

Tencent Meeting Webinar User Guide



Tencent Cloud

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Webinar User Guide

Feature and Usage Scenarios

Last updated: 2024-08-28 15:17:08

Description of the Feature

- Webinar is a public meeting product launched by Tencent Meeting, designed for scenarios such as salons, roundtable discussions, and industry summits.
- It offers lower latency, supports more participants, and provides more interaction possibilities between the audience and guests.
- Compared to regular meetings, webinars emphasize openness and widespread promotion, as well as manageability and controllability. Specifically including:
 - Before the meeting: Brand presentation, meeting details introduction, guest invitations, audience registration.
 - During the meeting: Order management, hand-raising interaction, Q&A interaction.
 - After the meeting: Replay, historical meeting archive.
- The Business and Enterprise Editions support up to 50,000 attendees simultaneously.
- Webinars are now supported on clients, mini programs, Rooms, Meeting Connectors (MRA), and telephone join, but are not yet supported for web viewing.

Conditions of Use

- **Creating a Webinar**
 - [Tencent Meeting official website](#) .
 - Tencent Meeting App on Windows/macOS desktops.
 - Tencent Meeting App version 2.20 or above for iOS/Android phones (requires Android 4.4/iOS 10 or above).
- **Joining a Webinar**
 - Tencent Meeting App on Windows/macOS desktops.
 - Tencent Meeting App version 2.14 or above on iOS/Android mobile phones (requires Android 4.4/iOS 10 or above).
 - Tencent Meeting WeChat Mini Program.

Application scenario

Webinars can cover all large-scale online conference scenarios with dissemination attributes, such as:

- Scenario 1. Seminar: Academic exchanges, academic forums, government discussions, etc.
- Scenario 2. Training Session: Business training sessions, grade conferences, employee conferences, management conferences, parent–teacher meetings, etc.
- Scenario 3. Sharing Session: Salons, lectures, book clubs, etc.
- Scenario 4. Press Conference: New product launches, financial report releases, news conferences, etc.
- Scenario 5. Summit: Industry forums, award ceremonies, industry conferences, venture capital meetings, etc.
- Scenario 6. Marketing Meeting: Public courses, private domain marketing meetings, etc.

Create Webinar

How to use the live streaming feature in a webinar

Last updated: 2024-08-28 15:19:02

Set up live stream pushing

Stream live to WeChat Video Accounts

- Support starting live streaming pre-meeting and in-meeting, pushing the meeting stream to WeChat Video Accounts.
- To stream live to WeChat Video Accounts, you need to enter the streaming address and stream key.

Note:

You can go to [WeChat Video Accounts Live Streaming Assistant](#) to get the live streaming address and key.

腾讯会议

升级 加入会议 发起会议

网络研讨会(Webinar) > 网络研讨会详情

会议小助手预定的网络研讨会

待开始 (距离开始时间还剩 00 小时 24 分钟)

会议号: 609 829 508 [复制](#)

开始时间: 2023年03月28日 21:30 (GMT+08:00) [同步到日历\(ics\)](#)

观众查看会议展示样式 [预览](#) [编辑](#)

设置

- 会议准备模式
- 嘉宾可在主持人之前入会
- 会中开启问答功能
- 自动开启会议录制
- 允许观众观看录制回放
- 仅企业内部员工可观看
- 开启会议水印
- 禁用笔记截屏

观众人数上限: 300人 [购买更多观众人数](#)

同声传译: 启用同声传译

[进入会议](#) [修改](#) [取消](#)

微信视频号直播设置 [视频号直播帮助](#)

取消 保存

推流地址:

推流密钥:

您可以前往[视频号直播助手](#), 获取直播推流地址及密钥

邀请 品牌 会中样式 回放 安全管控 **直播**

微信视频号 [添加](#) 暂未添加直播地址 [添加](#)

第三方平台 [添加](#) 暂未添加直播地址 [添加](#)

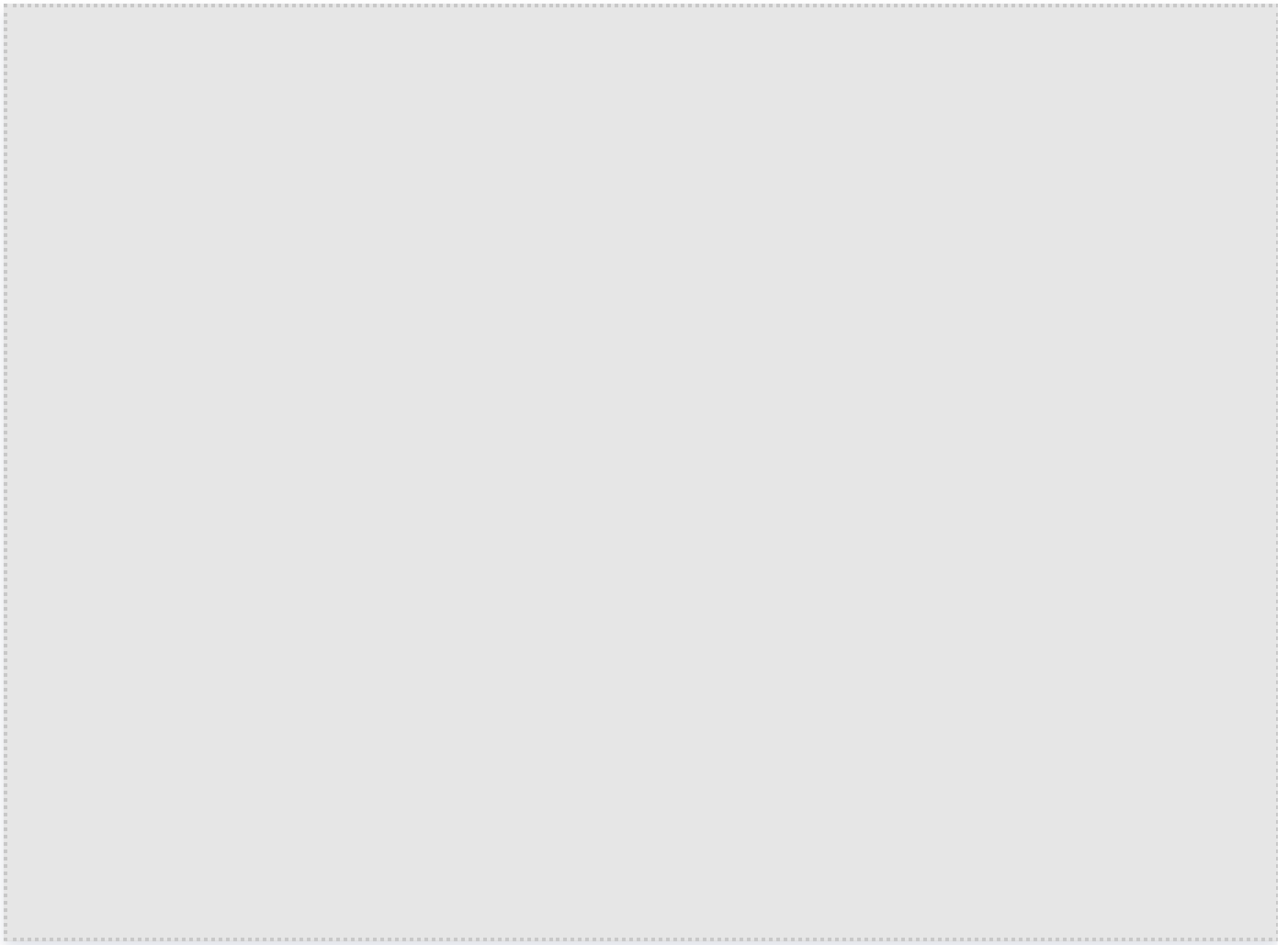
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腾讯云

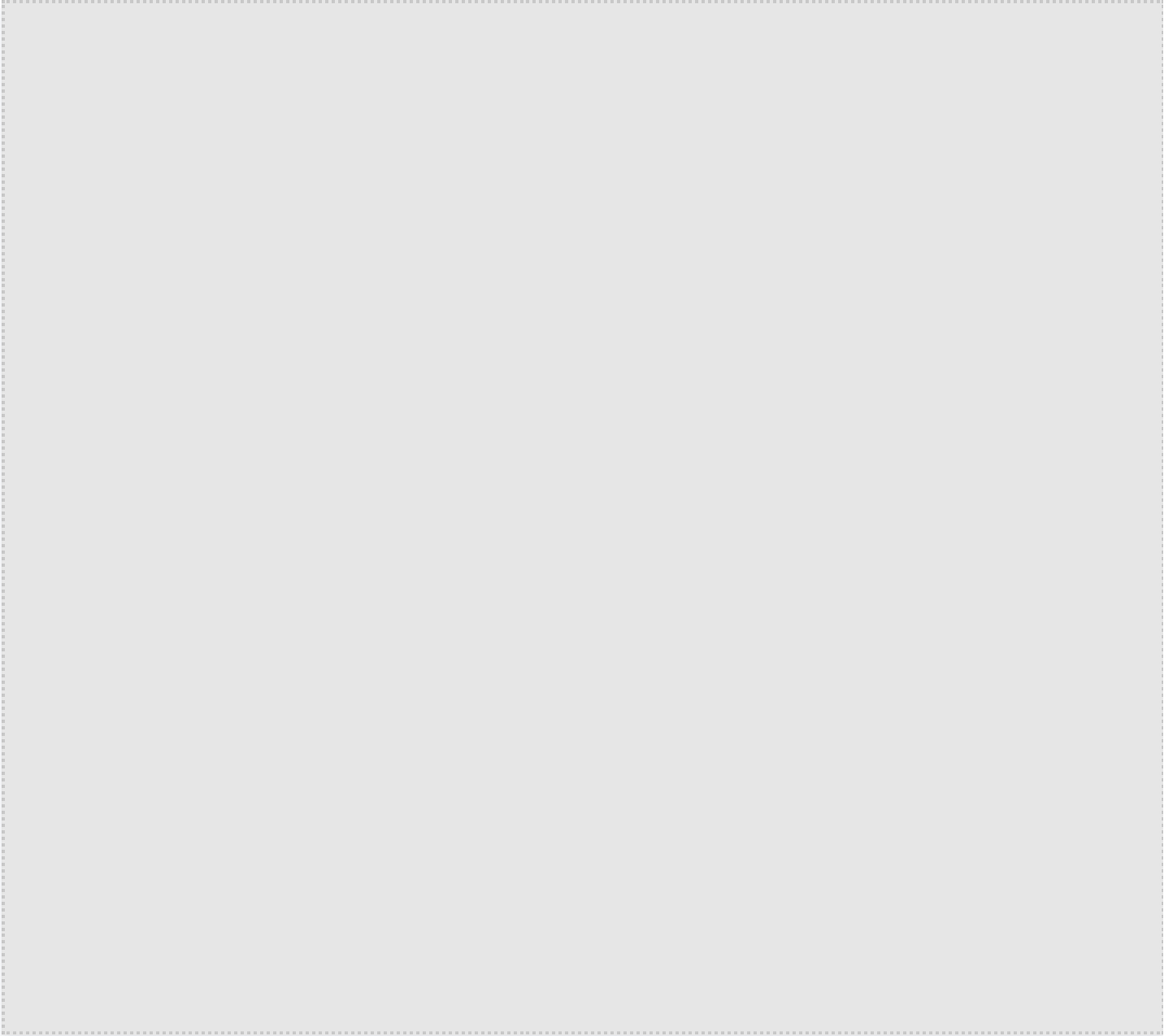
Stream live to third-party platforms

- Users who purchase the paid version of the webinar can push the meeting stream to other live streaming platforms for broader reach.
- To set up streaming for third-party live streaming platforms, you need to enter the platform name, streaming address, and stream key.
- You can add up to 10 third-party streaming platform addresses pre-meeting and in-meeting.



Starting a Live Streaming

- After successfully adding addresses pre-meeting, the host needs to start the live streaming in-meeting. The live stream display will automatically adjust according to the host's client layout.
- The host can click **Apply > Live Stream > Start Live Streaming** to begin streaming.
- Allow enabling/disabling a specific live streaming platform during the live stream.




How to Set Up and View the Replay

Last updated: 2024-08-28 15:19:19

Set Replay

Before the Meeting

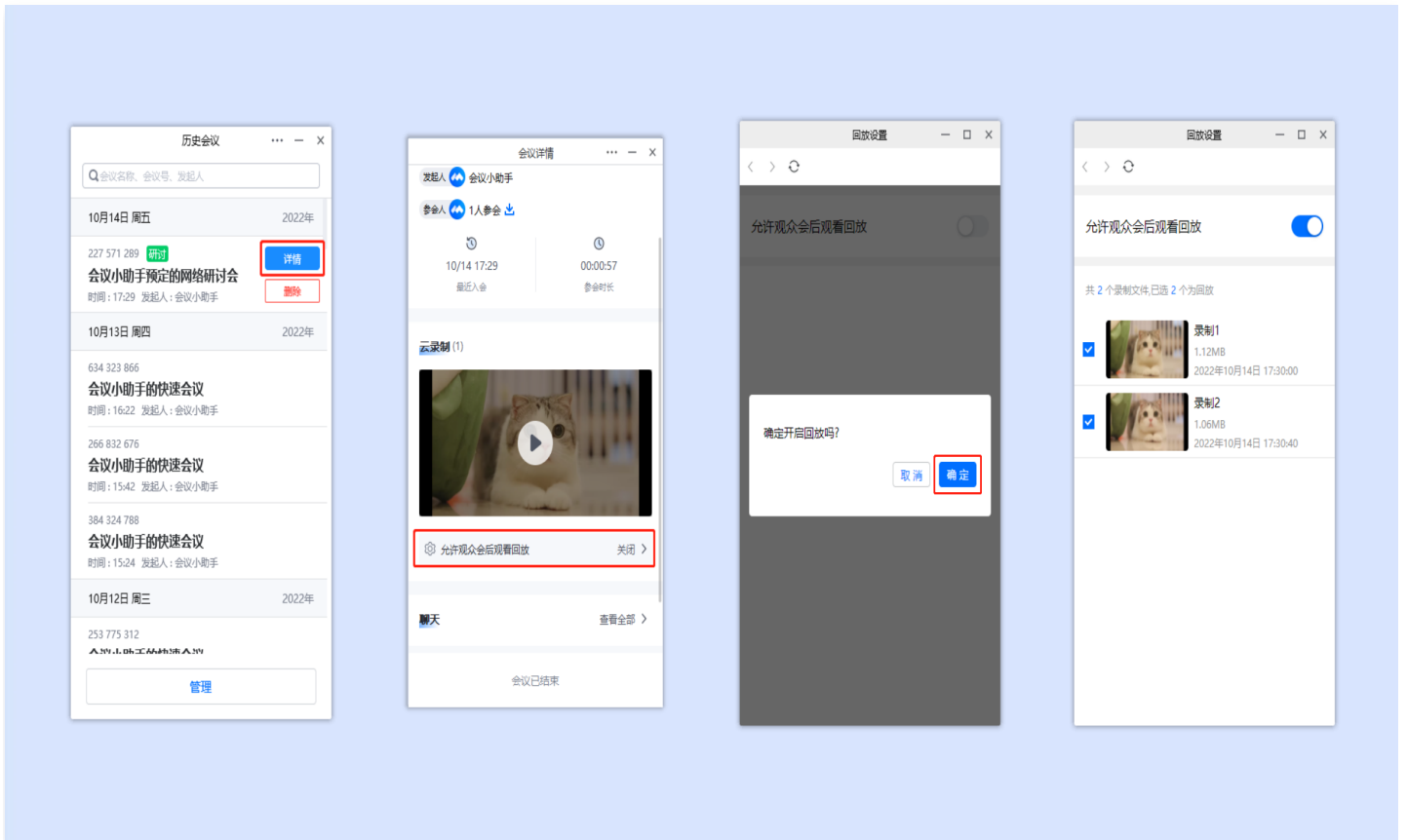
Before the meeting starts, go to the meeting details page and enable **Allow audience to watch recording replay after the meeting**. The recording will automatically start when you join the meeting. After the meeting ends, the audience can watch the replay.



The screenshot shows the Tencent Meeting interface for a 'Network Seminar (Webinar)'. The left sidebar contains navigation options like 'My Meetings', 'Personal Information', 'Personal Meeting Room', 'Meeting List', 'Network Seminar (Webinar)', 'Meeting Documents', 'Meeting Recording', 'My Applications', 'Meeting Mode Creation Center', and 'Enterprise Management'. The main content area displays the meeting details for '会议小助手预定的网络研讨会' (Meeting Assistant Scheduled Network Seminar), which is '即将开始' (Starting Soon) in 24 minutes. Key details include: Meeting ID: 609 829 508; Start Time: 2023年03月28日 21:30 (GMT+08:00); Settings: Meeting Preparation Mode, Audience can join before host, In-meeting Q&A function, Auto start meeting recording, Allow audience to watch recording replay (checked), Only internal employees can watch, Meeting Watermark, Ban Note-taking; Audience Capacity: 300; Features: Meeting Watermark, Ban Note-taking, Simultaneous Translation. At the bottom, there are buttons for '进入会议' (Join Meeting), '修改' (Modify), and '取消' (Cancel). A navigation bar at the bottom of the main content area includes '邀请' (Invite), '品牌' (Brand), '会中样式' (In-meeting Style), '回放' (Replay), '安全管控' (Security Control), and '直播' (Live). The '回放' (Replay) option is highlighted with a red box. Below it, the toggle for '允许观众会后观看录制回放' (Allow audience to watch recording replay after the meeting) is turned on.

After the Meeting

For meetings with Cloud Recording enabled, you can also enable replay after the meeting. Go to the meeting details page to enable **Allow audience to watch recording replay after the meeting**, and the audience can watch the replay.



View Replay

- For meetings with replay enabled, the meeting link will automatically switch to the replay link. The audience can directly watch the replay content through the meeting link.
- Supports selecting replay files to be made available for user viewing and allows users to adjust the replay file playback sequence.
- Supports displaying meeting minutes during the replay.
- Supports simple editing operations on the details page of individual recording files.

腾讯会议 升级 加入会议 发起会议

我的会议 个人资料 个人会议室 会议列表 网络研讨会(Webinar) 会议文档 会议录制 我的应用 会聚模式创作中心 企业管理

会议小助手预定的网络研讨会

即将开始 (距离开始时间还剩 00 小时 13 分钟)

会议号: 740 176 191 [复制](#) 观众查看会议展示样式 [预览](#) [编辑](#)

开始时间: 2023年03月28日 21:00 (GMT+08:00) [同步到日历\(.ics\)](#)

设置

- 会议准备模式
- 嘉宾可在主持人之前入会
- 会中开启问答功能
- 自动开启会议录制
- 允许观众观看录制回放
- 仅企业内部员工可观看
- 开启会议水印
- 禁用笔记截屏

观众人数上限: 300 人 [购买更多观众人数](#)

同声传译: 启用同声传译

[进入会议](#) [修改](#) [取消](#)

邀请 品牌 会中样式 **回放** 安全管控 直播

允许观众会后观看录制回放 开启 [预览](#)

显示会议纪要

录制文件	大小	录制时间	设为回放
录制1 主视频 00:03:52	4 MB	2023/03/28 20:39:47	<input checked="" type="checkbox"/>
录制2 00:00:35	1 MB	2023/03/28 20:43:48	<input checked="" type="checkbox"/>

How to set meeting styles

Last updated: 2024-08-28 15:19:32

During the meeting, you can set warm-up styles, client backgrounds, layouts, and other styles to meet various meeting needs.

Warm-up settings

Audiences who join 15 minutes before the meeting starts can watch the warm-up.

Note:

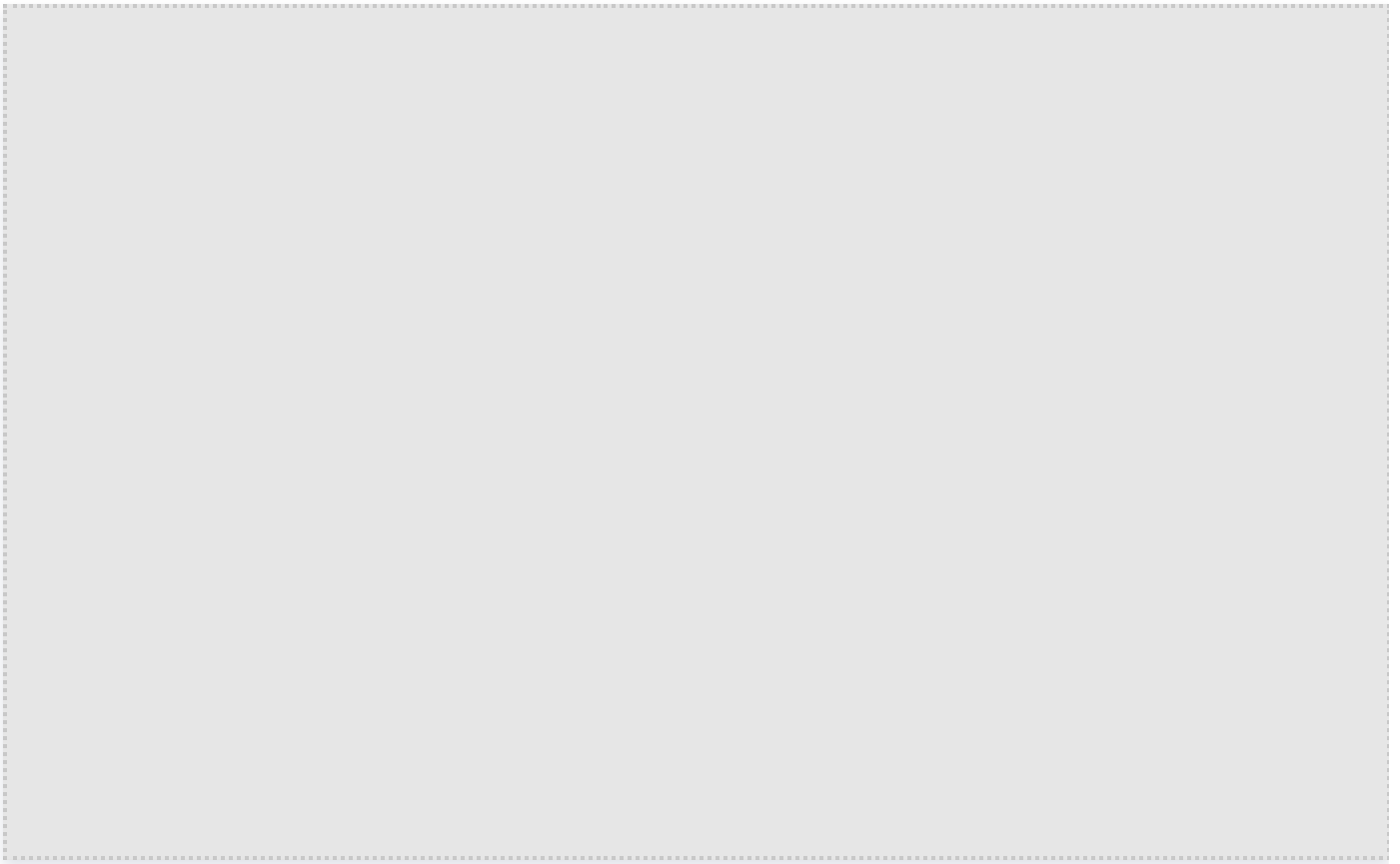
Supported only on client version 3.3.0 and above.

- It is recommended to upload an image with a size of 1280x720, in PNG/JPG format, and not larger than 5 MB. You can choose whether to add background music when using the image.
- It is recommended to upload a video with a resolution of 1280x720, in MP4 format, and not larger than 1 GB.
- Allow participants to invite members during the warm-up.

The screenshot displays the Tencent Meeting settings interface. At the top, there's a notification about a screen recording ban. Below that, the audience size is set to 100 people. A prominent blue message box states that to increase the audience size, users must upgrade to a paid account. The '会中样式' (Meeting Style) tab is highlighted with a red box. Under this tab, there are sections for '会场设置' (Meeting Room Settings) and '布局' (Layout). The '会场设置' section includes '物料类型' (Material Type) with options for '图片+音乐' (Image+Music), '视频' (Video), and '预览' (Preview). There's an '上传图片' (Upload Image) button and a note about image specifications (1280*720 pixels, 5M limit). '背景音乐' (Background Music) is set to '无' (None). A '设置' (Settings) section has a toggle for '允许参会者在会场中邀请成员' (Allow members to invite others) which is turned on. The '布局' (Layout) section has a '选择布局' (Select Layout) button. Below that, '客户端背景' (Client Background) is set to '编辑' (Edit), showing three options: '黑色背景' (Black Background), '默认背景' (Default Background), '预设背景1' (Presets Background 1), and '预设背景2' (Presets Background 2). At the bottom, '统一虚拟背景' (Unified Virtual Background) is set to '暂未设置虚拟背景' (No virtual background set).

Layout

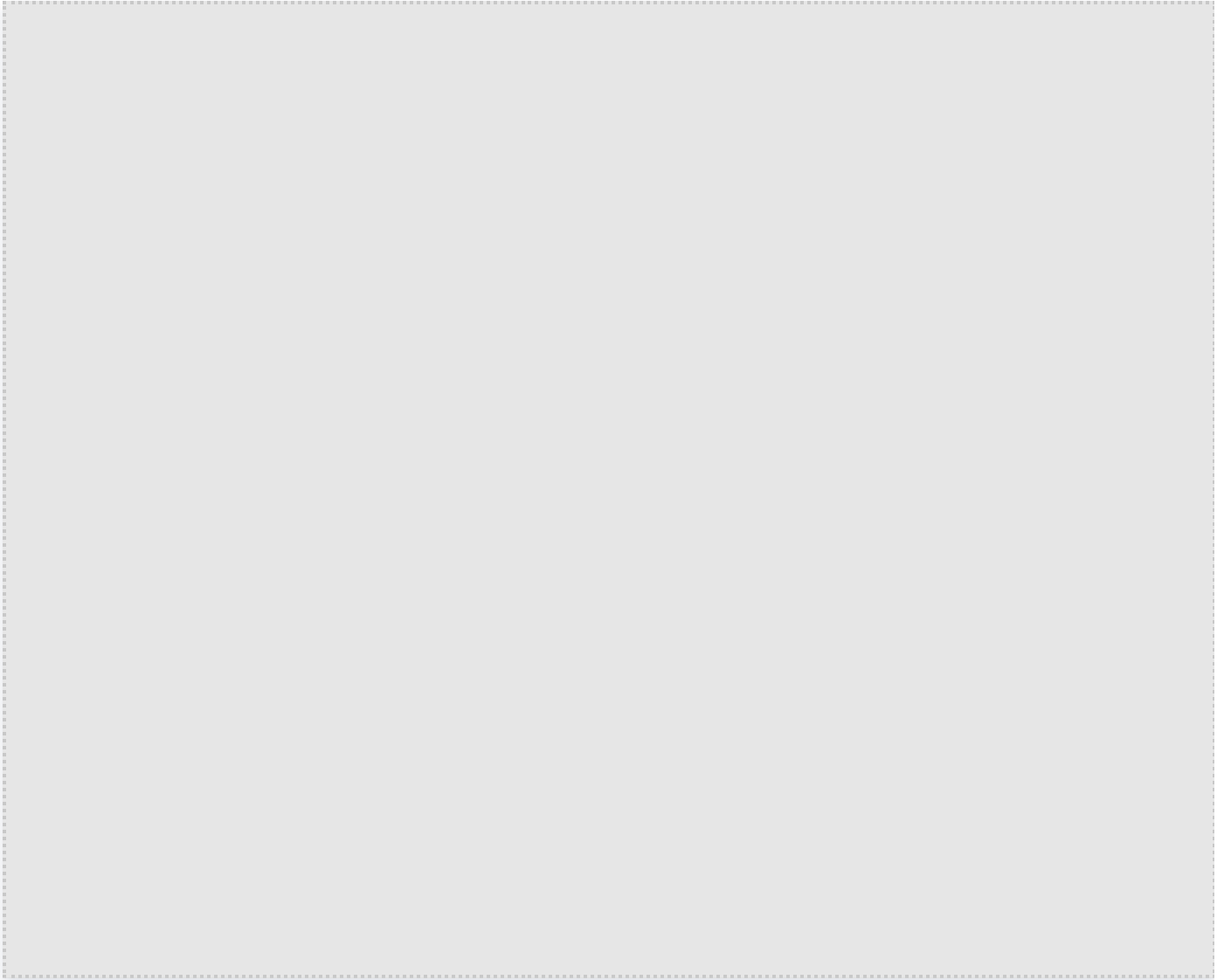
- Supports user-defined video layout. After selecting the corresponding meeting layout and background image, assign each grid to corresponding personnel and shared screens, then apply (Currently, the mobile version 3.10 and above only supports layouts with no more than 9 grids).



- After selecting and applying the layout, participants who are not arranged in the meeting will be automatically filled into the remaining layout screens.

Note:

Supported only in client version 3.10 and above.



- Supports setting multiple layouts for a single meeting. Drag to adjust the layout order; the layout at the front will be used when the meeting starts.

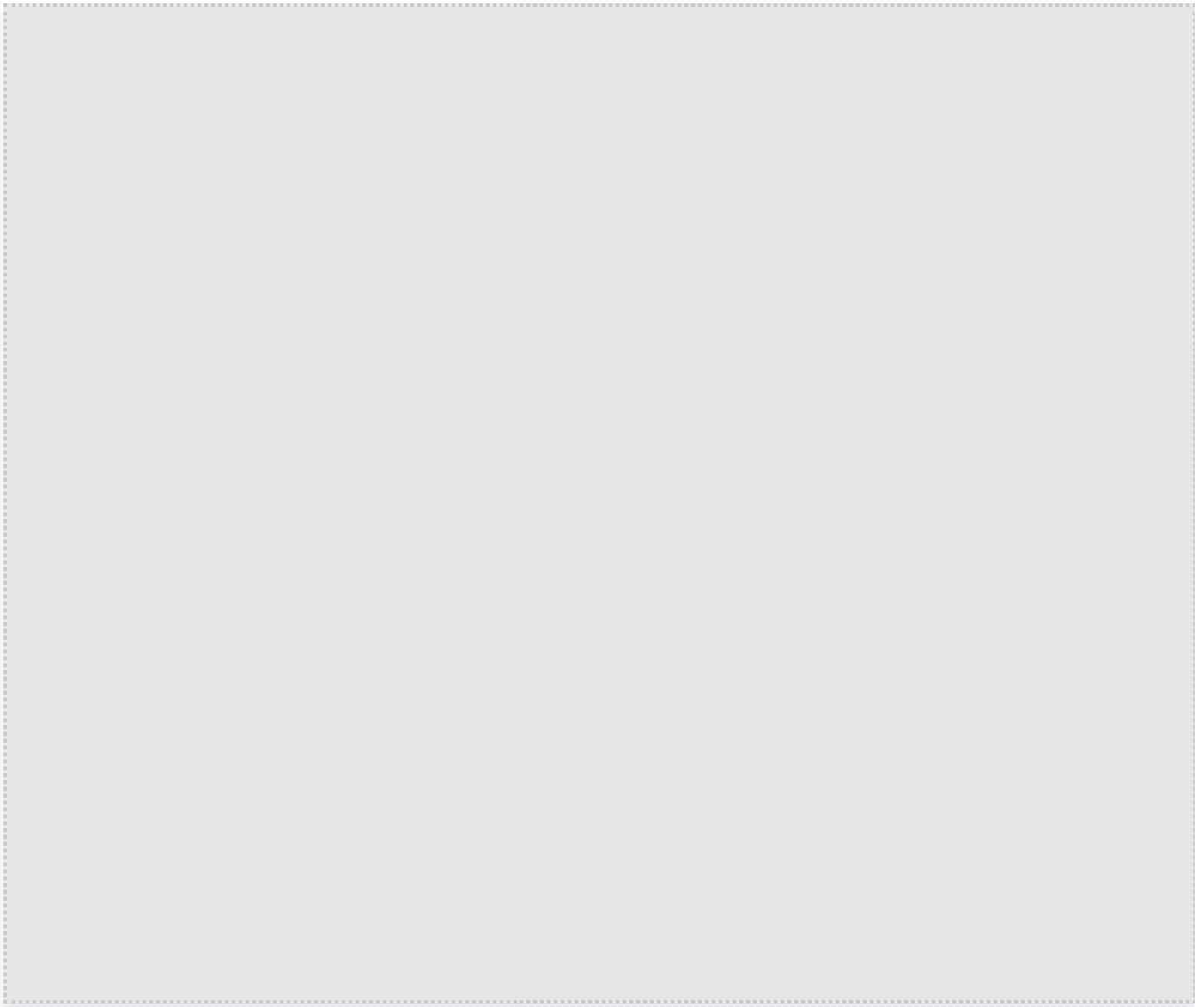
Client background

- When scheduling a meeting on the web, you can set the client background. The default is a black background, but you can change it to other virtual background images.

Note:

Supported only on client version 1.7.0 and above.

- It is recommended to upload images with a resolution greater than 1920x1080, in PNG format, and not larger than 10 MB.



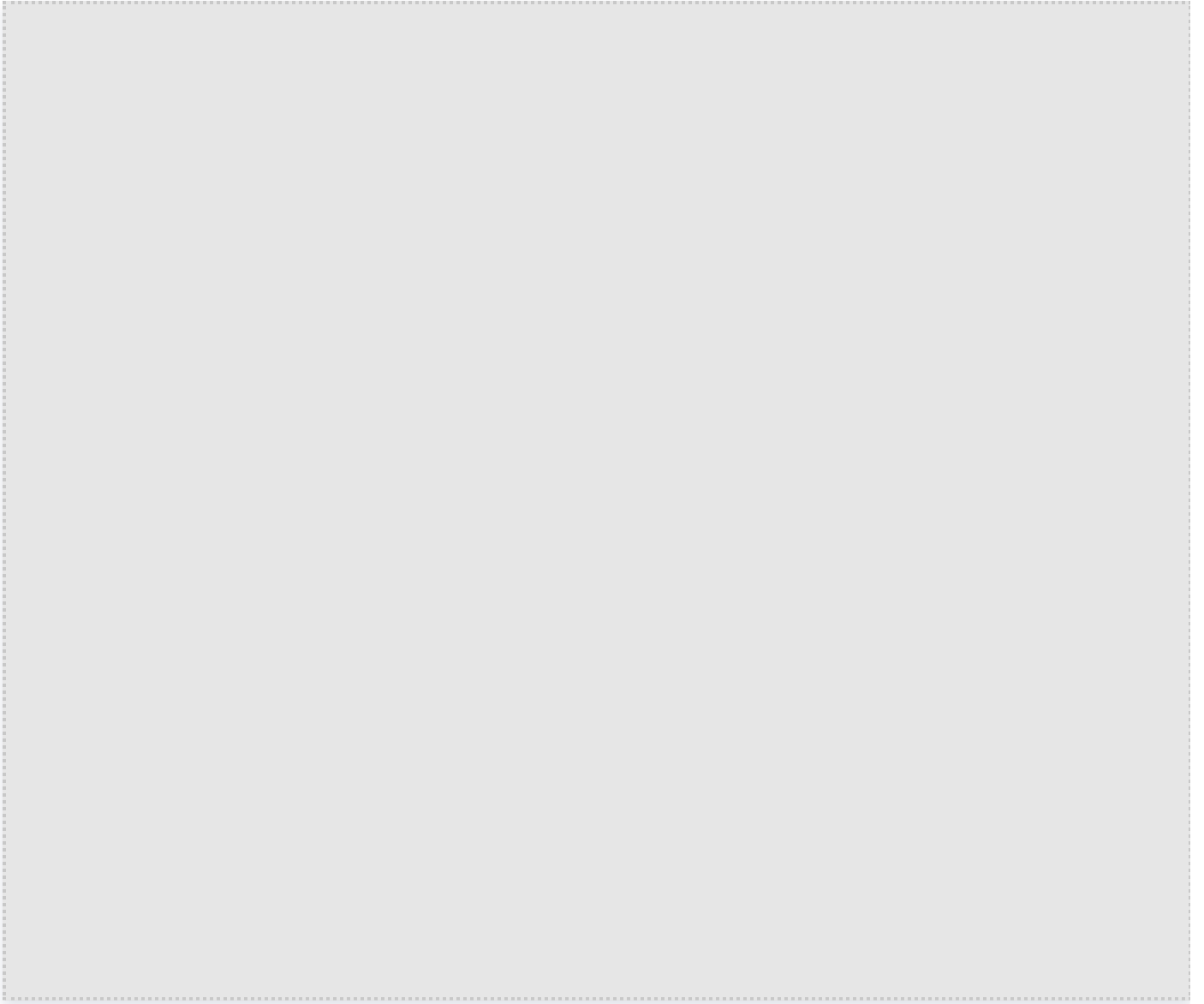
Unified Background

- After setting, the guest's video will use the default background during the meeting.

Note:

Unified background is supported only in version 3.13.0 and above.

- Background images support only PNG/JPG formats, with a maximum size of 5 MB and a minimum resolution of 1920x1080.



How to conduct brand marketing

Last updated: 2024-08-28 15:19:45

Go to the meeting details page, select the brand, and you can conduct brand marketing. You can choose UI styles, customize activity pages to set the cover, meeting introduction, etc., and add guests and agenda details.

UI styles

- Meetings with registration enabled will automatically bind the customized activity page feature. Meetings without registration enabled can freely choose between the regular invitation page or customized activity page.
- If you choose the customized activity page, you can add a cover, meeting introduction, attendee guest introduction, meeting agenda, and choose whether to show the number of registered/reserved attendees.

Cover

You can add multiple custom covers. It is recommended to use 1280*720 HD images, with each file not exceeding 5 MB. QR codes and other promotional information are prohibited. The image content will be displayed in a loop, and you can drag to sort the images.

Meeting Introduction

You can enter a detailed introduction to the meeting, with a maximum of 10 images inserted, each not exceeding 10 MB.

Attendee Guests

You can display guest information on the activity page, including name, bio, and photo. The bio should be within 80 characters, and a single photo size should not exceed 5 MB.

Meeting Agenda

You can edit the meeting agenda, add a name, start time, duration, and description for each item. The description should be within 140 characters.

腾讯会议

升级 加入会议 发起会议

我的会议

个人资料

个人会议室

会议列表

网络研讨会(Webinar)

收入管理

会议文档

会议录制

我的应用

会聚模式创作中心

设置

- 会议准备模式
- 会中开启问答功能
- 自动开启会议录制
- 允许观众观看录制回放
- 开启会议水印
- 禁用笔记截屏

观众人数上限 100人 [购买更多观众人数](#)

如需获取更多观众人数，请先升级到云会议商业/企业版账号，再购买付费版网络研讨会。购买后将发放新的创会账号。免费版账号下的会议不可升级，届时请您在新账号下创建新会议，如有疑问请联系官方客服。

进入会议 修改 取消

邀请 品牌 会中样式 回放 安全管控 直播

活动页 ① 页面样式 常规邀请页 定制活动页 [预览效果](#) [生成海报](#)

封面 默认图片 自定义图片

会议介绍 80%的用户非常关注会议介绍 [查看示例](#) [立即添加](#)

参会嘉宾 有重量级嘉宾会吸引用户参加 [查看示例](#) [立即添加](#)

会议日程 完善会议日程有助于用户掌握会议进度 [查看示例](#) [立即添加](#)

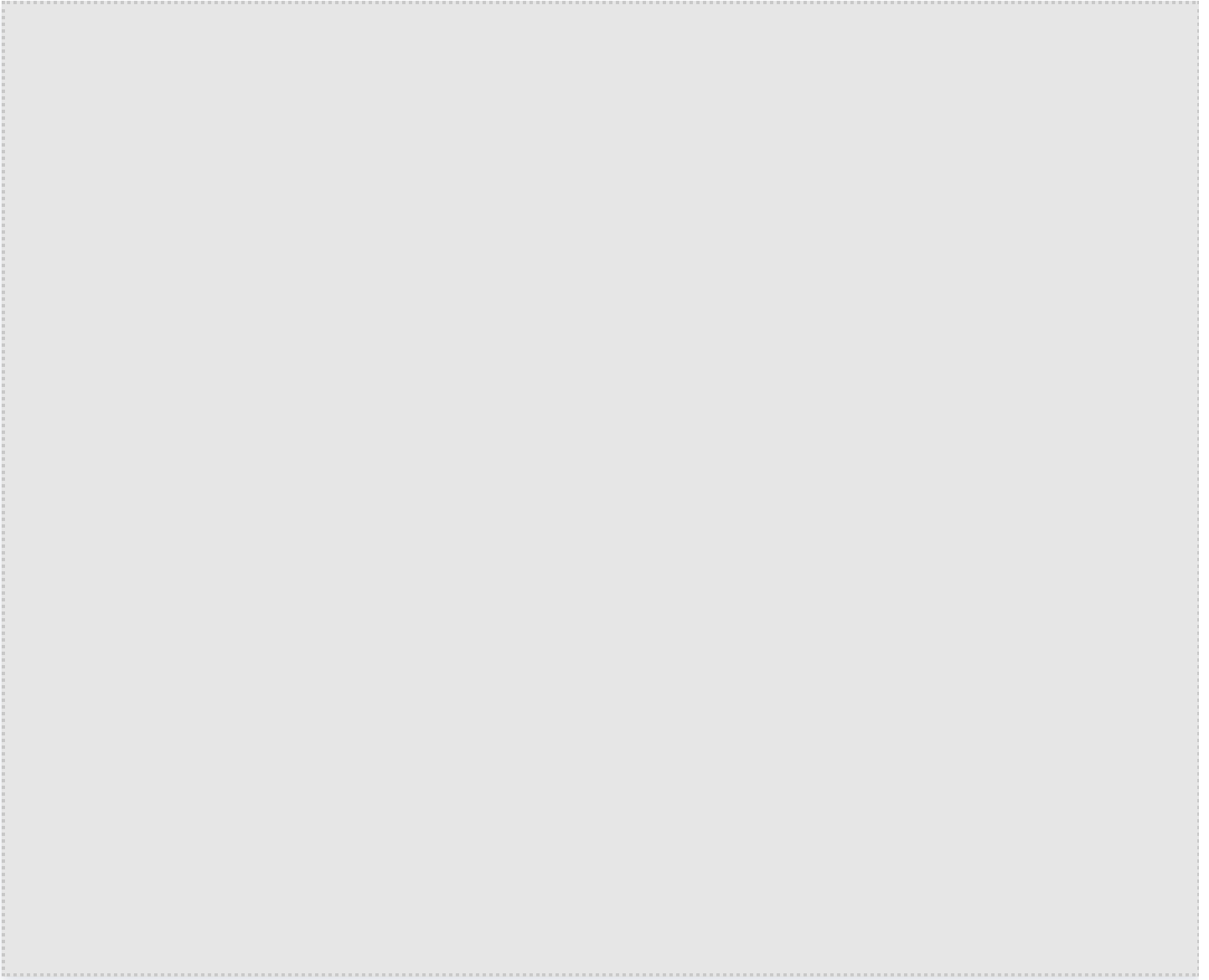
设置 显示已报名人数

授权官方展示

授权后，研讨会信息将有机会在腾讯会议公众号广场中公开展示。

Authorized Official Display

After authorization, the seminar information will have the opportunity to be publicly displayed on the Tencent Meeting official account square.



Generate Poster

Support generating meeting posters, you can choose templates and download after saving the poster style. The audience can also download the saved poster style on the mobile terminal.

The screenshot displays the Tencent Meeting management interface. On the left, a sidebar contains navigation options such as '我的会议' (My Meetings), '个人资料' (Profile), '个人会议室' (Personal Meeting Room), '会议列表' (Meeting List), '网络研讨会(Webinar)' (Webinar), '收入管理' (Revenue Management), '会议文档' (Meeting Documents), '会议录制' (Meeting Recording), '我的应用' (My Applications), and '会聚模式创作中心' (Aggregation Mode Creation Center). The main area shows settings for a meeting, including '会议准备模式' (Meeting Preparation Mode) with options like '会中开启问答功能' (Enable Q&A during meeting), '自动开启会议录制' (Auto-start meeting recording), '允许观众观看录制回放' (Allow audience to watch recording playback), '开启会议水印' (Enable meeting watermark), and '禁用墙记数屏' (Disable wall counter screen). A '观众人数上限' (Audience limit) is set to 100. A '分享图片' (Share Image) dialog box is open, showing '定制海报' (Customized Poster) and '纯色海报' (Plain Poster) options. The '定制海报' section includes '经典蓝' (Classic Blue) and '星空黑' (Starry Black). The '纯色海报' section includes '珊瑚红' (Coral Red). A preview of a selected poster is shown on the right, featuring the Tencent Meeting logo, a meeting grid, and the text '会议小助手预定的网络研讨会' (Webinar pre-arranged by the meeting assistant). Below the preview, the meeting ID '306 595 951' and the time '2023-03-28 (周二) 19:30-20:30' are displayed. A '下载图片' (Download Image) button is at the bottom right of the dialog. The background interface also shows '邀请' (Invite), '品牌' (Brand), '会中样式' (In-meeting style), '活动页' (Activity page), '封面' (Cover), '会议介绍' (Meeting introduction), '参会嘉宾' (Guests), '会议日程' (Meeting agenda), and '设置' (Settings) sections.

How to invite meeting participants

Last updated: 2024-08-28 15:20:24

Invitation

Support adding guest speakers before the meeting, inviting the audience, enabling the registration feature, setting registration conditions, auditing registration personnel, etc.

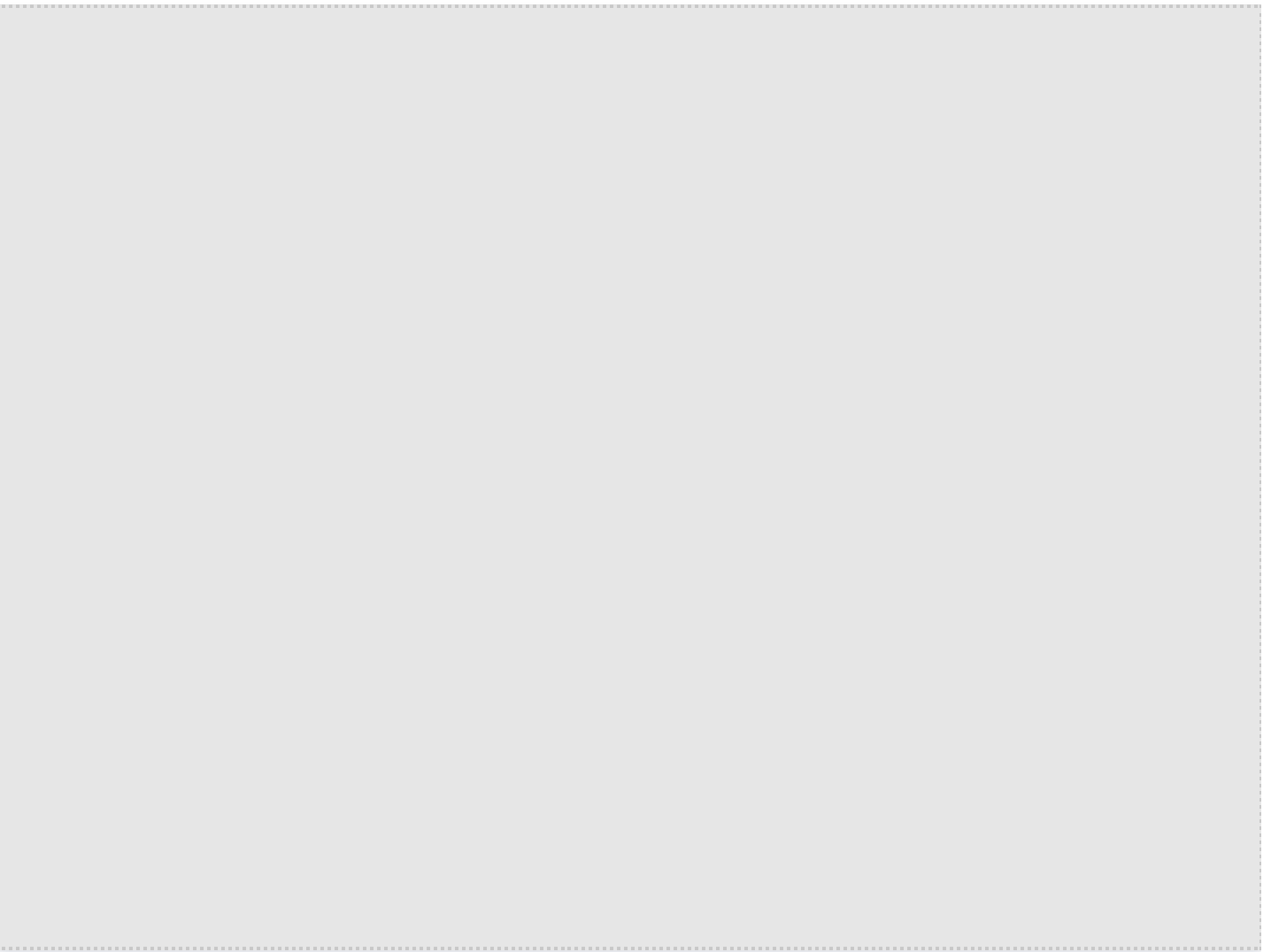
Invite guest

Guest features

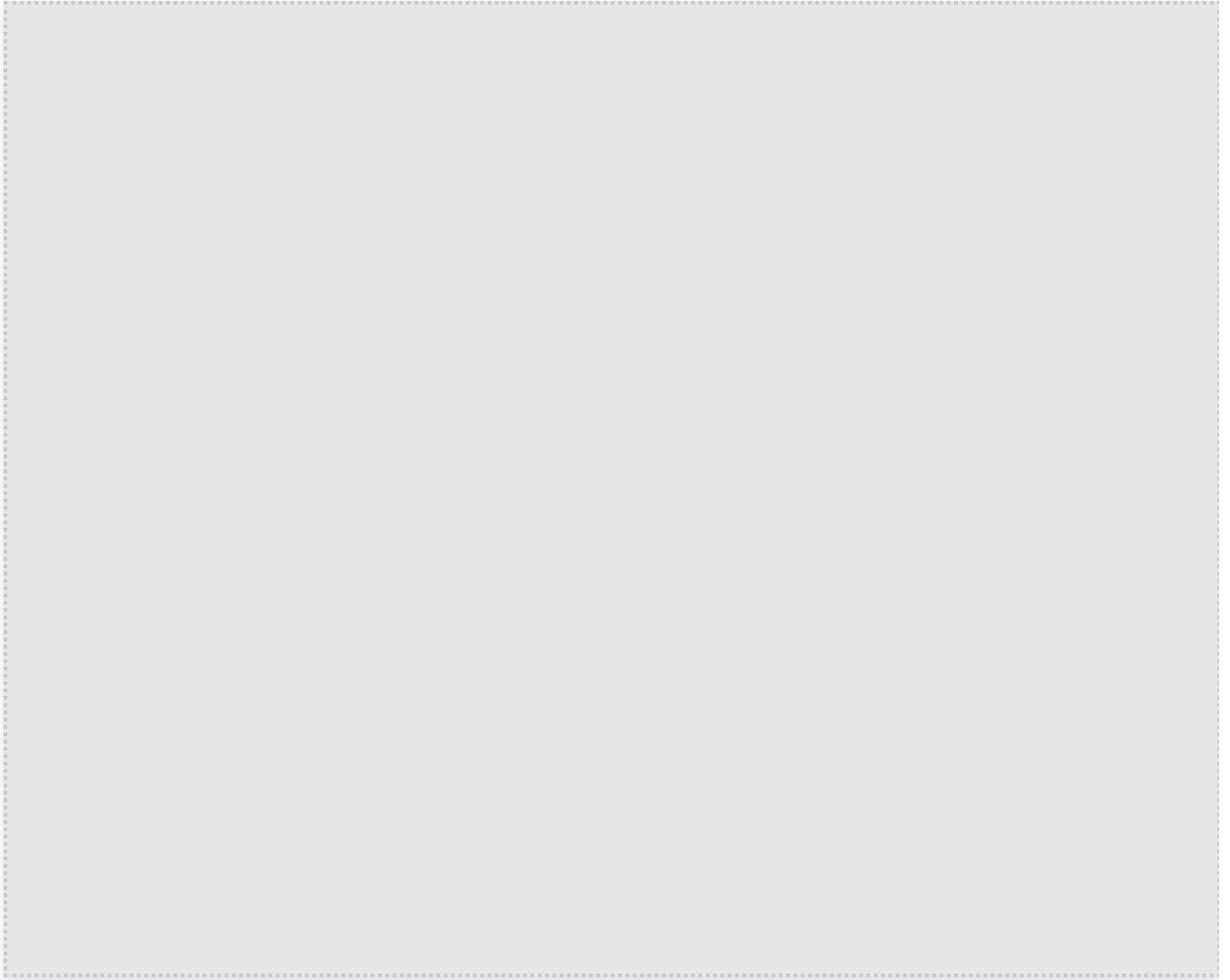
- Guests can freely open the mic, turn on the video, share the screen, view and answer questions in the Q&A, and see the audience list.
- For meetings with registration or paid registration enabled, guests can join without registering.

Manage guests

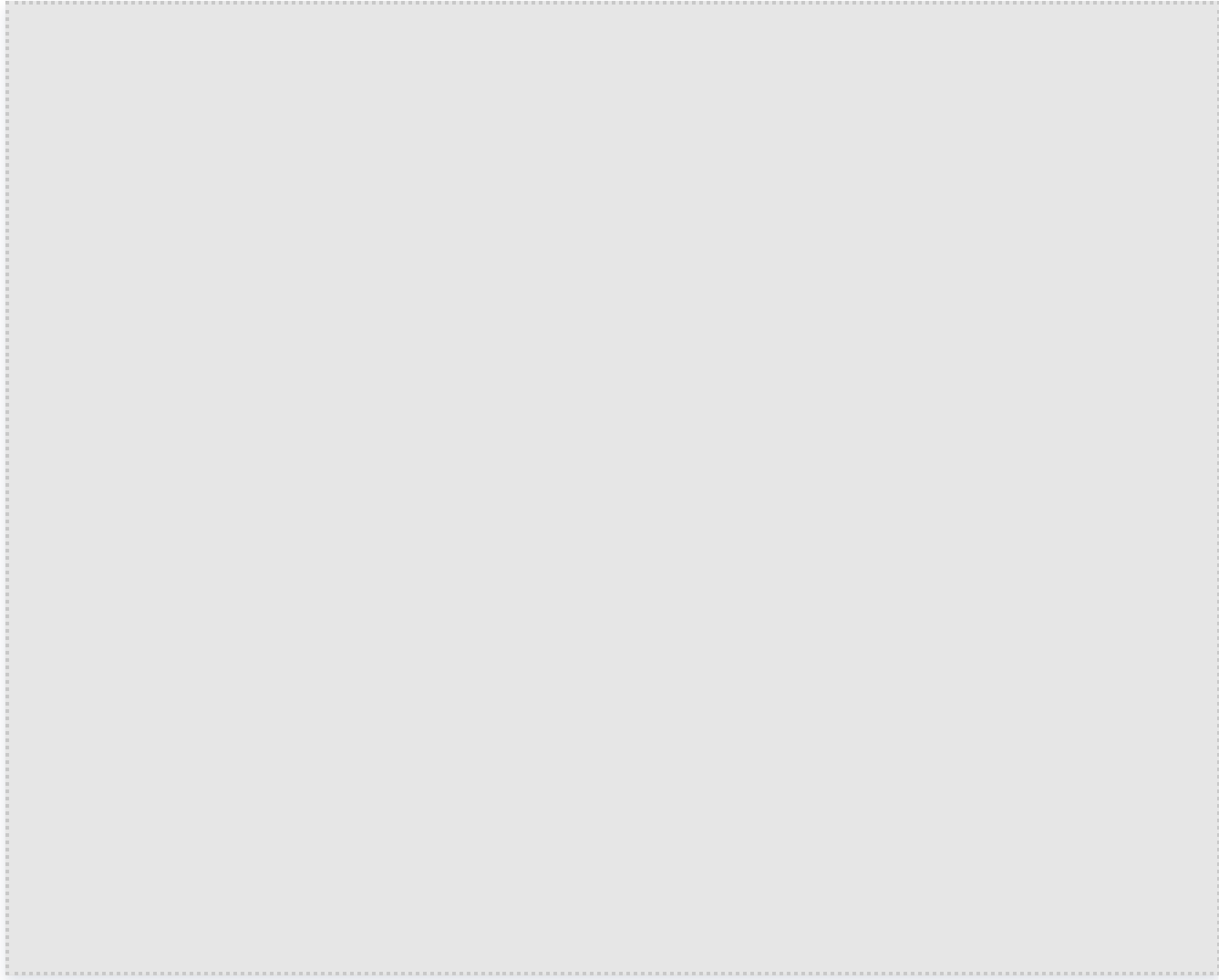
- **Link Invitation:** After enabling the exclusive guest invitation link, you can send the link to guests. Users who join via the link will automatically become guests. If the link is disabled, users joining through it will become the audience.
- **Address Book Invitation:** Business and Enterprise edition users can search for and add corporate members from the address book as internal guests using phone numbers and nicknames.
- **Phone Number Invitation:** Supports adding external guests via phone number. Different meeting accounts using the same phone number will all become guests in the meeting.



- **Style Settings:**
 - You can set the in-meeting screen style for each guest.

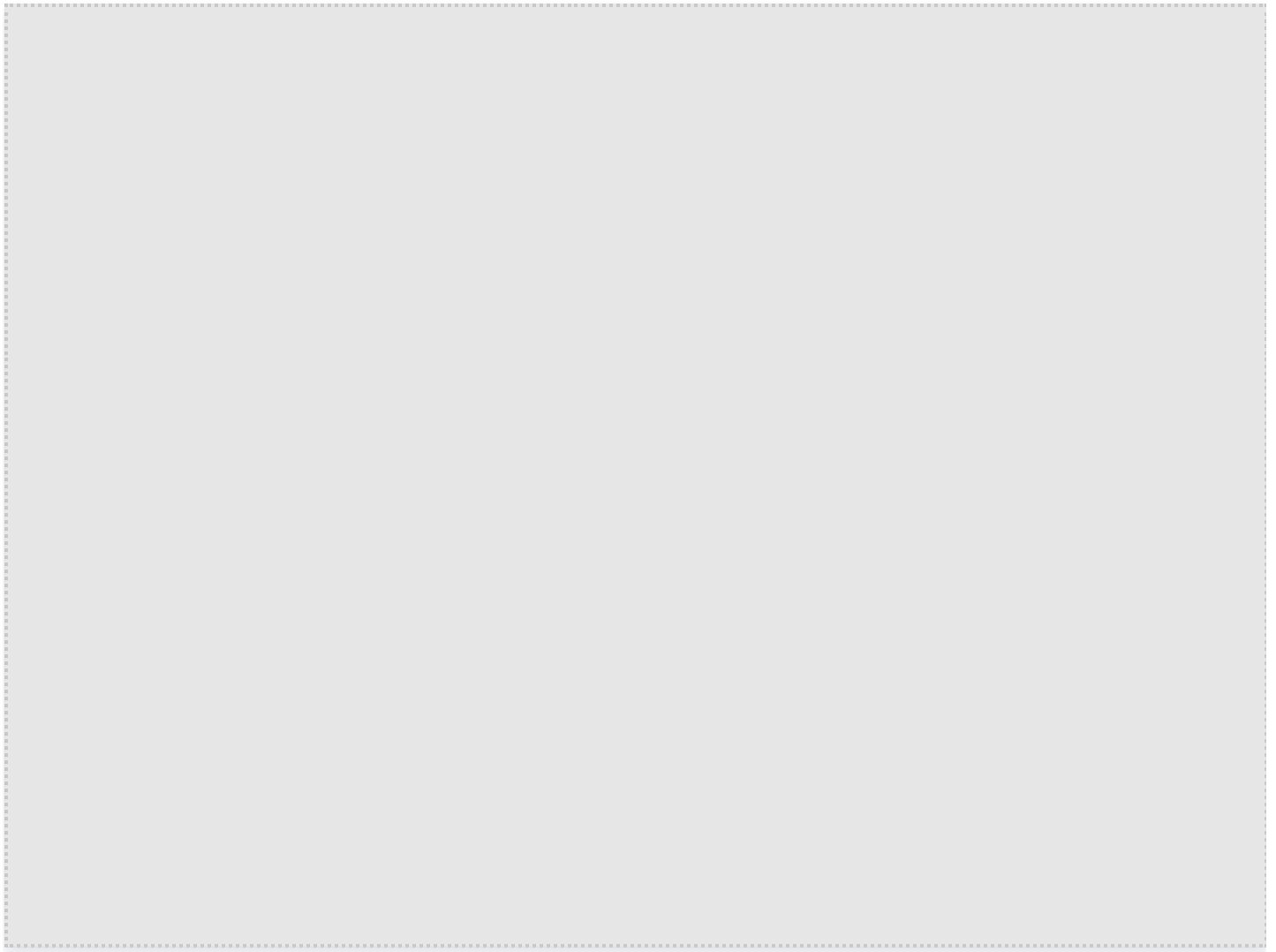


- You can set guest brand introductions, brand styles, and virtual backgrounds with real-time effect previews. When guests join the meeting, they will use the default background and name brand.



Send invitation

- The free edition and members can invite guests through shared invitation information, posters, and QR codes.
- The Business and Enterprise editions additionally support sending SMS and email invitations to already set guests, with options for sending immediately or scheduling a send time.



Invite audience

Audience Characteristics

The audience can participate only through text questions by default. Microphone and video permissions are disabled by default. Audiences can raise their hands during the meeting to request microphone access for speaking from the host.

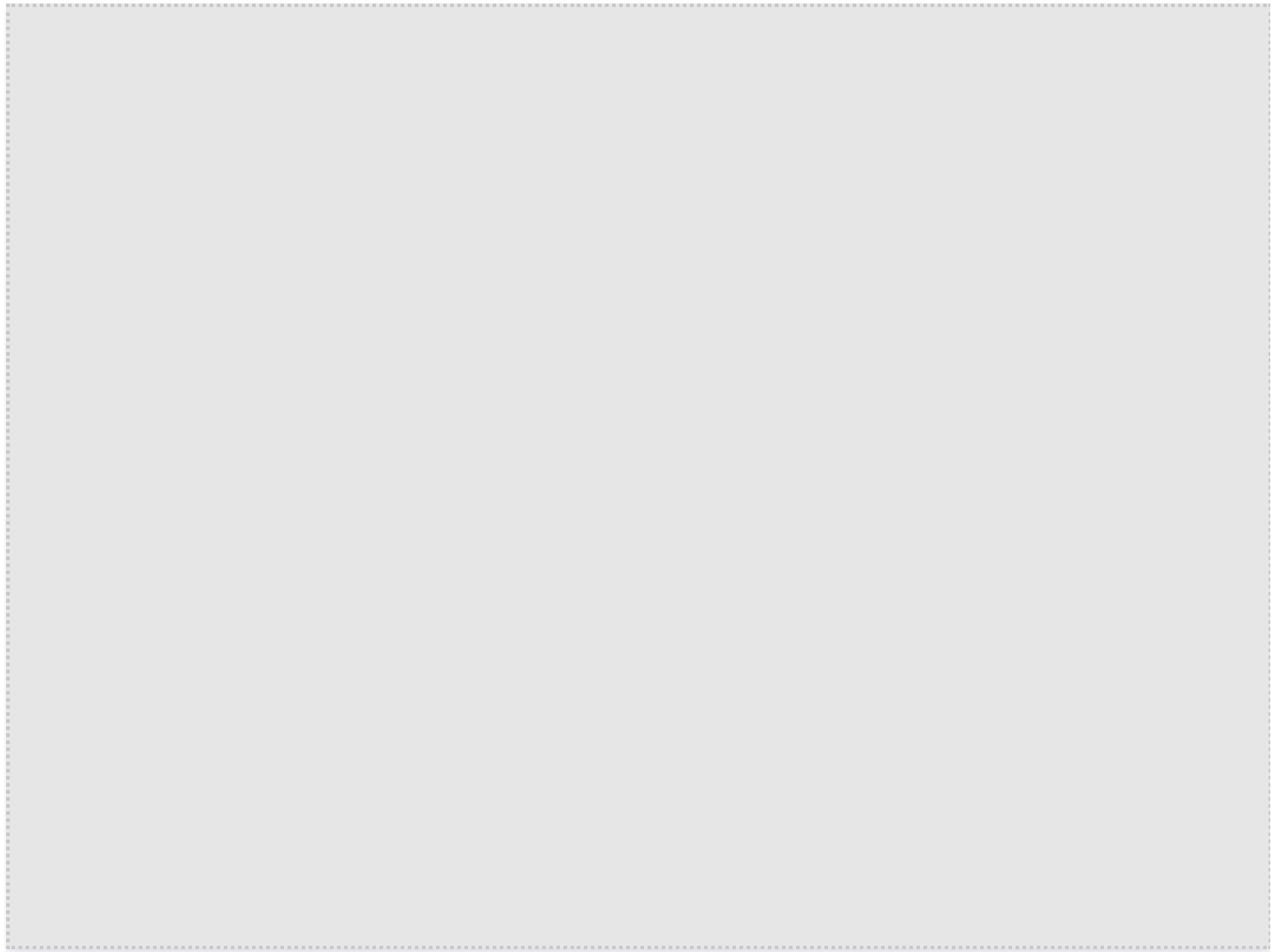
Send invitation

Invitation of guests is supported through sharing and copying the meeting link, invitation information, poster, and QR code.

The screenshot displays the Tencent Meeting interface for a webinar titled "会议小助手预定的网络研讨会". The main page shows meeting details such as the ID (551 380 703), start time (2023年07月31日 15:30), and various settings like "会议准备模式" and "允许观众观看录制回放". A modal window titled "观众邀请" is open, showing options to "邀请" (Invite), "海报" (Poster), or "二维码" (QR Code). The modal contains a copyable invitation message with the meeting title, theme, time, and a unique link: <https://meeting.tencent.com/dw/ksWHnG3j3aw8>. Below the modal, the "邀请" (Invite) section is active, showing a list of invitation links and a "复制链接" (Copy Link) button.

Source Tracking

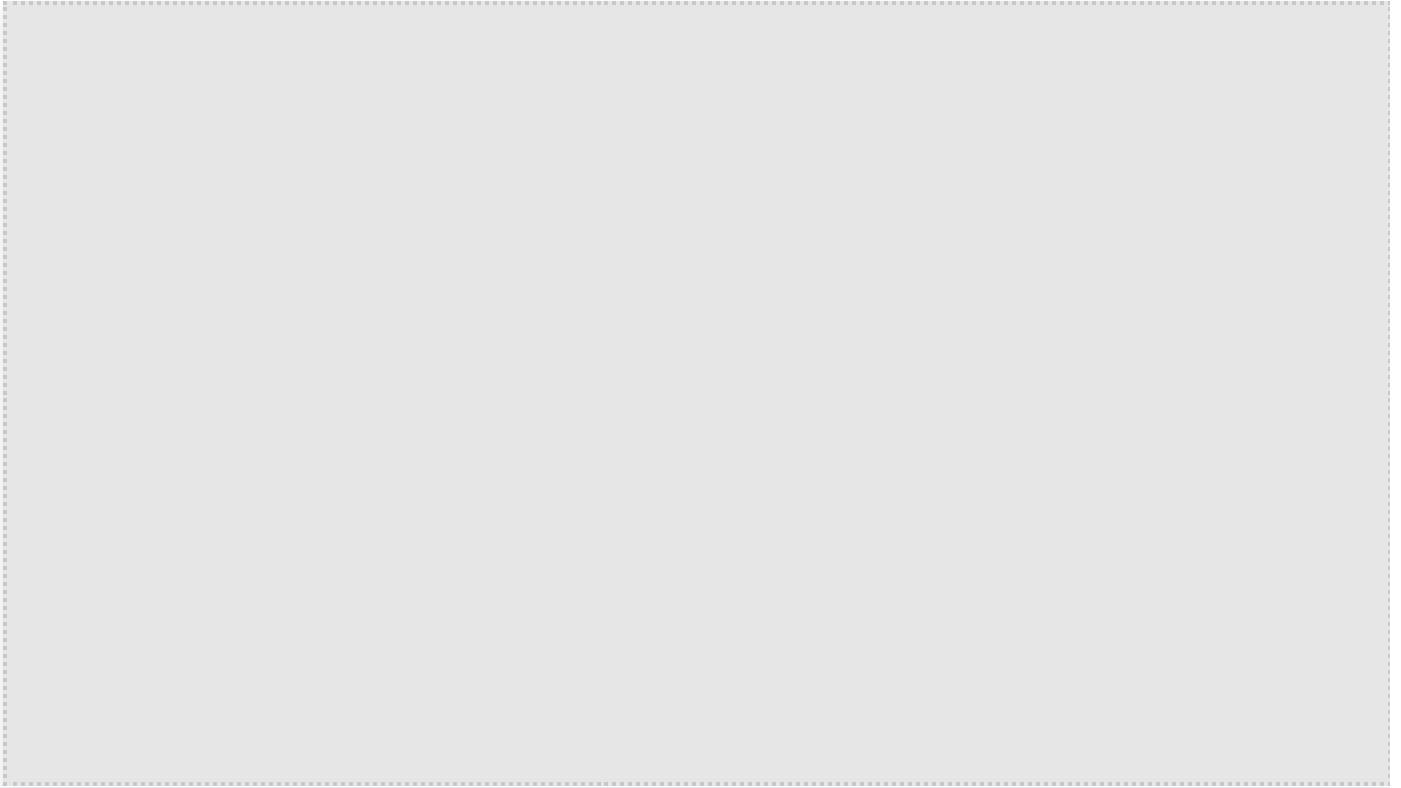
You can also use the source tracking feature to add source channels and obtain unique links for distribution, facilitating the statistics of access volume and the number of registrations from different channels to the event page.



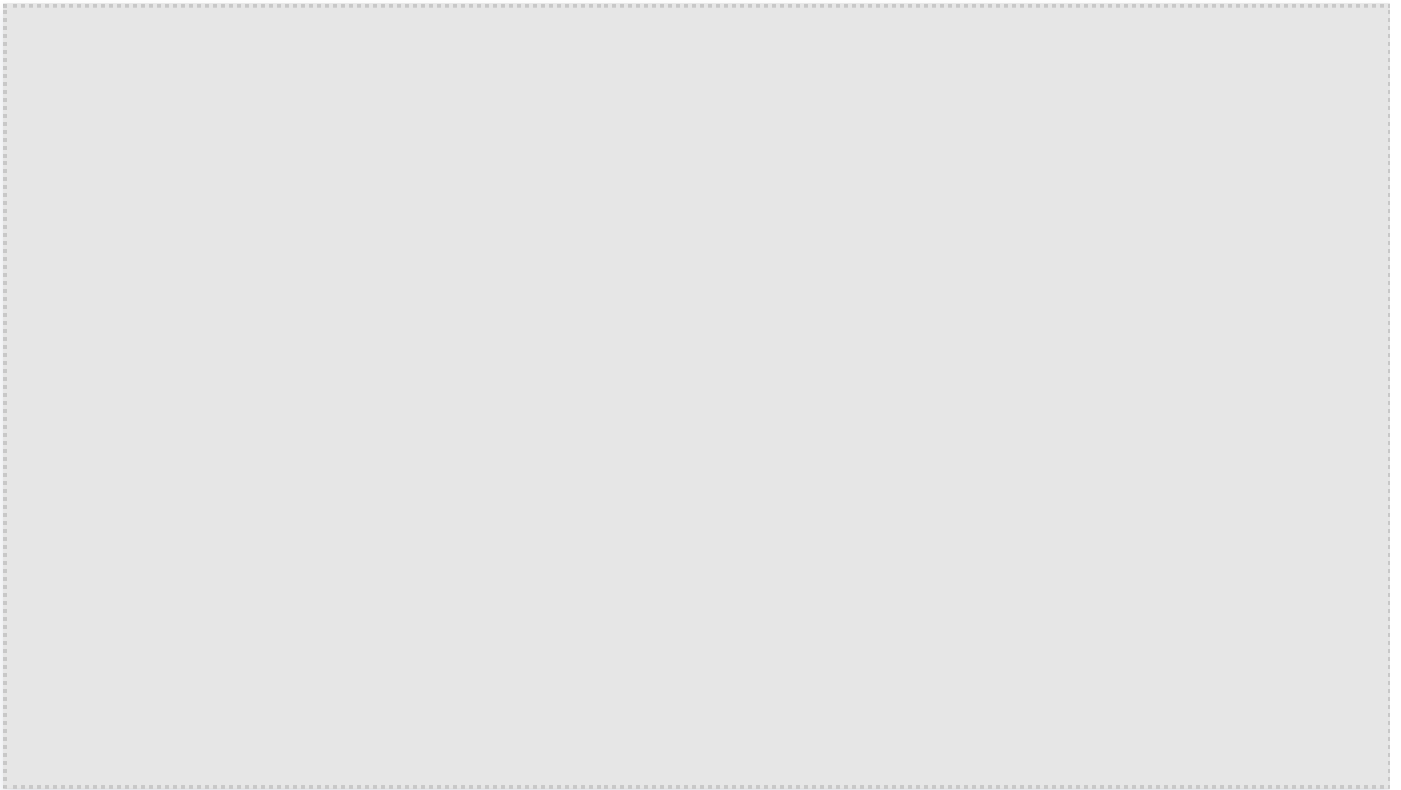
Telephone Invitation During Meeting

Commercial Edition and Enterprise Edition users who have purchased the telephone conferencing service and have been authenticated through the telephone conferencing service can call the phones of meeting participants in a webinar. Participants can join the meeting by answering the call.

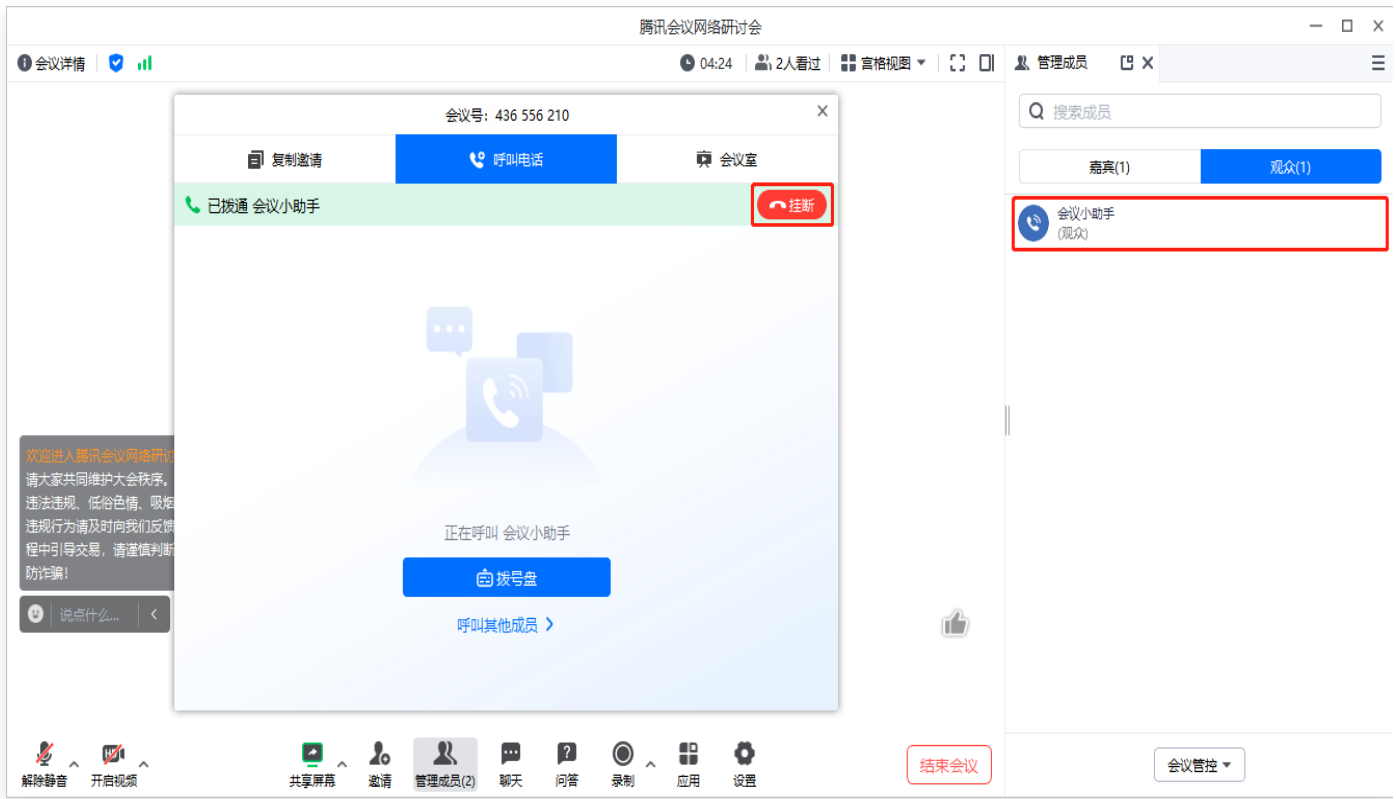
- During the meeting, the host can click on the bottom toolbar **Invitation** > select **Call Phone**, enter the invitee's telephone number and joining name, then > click **Initiate Call** to place the call.



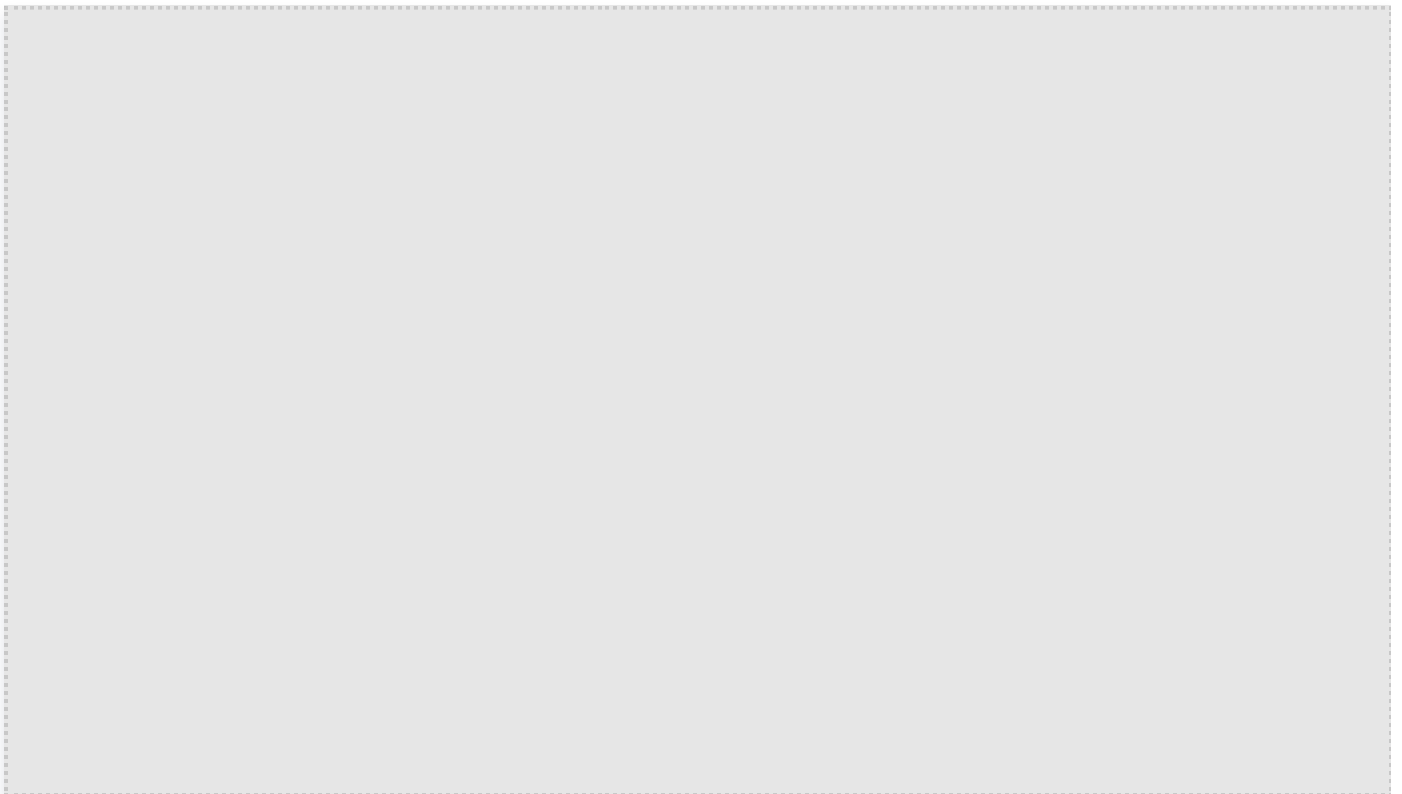
- When it is inconvenient to input the telephone number using the keyboard, click **Dial Pad** and enter the number.
- You can also click **contact icon** to select the contacts you wish to invite from the **enterprise contacts/outbound call book**, and then click **call** to make the call.



- When an invited member answers the call to join the meeting, the **invite** page will display a connected status, and the audience list will also show the member. To hang up the member's call, you can click **invite** in the notification bar on the page and then **hang up**.



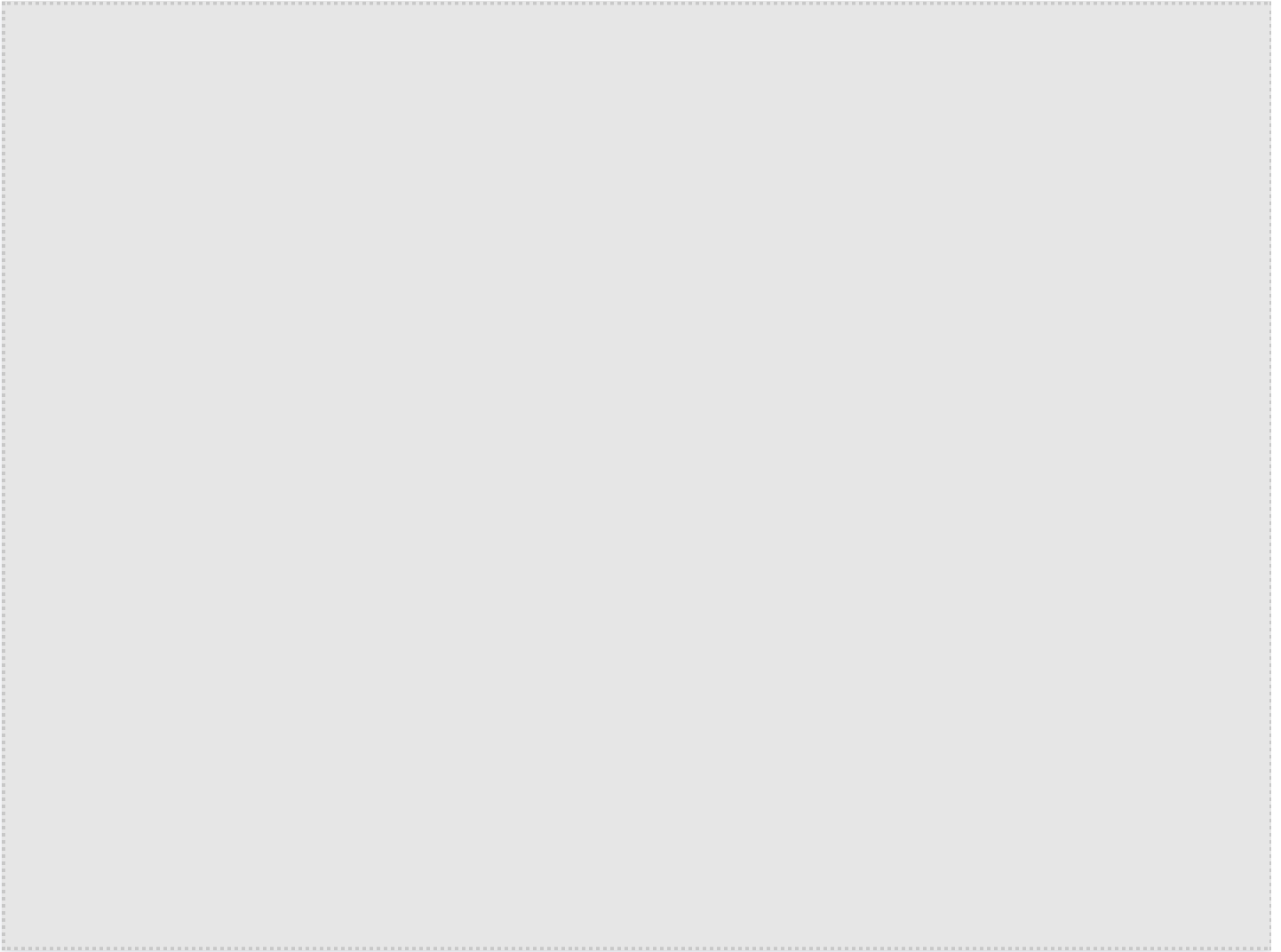
- When an invited participant does not answer or rejects the call to join, the invitation page will show an unconnected status.



Registration

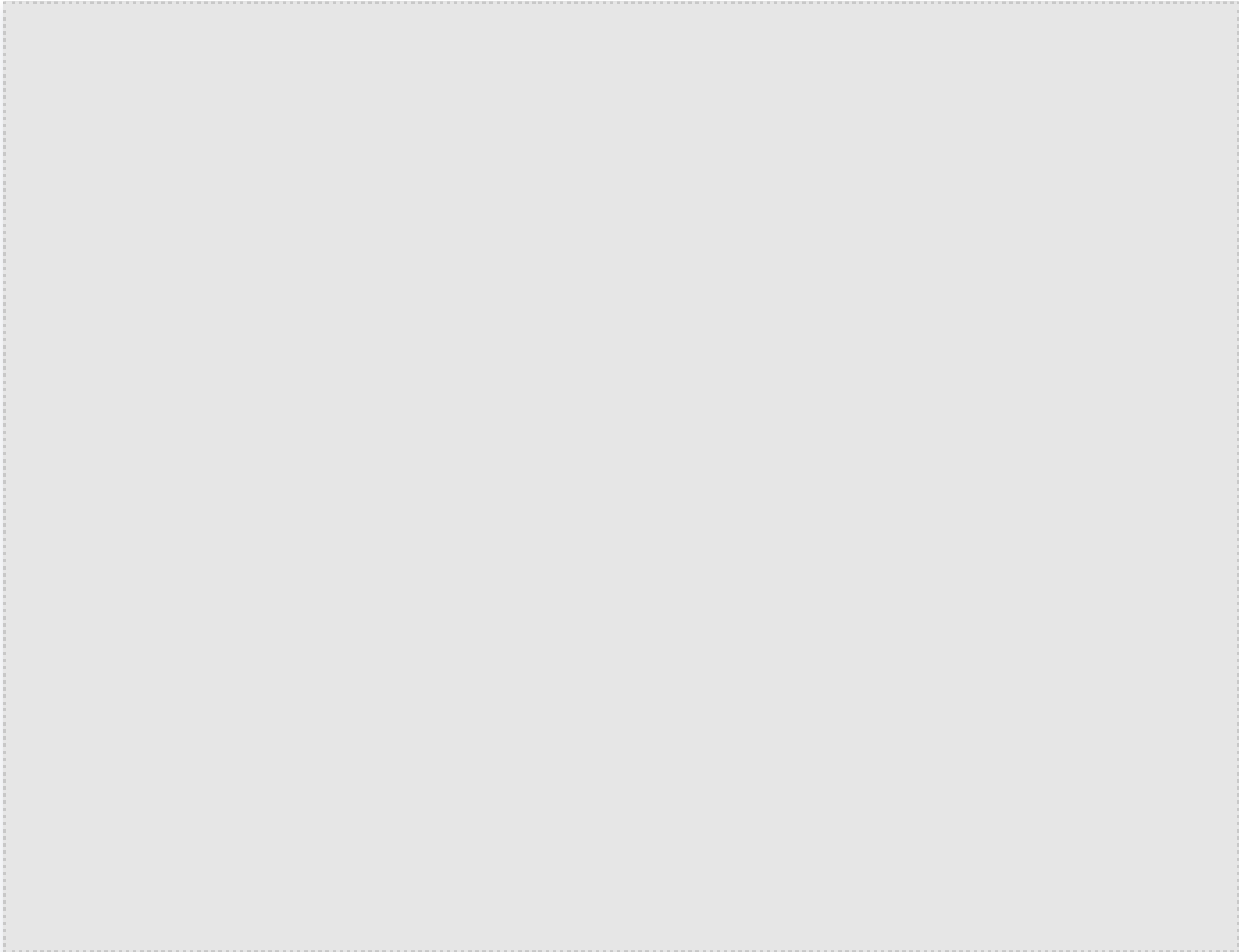
Supports both free and paid registrations. When registration is enabled, you can collect registration questions from the audience and choose to either auto-approve or manually approve whether they can join. Set registration questions, expiration time, approval methods, and view and export the registration list.

Registration Settings



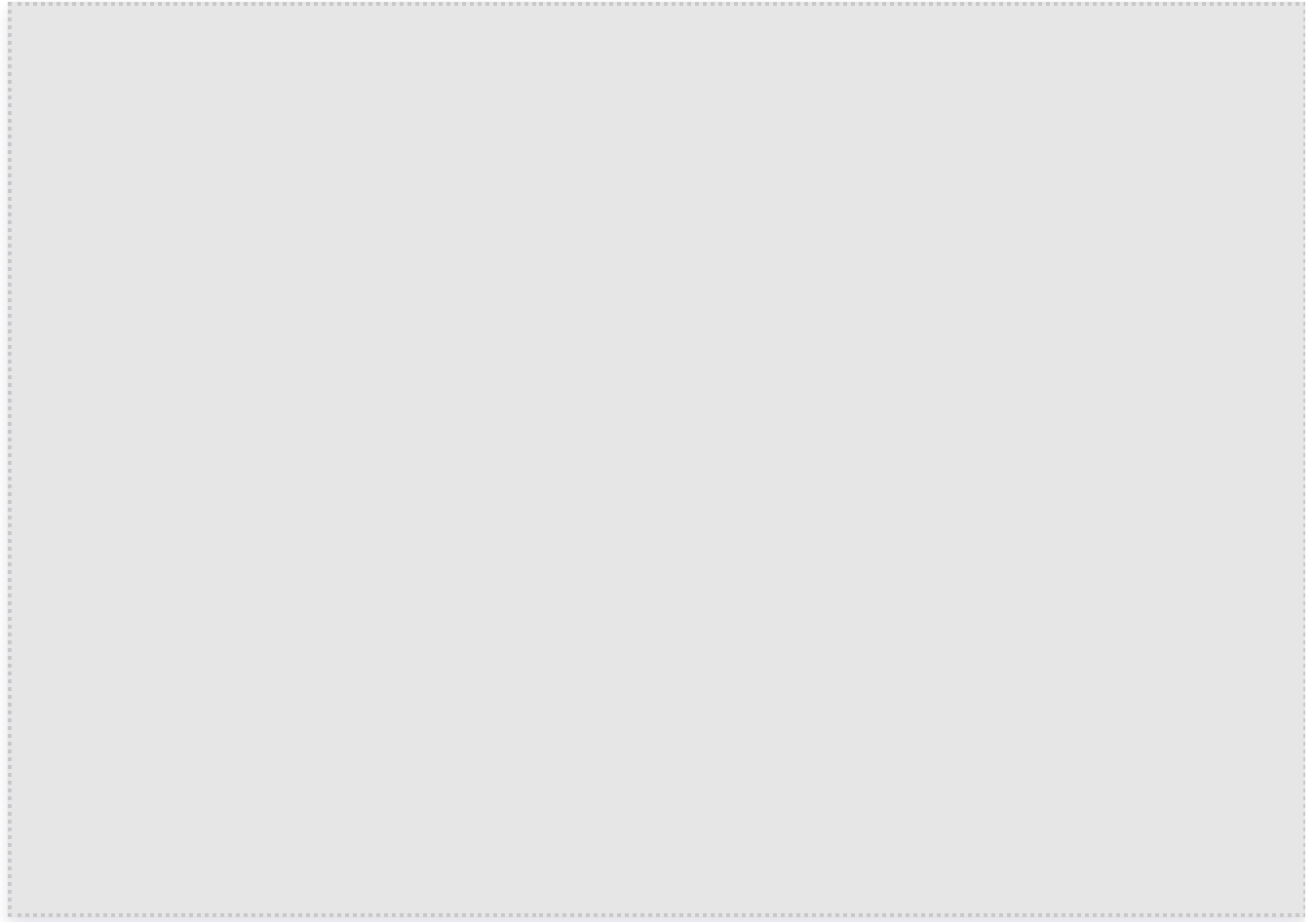
- **Number of Registrants:** The maximum number of registrants is the same as the meeting capacity associated with the account.
- **Expiration Time:** The default is no expiration time, but it can be set manually and cannot be earlier than the current time.
- **Registration Approval:**
 - **Automatic Approval:** Upon submitting the registration questions set by the organizer, registration will be approved. The organizer can also manually change the registration status.

- **Manual Approval:** After submitting registration questions, the host needs to manually review them.
- **Corporate Registration:** If checked, members under the same organizational account as the meeting creator do not need to register to join the meeting.
- **Registration Notification:** By default, notifications are via the WeChat public account. Participants can receive registration and meeting start notifications after following the Tencent Meeting public account; Business and Enterprise Edition users can use SMS and email notifications, supporting Chinese, English, and bilingual types.

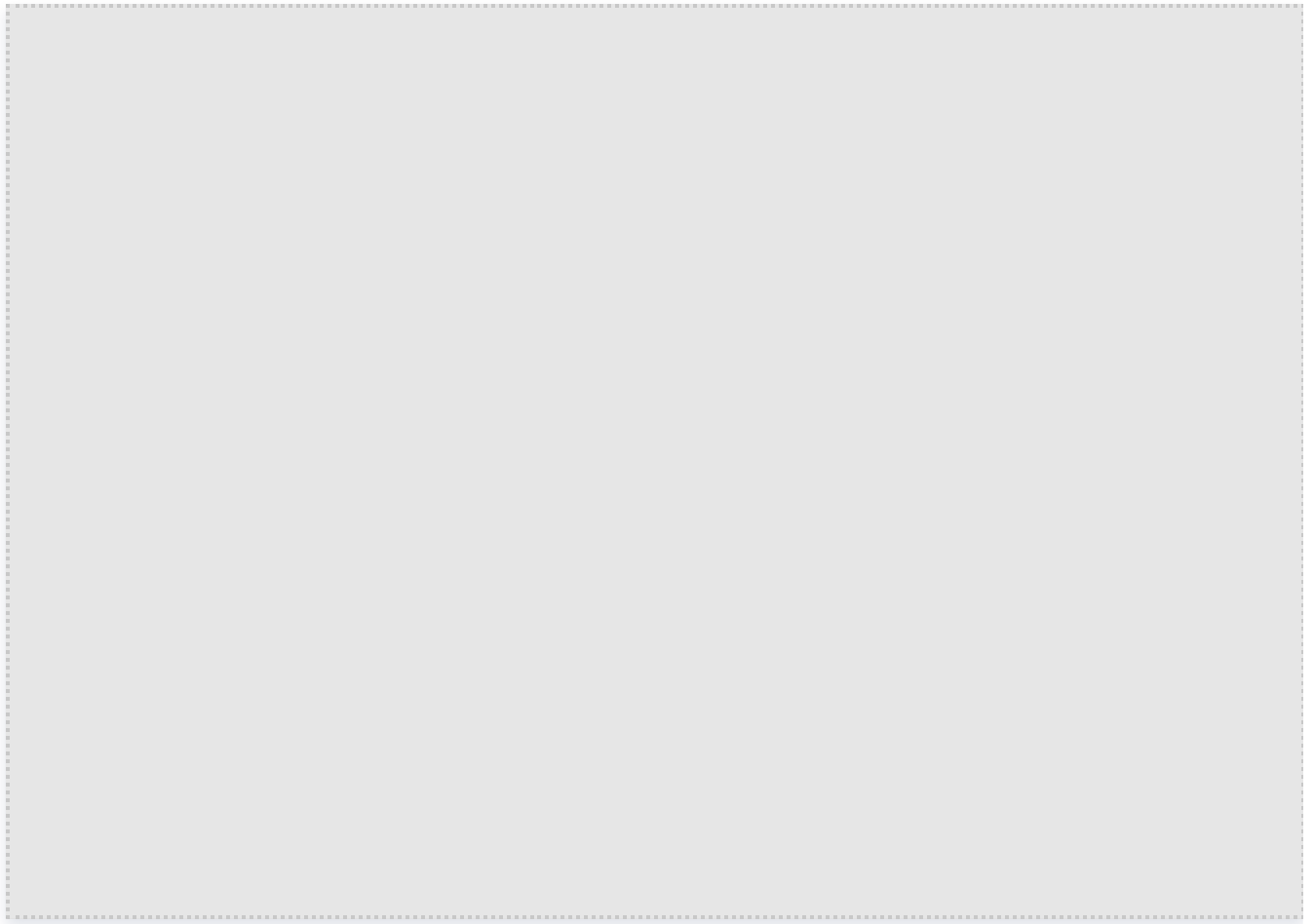


- **Registration Questions:**
 - Registration questions support the overseas version. After enabling the overseas version (VOOV), you can configure different language texts for domestic and overseas

users, providing the best experience for users.



- Registration questions can be set as preset questions or custom questions as needed, and can be required questions. A maximum of 20 questions can be added.
- Preset Questions: Default are name, phone number (supports SMS verification feature), email, organization name, and organization type.
- Custom Questions: Can be set as short answer questions, single choice questions, or multiple choice questions.



- After setting the registration questions, you can click the top right corner **Preview** to preview the user registration page.

腾讯云 | 腾讯会议 | 用户中心

网络研讨会 会议小助手预定的网络研讨会

即将开始

会议号 113 682 800

时间 11月10日 15:00-16:00 同步到日历(.ics)

报名数 0人已报名 (剩余名额 300人)

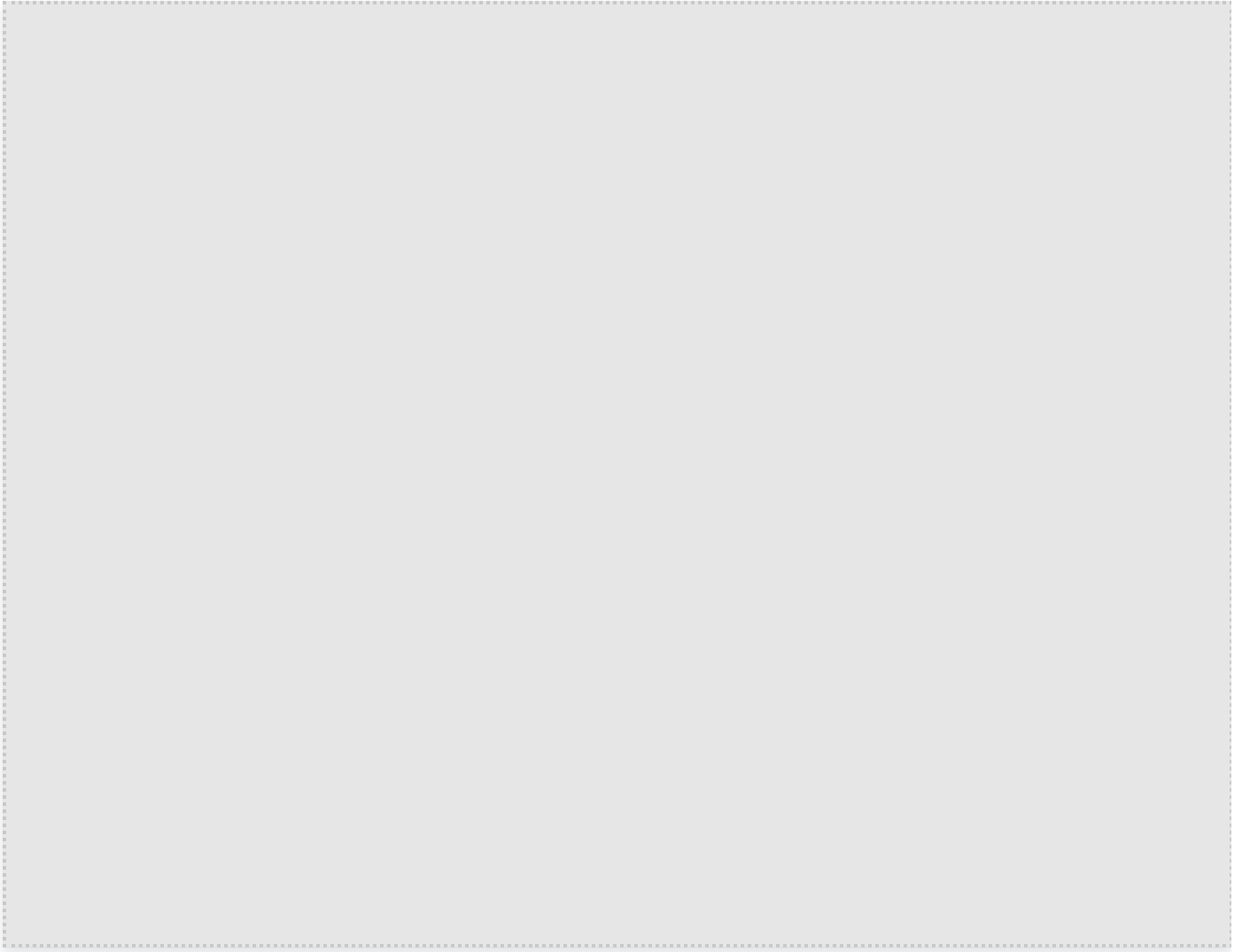
报名

意见反馈 | 隐私政策 | 用户协议
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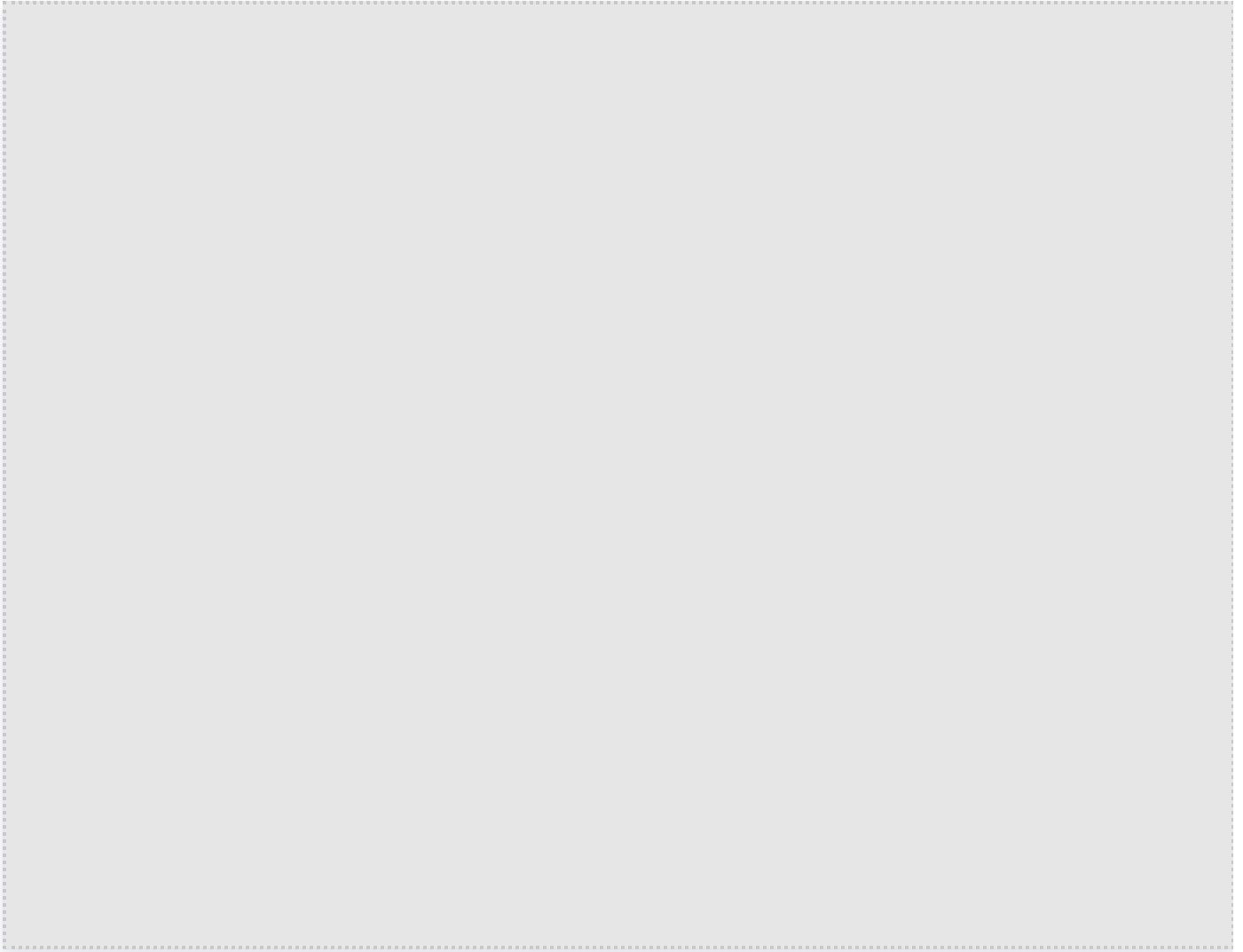
腾讯云

Registration Approval Management

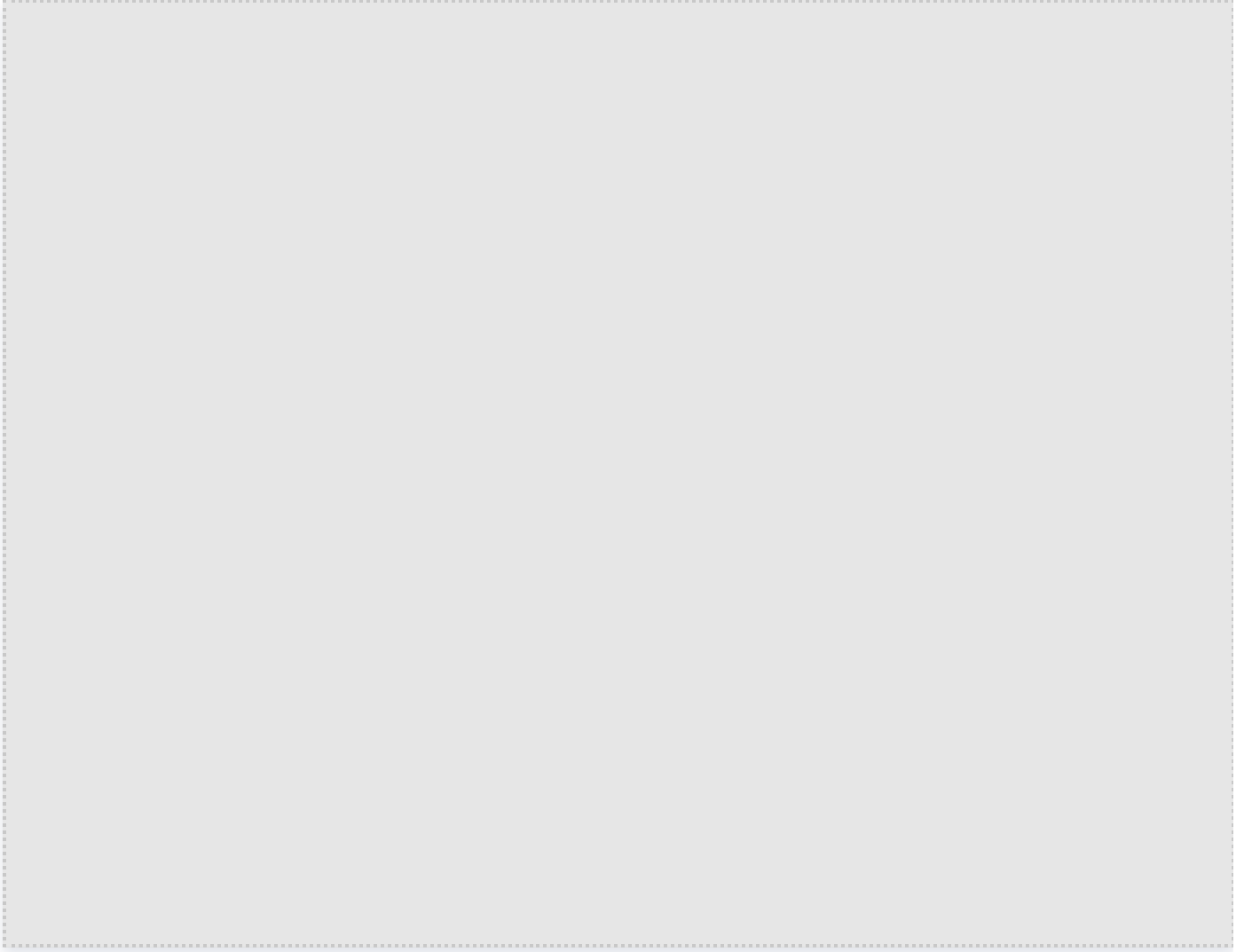
- **Registration Member Management:** View the number of registrations and approvals, approve or reject registrations individually or in bulk, and view answers to registration questions from registered attendees.



- **Bulk Import:** Available for Business and Enterprise Editions, members can be imported by userid or phone number. The maximum number of members that can be imported per meeting equals the account's meeting capacity. Imported members do not need to register to join the meeting.



- **Export:** Export the list of registered members, displaying detailed information as a list. Post-meeting, more detailed information such as registration questions can be exported.
- **Invite Collaborative Reviewer:** After enabling, you can invite others to assist in reviewing registration information, with a maximum of 3 people. You can forcibly log out the collaborative reviewers by resetting the password.



How to Book a Webinar

Last updated: 2024-08-28 15:22:43

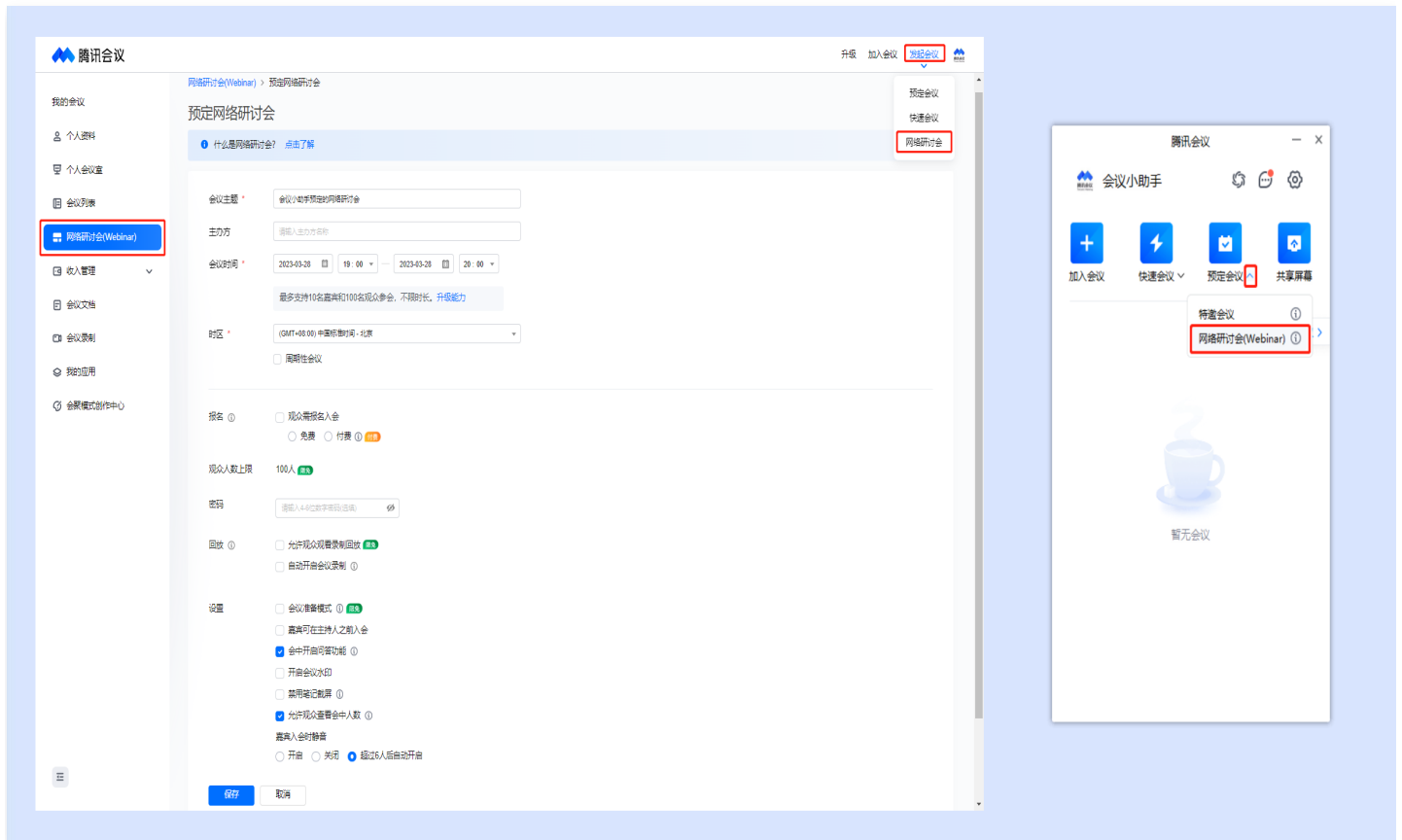
You can create a webinar on the [Tencent Meeting official website](#), Tencent Meeting desktop application (version 2.14 and above) or mobile app (version 2.20 and above).

Creating a Meeting

- On the booking page, you can complete actions such as filling in the **meeting topic, organizer's name, meeting time, enabling registration, password, replay, joining permissions**, etc. The enterprise version supports **adding a specific host**.
- Click **save** to successfully book the meeting. You can continue to **add guests, set registration requirements**, etc., on the meeting details page; operations on the details page do not affect the already generated meeting number and link.
- **Invitation, brand, meeting style, replay, live streaming**-related settings are currently only supported on the official website. It is recommended to make more detailed settings on the official website after booking on the mobile.

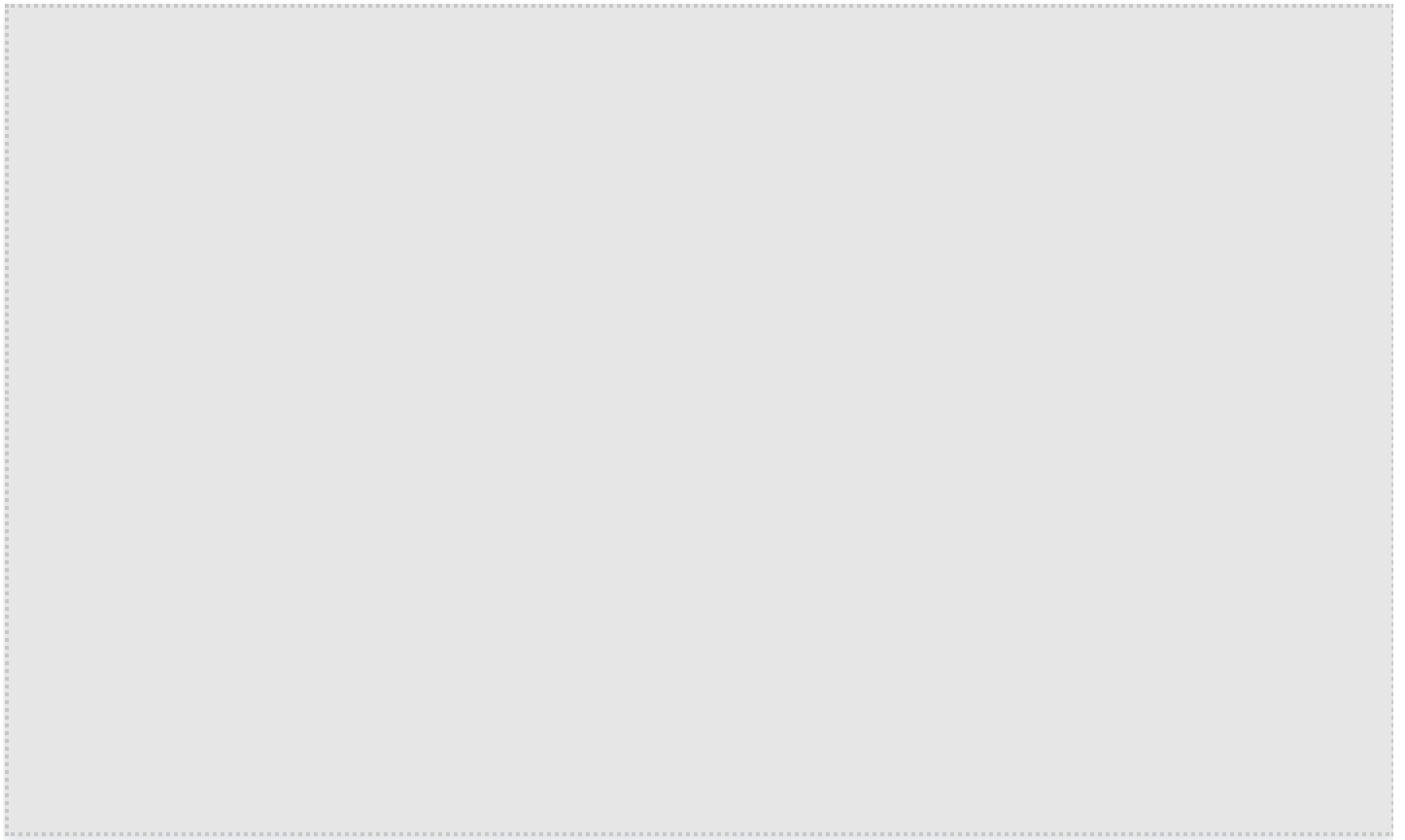
Desktop Version

- Click on the top right corner of the Tencent Meeting official website **Start Meeting > Book a Webinar**.
- Click on the top right corner of the Tencent Meeting official website **User Center > Webinar List > Book a Webinar**.
- Tencent Meeting desktop client (version 2.14 and above), click on the dropdown arrow under **Book Meeting > Webinar**.

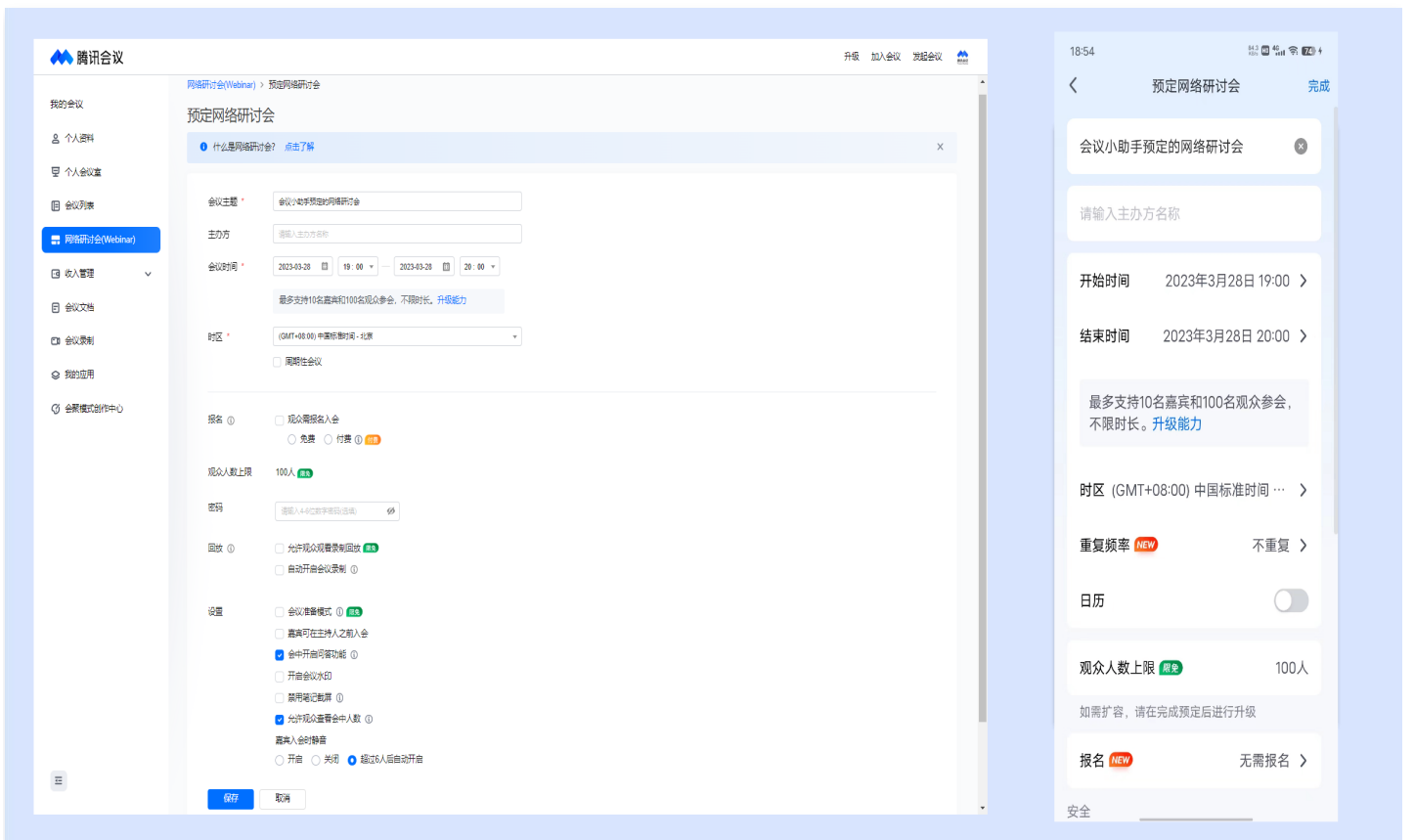


Mobile Version

Click on the main page **Book Meeting** > Choose **Webinar**.



Basic Meeting Settings



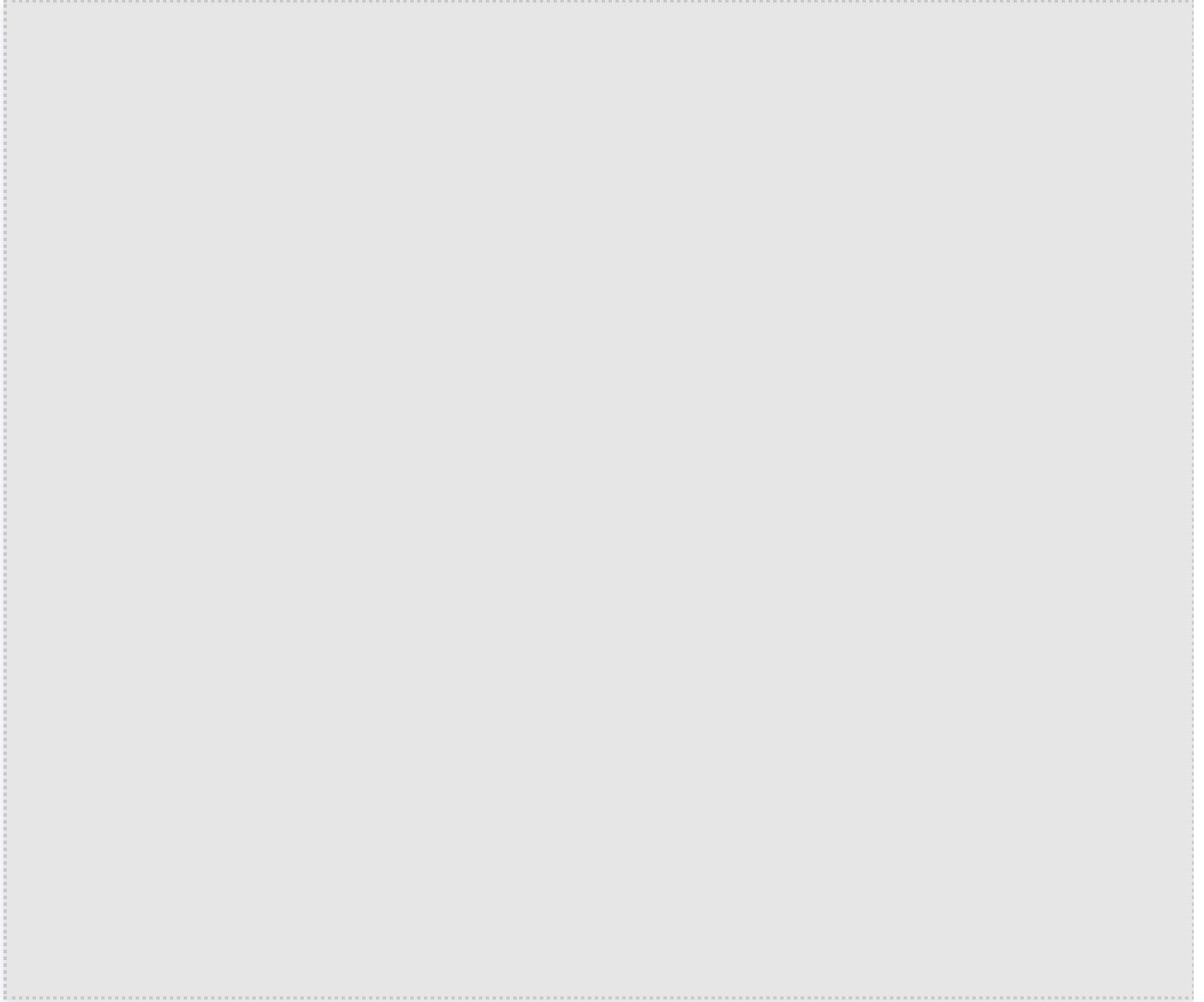
- **Set basic information:** meeting topic, organizer's name, meeting time, timezone (supports setting recurring meetings).
- **Registration:** Supports free and paid registration methods. After enabling registration, you can collect registration questions from the audience, approve automatically or manually whether to allow the audience to join. After completing the first step of booking, you can edit the registration conditions on the details page, set the registration review method, registration questions, manage registered members, etc.
- **password:** After obtaining the meeting link or meeting number, the audience needs to enter the password to join.
- **Replay:** After setting up the replay, the audience can review the meeting content post-meeting.
- **Meeting Preparation Mode:** After enabling, guests are allowed to join the meeting before the host enters. Supports rehearsal for the host and guests in an audience-free environment (requires client version 3.1.0 and above).
- **Enable Q&A feature during the meeting:** The audience can ask questions in text to the guests during the meeting, and the guests can respond in text.
- **Activate meeting watermark:** Once enabled, all members will see a watermark embedded in the meeting screen when viewing the meeting content.
- **Disable Note Screenshot:** Once enabled, all attendees will be unable to use the screenshot feature in their personal note applications.
- **Allow audience to view number of participants in the meeting:** When disabled, only the host, guests, and audience members using client versions below 3.9 can view the number of participants.
- **Mute guests upon entry:** Can be set to enable, disable, or enable when the number of participants exceeds six.
- **Designated Moderator:** When the host is not in the meeting, the invited member will become the host by priority (supported only in Enterprise and Business editions).
- **Simultaneous Interpretation:** Once enabled, simultaneous interpreters can be configured (supported only in Enterprise and Business editions).

After completing the form, click **Save** to jump to the webinar details page where more features can be configured.

Reserve meetings with the same configuration

- For already concluded meetings initiated by yourself, the option to **Reserve meetings with the same configuration** will be displayed
- Reserving meetings with the same configuration will automatically copy the settings from the previous meeting to the new one, such as cover, details, guests, registration, and other

features, making it convenient for users to repeatedly schedule similar meetings, such as a series of lectures.



Joining a Webinar

Last updated: 2024-08-28 15:23:03

Conditions of Use

- Currently, regular users can join meetings only via client or mini programs and must download version 2.14 and above of the Tencent Meeting App.
- Overseas users can join meetings through VooV Meeting App version 2.16 and above.
- Meeting rooms can join webinars via Rooms.

Creators can invite members to join

After creating a meeting, the creator can share the meeting link, meeting number, QR code, and other meeting information with members they wish to invite.

Invite guests and designate hosts

- After adding internal guests and designating hosts, the meeting will be automatically added to the invitees' client meeting list, and they can join by clicking.
- Paid versions can send SMS and email invitations to added internal and external guests.

Meeting Link

- When the activity page is enabled, members can enter the activity page through the meeting link to view the pre-set meeting cover, introduction, and other content by the creator.
- When the activity page is not enabled, members can use the meeting link to enter the meeting details page to view basic information such as the meeting topic and time.
- Members with the link can schedule or add the meeting to their calendar, adding it to their Tencent Meeting App homepage. After following the Tencent Meeting official account, they can also receive notifications when the meeting is about to start.

Meeting Number, QR Code

Creators and joining members can also share the meeting number and QR code with the members they wish to invite.

Joining a meeting with different identities

Host, Designated Moderator

- No need to input a password or complete registration, you can directly join the meeting.

- If the meeting has enabled the preparation mode, you can enter the preparation mode to test equipment and features.

Guest

- If the meeting allows guests to join early, no need to input a password or complete registration, you can directly join the meeting.
- If the meeting does not allow guests to join early, you'll need to wait until the host officially starts the meeting to join.
- If the meeting has enabled the preparation mode, you can enter the preparation mode to test equipment and features.

Viewer

- If the meeting has set a password or enabled registration, you'll need to input the password or complete registration to obtain the qualification to join.
- After obtaining the qualification to join, you'll need to wait until the host officially starts the meeting to join.

Meeting Start and End

Meeting Start

Preparation Mode

After enabled, the host and guests can conduct drills in preparation mode, while viewers cannot enter. The preparation mode can be accessed multiple times until the host starts the official meeting from the preparation mode, at which point viewers can join.

Warm-Up

Starting 15 minutes before the scheduled meeting time, a warm-up image or video will be automatically played for the joining viewers. After the host officially starts the meeting, the viewers in the warm-up will be automatically entered into the meeting.

Early Joining

- Guests of Business Edition and Enterprise Edition accounts can enter the meeting or preparation mode before the host. Viewers can only join the meeting after the host and guests.
- Guests of Personal Edition accounts cannot enter the meeting or preparation mode before the host. Like viewers, they can only join after the host and guests.

End Meeting

- The meeting can be ended multiple times before the scheduled end time, but it can also be rejoined multiple times before the end time.
- After the scheduled end time, if the host ends the meeting, everyone will be removed and cannot re-enter the meeting.
- The replay will be generated only after the meeting ends.

Control Management and Interaction During the Meeting

How to interact during the meeting

Last updated: 2024-08-28 15:23:41

Chat

- If the meeting is not set to mute all, members can interact with text and emojis through the chat area or Danmaku area.
- The host and co-host can set chat permissions. The feature entry is located in the chat page feature bar, allowing them to set separate chat permissions for guests and audience.



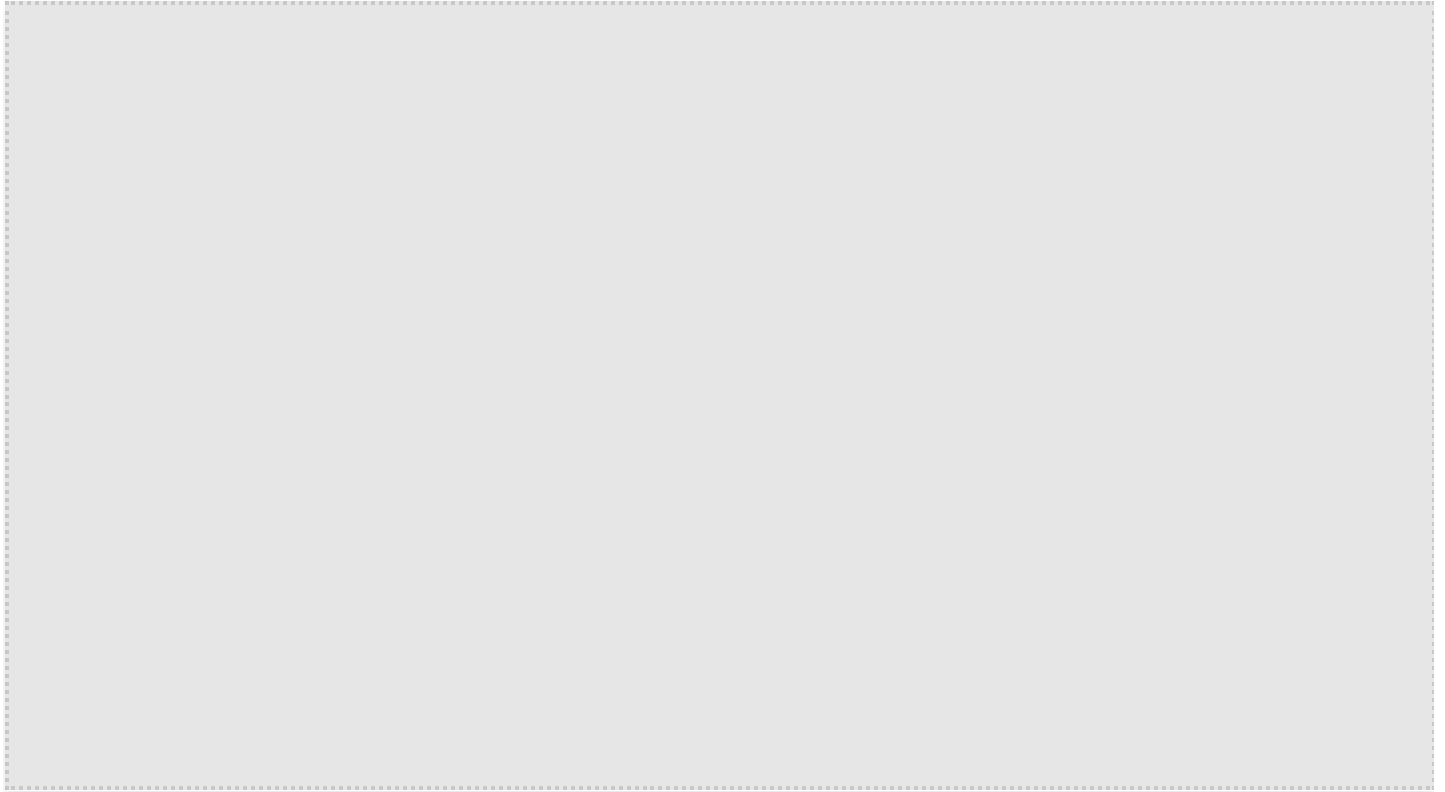
Send files

The desktop version supports sending local files and receiving files. The entry is located in the chat page feature bar. The mobile version supports receiving files.



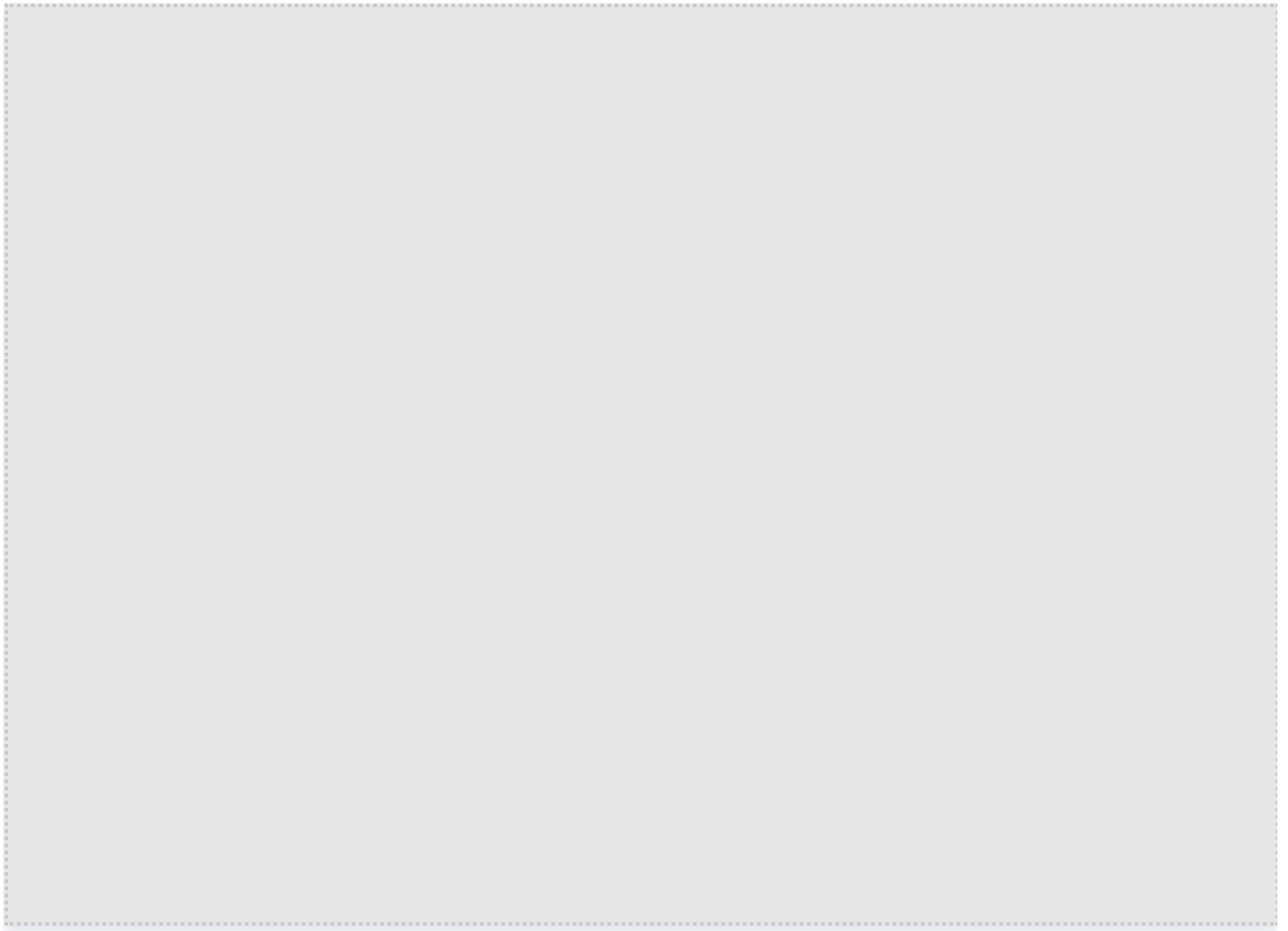
Send announcements

- The feature entry is located in the chat page feature bar. The host and co-host can send announcements.
- After sending an announcement, there will be a notification in the meeting and chat interface. All members can view the announcement details.



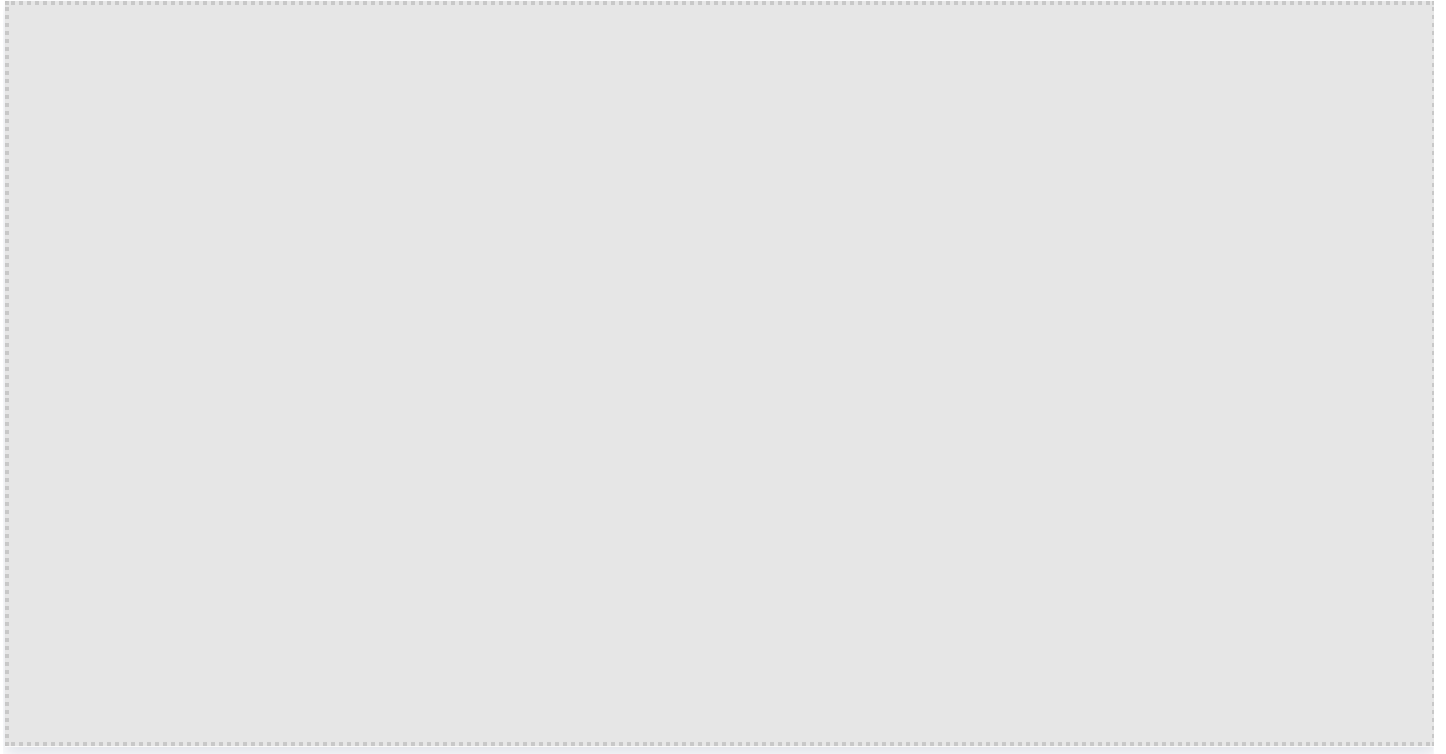
Likes during the meeting

- The entry is located in the bottom right corner of the meeting interface. Click to display random emojis to enhance the meeting atmosphere.
- Everyone in the meeting can give likes. The host and co-host can also disable this feature. Once disabled, members cannot give likes.



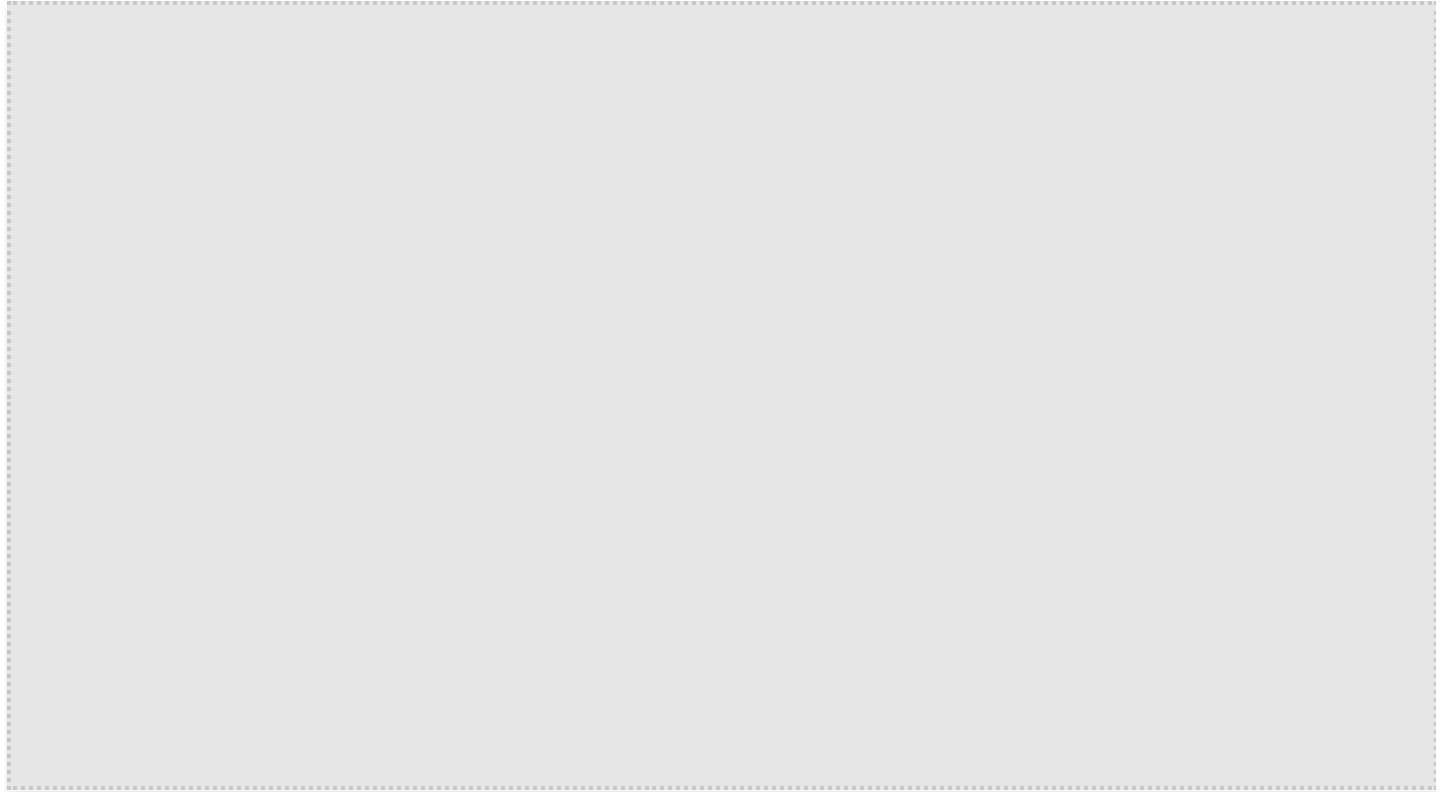
Q&A

- The Q&A feature needs to be enabled during scheduling.
- The audience can ask questions in text, and the host and guests can reply in text. The host can manage replies, delete replies, and more. The audience can interact by liking impressive questions.
- When viewing Q&A, it can be sorted by likes or time, and the host can pin impressive questions.
- It can be set to allow the audience to view all questions or only the answered questions.



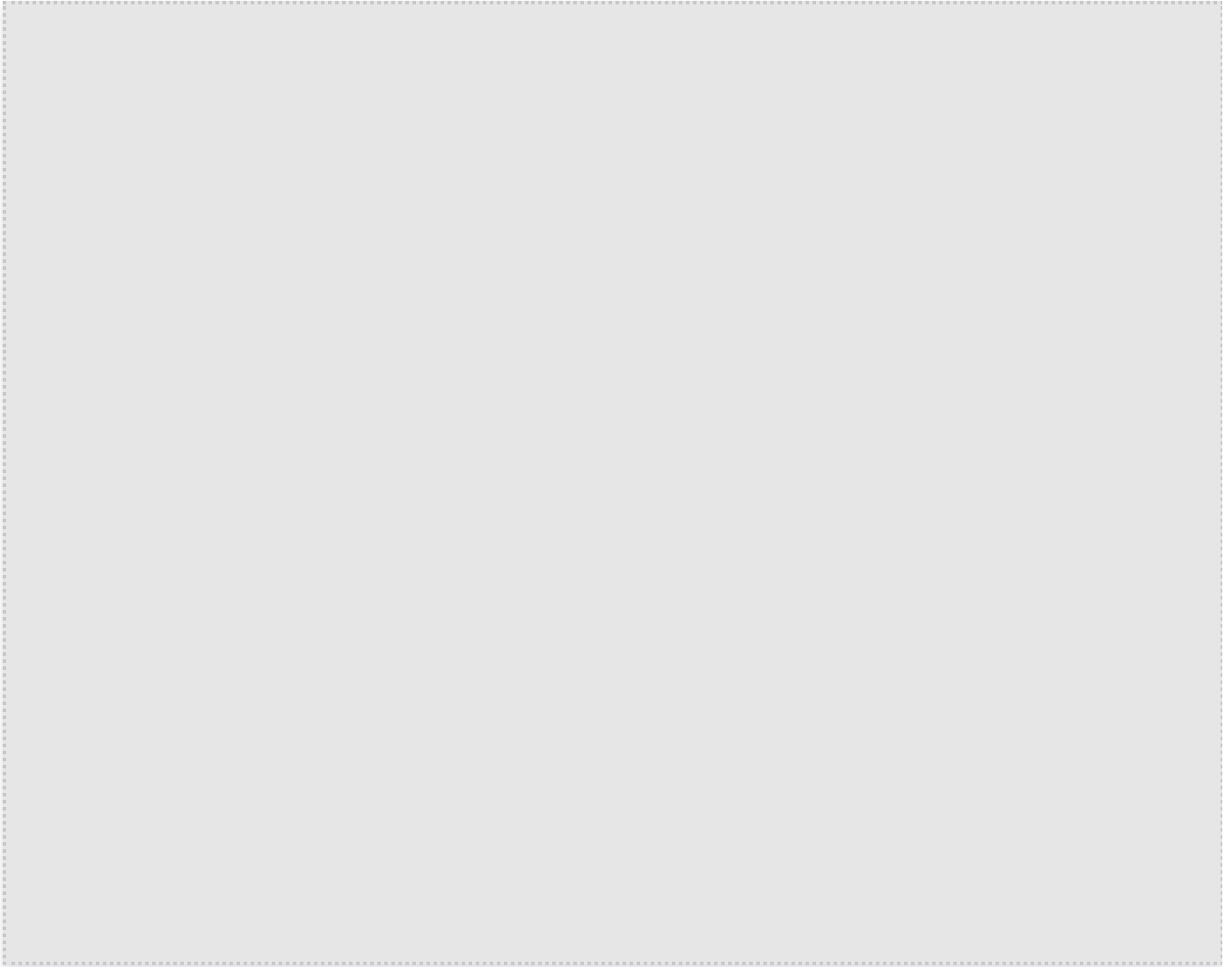
Raise hand

- Audience can use hand-raising kinetic energy to help the host locate them, making it easier to apply for speaking or role modification.
- The host can view the members who have raised their hands in the member list and perform actions such as lowering their hands.

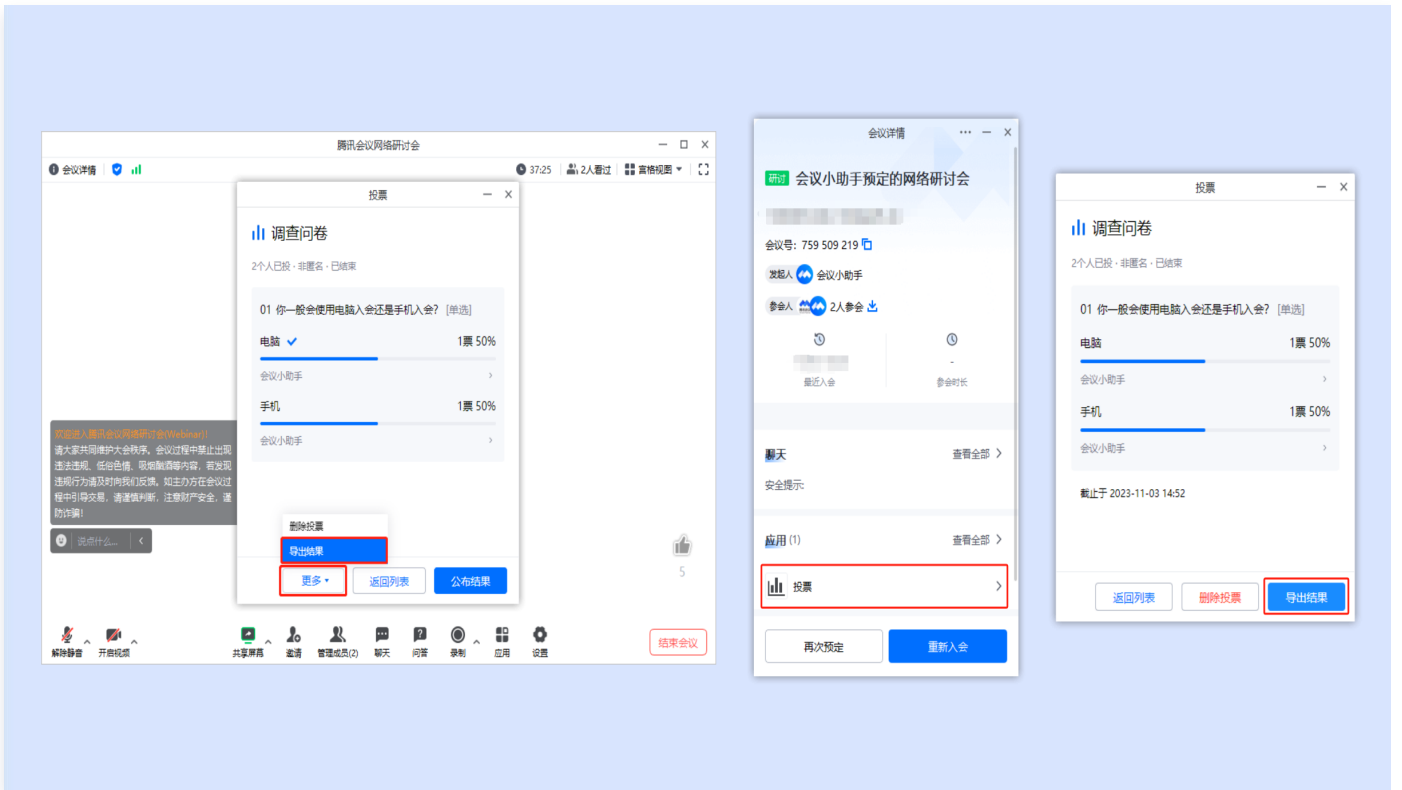


Voting

- The host can initiate voting, and both meeting audience and guests can participate in the voting.
- The host can initiate multiple votes, with up to 10 questions per vote to help collect member feedback.



- The voting type supports anonymous/non-anonymous voting. When set to non-anonymous voting, the host can see the voter's nickname in real time. During the voting process, other members cannot see the voting results. Only when the host publishes the voting results to all members can other members see the results.
- During the meeting, the host can export the results of completed votes. After the meeting, the creator can export voting results through the historical meetings details page.



How to Control In-Meeting

Last updated: 2024-08-28 15:24:04

Meeting Control

Meeting Settings

Click the in-meeting toolbar's **Manage Members > Meeting Control**, where the host and co-host can manage the meeting settings uniformly.

- **Lock Meeting:** Once the meeting is locked, no one can join, including invited guests.
- **Export Attendees:** Click to export the attendees as an Excel file.
- **Set Meeting Watermark:** A watermark will appear in the meeting content for all attendees.
- **Allow Guests and Audience to Change Names.**
- **Allow Sending Red Packets.**

Guest Settings

- **Allow Guests to Unmute Themselves:** Guests and authorized speakers can unmute themselves; if not enabled, they must request permission from the host.
- **Allow Guests to Turn on Video:** Guests can enable their video; if not enabled, they cannot.
- **Mute Guests upon Entry:** Guests will join the meeting on mute. This applies if there are more than six attendees.
- **Play a Prompt Sound When Guests Enter:** Play a sound when guests join.
- **Allow Guests to Share Applications:** Allow guests to share application features with others.

Audience Settings

- **Allow Audience to Raise Hands.**
- **Allow Audience to Like.**
- **Allow Audience to View the Total Number of Participants.**
- **Audience Limit for Membership:** All audience can join; only internal enterprise audience can join.



Advanced Management – Conference Control Panel

As an enterprise user hosting a webinar, you can also perform conference management and control operations during the meeting.

- Comprehensive view of overall meeting information, including: conference network, audio/video/screen sharing quality, and meeting health status.
- Comprehensive view of member information, including: online status, join time, leave time, registration name, registration phone number, registration email, membership method, client version, and other information.
- Quickly control all members, including: mute all, unmute all, lock meeting, allow guests and audience to rename, set screen sharing permissions, set local recording permissions, set guest and audience related permissions, etc.

腾讯会议 升级 加入会议 发起会议

我的会议 会议ID: 359 243 147 | 在线人数: 3

会议小助手预定的网络研讨会 进行中

未共享桌面 | 未录制 | 未启动会议密码 | 会议未锁定 | 已报名

邀请成员 全体静音 解除全体静音 会议设置 嘉宾设置 观众设置 质量检测 + 加入会议 结束会议

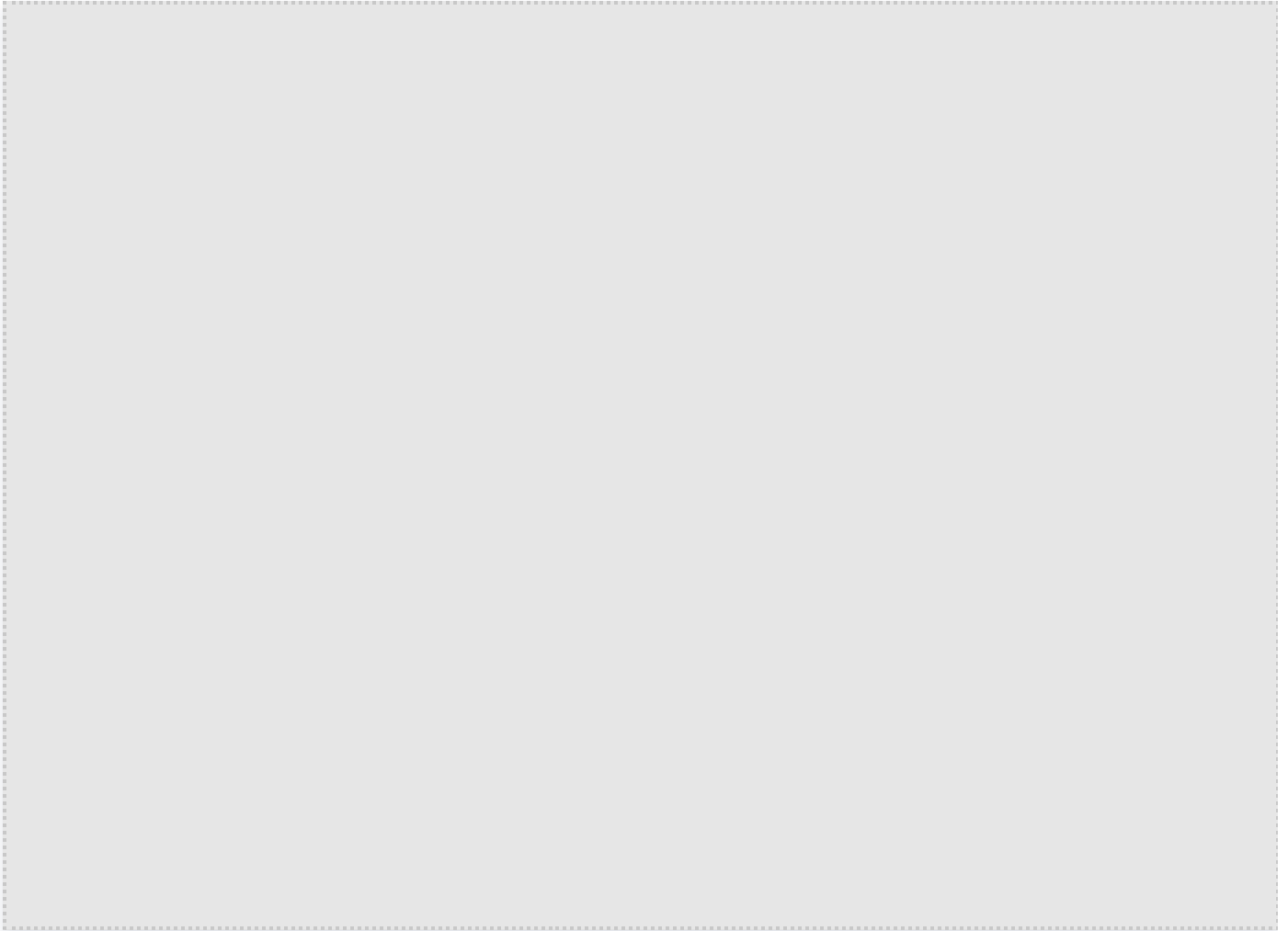
会议中 未入会 举手(0) 关注

在线用户 全部成员 请选择 成员昵称 搜索成员昵称 仅展示特别关注的成员 列表字段设置 批量静音 批量移出

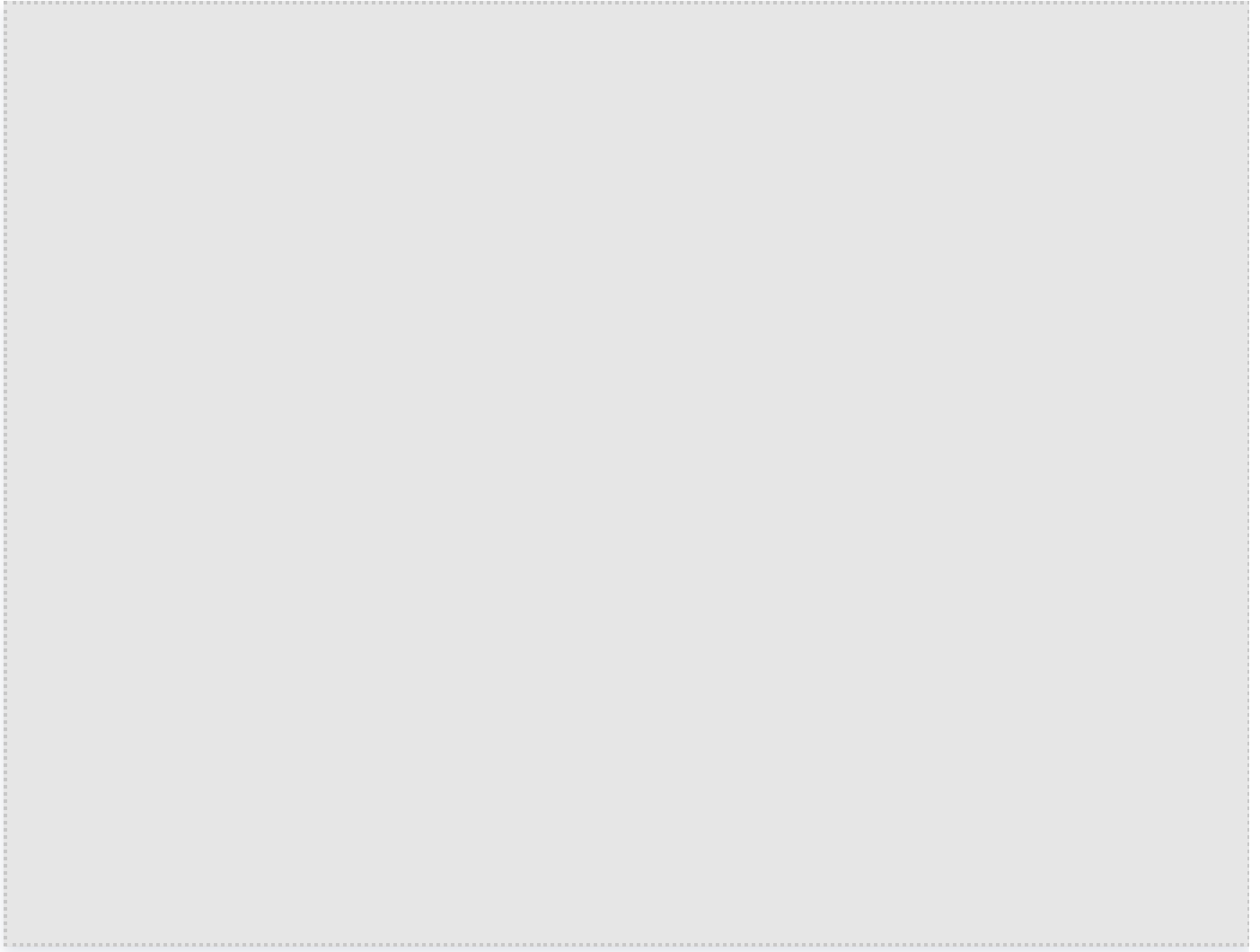
参会成员	用户角色	入会时间	离会时间	报名姓名	报名手机号	报名邮箱	操作
会议小助手	主持人	今天10:07	--	--	--	--	★ 查看质量
会议小助手	观众	今天10:09	--	会议小助手	--	123456789@q	★ 更多
小助手	观众	今天10:10	--	小助手	--	987654321@q	★ 更多

设为特别关注

- Support calls to Rooms devices invited during the meeting and view related meeting information.



- Support speaking reminders for users who have raised their hands: click the small bell on the right to notify a specific user that their turn to speak is next, ensuring an orderly Q&A session.



- Also support individually viewing and controlling members marked for special attention.

腾讯会议

升级 加入会议 发起会议

会议ID: 359 243 147 | 在线人数: 4

未共享桌面 | 未录制 | 未启动会议密码 | 会议未锁定 | 已报名

邀请成员 全体静音 解除全体静音 会议设置 嘉宾设置 观众设置 质量检测 + 加入会议 结束会议

会议中 未入会 举手(0) 关注

全部用户 成员昵称 搜索成员昵称 Q

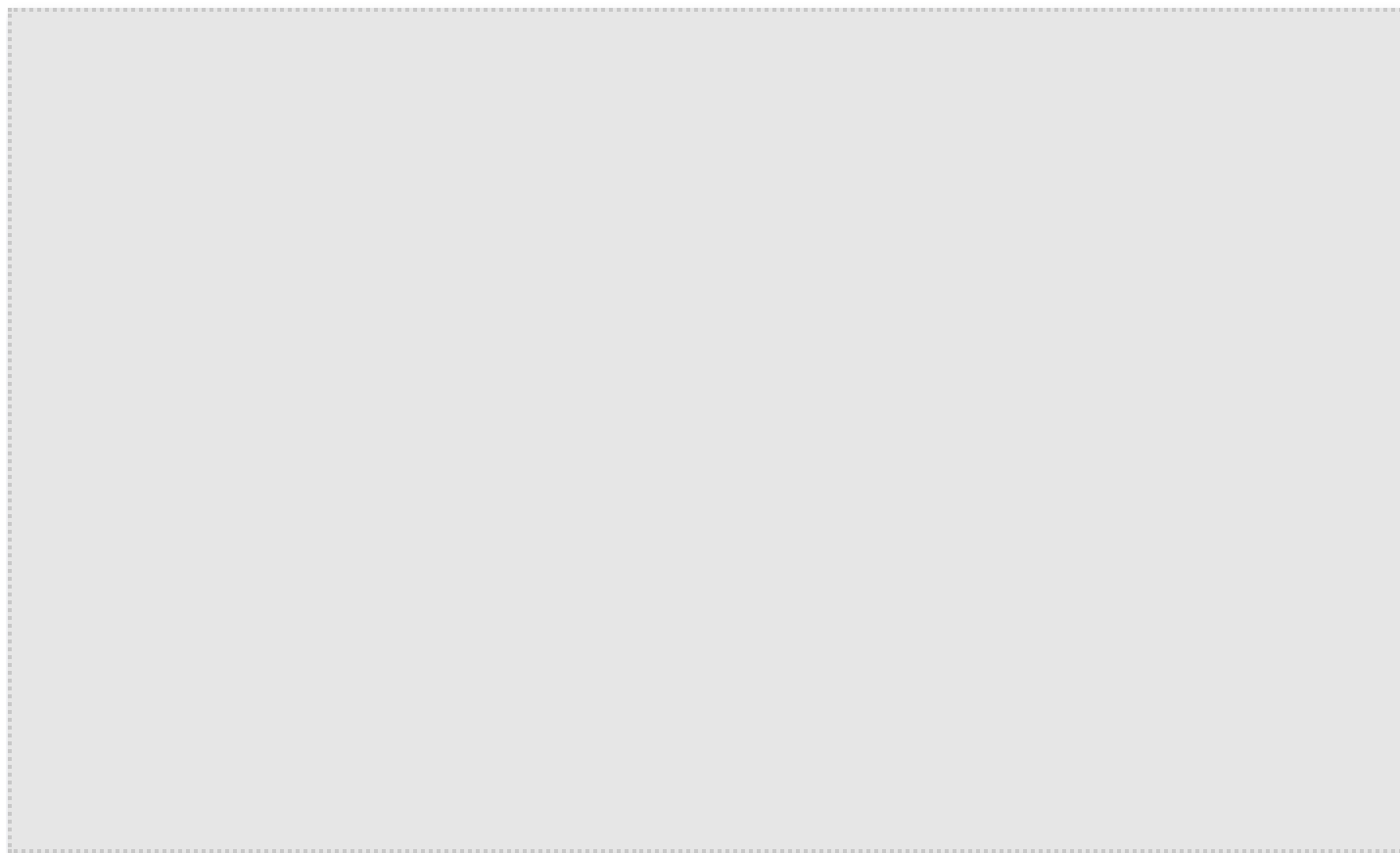
列表字段设置 批量静音 批量移出 成员排序

参会成员	用户角色	入会方式	入会时间	离会时间	报名姓名	报名手机号	操作
小助手	★ 观众	VOIP	今天10:10	--	小助手	--	★ 更多

查看质量
允许发言
禁止聊天
升级为嘉宾
查看报名信息
移出

Audio Permissions

- **Mute All:** Click **Mute All** at the bottom of the member management list to mute all guests and audience in the current meeting; when setting mute all, you can choose whether to allow guests and currently speaking audience to unmute themselves.
- **Unmute All:** Click **Unmute All** to cancel the mute status for all.



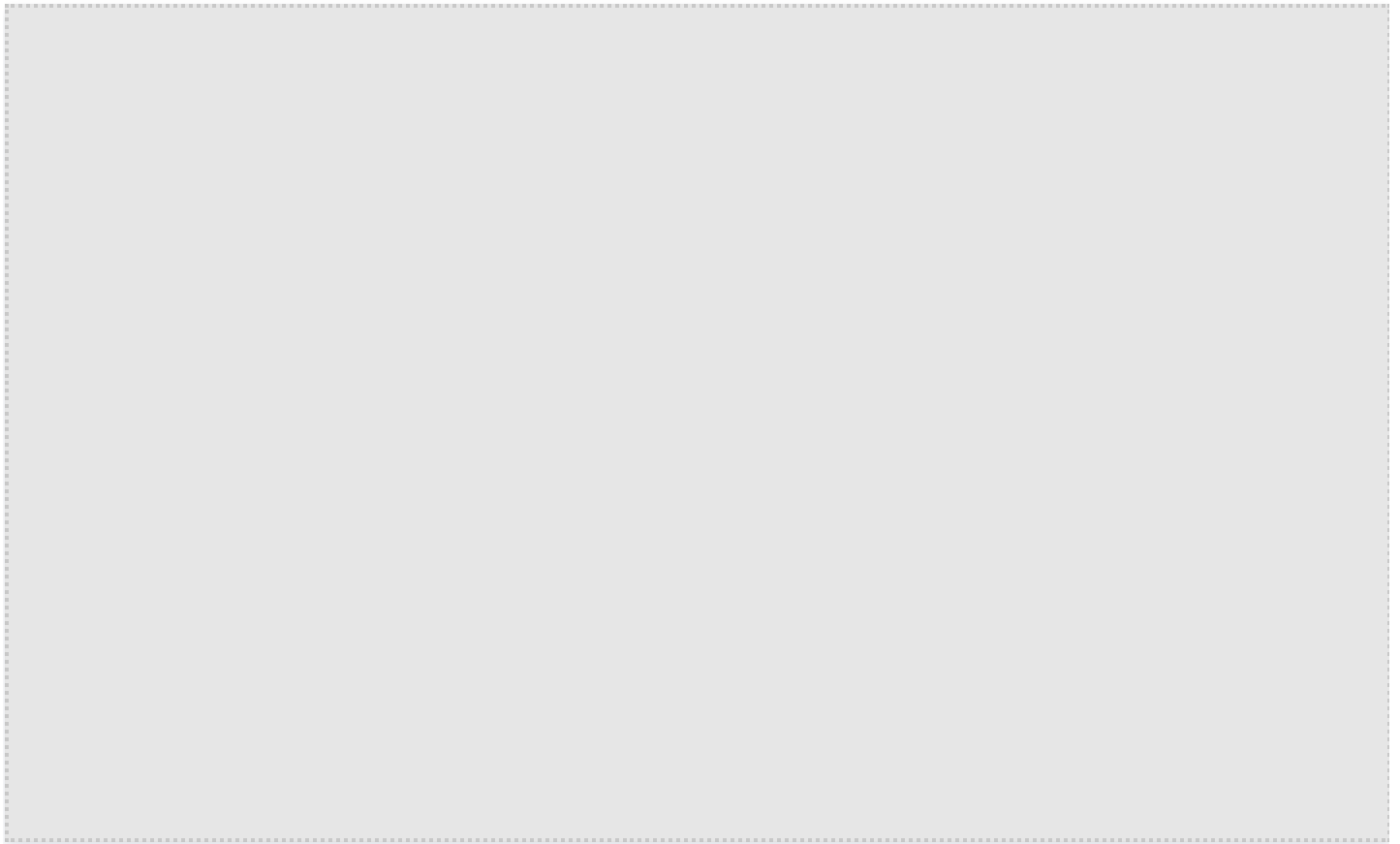
Member management

Audience and guests can be managed separately.

Manage Audience

The host can find the corresponding audience in the member management list, open the more menu, and upgrade or downgrade them to change their role status.

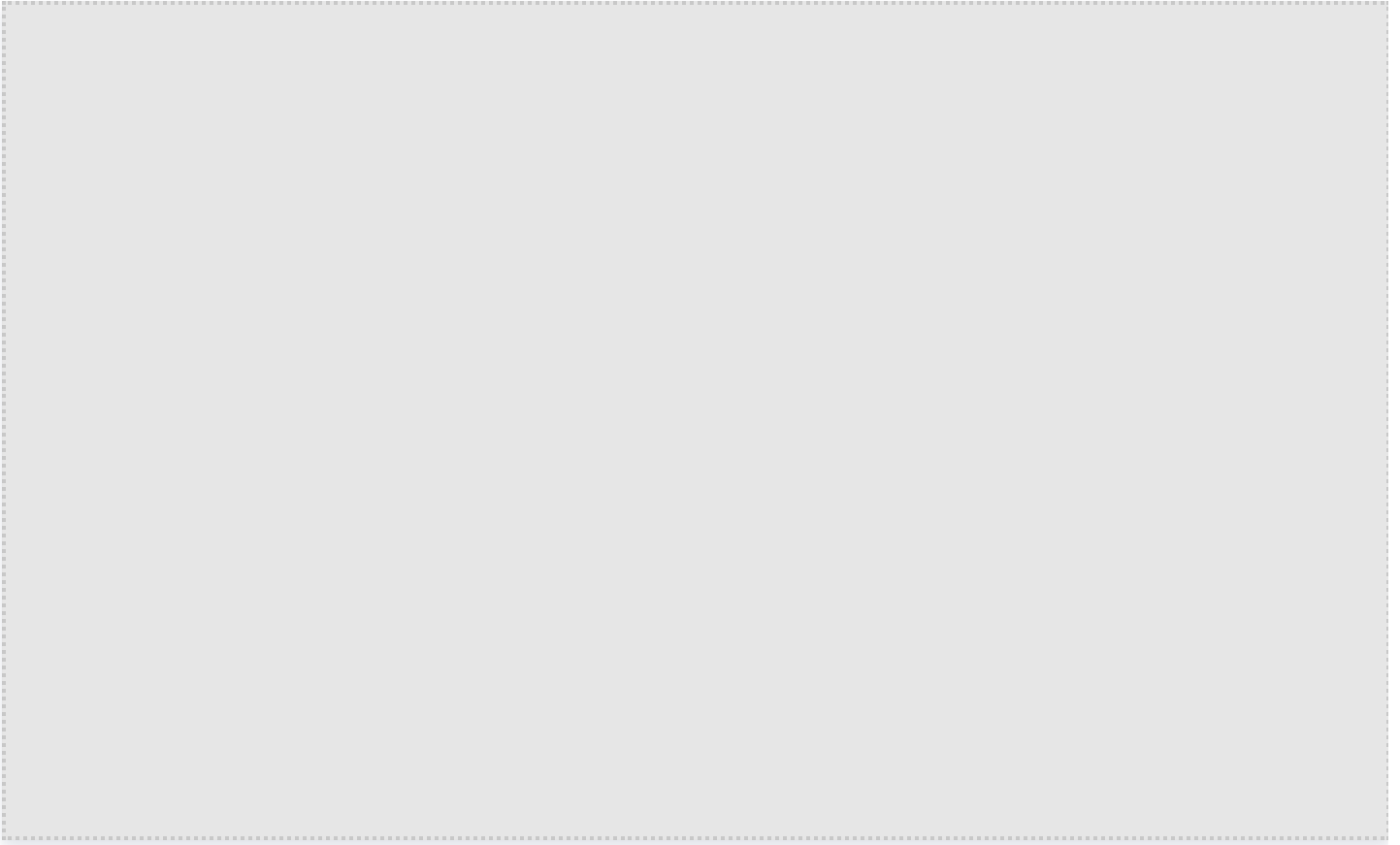
- **Rename:** Allow members to change their display names during the meeting.
- **Allow Speech:** By default, the audience cannot unmute themselves. The host can find the corresponding audience member in the member list, click [Allow Speech], and upon the audience's consent, they can unmute themselves.
- **Upgrade to Guest:** Upgrade the audience to a guest; the audience will join the meeting as a guest and enter the guest seat.
- **Block Historical Chat Messages:** Systematically block messages previously sent by the audience, making them invisible to others.
- **Prohibit Chatting:** Prohibit the audience from chatting and sending messages.
- **Remove from Meeting:** Remove the audience from the meeting.
- **Report:** Report members for violating conduct during the meeting.



Manage guests

The host can find the corresponding guest in the member management list, click **More** to manage the guest.

- **Invite to Turn on Video:** Invite the guest to turn on their video; the guest can enable the video upon consent.
- **Private Chat:** Send private chat messages to the guest.
- **Set as Co-chair:** Set the guest as a co-chair.
- **Set as Host:** Set the guest as the host.
- **Rename:** Allow members to change their display names during the meeting.
- **Demote to Audience:** Guests can be demoted to audience members. After demotion, they will re-enter as audience members
- **Block Historical Chat Messages:** Systematically block messages previously sent by the audience, making them invisible to others.
- **Prohibit Chatting:** Prohibit the audience from chatting and sending messages.
- **Remove from Meeting:** Remove the audience from the meeting.
- **Report:** Report members for violating conduct during the meeting.



Post-meeting Summary Page feature introduction

Last updated: 2024-08-28 15:24:20

Post-meeting Summary Page

- The host clicks **End Meeting**, and the **Post-Meeting Summary page** will appear to help the host review the meeting details.
- If the host enters the meeting multiple times and ends the meeting, the **Post-meeting Summary Page** will appear each time the meeting ends.



Content of the meeting summary page

- **Meeting Start Time:** Indicates the time the host most recently entered the meeting.
- **Meeting Duration:** The end time of the meeting minus the start time. If there are multiple entries and exits, it refers to the total of all durations.
- **Total Attendees:** The total number of people who have entered the meeting from the time it was created until it ended.
- **Peak Online Users:** The highest number of users simultaneously in the meeting.

- **Number of Questions:** The number of questions asked by the audience during the meeting.
- **Number of Interactive Chats:** The number of chat messages by the audience and guests during the meeting.
- **Number of Likes:** The number of likes given during the meeting.
- **Recorded File:** If cloud recording was enabled during the meeting, the recorded video will be shown.

How to export the detailed list of attendees?

Click **Export Members** on the meeting summary page to export detailed data of all attendees.

How to set up a replay?

If recording was started during the meeting, the meeting summary page will display the recorded file, and you can also go to the personal center to set up the replay.

Note:

- If the host enters and ends the meeting multiple times, the meeting start time refers to the latest time the host started the meeting.
- Meeting duration, total attendees, peak online users, number of questions, number of interactive chats, and number of likes are all the sum of the data from multiple entries and exits.