

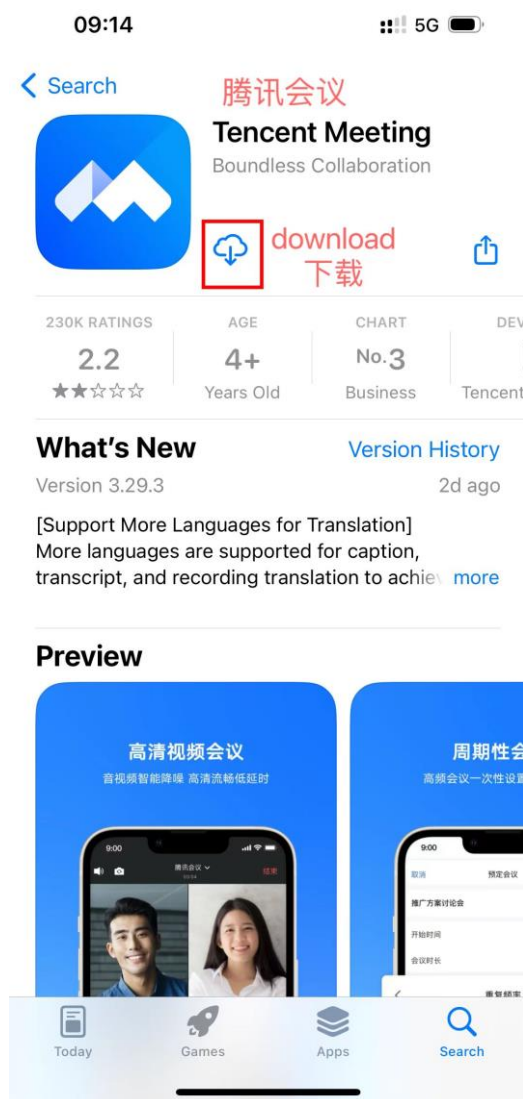
# Tencent Meeting APP User Manual

## 腾讯会议软件使用说明

### Step1: Tencent Meeting Installation Instructions 腾讯会议安装

Go to the Apple Store and search for "Tencent Meeting" for downloading.

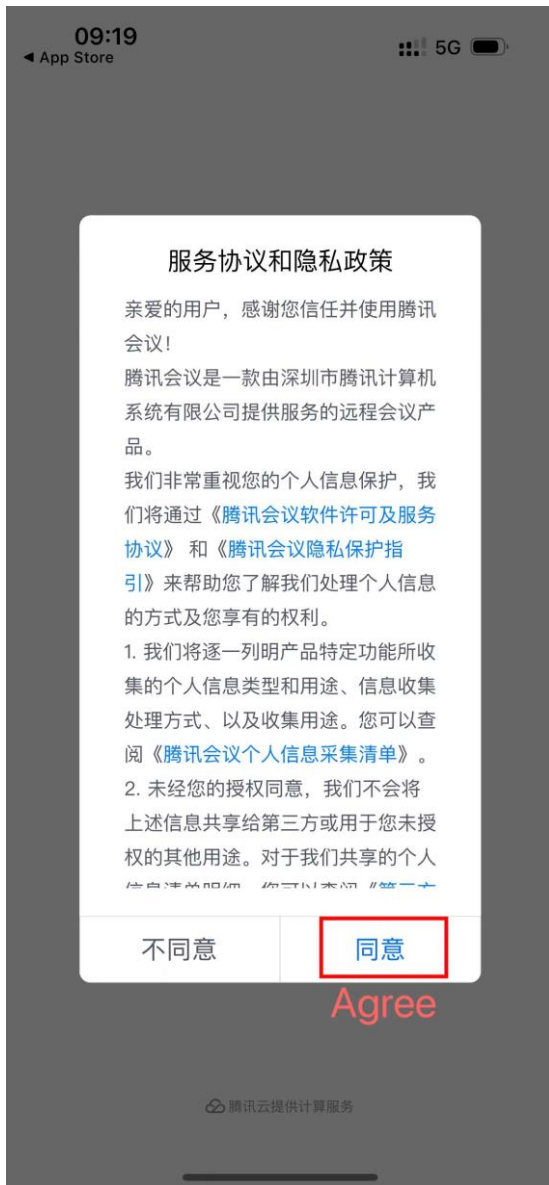
去苹果商店搜索“腾讯会议”进行下载。



### Step2: Log in Tencent Meeting 登录腾讯会议

After downloading, when you click the Tencent Meeting icon to open it, it will pop up the "Service Agreement and Privacy Policy", please click "Agree" to go on.

成功下载软件之后点击腾讯会议的图标，打开软件后会自动弹出“服务协议和隐私政策”，请点击同意以进行后续操作。



Then several ways to log in will be shown, choose one of them. Log in with WeChat or Mobile number is highly recommended.

有多种登录方式可供选择，其中推荐使用微信登录或手机号登录。

09:22

5G



微信登录

Login with WeChat

More options



Mobile



WeCom



SSO



Email

手机号登录

I have read and agree to [Service Agreement](#) and [Privacy Policy](#)

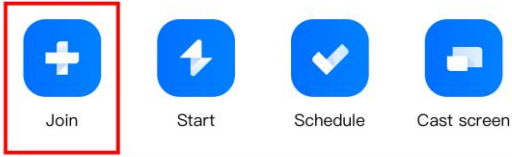
### Step3: Join in the Meeting 加入会议

After logging in, you will see the interface below. You can click "Join" to join in the meeting.

完成登录之后，您将看到如下的界面。您可以点击“加入会议”加入到会议中。

11:02

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加入会议

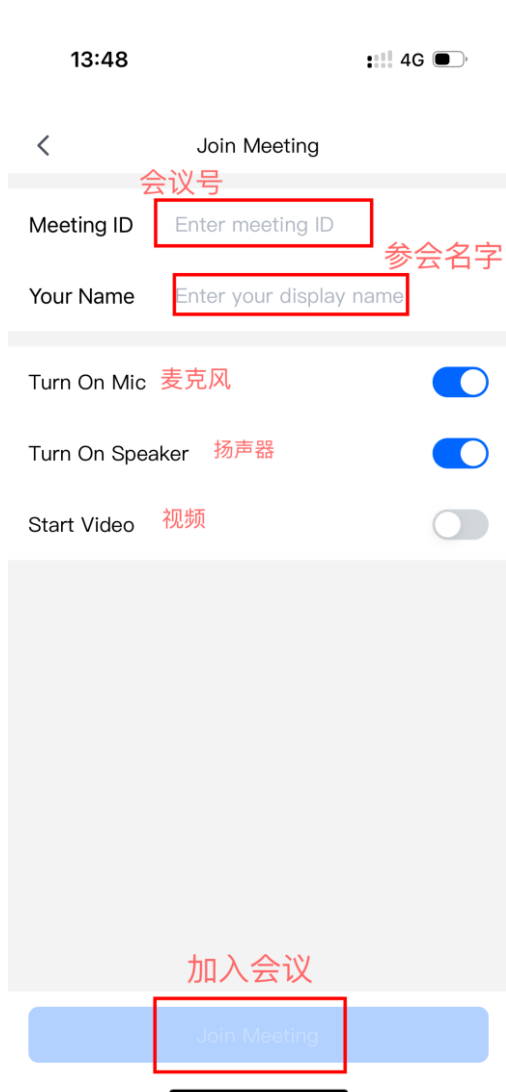


No meetings

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Enter meeting ID and your 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".

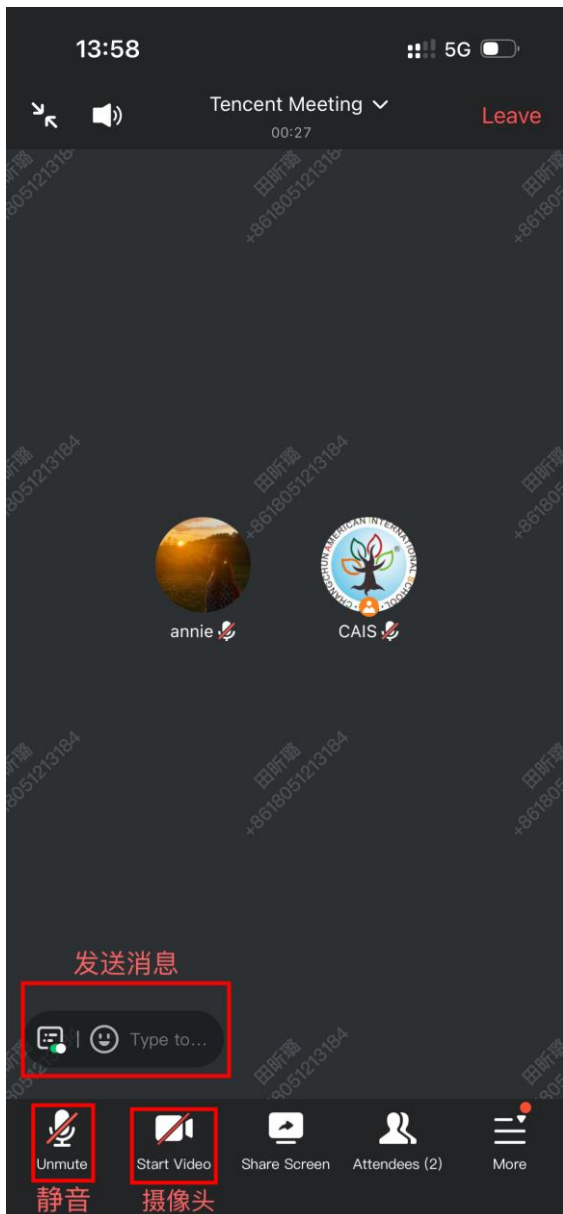
输入会议号和您的参会名字，设置相应的会议设置：是否开启麦克风、是否开启扬声器、是否开启视频，最后点击“加入会议”。



#### Step4: Tool Bar 工具栏

After joining the meeting, at the bottom of the screen there is a toolbar, you can select options by clicking buttons such as Mute/Unmute、Start Video/Stop Video.

参会后，在屏幕下方工具栏可自行选择是否静音、是否开启摄像头。



Additionally, you could send a message to everyone in the meeting, which can be widely used in Q&A session.

另外，您可以给参会的全体人员发送消息，这个功能在问答环节被广泛使用。

