VooV Meeting(腾讯会议) Installation/Operation Guide

◣ **Major Service：**

Online application service as a port to teleworking. Student overseas will be using this app to attend online classes/meetings/workshops this semester.

◣ **Functions：**

Join the scheduled online meetings/classes with shared link and meeting number; Schedule fast online meetings; One step operation; Quick Installation

◣ **Installation(Laptop Version)：**

Open the official website of VooV Meeting：https://voovmeeting.com/ , enter its downloading page directly：
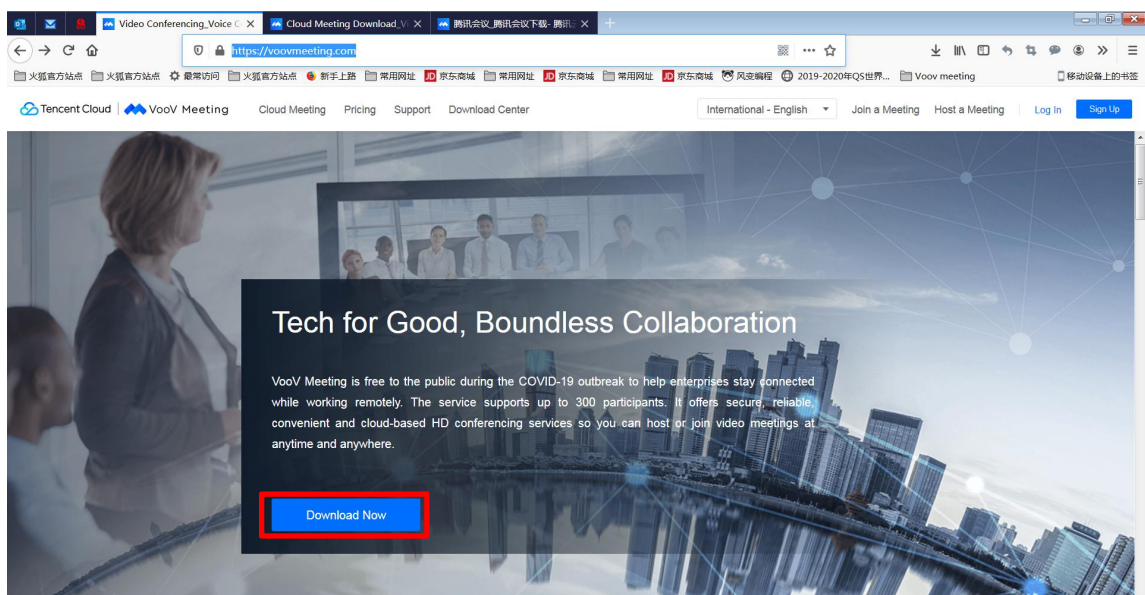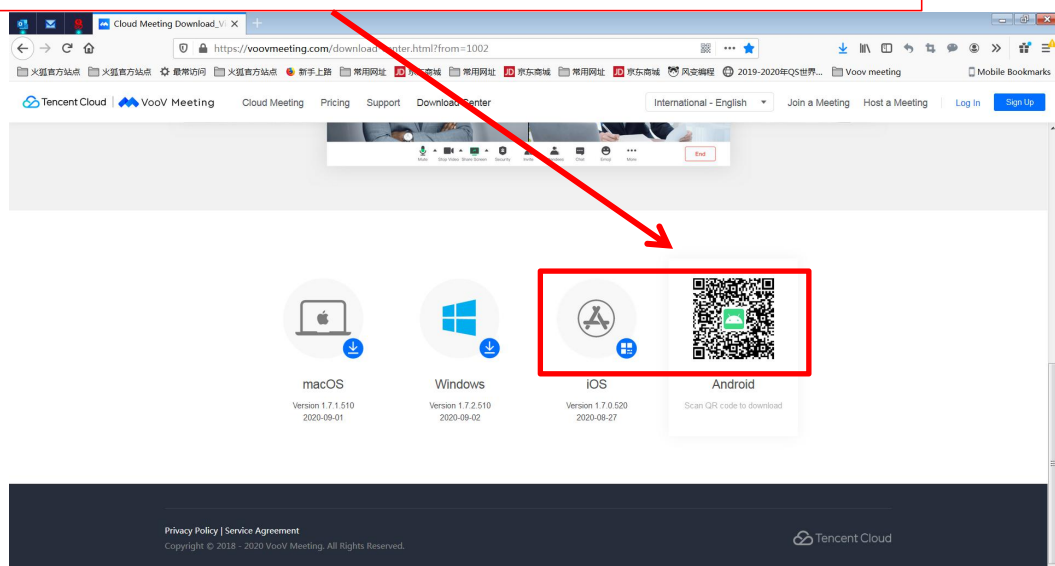
Slide to the bottom, and choose a suitable installation regarding to your computer system:
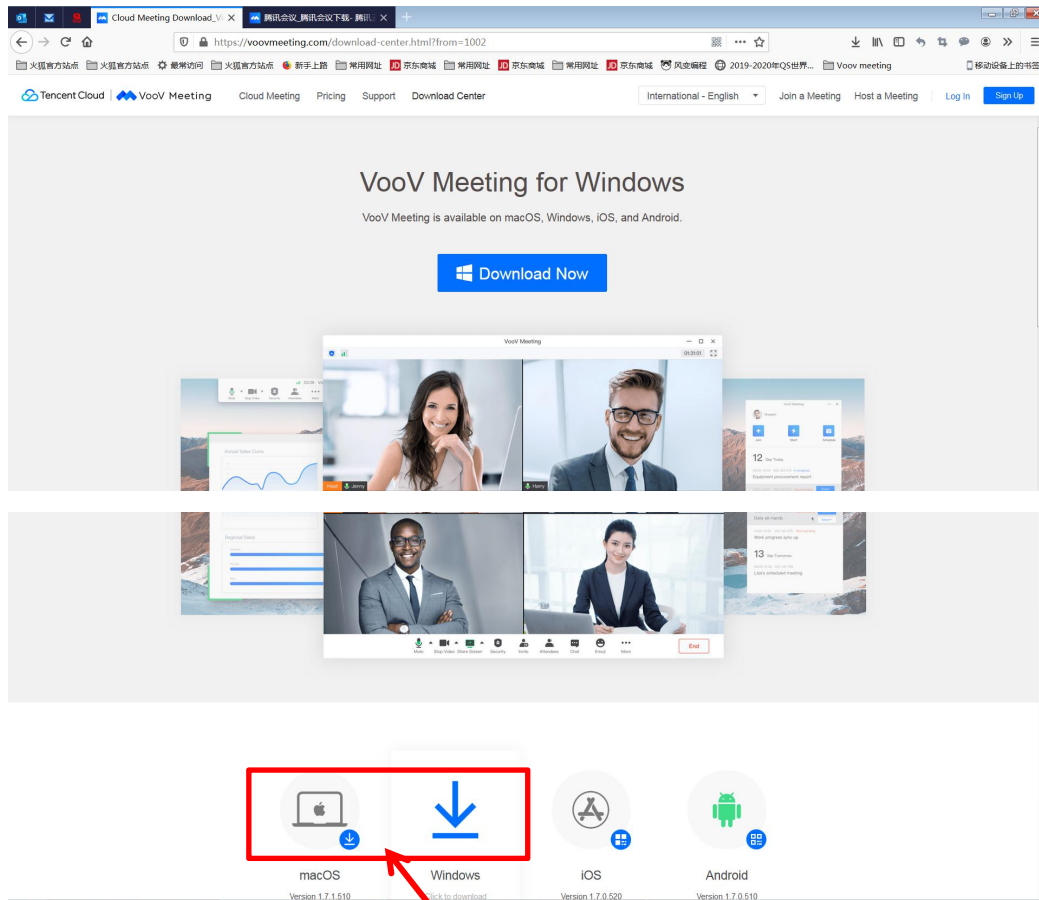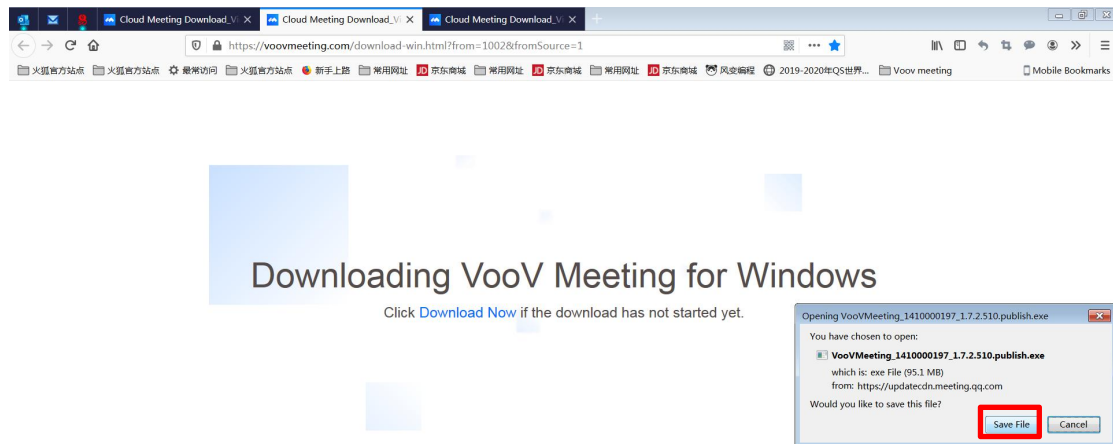

IOS system(Left); Windows System(Right)

You may also scan these VR code to download a mobile version application, but the computer installation is still required
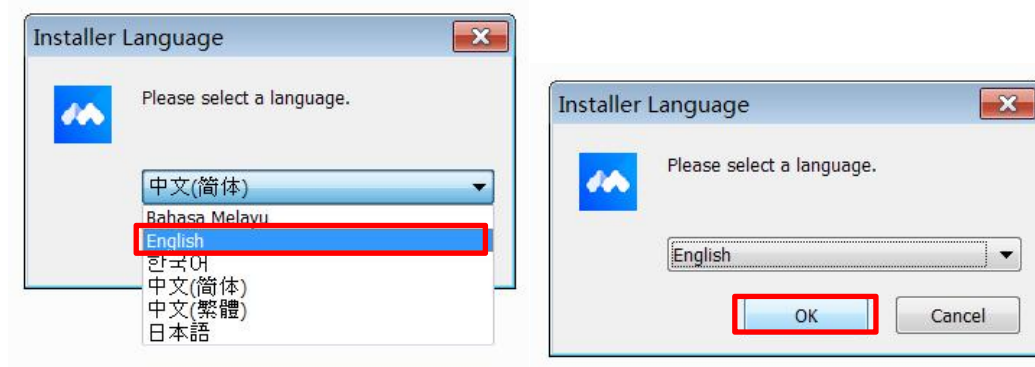
Click **Save File** in the pop-up window to download the installation software to
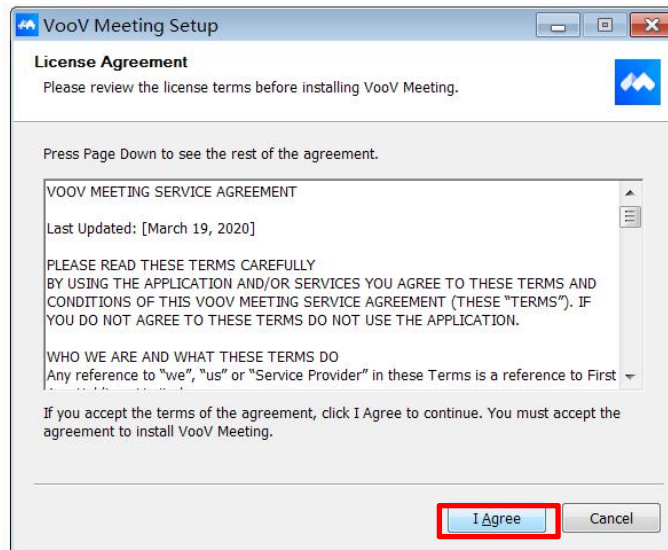
desktop or any folder you prefer:

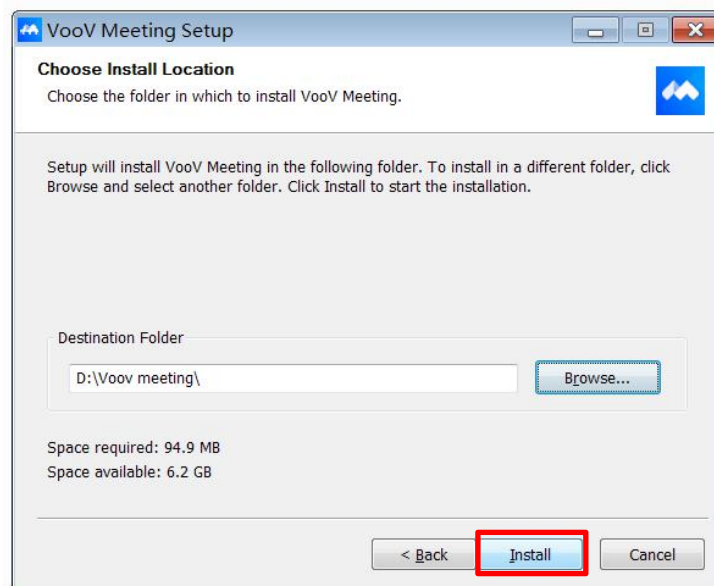Then **double click** the software to launch installation:

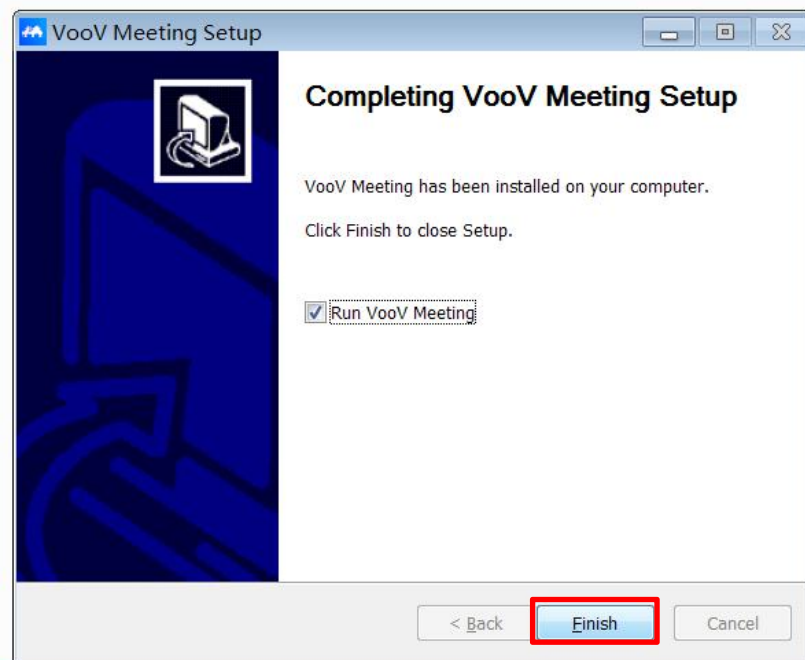Choose basal language for the downloading application:
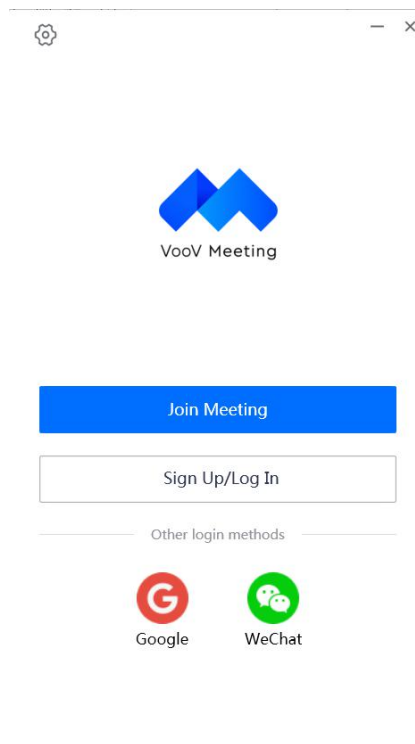
Read and **accept** the authorization items：

Browse a suitable folder then start installation：

Simply finish installation：

VooV Meeting software will launch automatically and this page means you have

finished the installation：

◢ **Sign Up(Laptop/Mobile Version)：**

Open VooV Software, there are three options to login to your account, you may

choose a convenient method regarding your internet situation:

1. Login directly with your Google account; click on Google then type in your google

account mail for first authorization:
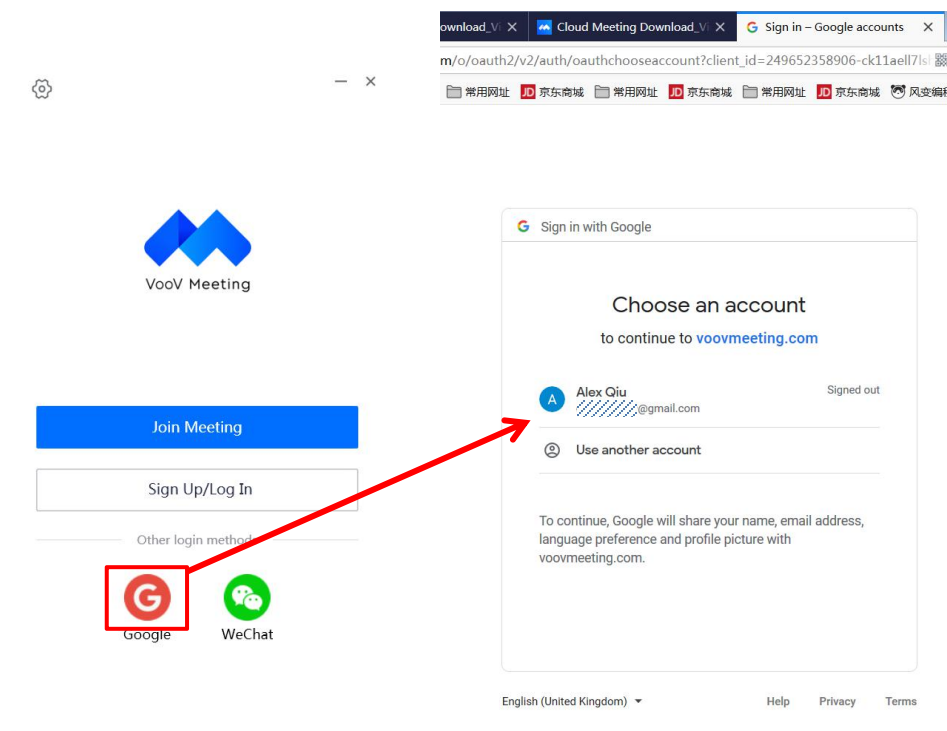
2. Login directly with your Wechat account(if exist); click on Wechat then scan the VR

code with your mobile Wechat app, this should be the most convenient way to access

VooV meeting:
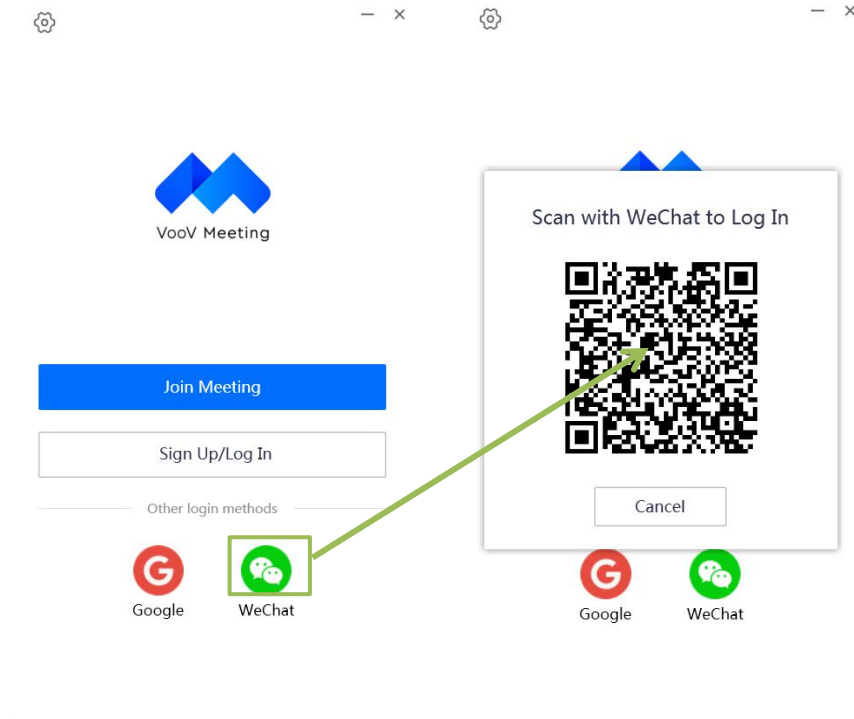
3. Sign up with your phone number; click on **Sign Up/Log In** and the application will automatically request your phone number, click on Sign up at the lower right corner:
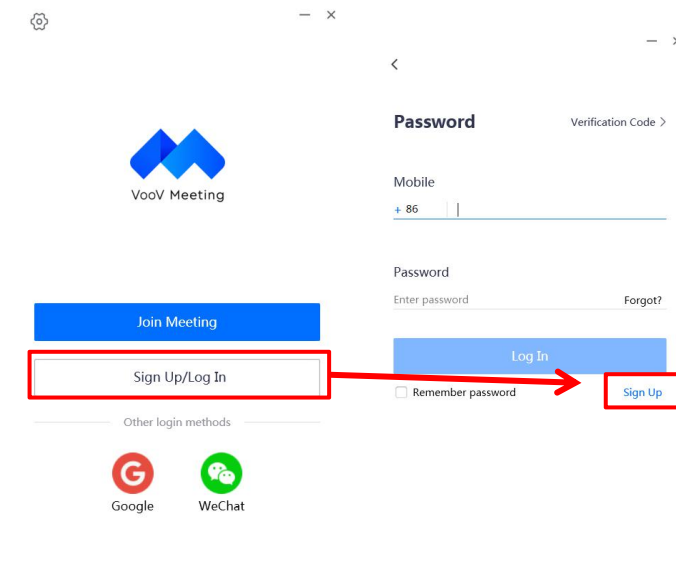
Software will automatically open a sign up page on your browser. Choose your primary location where your mobile phone is registered and available, click next, then agree the system data processing agreement:
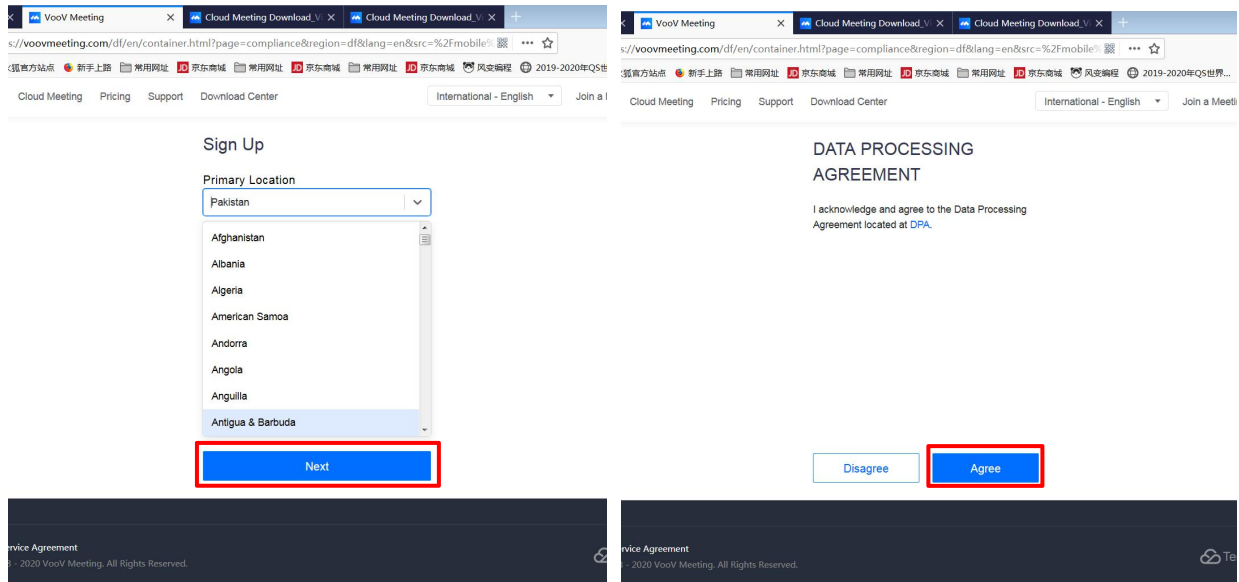

Type in your phone number and request a verification code; also set up your user name and password. Confirm password and verification code:

Then you can login at your laptop/mobile application with your new account.
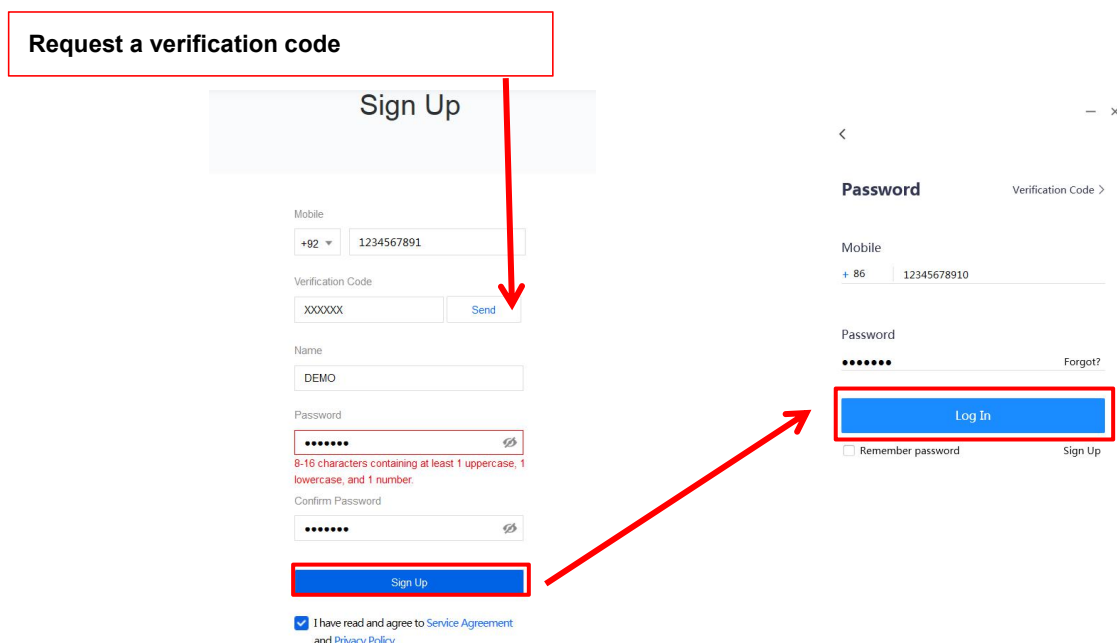
◢ **Operation Guide:**

This is the operation page after you successfully login to VooV Meeting, the operation

should be simple and easy access. There are three mode included：
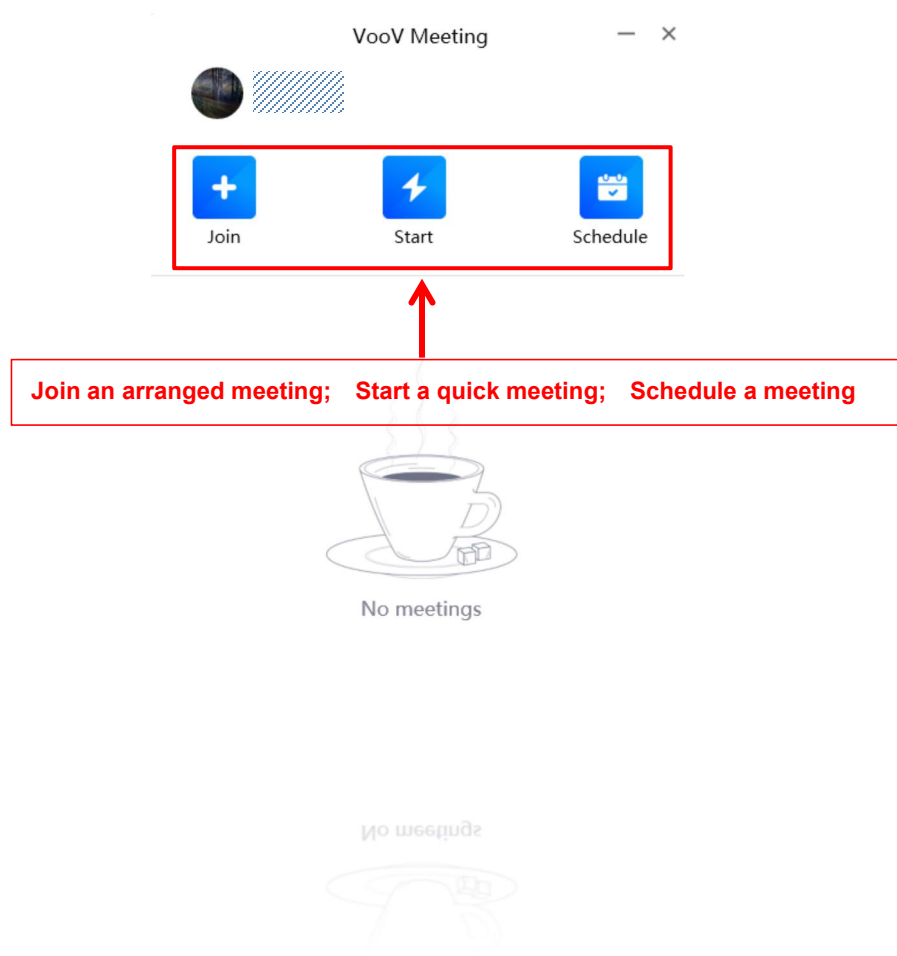
Join an arranged meeting：Click on **Join**, and this page will pop up, simply type in the informed meeting ID and your name, you will be able to attend the arranged online meeting, make sure your audio and video recording is turned on/off by your meeting request.

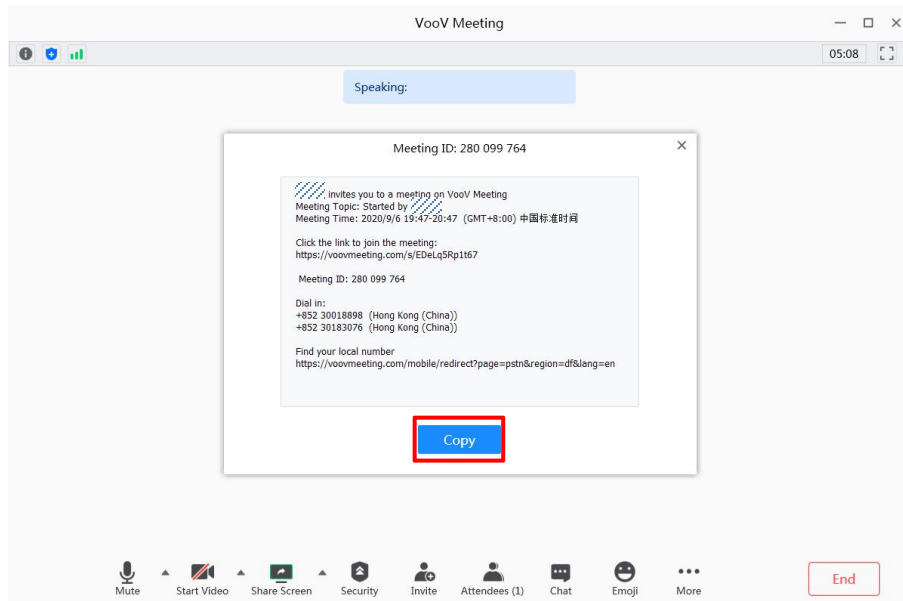**Start a quick meeting**：Click on **Start**, then a quick meeting will be launched instantly, you will be the only one in your meeting chamber:
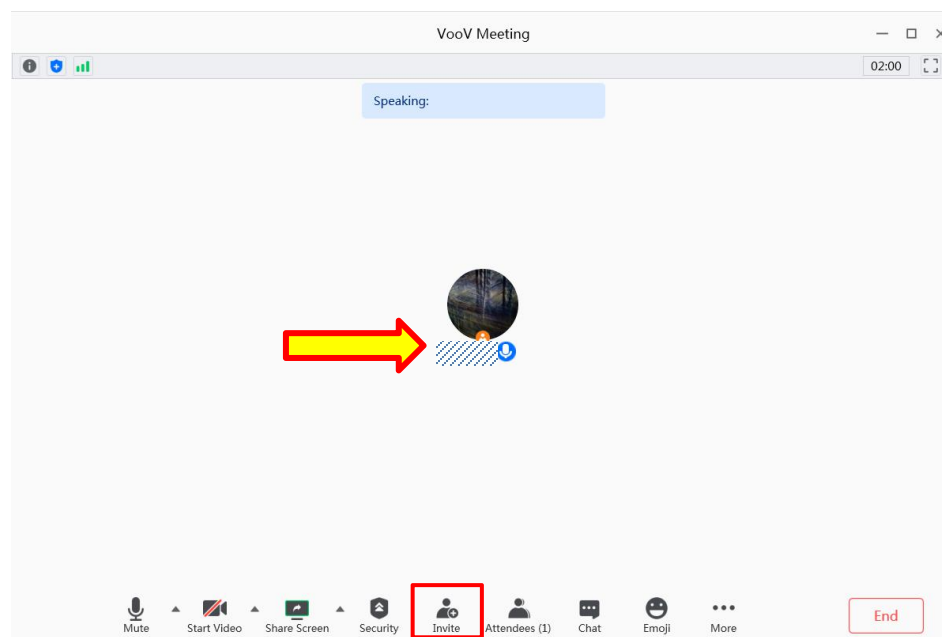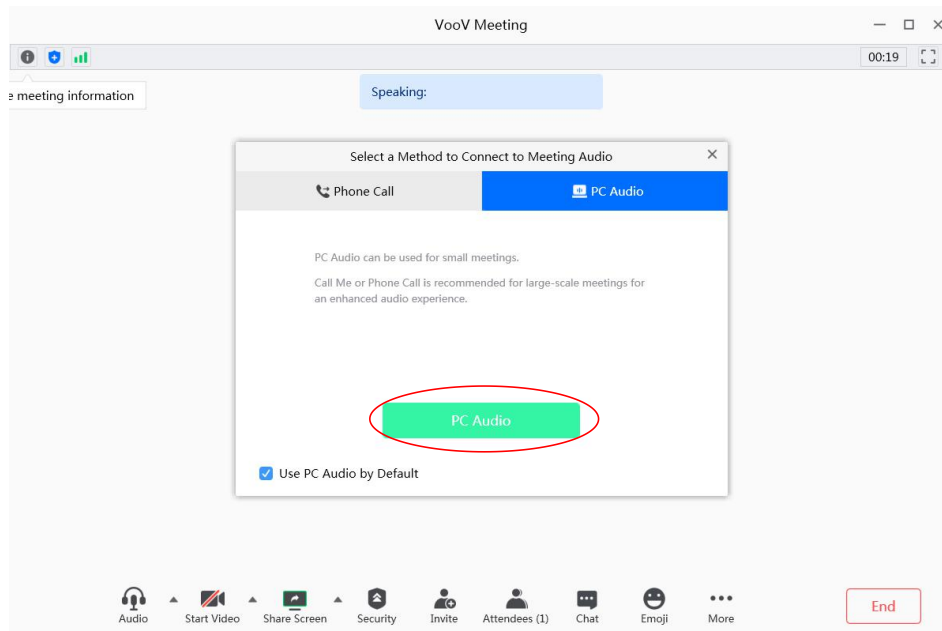
You may invite other to join your meeting here and the page below will pop up, copy the information and share so others can join your meeting with your link/meeting ID.

Schedule a meeting：Click on **Schedule**, then you can arrange your own meeting with a planned time window(make sure you have chosen your correct time zone):

You may enter your upcoming meeting or edit/generate inviting information at your

VooV Meeting front page: