

# Tencent Meeting

## Quick Start



Tencent Cloud

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# Quick Start

## PC Client

Last updated: 2024-08-27 15:23:19

### Overview

Tencent Meeting boasts excellent audio and video performance, rich conference collaboration capabilities, solid conference security assurance, and enhanced collaboration efficiency, meeting the needs of various conference scenarios for large, medium, and small meetings. By reading this article, you will quickly learn how to operate and use Tencent Meeting on Windows and macOS.

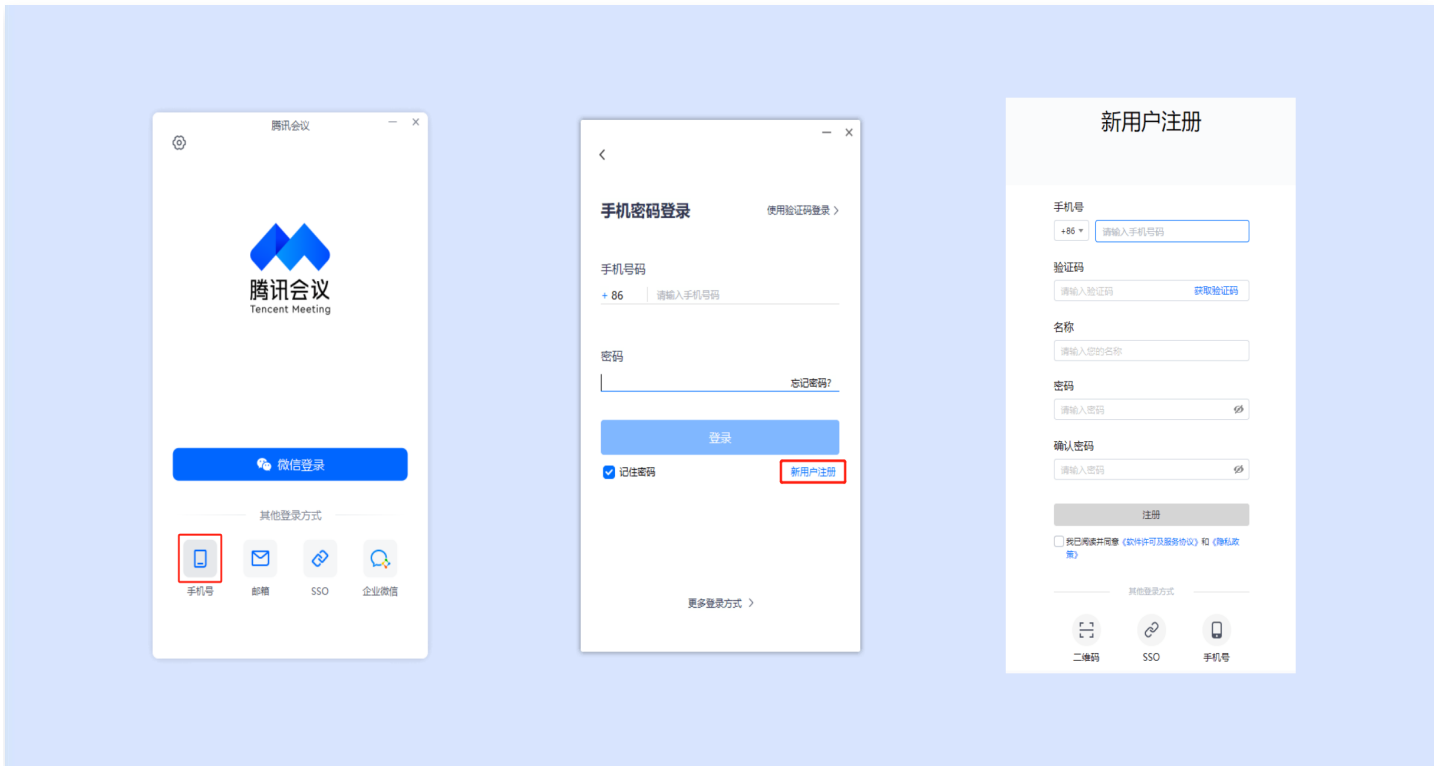
### Prerequisites

- Download Tencent Meeting for desktop (Windows or macOS).
- Windows 7 or above.
- macOS 10.11 or above.
- Dual-core 2GHz or higher CPU configuration.
- 4GB or more memory.

### Signup and Login

#### Signup

Open Tencent Meeting, click **Phone Number Login**, enter the Account Password Login page, click **New User Signup** to enter the official registration page, fill in the required information as needed, and complete the signup process.



## Login

Tencent Meeting offers various login options for you to choose from. You can select **Account Password Login**, **Captcha Login**, **WeChat Login**. If you are an enterprise user, you can also choose **Email Login**, **SSO Login**, or **Enterprise WeChat Login**. When you first use WeChat Login, ensure to bind your account for a successful login.

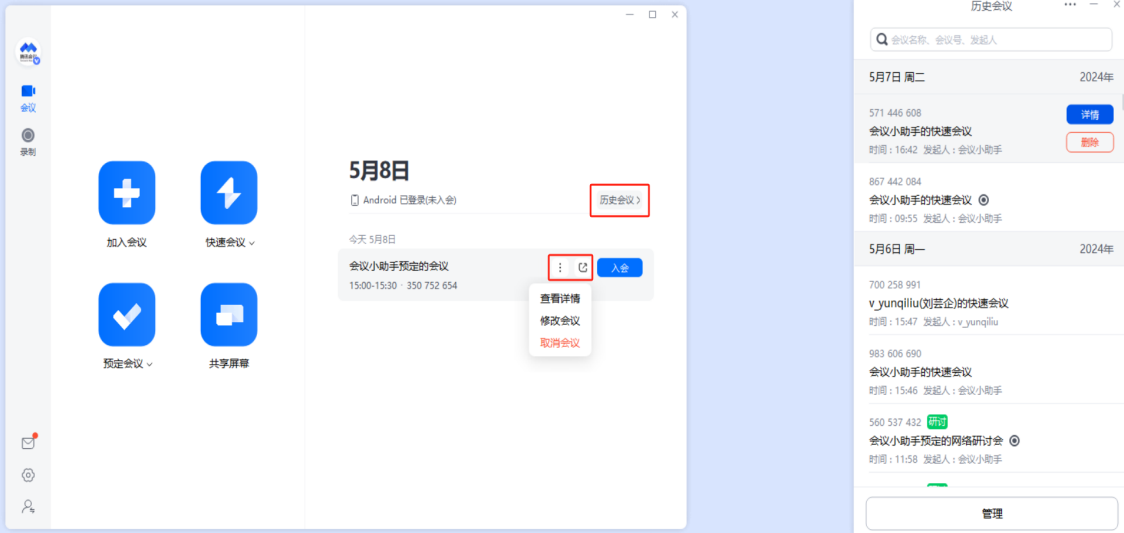


### ⓘ Instructions:

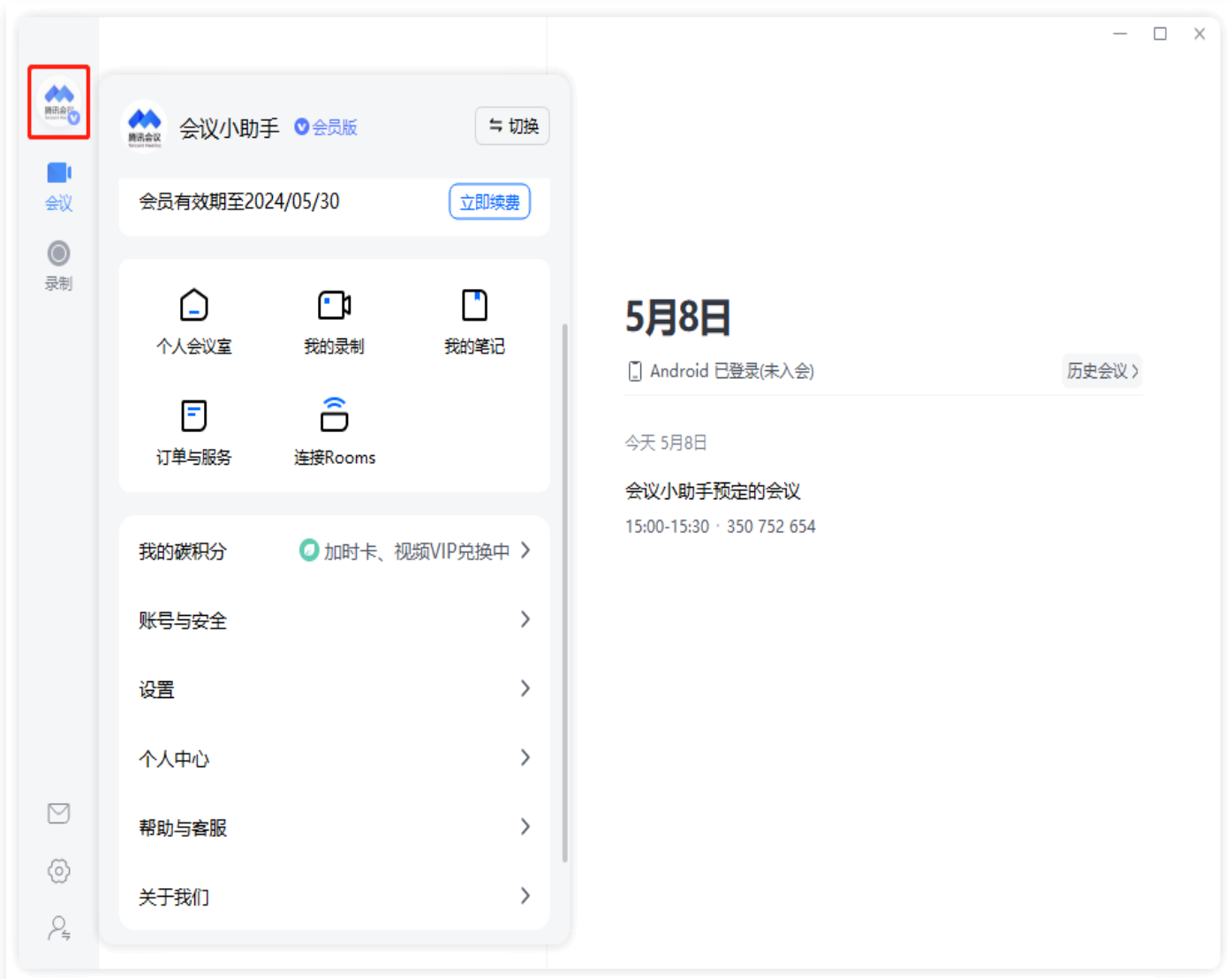
- SSO refers to Single Sign-On, a secure communication technology that supports users accessing multiple systems within an enterprise using a unified account. Enterprise IT can use existing enterprise accounts to help employees access multiple business systems, including Tencent Meeting, using the same account and password without needing to remember additional credentials. This is convenient, quick, and ensures that participants have real-name identities and controllable information, enhancing security.
- If you want to use Enterprise WeChat Login, your enterprise administrator needs to log in and authorize Tencent Meeting, and add your Enterprise WeChat to the accessible range.
- If you want to use Email Login, your enterprise administrator needs to log in and authorize Tencent Meeting, and add your email to the accessible range.

## Homepage Overview

After a successful login, you will enter the main interface of Tencent Meeting, where you can initiate and join meetings, as well as view your personal information and meeting list.



- **Joining a meeting:** Click **Join Meeting**, enter the meeting ID and your meeting nickname to join the meeting.
- **Quick Meeting:** A Quick Meeting, also known as an Instant Meeting, means you can start a meeting immediately.
- **Schedule Meeting:** Scheduling a meeting refers to filling in relevant information to schedule a formal meeting in the future.
- **Meeting List:** The meeting list displays upcoming and soon-to-start meetings, including the meetings you have scheduled or bookmarked, as well as those you are invited to attend (only scheduled meetings are displayed; quick meetings are not shown in the meeting list).
- **Historical Meetings:** Historical meetings will retain the relevant content generated from your past meetings.



- **Personal Information:** Click **Avatar** to bring up the account information page, where you can view account privileges, precipitation, settings, help, and more.
  - **Personal Meeting Room:** You can view and set the personal meeting room name, personal meeting ID, meeting link, join password, waiting room, allow members to join before the host, meeting watermark, and mute members upon joining.
  - **My Recording:** Click to jump to Personal Center – My Recording page to view your cloud recording files.
  - **My Notes:** Important information you record during the meeting.
  - **Orders and Services:** View all the services you are currently using, history purchase orders, and invoice issuance entry.
  - **My Carbon Points:** Earn corresponding carbon point rewards by completing weekly tasks.
  - **Account and Security:** Bind/modify your phone number, email, WeChat, change password, and manage login devices.
  - **Settings:** Click to enter the meeting settings page.

- **Personal Center:** Click to jump to the Tencent Meeting official website – Personal Profile page.
- **Help and Customer Service:** Jump to the Tencent Meeting official website help center page, or click the online customer service float window on the right to consult meeting-related issues and provide your suggestions. We will answer and assist you.
- **About Us:** View current version information, check for updates, version introduction, feedback and complaints, help and customer service, upload log.
- **Switch Accounts:** If your account is associated with other enterprises, you can switch accounts here.

## Start Meeting

### Instant video conferences

Quick meetings, also known as instant meetings, mean you can start a meeting immediately. You need to log in to Tencent Meeting, click **Quick Meeting** on the main panel of Tencent Meeting, and you can start a quick meeting without filling in any other information.



Quick meetings will not be displayed in the meeting list. Once you leave the meeting, you cannot find it in the meeting list. However, you can rejoin the meeting within an hour after it starts by entering the meeting ID. If no one is in the meeting for an hour, the system will automatically end the meeting.

## Personal Meeting ID

A personal meeting ID is your dedicated fixed meeting ID, which can be used to start a quick meeting.

## Schedule a meeting

Scheduling a meeting refers to starting a more formal meeting by filling in the reservation information. The steps are as follows:

1. Log in to Tencent Meeting, click **Schedule Meeting** on the main panel of Tencent Meeting, and fill in detailed meeting content, including: meeting topic, meeting start time, meeting password, and location, invited member information (currently only supported in the

Enterprise Edition), uploading meeting documents, and setting member document upload permissions. You can also set whether to mute members automatically when they join, enable screen sharing watermark, and enable conference live streaming (broadcast your video conference in real-time to users who obtain the link) simultaneously.

2. Click **Schedule** to successfully schedule the meeting. The system will automatically pull up your email and remind you to send the current scheduled meeting email to the invited members.

### ⓘ Instructions:

When your meeting reaches the **end time** you set, the system will not forcefully end your meeting, and all scheduled meetings will be retained for 30 days (**starting from the scheduled start time**). You can enter this meeting at any time within 30 days

## Recurring Meetings

In addition to scheduling normal meetings, you can also schedule recurring meetings through Tencent Meeting, which will automatically help you schedule meetings after you set the meeting frequency and number of meetings (or time period).

For example: If you need to hold a team meeting every week until the end of the year, you can schedule a recurring meeting with a frequency set to weekly, ending on December 31.



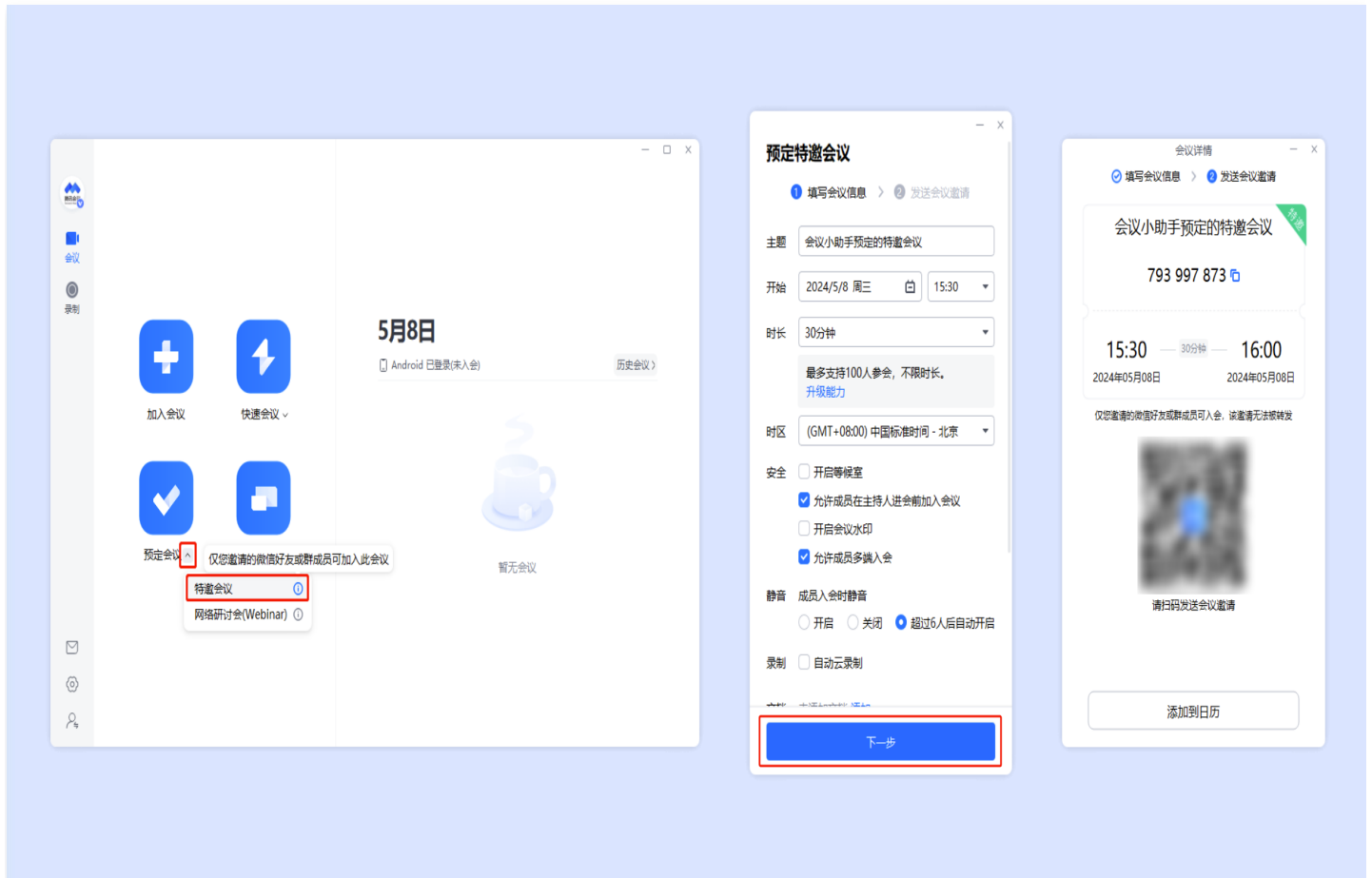
## Special Meeting

Special Meetings are high-security meetings with the following features:

- Only the meeting creator can send invitations, and they cannot be forwarded by other people.
- Only friends or group members invited by the meeting creator can join the meeting.

### ! Instructions:

If you have not bound WeChat before scheduling or joining a specially invited meeting, you need to complete the WeChat binding in Tencent Meeting first.



## Webinar

The webinar (Tencent Meeting webinar) is a new type of meeting that covers large-scale meeting scenarios such as corporate training, product launches, online lectures, etc. It supports up to 50,000 participants simultaneously and has the following features:

- **Strong control:** Supports three identities: host, guest, and audience. Different identities have different meeting permissions, and the host can finely control the meeting order. It supports the host to set chat sensitive words, review chat content before posting, and other chat management capabilities.
- **Strong interaction:** The host can interact with the audience in real-time through features like allowing the audience to speak. The audience can be promoted to guests. Both guests

and hosts can answer user questions through the Q&A feature.

- **Easy conversion:** Supports pre-meeting registration and information retention, and activity page setup for increased exposure. Post-meeting, it supports data analysis and export to analyze the full chain of participation data and maximize the value of each lead.



## Joining a Meeting

### Joining a meeting via invitation link

If the invitation message you received is a link, you can click the invitation link, verify your identity, and directly join the meeting.

### Joining a meeting via invitation card

If the invitation message you received is a card, you can click the card, verify your identity, and directly join the meeting.

### Joining a meeting via invitation QR code

If the invitation message you received is a QR code image, you can click the image, recognize the QR code, verify your identity, and directly join the meeting.



### ! Instructions:

- After entering the meeting details page, if the meeting type created by the meeting creator is scheduled meeting, the option to **Add to My Meeting** will be shown below. You can click it to add the meeting to your meeting list to avoid forgetting the meeting number when joining later.
- After binding your WeChat account, follow the **Tencent Meeting** official account. You will receive a message reminder 5 minutes before the meeting starts, reminding you to join the meeting on time. You can also click on the top left corner **avatar** > in the mobile app settings to open **Receive Message Notifications**, to promptly receive meeting reminders.

## Joining a meeting via meeting number

Open Tencent Meeting, on the main panel, select **Join Meeting**, enter the meeting ID, and the name you want to display in the meeting (default is your profile nickname). Select the corresponding pre-meeting settings and click **Join Meeting** to join successfully.



## Dialing into a Meeting

Dial the meeting number and follow the voice prompts to enter the meeting ID:

- Dial according to your location: +8675536550000 (Chinese mainland), +85230018898 (Hong Kong, China).
- Enter the meeting ID and press # to confirm.
- Enter the participant ID and press # to confirm. If you don't know the participant ID, you can directly press # to join the meeting.
- Voice prompts: **You have joined the meeting, there are N participants in the meeting,** indicating successful entry.

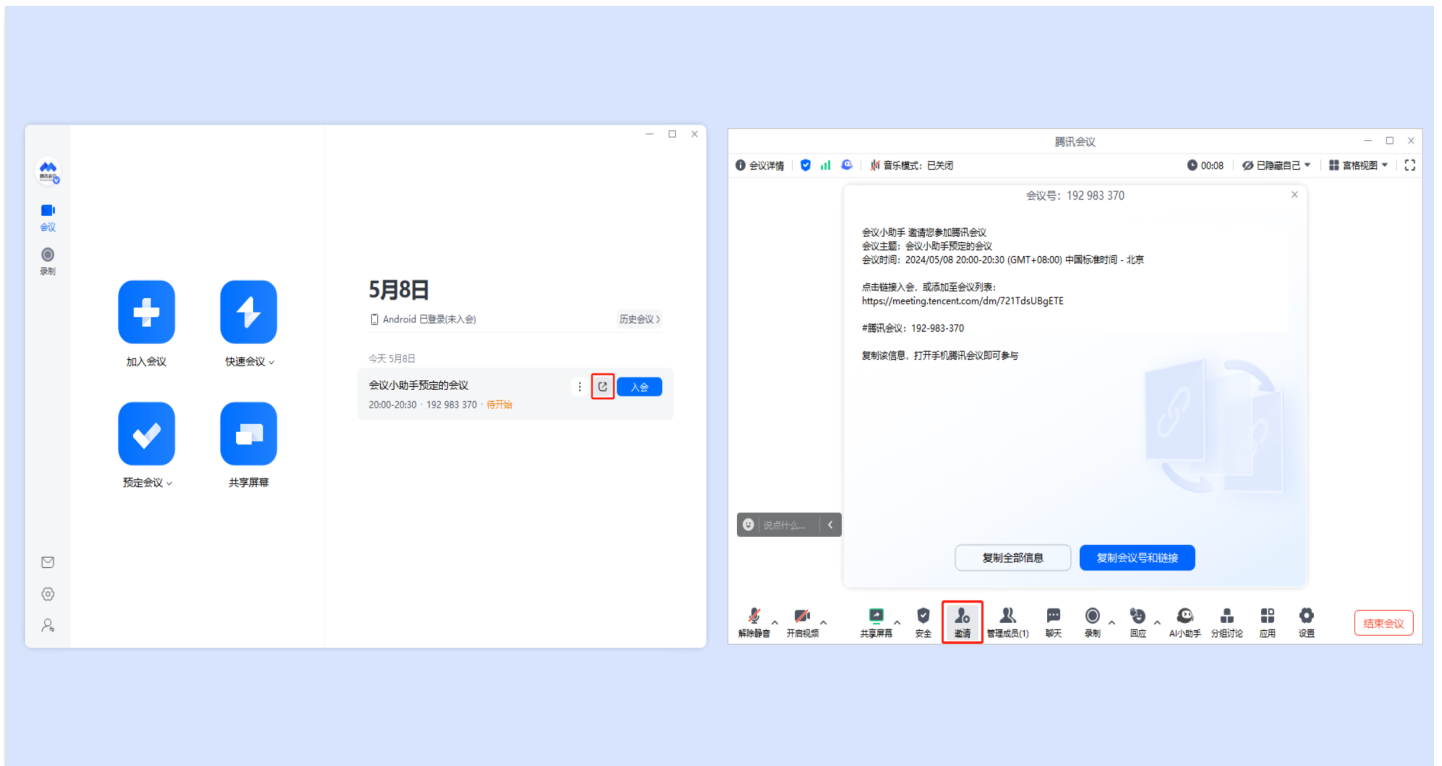


### ⓘ Instructions:

When dialing with a mobile phone, long press "0" to convert to "+". When dialing with a landline, IP phones support long press "\*" to convert to "+". Regular landline phones can directly dial 0086xxxxxxx. Follow the voice prompts, enter the participant ID and press "#" to confirm. If you don't know the participant ID, you can directly press "#" to join the meeting.

## Invite Members

In the meeting or meeting list, click **Invite**. You can copy the meeting invitation information here and send it to the invitees through instant messaging tools such as WeChat and WeChat Work. The invitees can join the meeting via meeting ID, join link, or dial-in.



## Ending and Leaving a Meeting

### Host

#### Instant video conferences

When you are the host of an instant video conference, you can click the bottom right corner **End Meeting** to choose **Leave Meeting** or **End Meeting**.

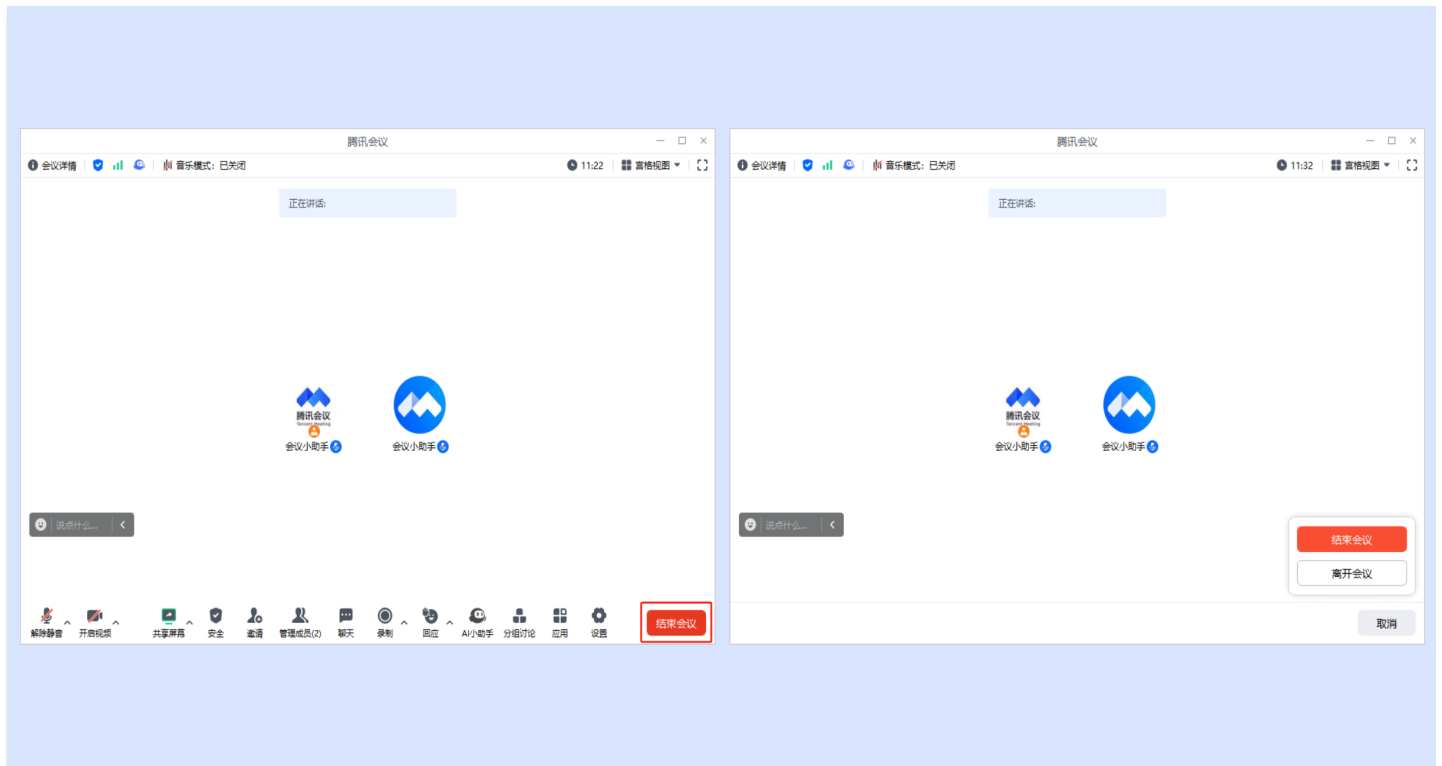
- If you choose to temporarily leave the meeting, you can rejoin by entering the meeting ID. If the meeting lasts more than an hour and there's no one in the meeting, it will automatically end, and you won't be able to rejoin.
- If you choose to end the meeting, the meeting will be directly ended.

#### Schedule a meeting

When you are the scheduled meeting host, you can click **End Meeting** in the bottom right corner to choose **Leave Meeting** or **End Meeting**.

- Leaving the meeting means you leave the meeting and can designate a member to take the host role when you leave.
- Ending the meeting means you remove all members from the meeting. You can return to the meeting anytime within 30 days (counted from the scheduled start time). If you want to delete this meeting and not allow re-entry within 30 days, you can click this meeting in the **Meeting list** on the main interface of Tencent Meeting, and then select **Delete Meeting** (you

cannot delete a meeting when there are people in it. You must first click **End Meeting** to remove everyone).



## Member

### Instant video conferences

When your identity is a member, the button is Leave Meeting. You can click to exit the current meeting. If the meeting has not ended, you can rejoin using the meeting ID.



## Schedule a meeting

When you are a member, the button is Leave Meeting. After clicking, you can choose to leave the meeting. You can return to the meeting anytime within 30 days (counted from the scheduled start time set by the host). (You cannot re-enter if the meeting is deleted).



## Cancel Meeting

When the meeting creator cancels the meeting, other members will not be able to join the meeting.



## Problem?

We apologize for the problem you encountered. You can refer to [FAQs](#) to locate and resolve issues.

# Mobile Version

Last updated: 2024-08-27 15:23:40

## Overview

Tencent Meeting offers excellent audio and video performance, rich meeting collaboration capabilities, solid meeting security assurance, and enhanced collaboration efficiency to meet the needs of small, medium, and large meetings in all scenarios. By reading this article, you will quickly learn how to operate and use Tencent Meeting on Android and iOS.

## Prerequisites

- Download the Tencent Meeting mobile app (iOS or Android).
- Android 4.4 or above.
- iOS 10 and later.

## Signup and Login

### Signup

Open Tencent Meeting, click **Phone number login**, enter the account and password login page, click **New User Signup** to enter the signup page, fill in the required information as instructed and complete the registration.



## Login

Tencent Meeting provides multiple login methods for you to choose from. You can choose **Account and Password Login**, **Verification Code Login**, **WeChat Login**. If you are an enterprise user, you can also choose to use **Enterprise WeChat Login**, **SSO Login**, or **Email Login**. When using WeChat Login for the first time, make sure to bind your account for a successful login.

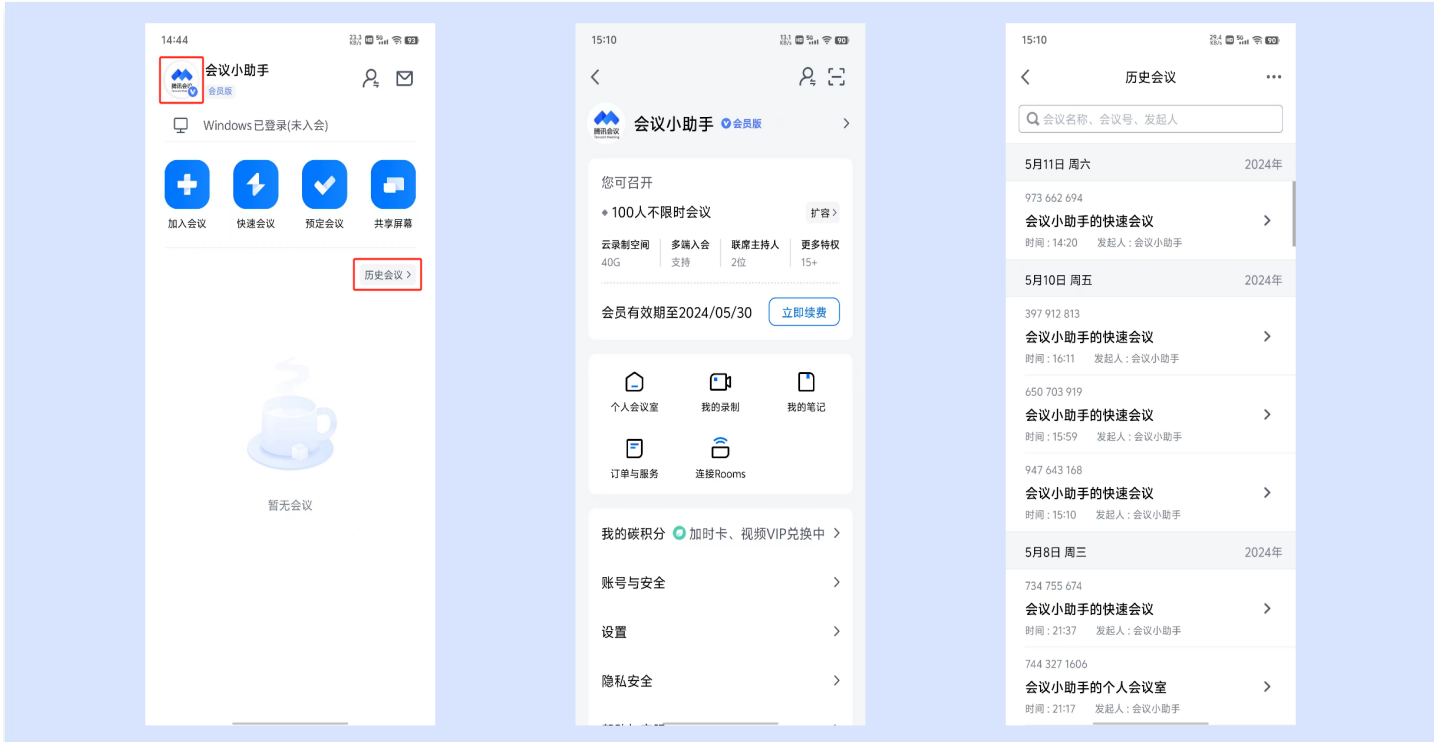


### ⓘ Instructions:

- SSO stands for Single Sign-On, a secure communication technology that supports users in accessing multiple systems within an enterprise using a unified account. Enterprise IT can set up an existing account system, enabling employees to use the same account and password to access Tencent Meeting and other business systems without remembering additional account details. This is convenient and efficient. For enterprises, employees using a unified account within the company to access Tencent Meeting eliminates the need to manage separate employee accounts, ensures the real identity of participants, makes information controllable, and enhances security.
- If you want to use Enterprise WeChat Login, your enterprise administrator must first log in and authorize Tencent Meeting, and add your Enterprise WeChat to the allowable range.
- If you want to use Email Login, your enterprise administrator must first log in and authorize Tencent Meeting, and add your email to the allowable range.

# Homepage Introduction

After successfully logging in, you can enter the main interface of Tencent Meeting. On this page, you can initiate and join meetings, and view your personal information and meeting list.



- **Joining a Meeting:** Click **Join Meeting**, enter the meeting ID and your meeting nickname to join the meeting.
- **Quick Meeting:** A quick meeting, also known as an instant meeting, allows you to start a meeting immediately.
- **Schedule Meeting:** Scheduling a meeting means you fill in relevant information to book a formal meeting in the future.
- **Meeting List:** The meeting list shows upcoming and soon-to-start meetings, including meetings you have scheduled or bookmarked, and meetings you are invited to (only scheduled meetings are shown; quick meetings are not displayed in the meeting list).
- **Historical Meetings:** Historical meetings will preserve the related content generated by your past meetings.
- **Personal Information:** Click "Avatar" to bring up the account information page, where you can view account privileges, pre-meeting settings, help, and more.
  - **Personal Meeting Room:** You can view and set the personal meeting room name, personal meeting ID, meeting link, join password, waiting room, allow members to join before the host, meeting watermark, and mute members upon entry.
  - **My Recordings:** Your cloud recording files.
  - **My Notes:** Important information you recorded during meetings.

- **Orders and Services:** You can view all the services you are currently using, historical purchase orders, and invoice issuance.
- **My Carbon Points:** Earn corresponding carbon points rewards by completing weekly tasks.
- **Account and Security:** Bind/modify your phone number, email, WeChat, password, login device management, and cancel account.
- **Settings:** Enter the pre-meeting settings page.
- **Privacy Security:** Your personal information, application permissions, and privacy-related terms and instructions.
- **Help and Customer Service:** Navigate to the Tencent Meeting official website's help center page or click the bottom button **Online Customer Service** to consult meeting-related questions and provide your suggestions. We will assist and provide answers.
- **About Us:** View current version information, check for updates, provide feedback and complaints, and upload logs.
- **Switch Accounts:** If your account is associated with another enterprise, you can switch accounts here.

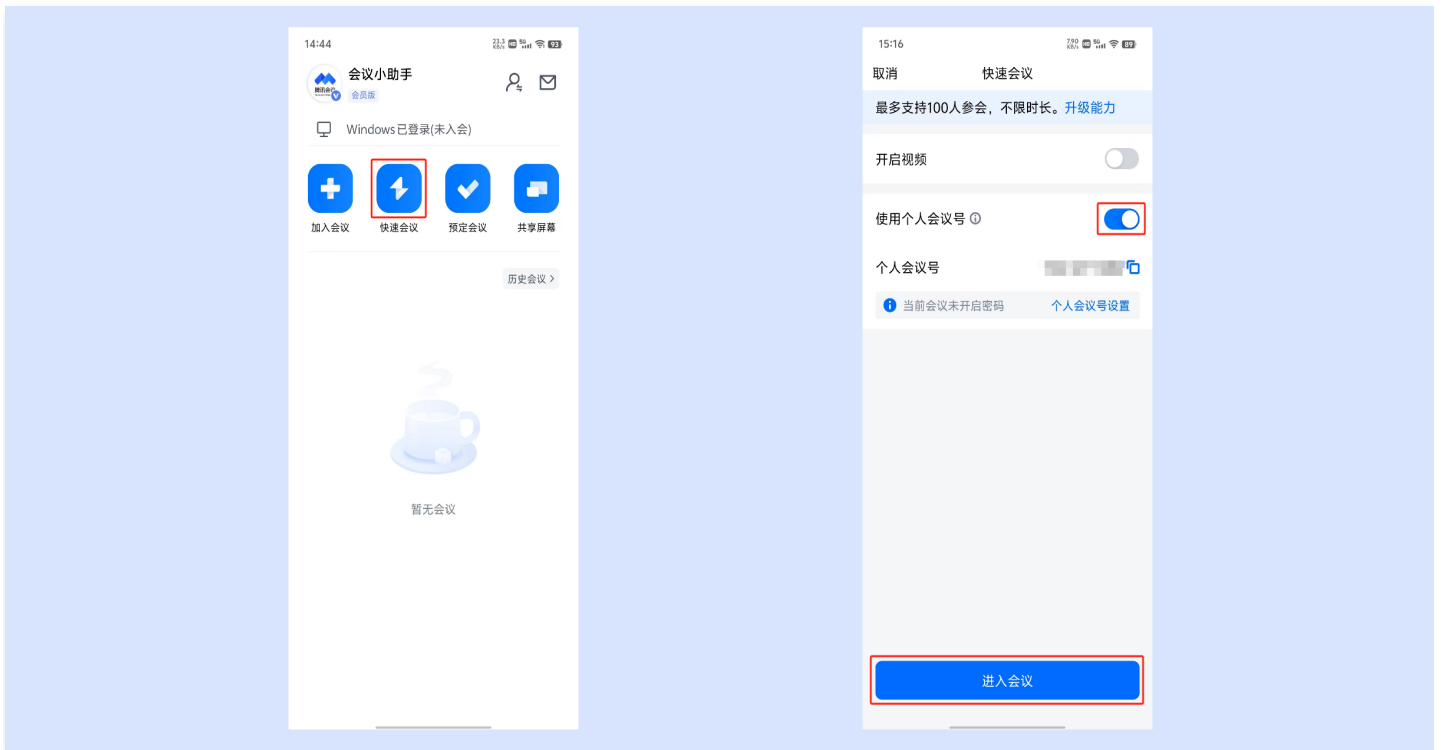
## Start a Meeting

### Instant video conferences

Instant meetings, also known as quick meetings, allow you to start a meeting immediately. Log in to Tencent Meeting, click **Instant Meeting** on the Tencent Meeting main panel to start a quick meeting without additional information.

#### **Instructions:**

Quick meetings are not displayed in the meeting list. After you leave the meeting, you cannot find it in the meeting list. However, you can rejoin the meeting by entering the meeting ID within one hour of the meeting start time. If the meeting lasts one hour and no one is in the meeting, the system will automatically end the meeting.



## Personal Meeting ID

A personal meeting ID is your dedicated fixed meeting ID, which can be used to start a quick meeting.

## Schedule a meeting

Scheduling a meeting refers to initiating a formal meeting by filling in the scheduling information. The steps are as follows:

1. log in to Tencent Meeting, on the main panel of Tencent Meeting, click **Schedule Meeting**.
2. Fill in detailed meeting information including: meeting topic, meeting start time, meeting password, and location, invited member information (currently only supported in the enterprise version), upload meeting documents, and set member document upload permissions. You can also choose whether to automatically mute members upon entering the meeting, whether to enable screen sharing watermark, and whether to enable conference live streaming (broadcast your video conference to users with the link in real-time) settings.
3. Click **Completion** to successfully schedule the meeting. The system will automatically pull up your email to remind you to send the current scheduled meeting email to the invitees.

### ! Instructions:

When your meeting reaches the set "end time", the system will not forcefully end the meeting. All scheduled meetings will be retained for 30 days ( **starting from the scheduled start time** ), and you can re-enter the meeting within 30 days.



## Recurring Meeting

In addition to scheduling regular meetings, you can also schedule recurring meetings through Tencent Meeting. After setting the meeting frequency and meeting times (or time period), the system will automatically help you schedule the meetings.

For example: If you need to hold a weekly team meeting until the end of the year, you can schedule a recurring meeting, set the frequency to weekly, and end on December 31.

## Special Meeting

A specially invited meeting is a high-security-level meeting with the following features:

- Only the meeting creator can send invitations, and they cannot be forwarded by others.
- Only friends or group members invited by the meeting creator can join the meeting.

### ! Instructions:

If you have not linked WeChat before scheduling or joining a specially invited meeting, you need to complete the WeChat binding in Tencent Meeting first.



## Webinar

Webinars (Tencent Meeting webinars) cover large meeting scenarios like corporate training, product launch events, and online lectures, supporting up to 50,000 participants simultaneously. They have the following features:

- **Strong Control:** Supports three roles – host, guest, and audience, each with different meeting permissions. Hosts can finely control the meeting order. Supports host settings for chat sensitive words, pre-review, and other chat content management capabilities.
- **Strong Interaction:** The host can interact with the audience in real-time through features like allowing audience speeches and promoting them to guests. Hosts and guests can answer user questions through the Q&A feature.
- **Easy Conversion:** Supports pre-meeting registration and information reservation, activity page setup for increased exposure. Post-meeting, supports data analysis and export, analyzing the entire meeting data chain to maximize the value of each lead.



## Joining a Meeting

### Join via Invitation Link

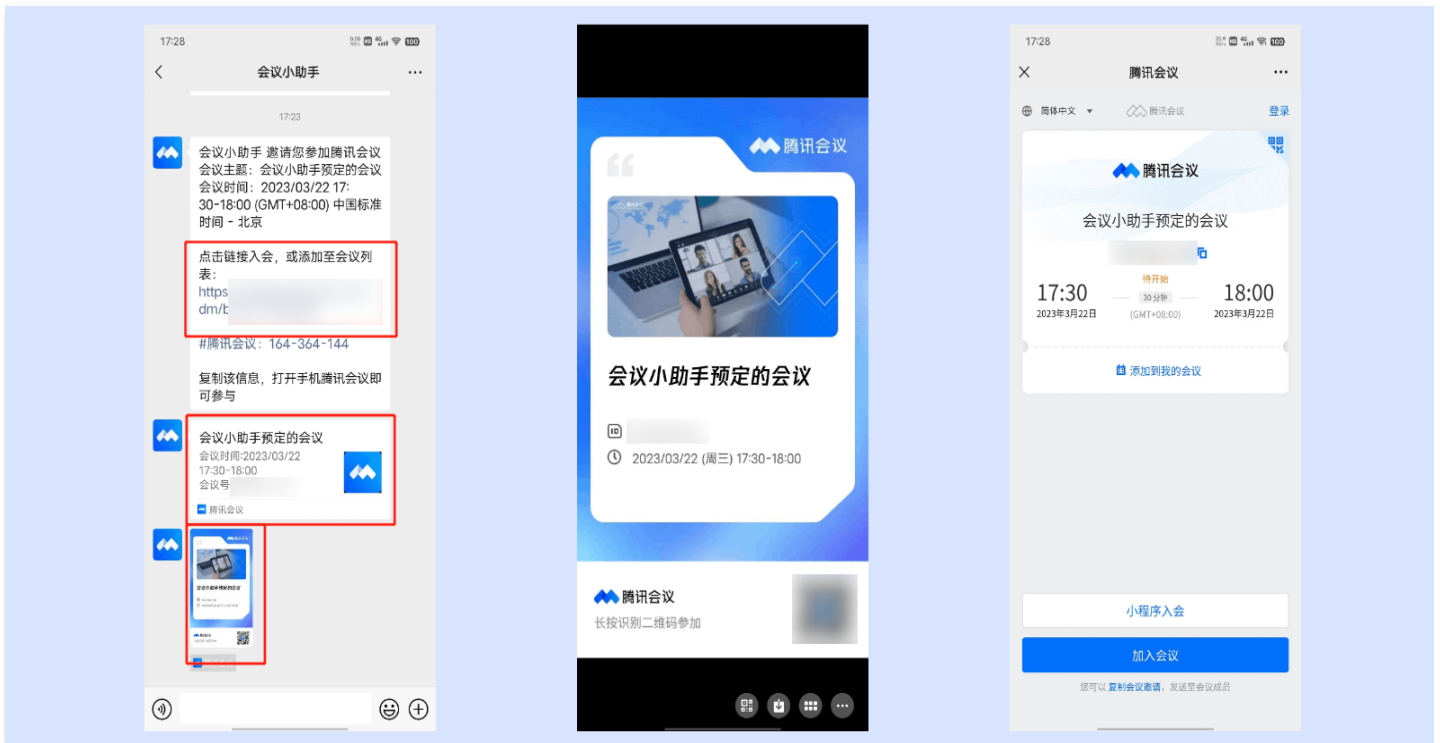
If the invitation you receive is in link form, you can click the invitation link, verify your identity, and enter the meeting directly.

### Join via Invitation Card

If the invitation you receive is in card form, you can click the card, verify your identity, and join the meeting directly.

### Join via Invitation QR Code

If the invitation you receive is a QR code image, you can click the image, scan the QR code, verify your identity, and join the meeting directly.

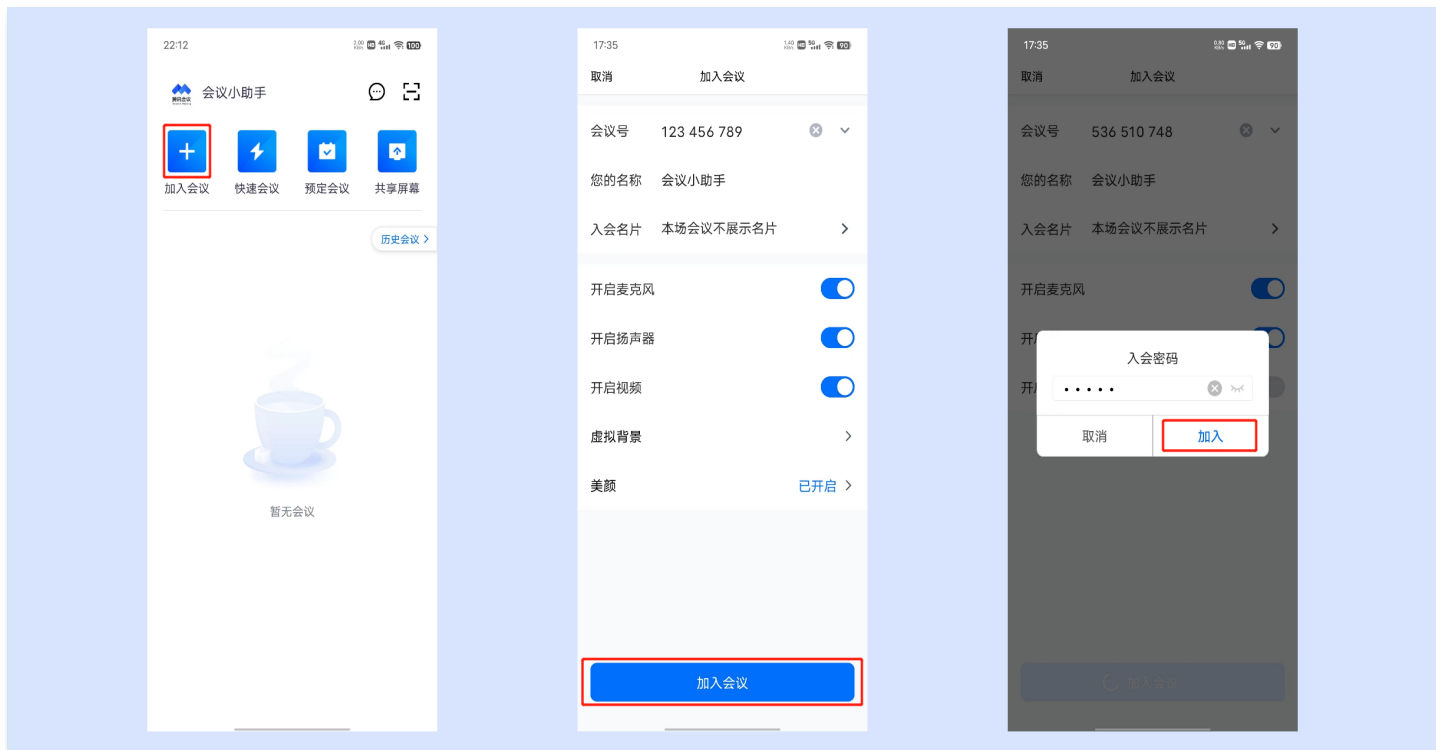


### 📌 Instructions:

- After clicking the link to enter the meeting details page, if the meeting creator scheduled the meeting as a reserved meeting, the option **Add to My Meeting** will be displayed at the bottom. You can click it to add the meeting to your meeting list to prevent forgetting the meeting ID later.
- After linking your WeChat account, follow the **Tencent Meeting** official account. You will receive a reminder 5 minutes before the meeting starts. Alternatively, in the mobile app, click the top-left **avatar** > **Settings**, and enable **Receive Message Notifications** to get timely meeting reminders.

## Join via Meeting ID

Open Tencent Meeting. On the main panel, select **Join Meeting**, enter the meeting ID, and your preferred display name (default is your profile nickname). Check the relevant pre-meeting settings, and click **Join Meeting** to join successfully. If a meeting password is set, enter the correct password and click **Join** to join the meeting successfully.



## Join via Dial-in

Joining via mobile dial-in is divided into two types. You can choose either method based on your scenario to join the meeting.

- **Join a meeting with one tap on your phone.**

1.1 Click the number under the **one-tap dial-in** in the message and make the call.

1.2 Follow the voice prompts to enter the participant ID and press the "#" key to confirm. If you don't know the participant ID, you can press the "#" key directly to join the meeting.

1.3 Voice prompt: "You have joined the meeting. Currently, x people are in the meeting," indicates a successful join.

- **Dial the meeting number and follow the voice prompts to enter the meeting ID.**

1.1 Dial the number based on your location: +8675536550000 (Chinese mainland), +85230018898 (Hong Kong (China)).

1.2 Enter the meeting ID and press the "#" key to confirm.

1.3 Enter the participant ID and press the "#" key to confirm. If you don't know the participant ID, you can press the "#" key directly to join the meeting.

1.4 Voice prompt: "You have joined the meeting. Currently, x people are in the meeting," indicates a successful join.



### ! Instructions:

While mobile dialing, long press "0" to convert it to a "+" sign. For dialing on a landline, IP phones support long pressing "\*" to convert to a "+" sign, and regular phones can directly dial 0086xxxxxxxx. Follow the voice prompts to enter the participant ID and press the "#" key to confirm. If you don't know the participant ID, you can press the "+" key directly to join the meeting.

## Invite Members

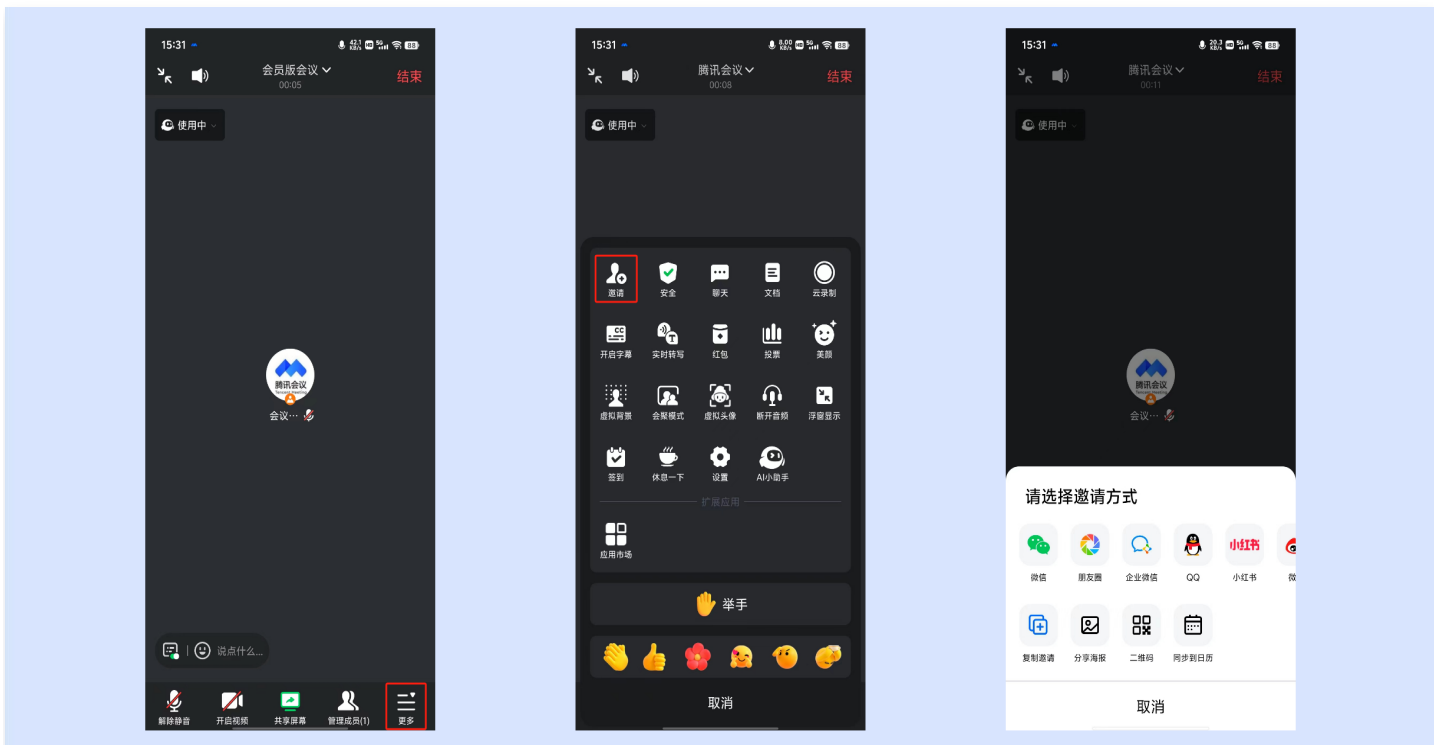
### Invitation outside the meeting

Outside the meeting, click the meeting in the meeting list, enter the meeting details page, and click the "Share" icon in the upper right corner. Choose a suitable invitation method to share with participants.



## Invitation during the meeting

During the meeting, click the bottom toolbar **More** > **Invite** > click to select the method of invitation to share with participants.



## End and Leave Meeting

## Host

### Instant video conferences

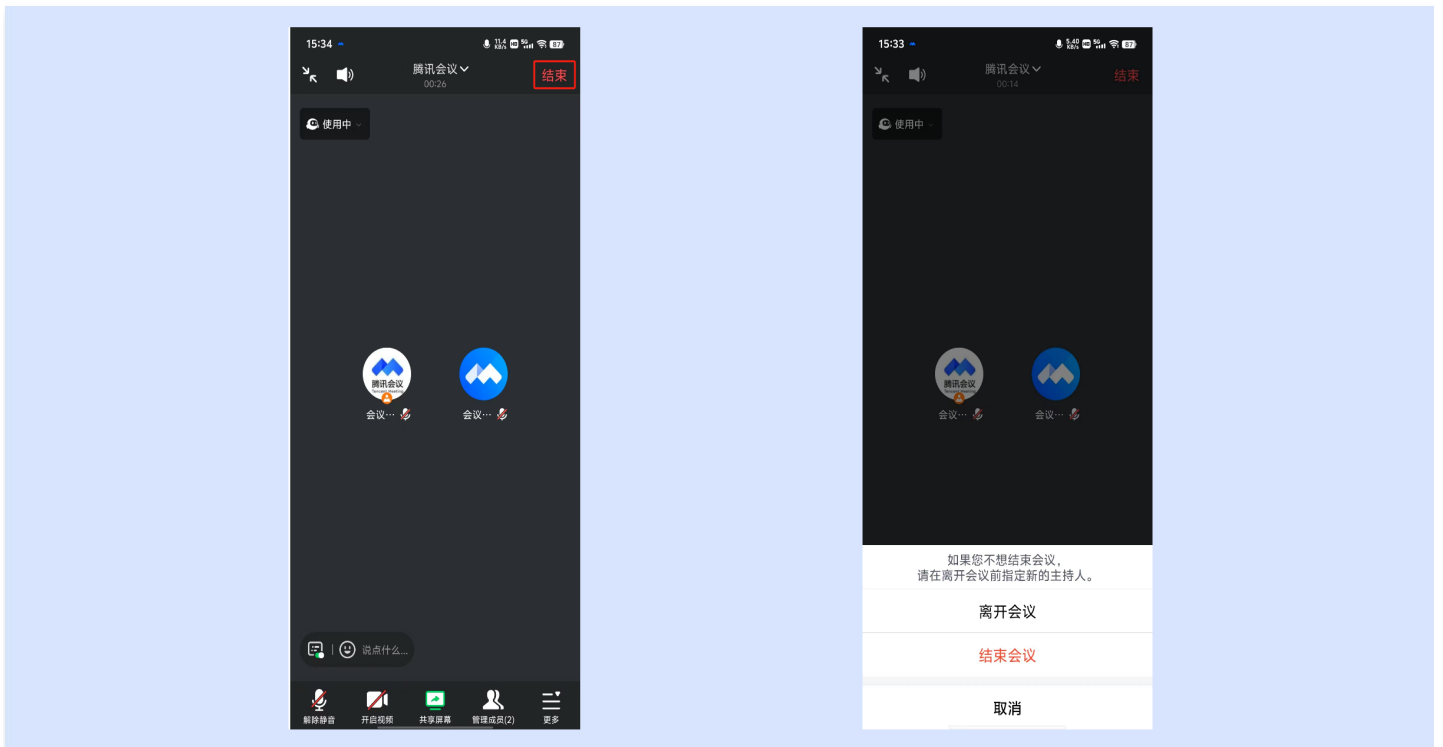
When your role is that of a quick meeting host, you can click the top right corner **End** to select **Leave Meeting** or **End Meeting**.

- When you choose to temporarily leave the meeting, you can re-enter the meeting using the meeting ID. If the meeting duration exceeds one hour and no one is present, the meeting will automatically end, preventing you from re-entering.
- When you choose to end the meeting, it will directly conclude the meeting.

### Schedule a meeting

When your role is that of a scheduled meeting host, you can click the top right corner **End** to select **Leave Meeting** or **End Meeting**.

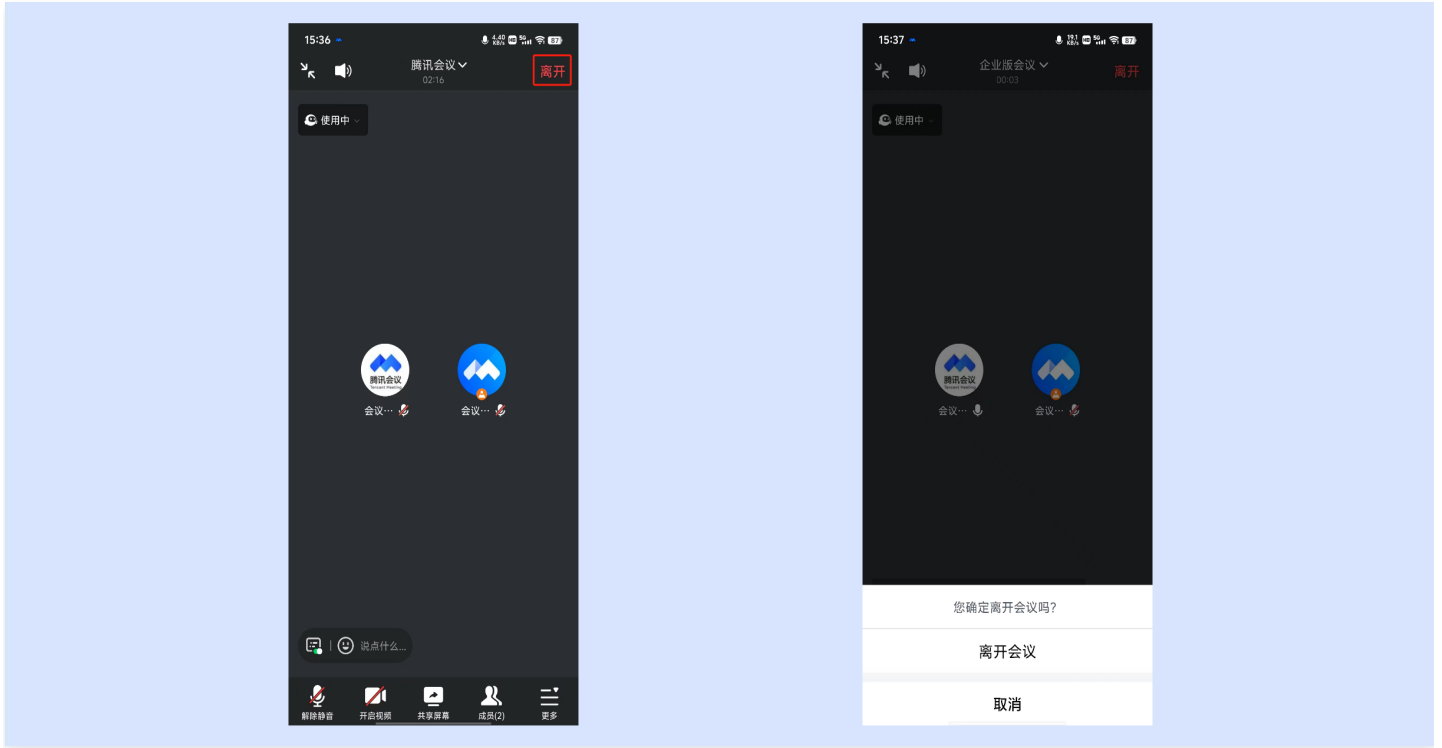
- Leaving the meeting means you exit the meeting, and you can designate another member to take over as host upon your departure.
- Ending the meeting means you remove all other participants from the meeting. Within 30 days (counting from the scheduled start time), you can re-enter the meeting at any time. If you wish to delete the meeting, preventing entry within those 30 days, you can click the meeting in the "Meeting List" on the Tencent Meeting main interface and then select to delete the meeting (The meeting cannot be deleted when attendees are present; you must first click to end the meeting and remove everyone).



## Participant

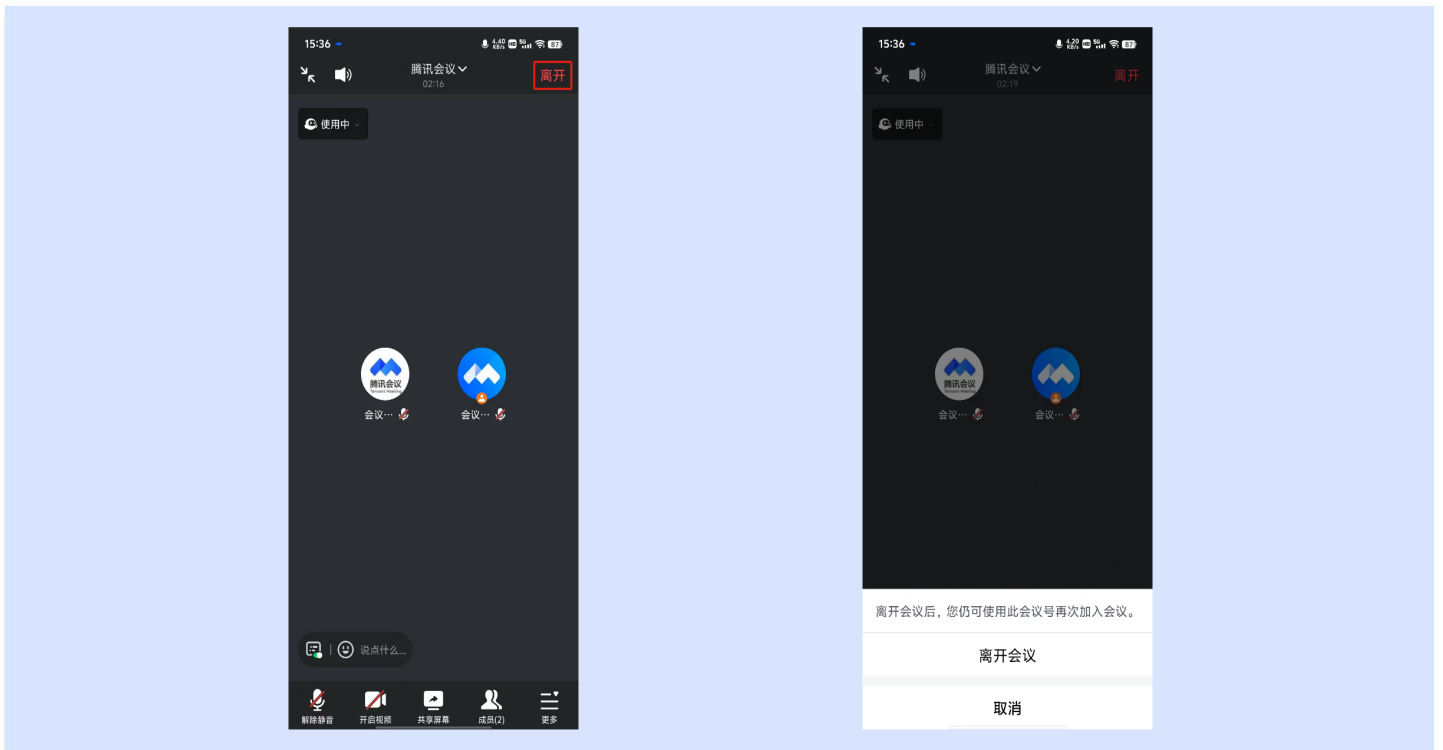
## Instant video conferences

When your role is that of a participant, the button is for leaving the meeting. You can exit the current meeting by clicking, and if the meeting has not ended, you can re-enter it using the meeting ID.



## Schedule a meeting

When your role is that of a participant, the button is for leaving the meeting. After clicking, you can choose to leave the meeting. Within 30 days (counting from the host's scheduled start time), you can return to the meeting at any time (if the meeting is deleted, you cannot re-enter).



## Cancel Meeting

When the meeting creator cancels the meeting, then other members will not be able to join.

