

Tencent VooV Meeting

User Guide

Product Documentation



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User Guide

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This document describes how to log in to VooV Meeting to schedule and start an online meeting.

Overview

VooV Meeting provides excellent audio/video performance, rich meeting collaboration features, and strong support for meeting security, which increase the collaboration efficiency and meet the needs of small, medium, and large meetings.

Quick Start

You can refer to the following documents to learn more about VooV Meeting:

[Strengths](#)

[Release Notes](#)

[FAQs](#)

Signup and Login

You can sign up for and log in to VooV Meeting on PC or mobile client.

[Signup and Login on PC & mobile client](#)

Creating a Meeting

You can create a meeting in two ways: **Schedule a meeting** and **Start a meeting**, which differ as follows:

Type	Description
Schedule a meeting	You need to enter the meeting information. The scheduled meeting will be retained for 30 days, during which you can join the meeting at any time.
Start a meeting	You don't need to enter the meeting information. The meeting will be retained for only one hour, after which the system will end the meeting if there are no attendees in it.

When scheduling a meeting, you can choose to schedule a public or recurring meeting. For their differences and creation methods, see below:

[Scheduling a Public Meeting](#)

[Scheduling a Recurring Meeting](#)

Joining a Meeting

VooV Meeting provides multiple meeting join methods for you to quickly and accurately enter meetings.

[Join a Meeting](#)

Relevant Information

Operation	Guide
Manage the attendee list	Attendee List Management
Share the screen with other attendees	Screen Sharing
Record meetings	Local Recording
Chats and Settings	In-Meeting Chat
Enable the background	Background

Feedback and Suggestions

If you have any questions or suggestions about VooV Meeting, you can send your feedback through the following channels, and we will get back to you accordingly:

If you have any questions regarding the product documentation, such as links, content, or APIs, click **Send Feedback** on the right of the document page.

If you encounter problems when using the product, contact [Online Support](#) for assistance.

You can also contact our customer service for assistance:

Customer service: 4009100100 (24/7).

Email for presales/after-sales services: meeting_info@tencent.com.

Business hours: 09:30 to 18:30, Monday to Friday.