn on speaker、whether to start video, and then click "Join Meeting".

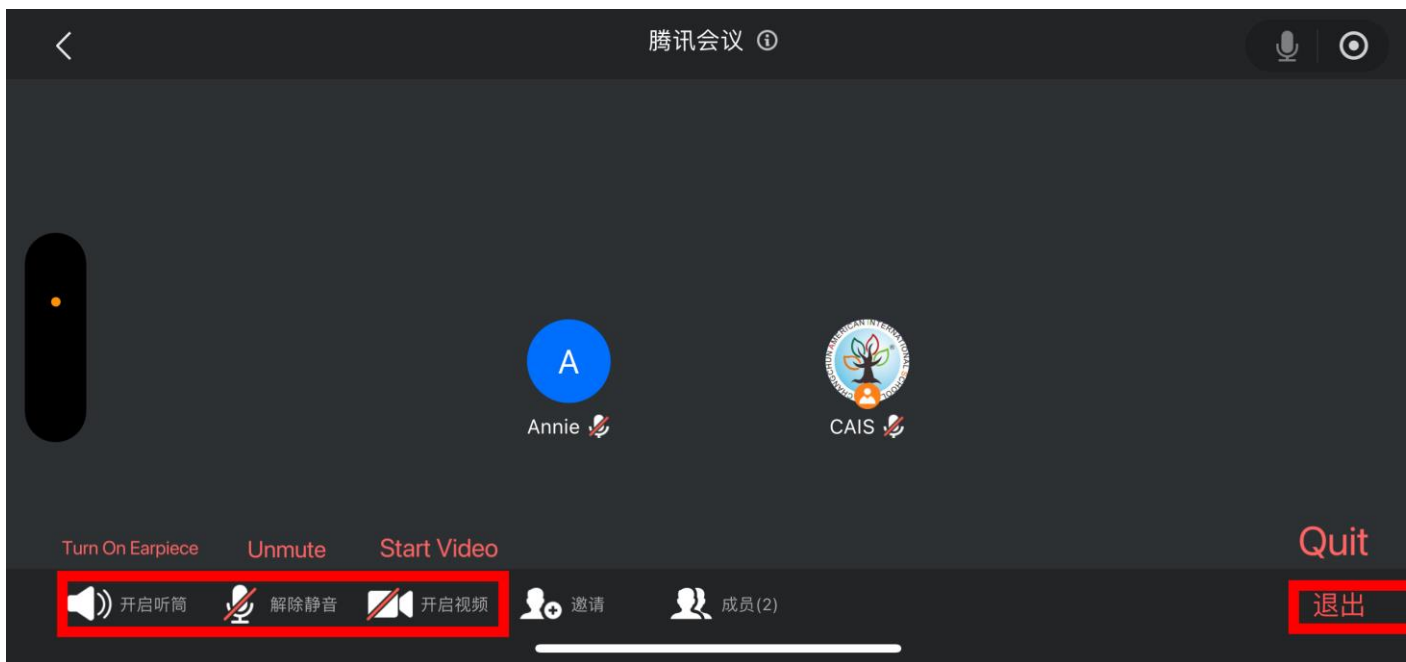
在完成手机号码认证之后您将会看到如下的应用界面。请您输入会议号和您的参会名字，设置相应的会议设置：是否开启麦克风、是否开启扬声器、是否开启视频，最后点击“加入会议”。



Step 4: Tool Bar 工具栏

After joining the meeting, at the bottom left corner of the screen there is a toolbar, you can select options by clicking buttons such as Turn On Earpiece、Unmute、Start Video. Finally, when the meeting is over, you can click "Quit" to quit the meeting room, which is at the bottom right corner.

参会后，在屏幕左下角工具栏可自行选择是否开启听筒、解除静音、开启视频。最后当会议结束时您可以通过点击右下角的退出键来退出会议室。



Please note that Tencent Meeting mini program cannot use chat function which can be widely used in Q&A session, you should use Tencent Meeting APP to send message to everyone in the meeting.

请注意腾讯会议小程序无法使用在问答环节可能会使用的聊天功能，您需要使用腾讯视频软件来发送信息给参会者。