

# **VooV Meeting**

# **Operation Guide**

# **Product Documentation**



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# Operation Guide

## Mobile client

# Organizing Meetings

Last updated : 2020-04-03 16:56:25

## Organizing Meetings

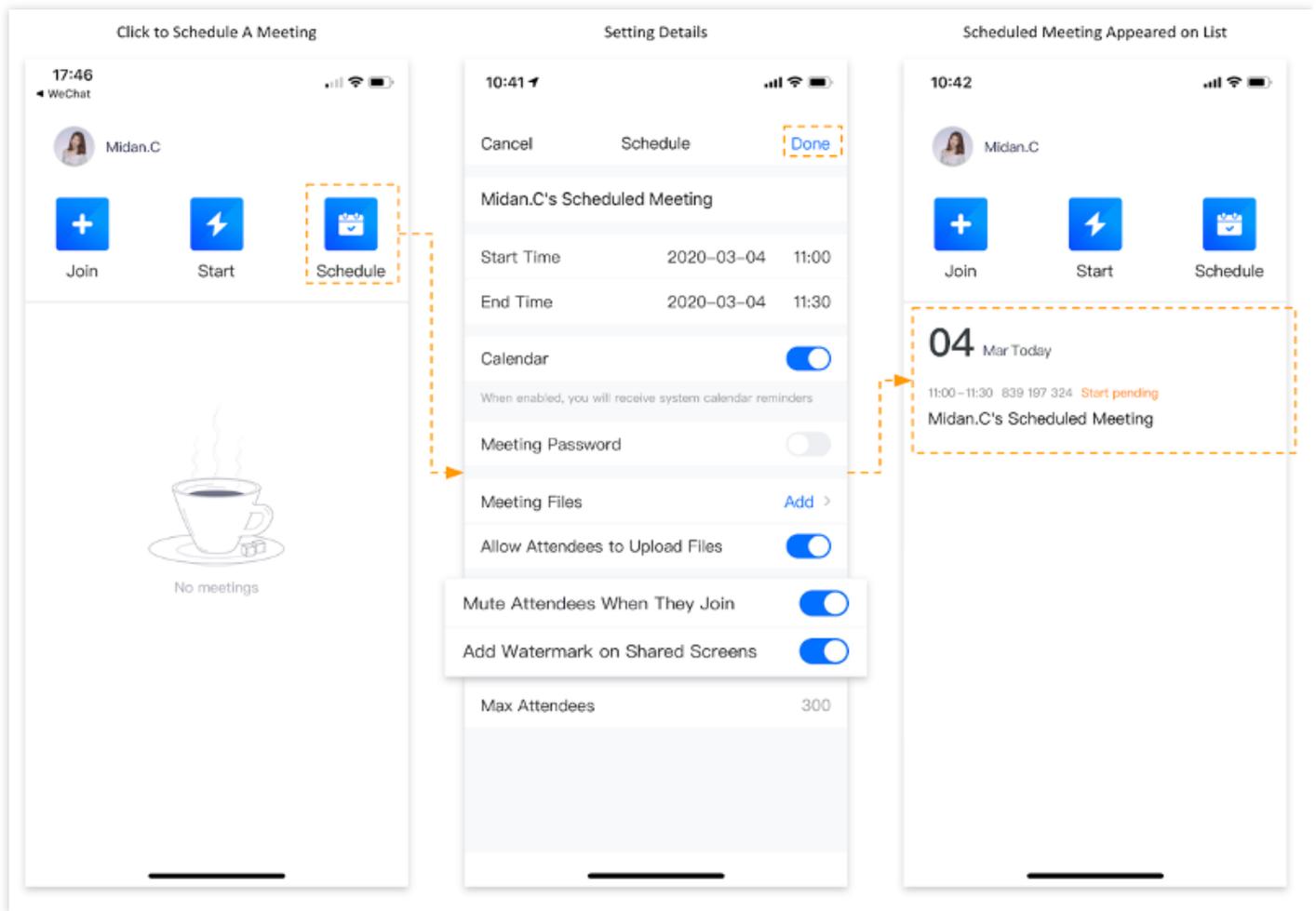
**Role:** Organizer / Host

### Scheduling a Meeting

Follow the steps below to schedule a meeting.

1. Click **Schedule** after logging in.
2. Enter the meeting title and set the **Start time** and **End time**.
3. Toggle on **Mute Attendees When They Join**

4. We suggest toggling on **Add Watermark on Shared Screens** to ensure data security.



5. Once a meeting has been scheduled successfully, a record will appear on your schedule list.

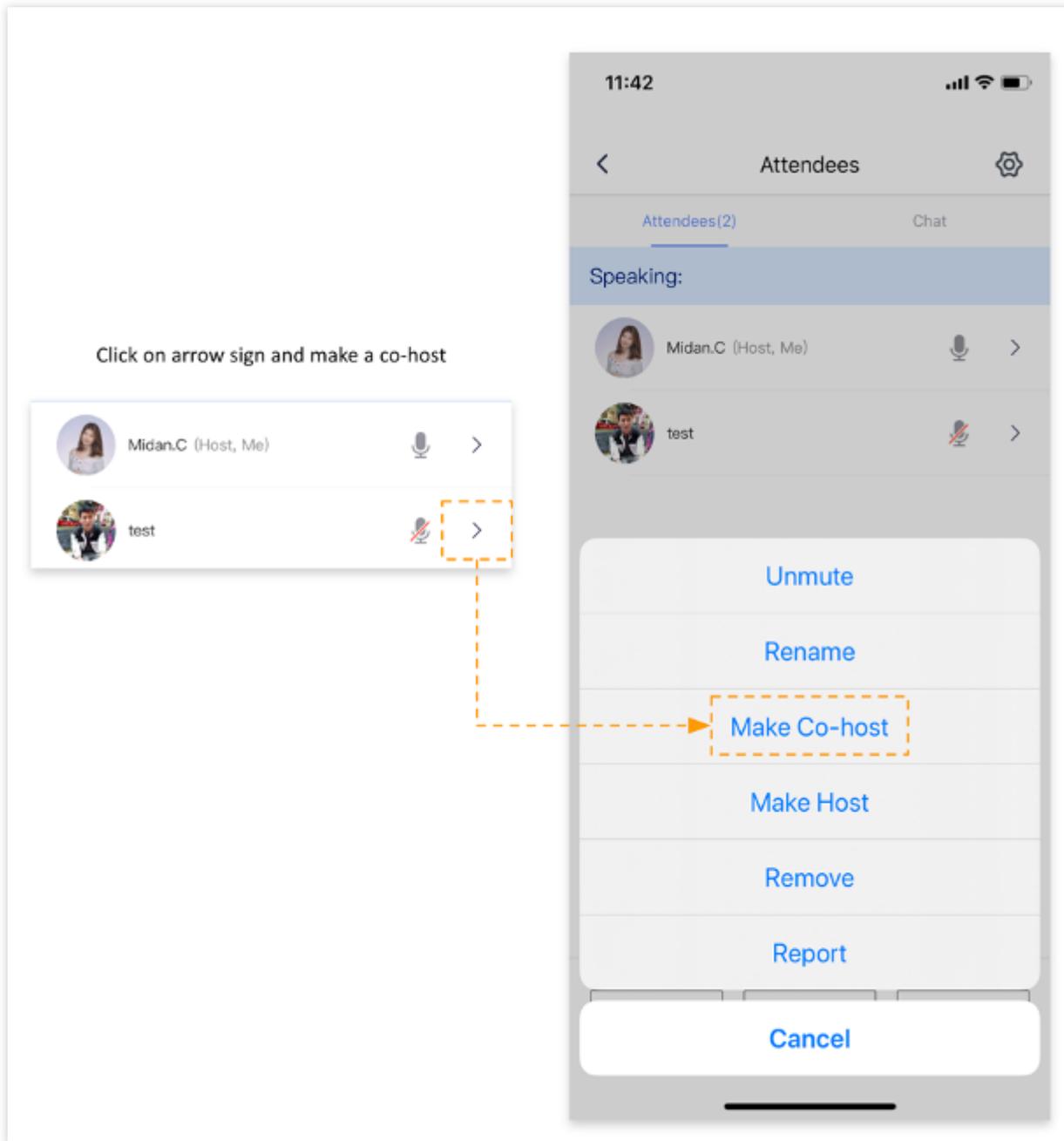
6. Users can enter the meeting by clicking on the meeting title from the list.

## Set Up A Meeting Co-host

Co-hosts can mute and unmute attendees. They can also rename any attendee and assist in attendance management for large-scale online conferences.

1. Click **Attendees** and select the person who you want to set as a co-host;

2. Click the expand arrow icon and select **Make Co-host**.

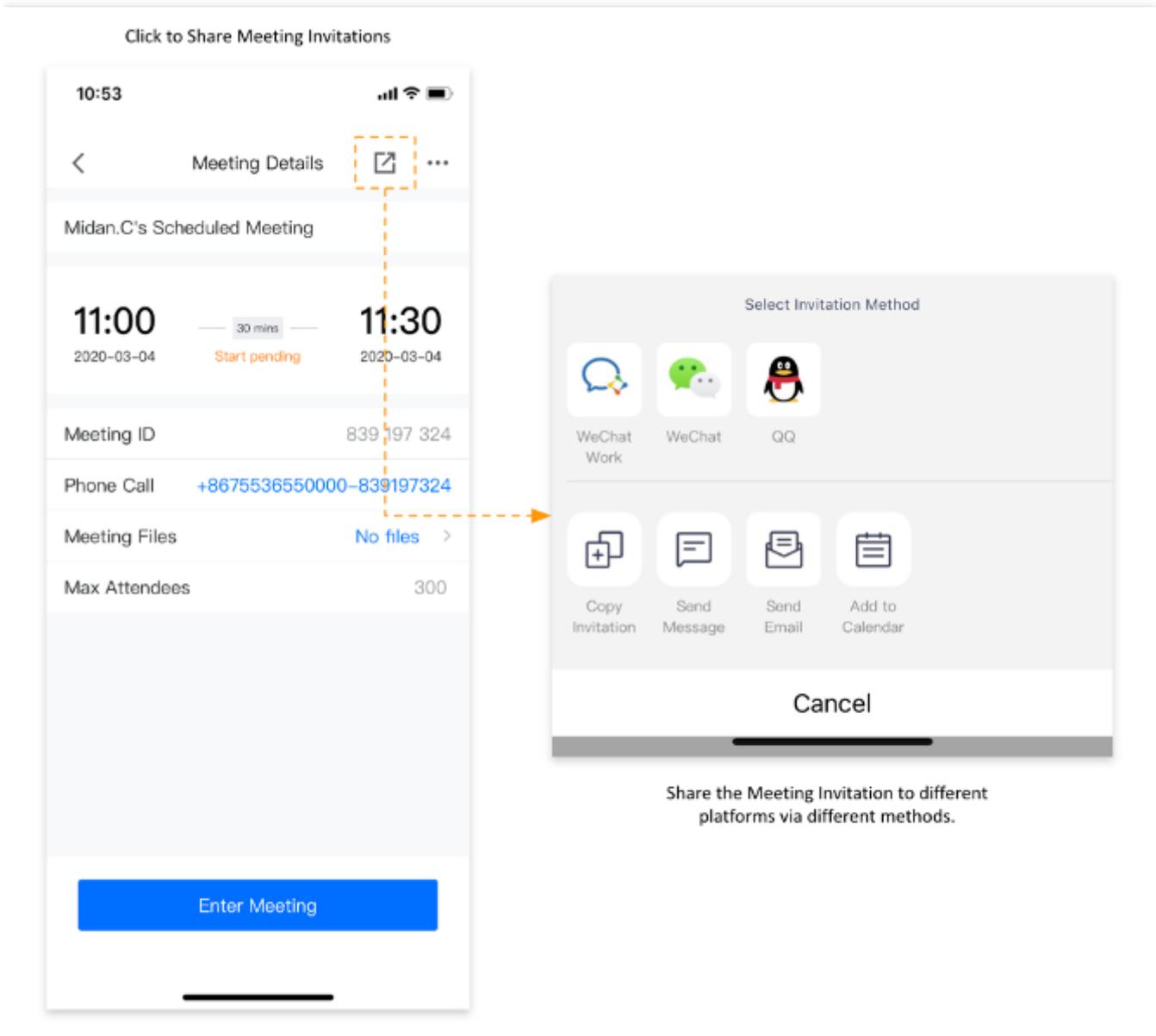


# Inviting Attendees

Last updated : 2020-04-03 16:56:25

## Inviting Attendees

**Role:** Organizer / Co-Host / Attendee



## Inviting Attendees

1. Before the Meeting Starts

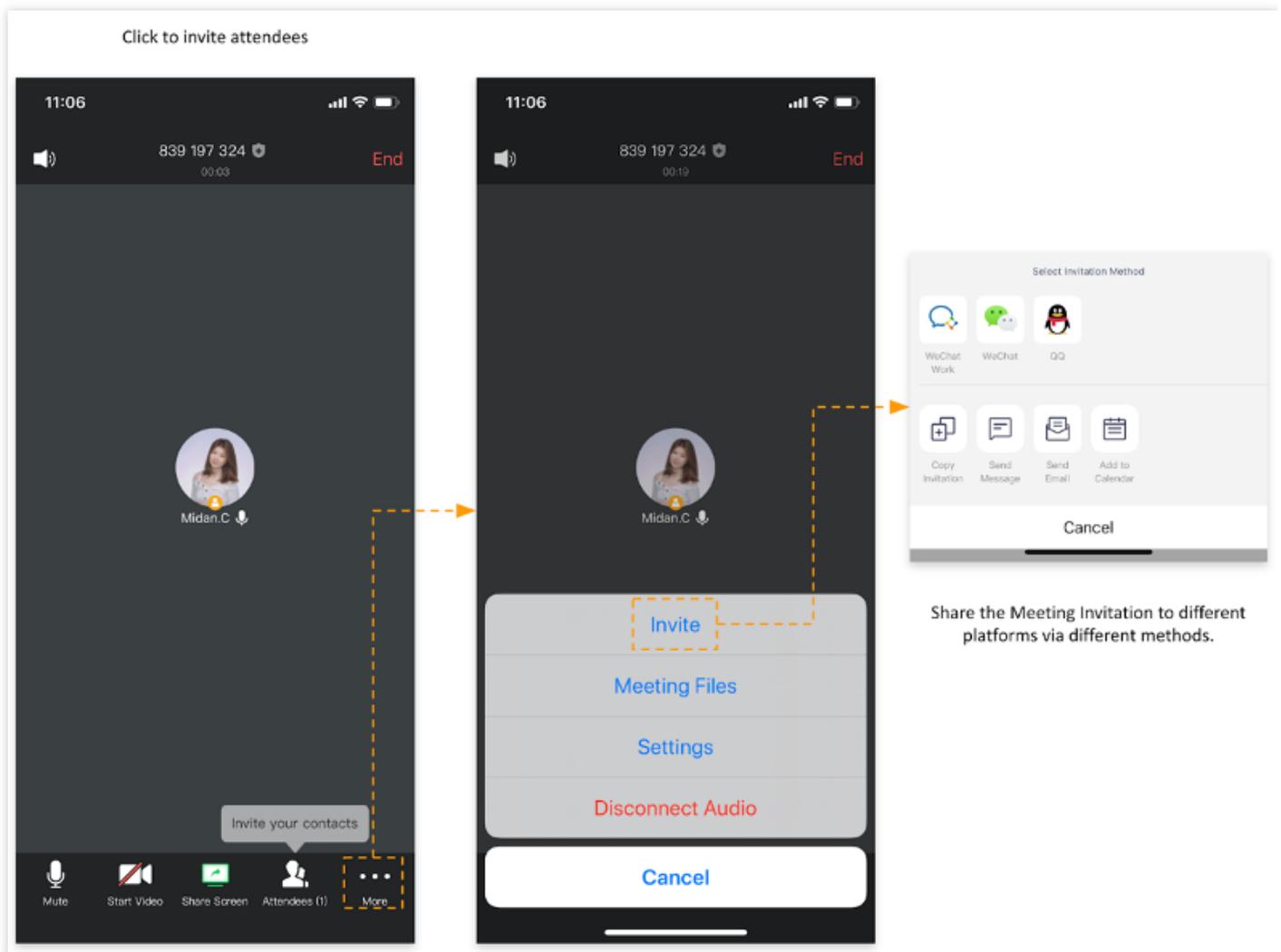
There are two ways to invite attendees before the meeting starts.

- a. Click the icon highlighted in the orange box on the top right-hand corner. Select the method you wish to use to invite attendees.
- b. Click the ellipsis icon to modify the meeting details. You can also invite attendees from this page.

## 2. During the Meeting

An invitation will be generated once you complete the steps below as shown in the figure below. You can **copy the invitation** and send it to invite attendees.

- a. Click the ellipsis icon highlighted in the orange box at the bottom menu and select **Invite**.
- b. Invite attendees via email, WeChat, SMS or other tools.



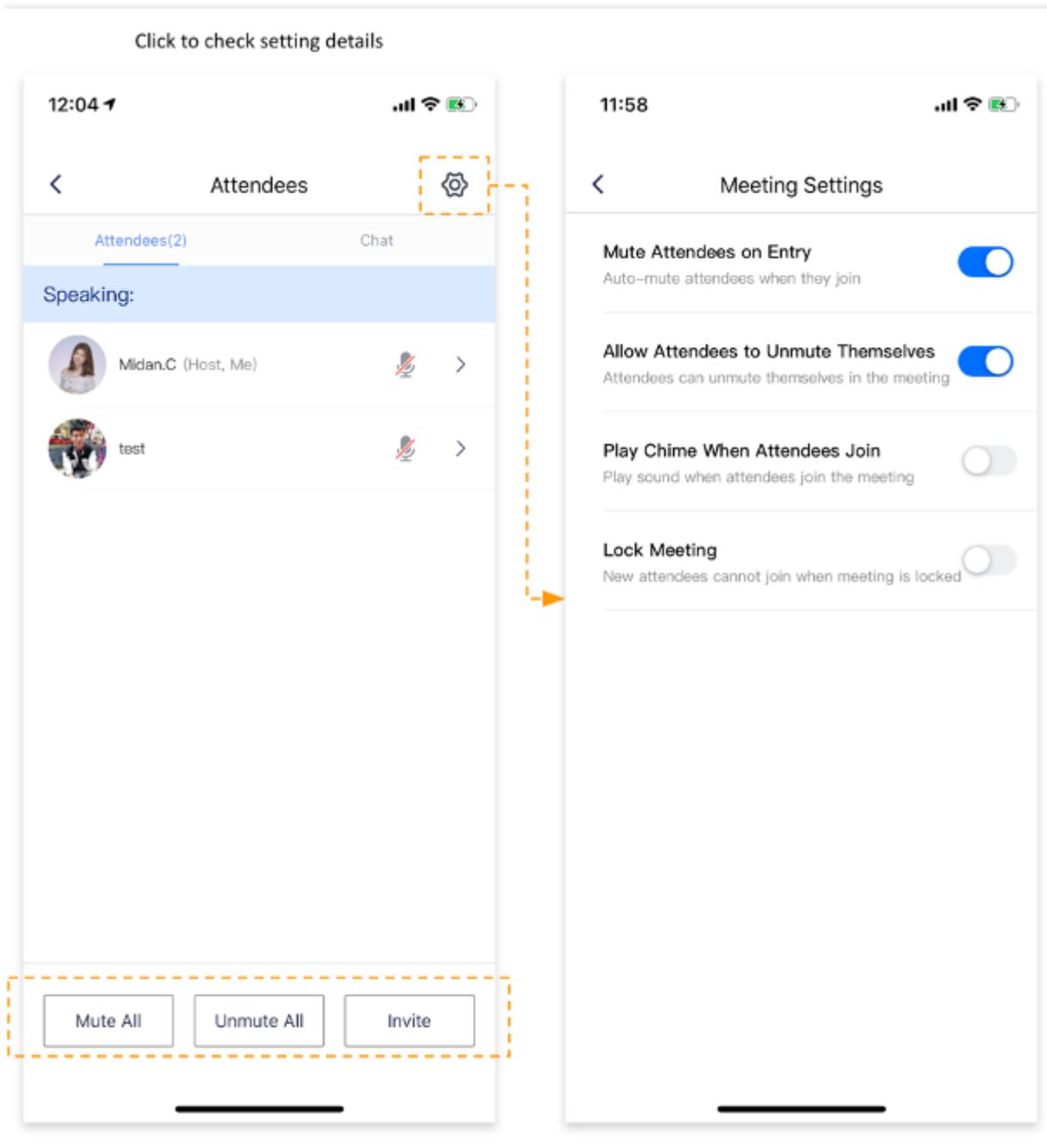
# Meeting Controls

Last updated : 2020-04-03 16:56:25

## Meeting Controls

**Role:** Organizer / Co-Host / Attendee

### Meeting Management & Control



The meeting host is allowed to mute or unmute anyone during the meeting. In addition, the meeting can be locked once all of the invited attendees are in attendance. This feature ensures the security of your meeting.

1. Click **Attendees** and click the icon on the top right-hand corner as shown above.
2. Decide if you want to mute attendees on entry or lock the meeting.

## Enlarging the Video Screen

Double click the video screen of an attendee to enlarge it.

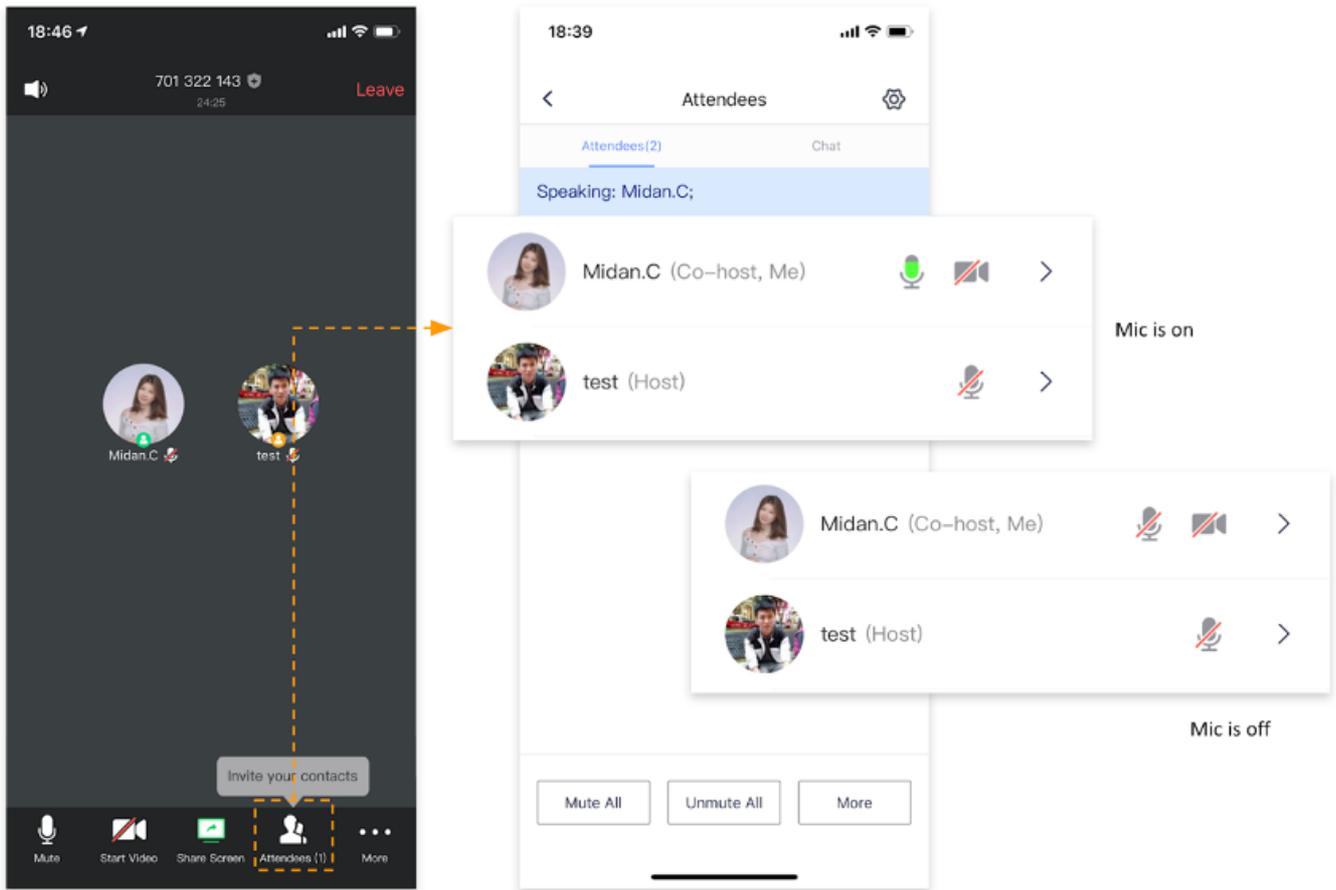
# Microphone Controls

**Role:** Organizer / Co-Host / Attendee

## Checking the Mic Status of Attendees

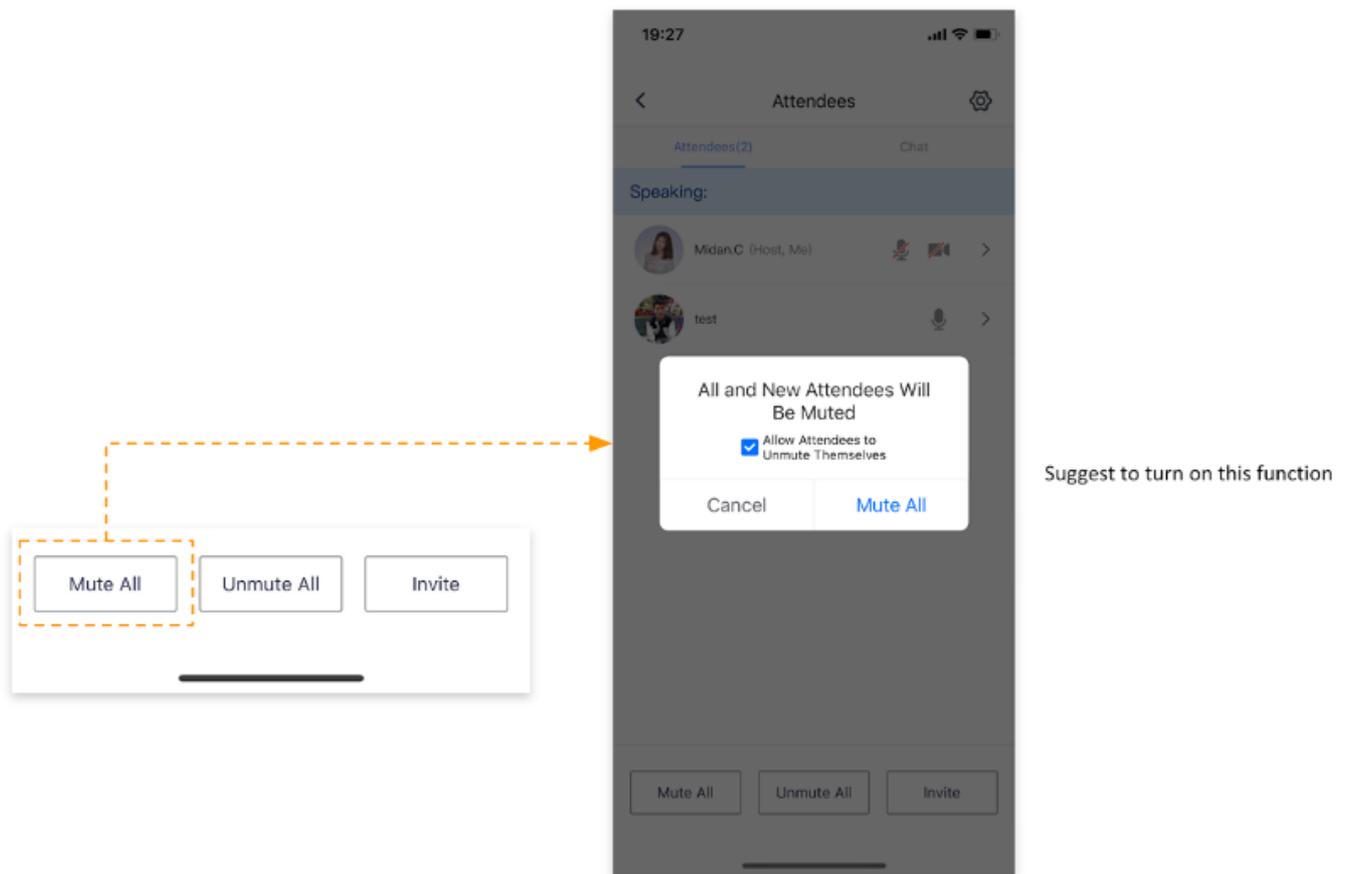
You can check the mic status of each attendee. If an attendee is talking, their mic icon will turn green.

1. Click **Attendees** to check if attendees are muted or unmuted;
2. If the user's mic is enabled, the mic icon will be turned on as shown below.



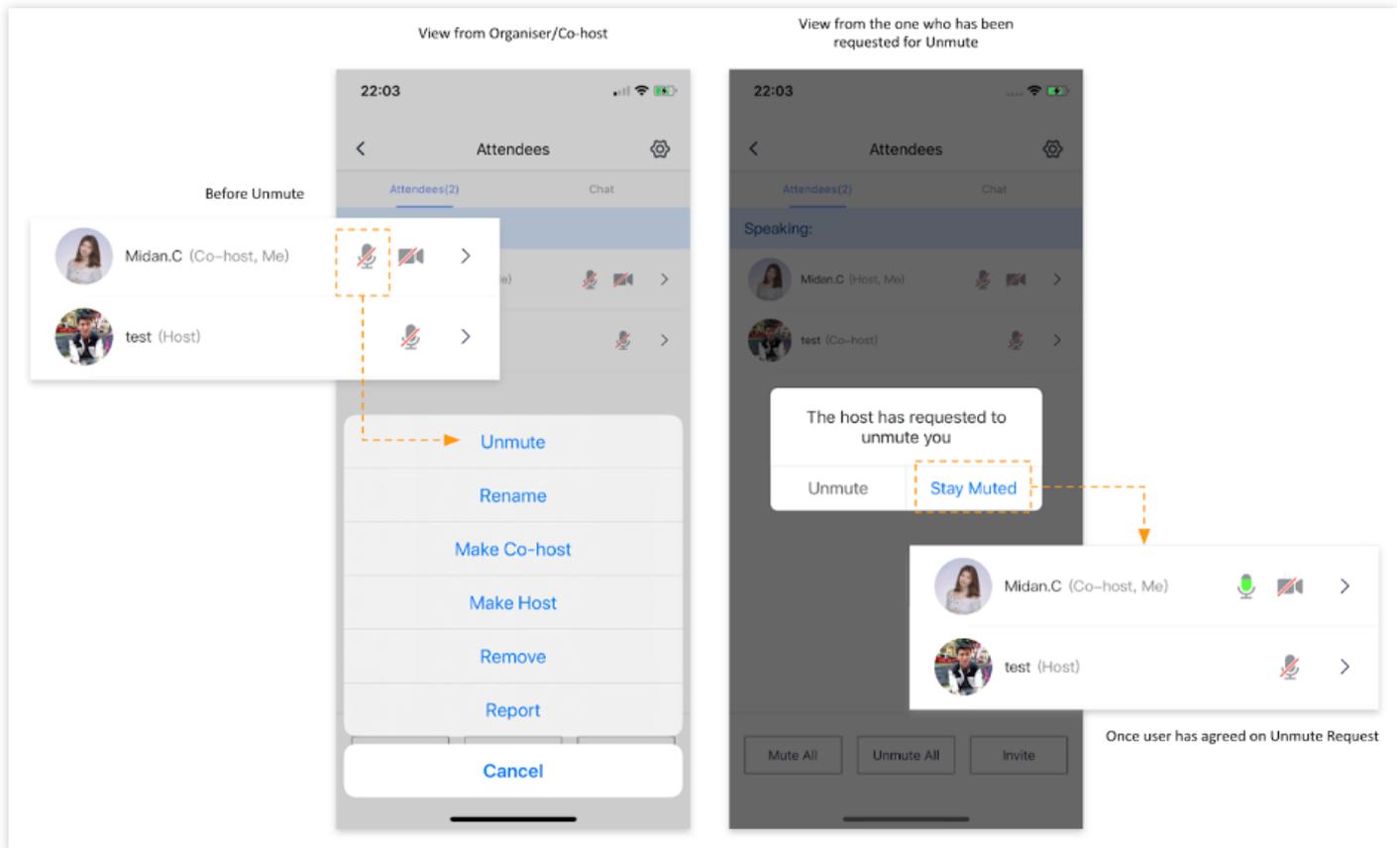
## Muting and Unmuting Attendees

Hosts are allowed to mute or unmute attendees during the meeting. We recommend muting all attendees to reduce background noise.



1. If the Meeting Organizer selected the "Mute All" option, all attendees will be muted by default until the Meeting Organizer turns this option off. We suggest enabling **Allow Attendees to Unmute Themselves** when you **Mute All**.

2. Hosts can unmute any attendee with their consent during online meetings.

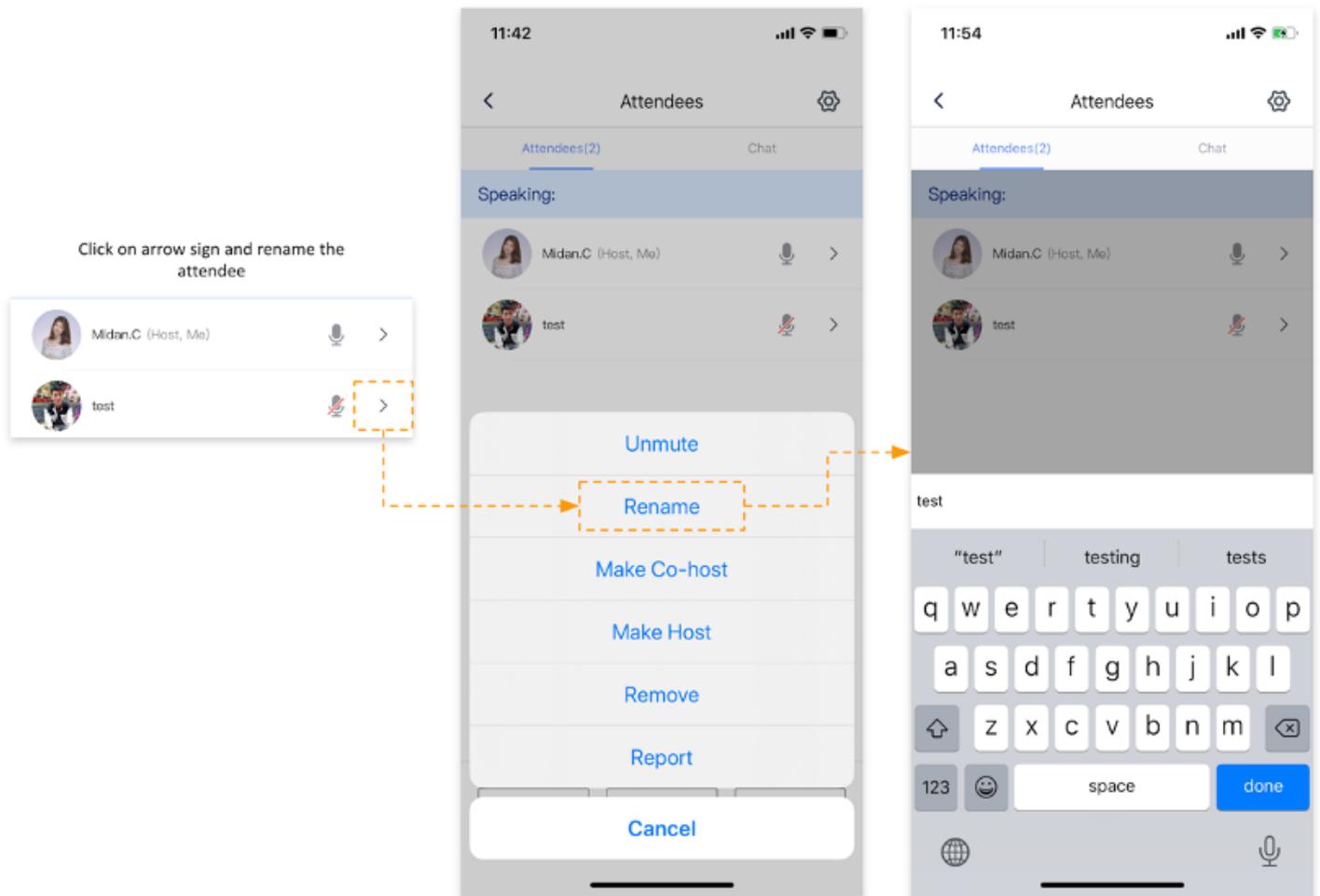


## Renaming Attendees

**Role:** Organizer / Co-Host / Attendee

### Renaming Attendees

We suggest changing your alias before joining the meeting. This will help people recognize each other and speed up orientation. This especially applies to large-scale conferences with attendees from multiple organizations.



Both the Host and Co-host can rename attendees.

1. Host/Co-host can select an attendee from the list to change their screen name.
2. Attendees can click on their own names to **rename** themselves.

# PC client

## Organizing Meetings

Last updated : 2020-04-03 16:56:26

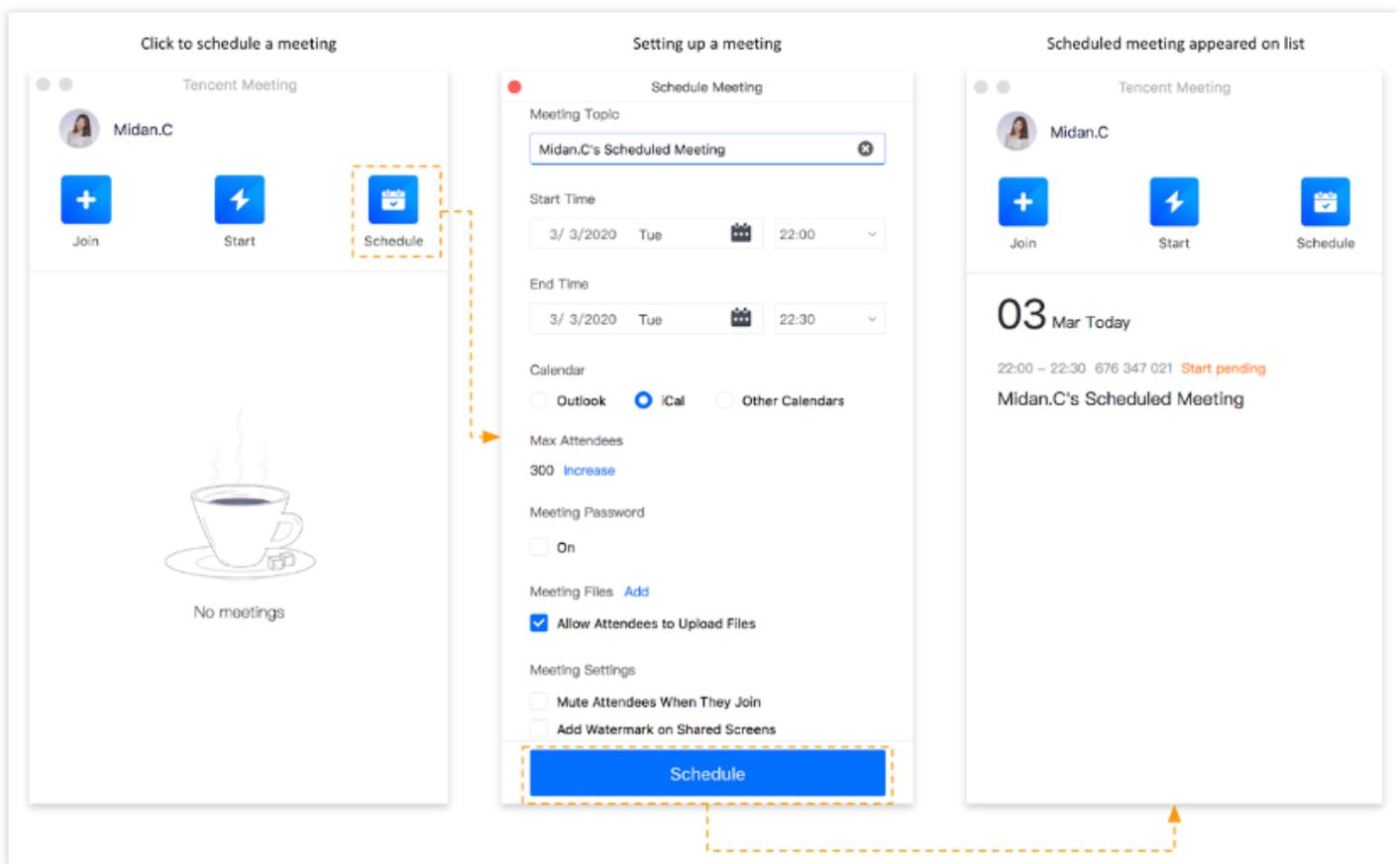
## Organizing Meetings

**Role:** Organizer / Host

### Scheduling a Meeting

Follow the steps below to schedule a meeting.

1. Click **Schedule** after logging in.



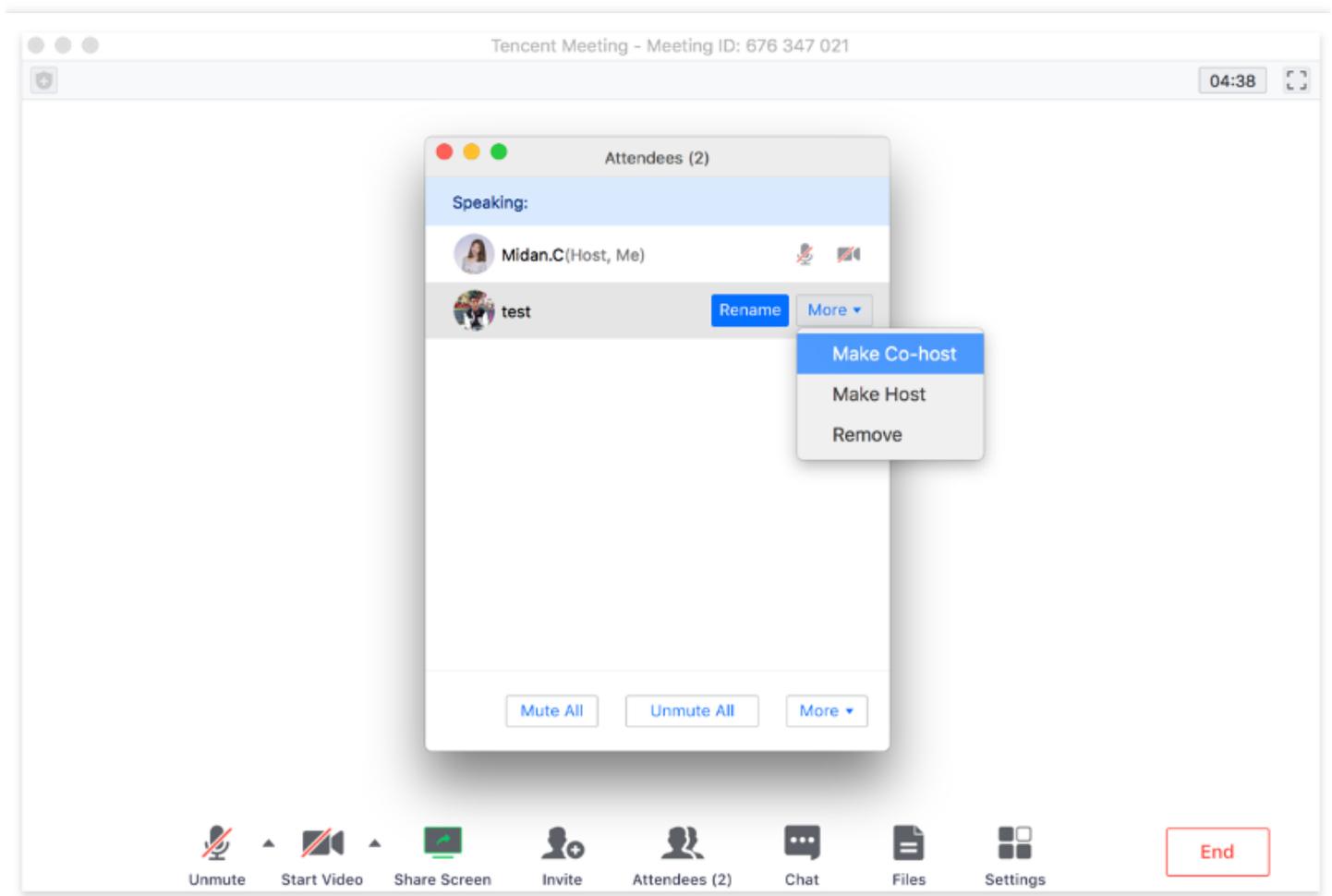
2. Enter the meeting title and set the **Start time** and **End time**.

3. Toggle on **Mute Attendees When They Join**

4. We suggest toggling on **Add Watermark on Shared Screens** to ensure data security.
5. Once a meeting has been scheduled successfully, a record will appear on your schedule list.
6. Users can enter the meeting by clicking on the meeting title from the list.

## Set Up A Meeting Co-host

Co-hosts can mute and unmute attendees. They can also rename any attendee and assist in attendance management for large-scale online conferences.



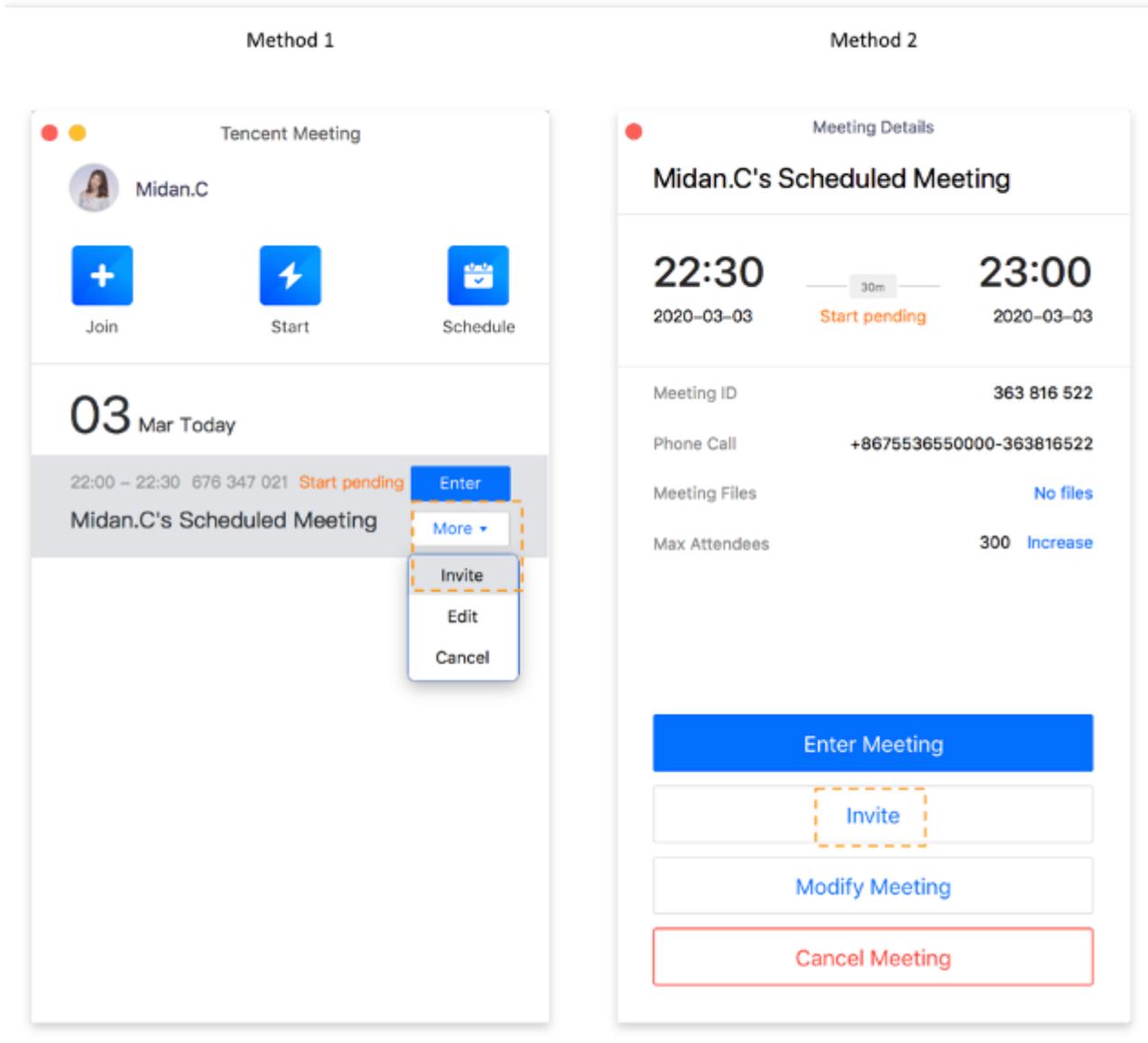
1. Click **Attendees** and select the person who you want to set as a co-host;
2. Click the expand arrow icon and select **Make Co-host**.

# Inviting Attendees

Last updated : 2020-04-03 16:56:26

## Inviting Attendees

**Role:** Organizer / Co-Host / Attendee



### Invite Attendees

1. Before the Meeting Starts

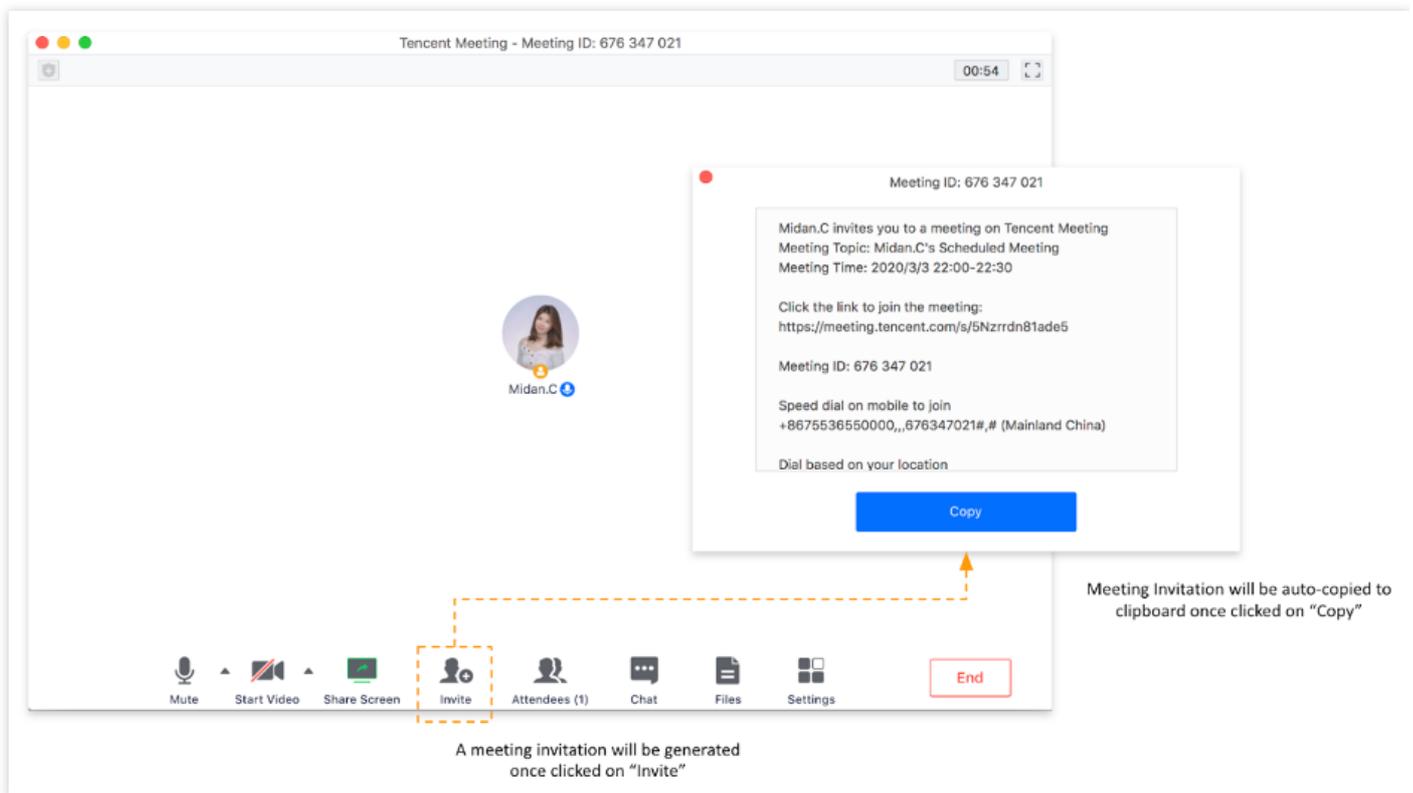
There are two ways to invite attendees before the meeting starts.

- a. Click **More** dropdown to the right of the meeting title and select **Invite**.
- b. Double click the meeting title and select **Invite**.
- c. You can click **Edit** or **Modify Meeting** to update the meeting time or other details.

## 2. During the Meeting

An invitation will be generated once you click **Invite** as shown in the figure below. You can **copy the invitation** and send it to invite attendees.

- a. Click **Invite** and **Copy**.
- b. Send the invitation details via email, WeChat, SMS or other tools.



# Meeting Controls

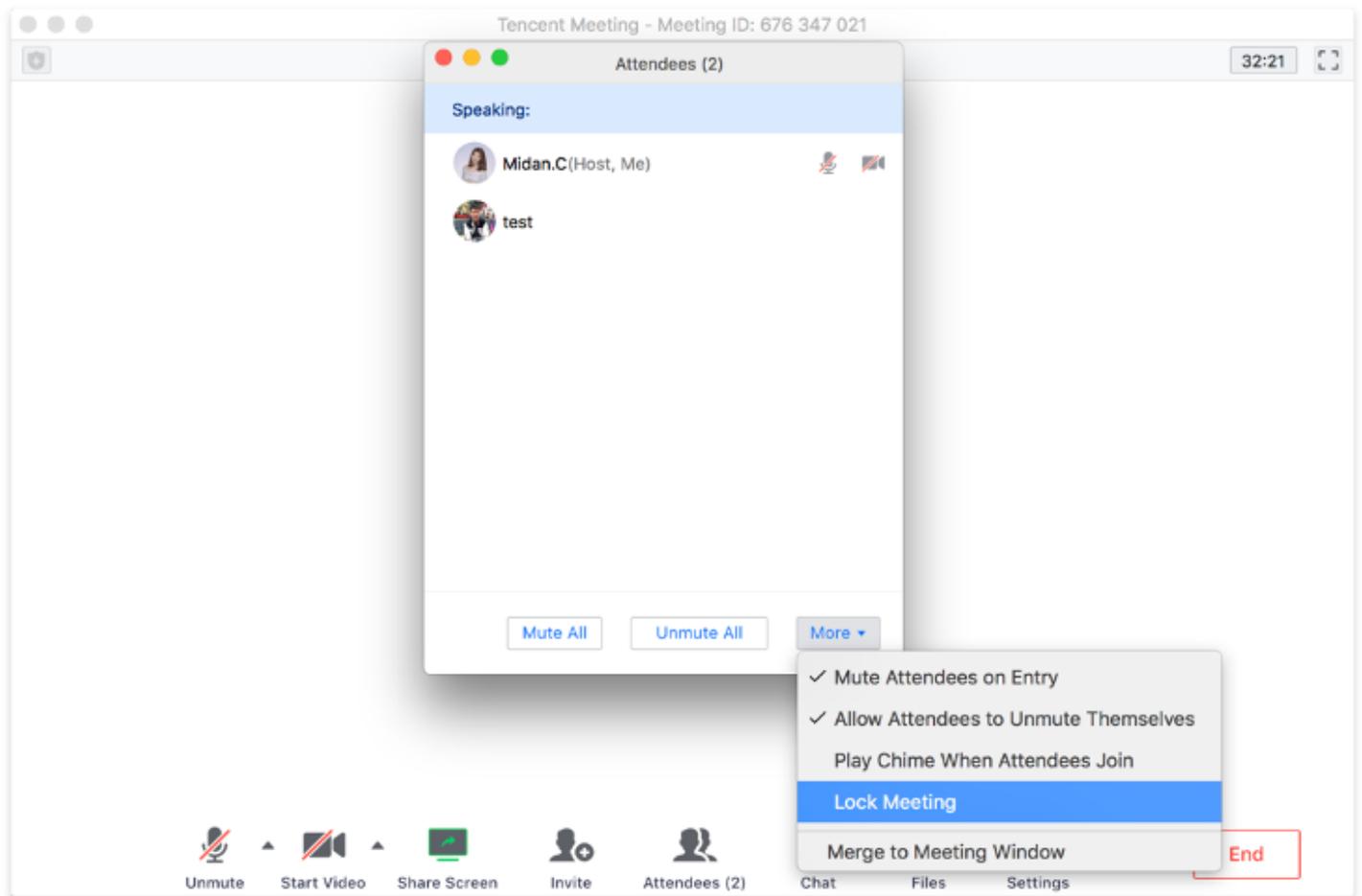
Last updated : 2020-04-03 16:56:26

## Meeting Controls

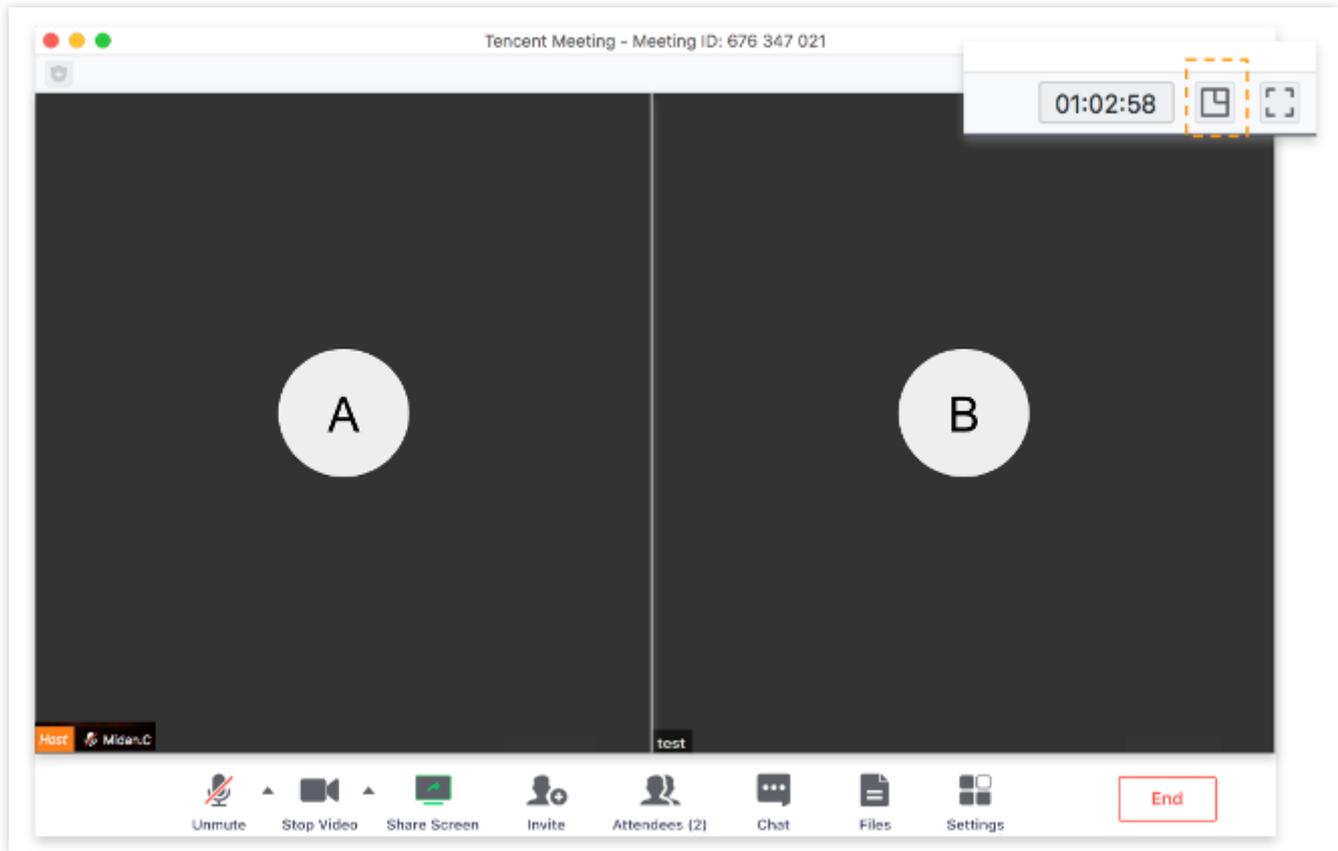
**Role:** Organizer / Co-Host / Attendee

### Meeting Management & Control

The meeting host is allowed to mute or unmute anyone during the meeting. In addition, the meeting can be locked once all of the invited attendees are in attendance. This feature ensures the security of your meeting.



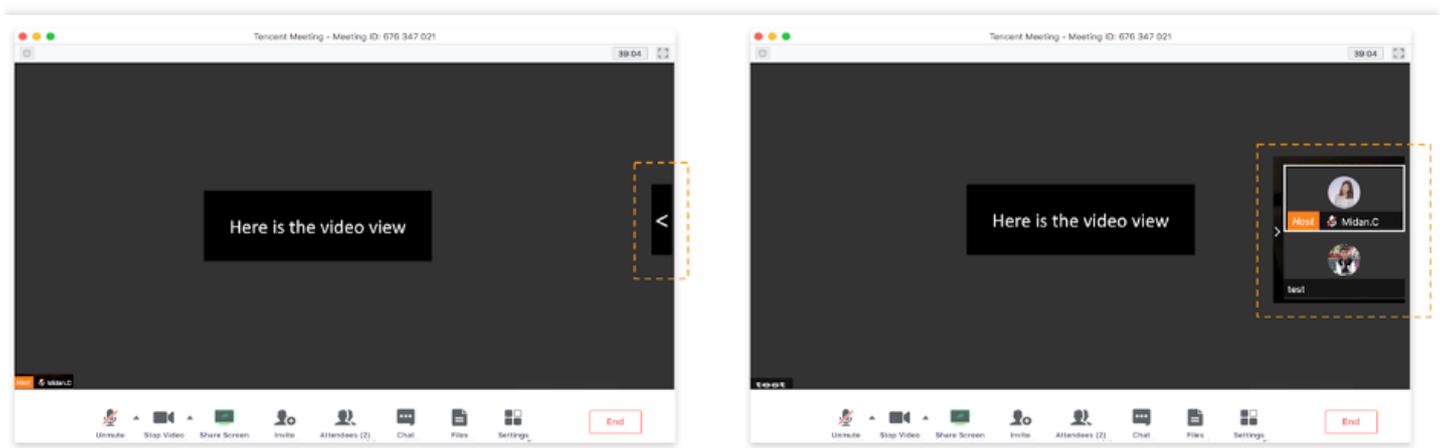
1. Click **Attendees** and click the "More" dropdown as shown above.
2. Decide if you want to mute attendees on entry or lock the meeting.



## Enlarging the Video Screen

When the video is on, attendees can choose to have the videos in gallery view or to enlarge an individual screen.

1. Click the icon in the orange box on the top right corner to video the videos side-by-side.
2. Double click the video screen of an attendee to enlarge it.
3. Decide if you want to display the video screen list from the drawer on the right side.



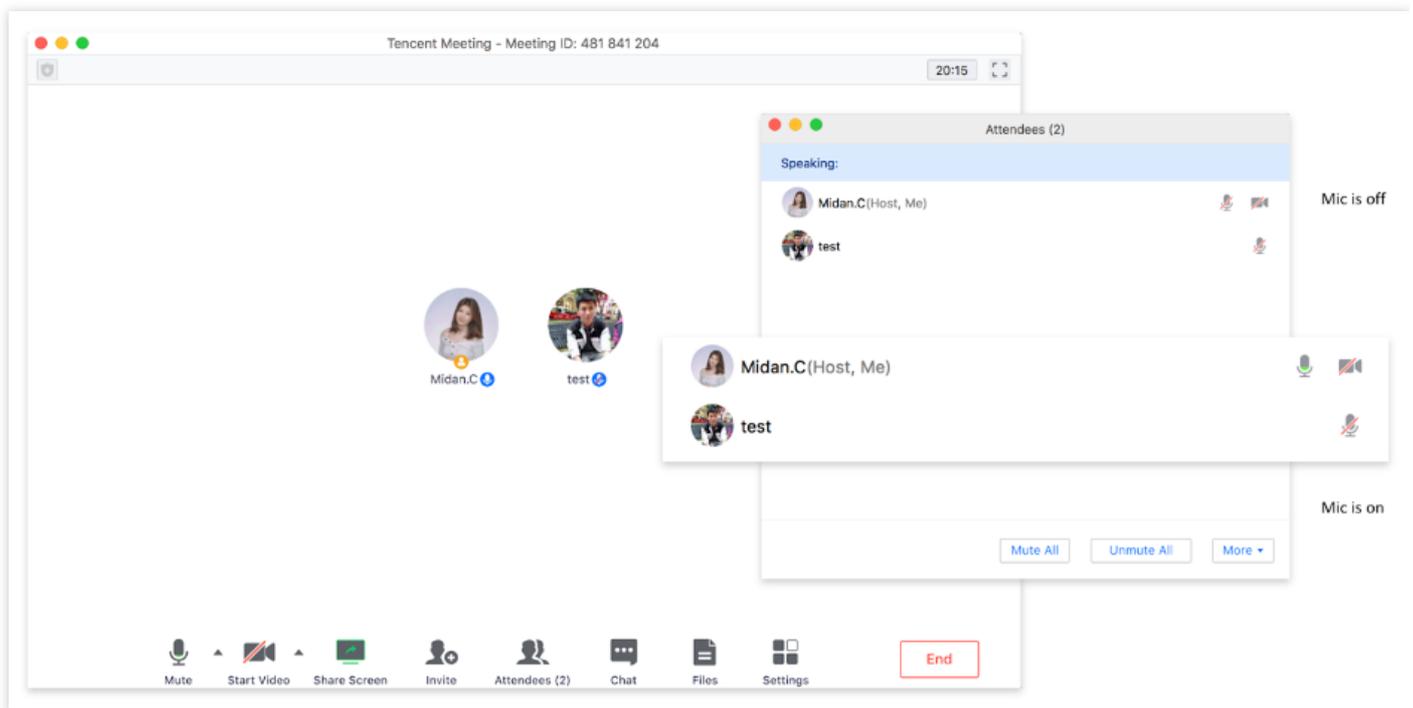
# Microphone Controls

**Role:** Organizer / Co-Host / Attendee

## Checking the Mic Status of Attendees

You can check the mic status of each attendee. If an attendee is talking, their mic icon will turn green.

1. Click **Attendees** to check if attendees are muted or unmuted;
2. If the user's mic is enabled, the mic icon will be turned on as shown below.

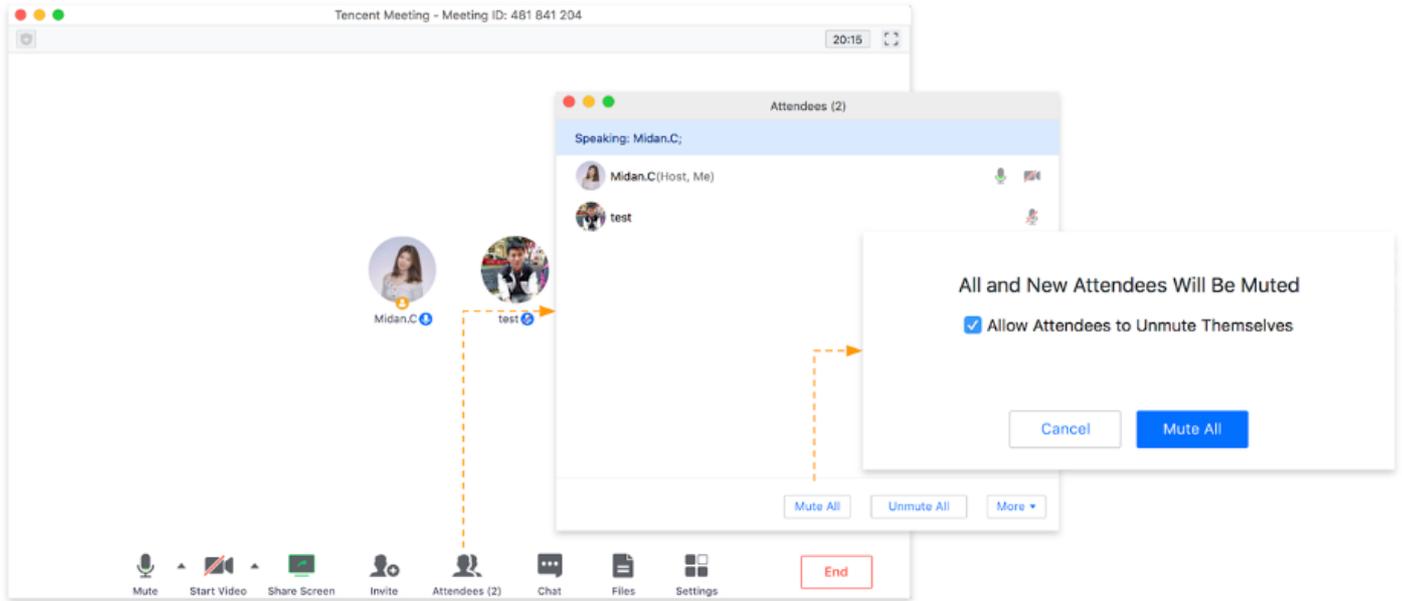


3.

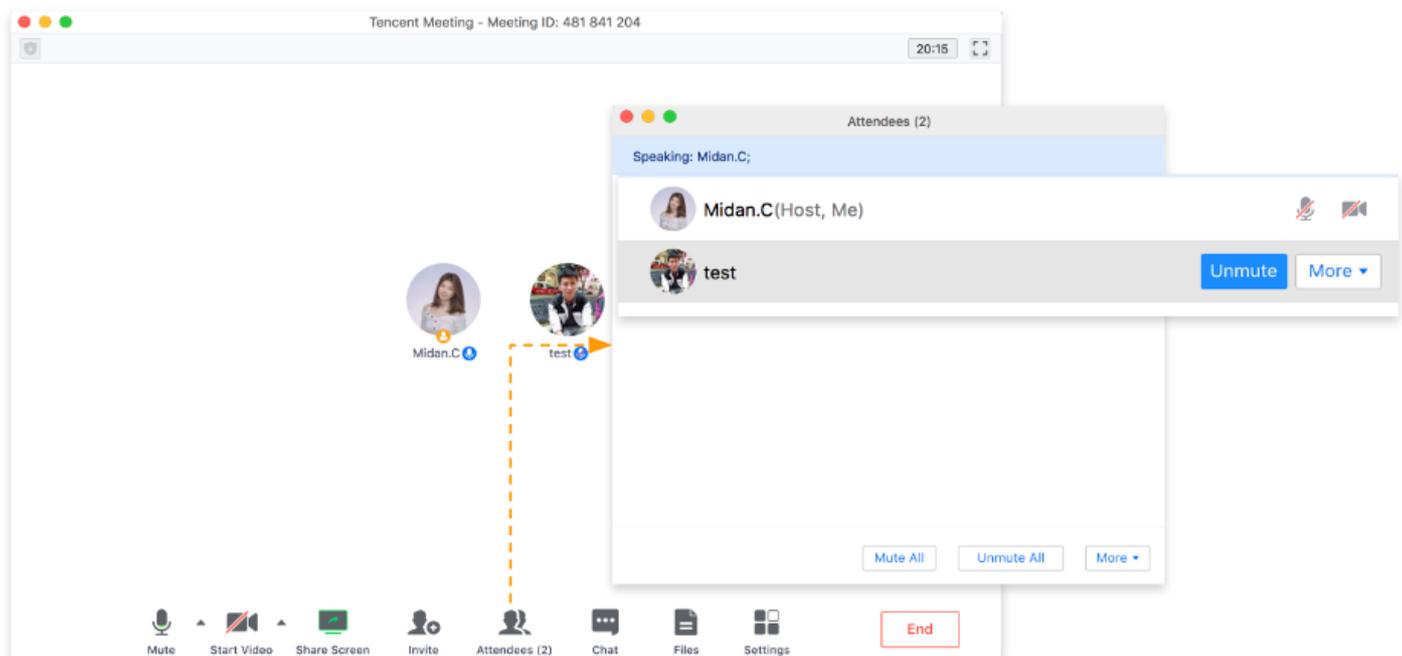
## Muting and Unmuting Attendees

Hosts are allowed to mute or unmute attendees during the meeting. We recommend muting all attendees to reduce background noise.

4. If the Meeting Organizer selected the "Mute All" option, all attendees will be muted by default until the Meeting Organizer turns this option off. We suggest enabling **Allow Attendees to Unmute Themselves** when you **Mute All**.



2. Hosts can unmute any attendee with their consent during online meetings.



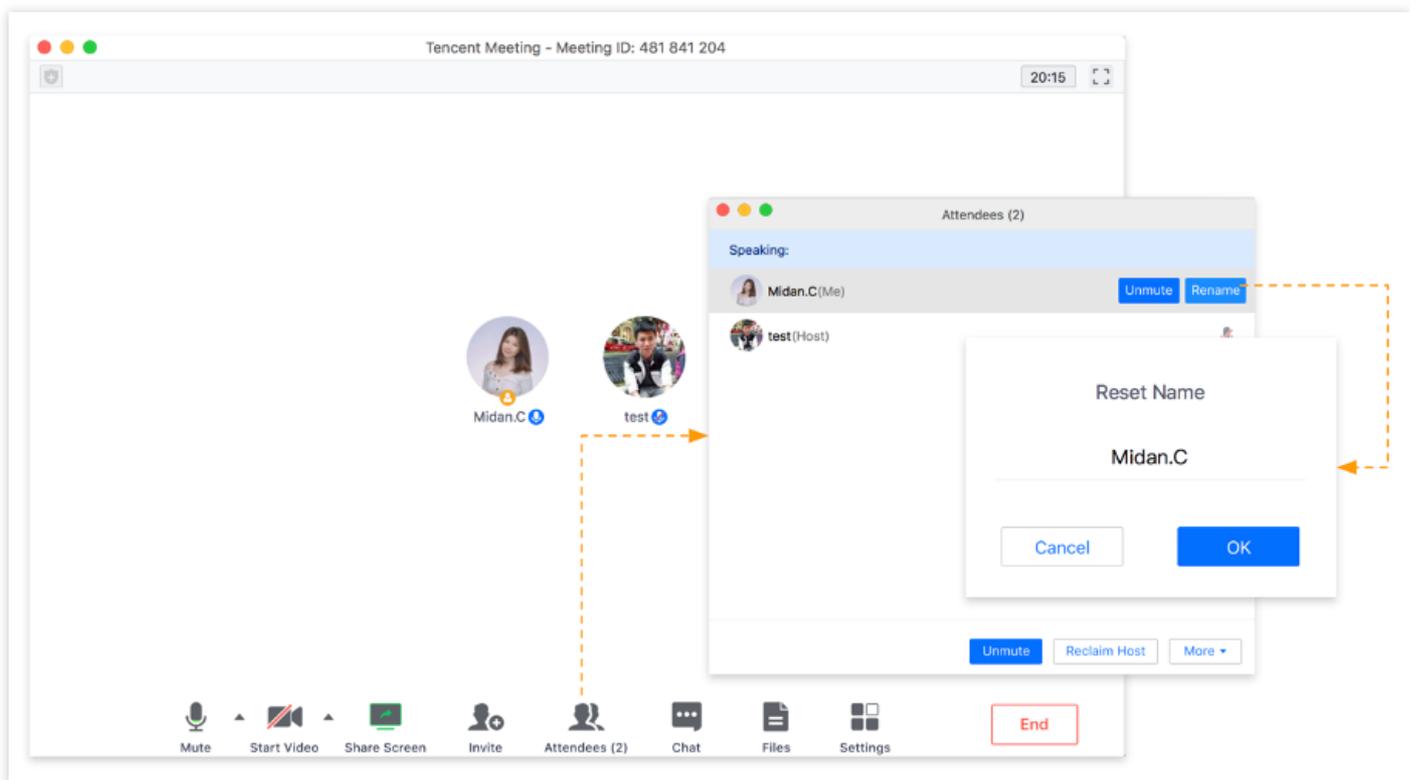
## Renaming Attendees

**Role:** Organizer / Co-Host / Attendee

### Renaming Attendees

We suggest changing your alias before joining the meeting. This will help people recognize each other and speed up orientation. This especially applies to large-scale conferences with attendees from multiple organizations.

1. Select an attendee from the list to change their screen name.
2. Click **Rename** to update their name.
3. Only the Meeting Organizer and Co-host can rename others. Attendees can only rename themselves.



# Meeting and Control

## Waiting Room

Last updated : 2021-06-23 15:15:04

### Feature Overview

The waiting room can be used to keeping order when joining meeting and guarantee meeting security. After the waiting room is enabled, all attendees require consent from the host or co-host before they can join the meeting, thus eliminating the concerns over the leakage of meeting ID and improving the meeting efficiency.

### Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows/macOS/iOS/Android
- v1.5.0 or above

### Notes

1. If both **Waiting Room** and **Attendees Can Join Before the Host** are enabled, attendees will not be able to join the meeting before the host;
2. The waiting room supports up to 3,000 attendees;
3. Attendees in the waiting room cannot chat or make video calls with each other, nor hear the meeting audio;
4. Panelists don't need to enter the waiting room; instead, they can join the meeting directly.

### Enable Waiting Room on Client

## Before meeting

Method 1. **Personal Profile** page

1. Click the **Profile Photo** icon;
2. Click **Personal Meeting ID**;
3. Select **Enable Waiting Room** in the meeting settings;
4. Then, the waiting room is enabled.

Method 2. **Schedule Meeting** page

1. Click **Schedule**;
2. Select **Enable Waiting Room** in the meeting settings;
3. Then, the waiting room is enabled.

Method 3. **Start Meeting** page

1. Click the triangle icon next to **Start**;
2. Click **Personal Meeting ID > Settings** to enable/disable the waiting room.

## During meeting

1. Click **Attendees**;
2. Select **Enable Waiting Room** in **More**;
3. Then, the waiting room is enabled.

## Enable Waiting Room on Web

1. Log in to the VooV Meeting official website and click **Meeting List**;

2. Click **Schedule a Meeting** and select **Enable Waiting Room** in **Settings**;
3. Then, the waiting room is enabled.

## Send Chat Message to Waiting Room

1. In a meeting, the host/co-host can click **Send to all attendees in the waiting room** in **Chat** to send messages to the attendees in the waiting room.

## Manage Attendees in Waiting Room

1. Waiting room reminder: after the waiting room is enabled, every time an attendee joins the meeting, you will be reminded that someone is waiting. Then, you can click **View Waiting Room** to view the waiting attendee; if you don't want to receive reminders repeatedly, you can click **Don't Remind Me Again**, and you will no longer receive reminders in the meeting;
2. Process waiting requests: you can click **Attendees** and select the **Waiting** column to view the waiting attendees. You can admit or remove (reject) the request from each attendee;
3. Click **Remove All** or **Admit All** to remove or admit all the attendees in the waiting room;
4. If you don't want an attendee to join the meeting again, you can select **Do not allow the user to join the meeting again** when removing the attendee (or all attendees);
5. Move to waiting room: you can move attendees in the meeting to the waiting room in **Attendees**;
6. You can also set an attendee to be automatically admitted to the meeting without your approval needed;
7. If you don't select **Attendees Can Join Before the Host** when scheduling a meeting, all the attendees in the waiting room will be admitted to the meeting only when the host/assigned host joins the meeting.

# Mute New Attendees for Meetings with 6+ Attendees

Last updated : 2021-06-23 15:15:24

## Feature Overview

This feature is enabled by default and applies to meetings with over 6 attendees. It helps avoid affecting the meeting progress if new attendees are not muted.

## Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows/macOS/iOS/Android
- v2.7.0 or above

## Notes

1. This feature is enabled by default if you use v2.7.0 or above;
2. Except that you can save the setting for muting new attendees on the **Settings** page, you need to configure this setting again when scheduling other types of meetings;
3. This setting only applies to attendees, but not the host.

## Setting "Mute New Attendees for Meetings with 6+ Attendees"

You can configure this setting on the following pages:

- Schedule/Edit Meeting:

- 
- The **Mute Attendees When They Join a Meeting** option on the public meeting (including recurring meeting) scheduling/editing page;
  - The **Mute Attendees When They Join a Meeting** option on the private meeting scheduling/editing page;
  - The **Mute Attendees When They Join a Meeting** option on the **Settings** page.
- In meeting:
    - **Attendees > More > Mute Attendees upon Entry** is automatically enabled after the number of attendees exceeds 6.

# Syncing Meetings from System Calendar

Last updated : 2021-06-23 15:15:41

## Feature Overview

This feature syncs the meeting links saved in your system calendar to the VooV Meeting app and display them on the homepage, making it easier for you to quickly find and join meetings.

## Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- iOS/Android
- v2.6.0 or above

## Notes

1. Currently, this feature supports syncing the following types of meetings:
  - Meeting Status: upcoming/in progress;
  - Meeting Type: scheduled public meetings, private meetings, and recurring meetings;
2. The permission to read your calendar is required when you sync meetings for the first time, so you need to grant the access to your system calendar;
3. Once enabled, meetings containing meeting links added to the system calendar in the last three months will be verified and synced;
4. If a password-protected meeting is added, you need to enter the password first before you can join the meeting and view the documents uploaded during the meeting on the details page. If a private meeting is added, you need to verify your identity first before you can join the meeting.

## Enabling "Sync VooV Meetings from system calendar"

1. Click your profile photo in the top-left corner of the homepage to enter your personal profile page, select **Settings**, and find the **Sync from calendar** option;
2. Select the **Sync from calendar** option and enable **Sync VooV Meetings from system calendar**.

# Collaboration and Interaction

## Whiteboard Sharing

Last updated : 2021-06-23 15:16:08

### Feature Overview

VooV Meeting offers a whiteboard feature which makes it easier for you to communicate with team members efficiently.

### Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows/macOS/iOS/Android
- v2.2.0 or above
- System requirements

#### **Windows/macOS:**

1. Windows 7 or above;
2. macOS 10.11 or above.

#### **Android/iOS:**

1. Android 9.0 or above;
2. iOS 12 or above (except iOS 13.0);

### Notes

1. It supports opening the whiteboard/annotation toolbar when you share a whiteboard, window, or desktop on computer.
2. It supports using the whiteboard toolbar when you share a whiteboard on mobile.

## Enable Whiteboard Sharing

### Windows/macOS:

In a meeting, click **Share Screen** on the toolbar, select **Whiteboard** as the content to be shared, and click **Share**.

### Android/iOS:

In a meeting, click **Share Screen** on the toolbar, select **Whiteboard**, and click **Share**.

## Whiteboard/Annotation Toolbar

### macOS

1. Select: select/click the content that has been added and adjust it;

This feature enables you to drag, zoom in/out, or switch content that is added with **Pen**, **Highlighter**, or **Graphic**. You can also drag, edit text, change the text color or font size;

2. Spotlight: this feature creates a red point over the shared content, and you can control its movement over the content;
3. Pen: this feature enables you to mark the shared content;

You can change the color and thickness of the pen

4. Highlighter: this feature enables you to mark the shared content;

You can change the color and thickness of the highlighter

5. Text: this feature enables you to annotate the shared content with text;
6. Graphic: this feature enables you to add graphics to the shared content;

Currently, you can add five types of graphics, including quadrilateral, circle, triangle, line, and arrow, and change their shape, thickness, and color.

7. Eraser: this feature enables to you erase annotations;
8. Undo: this feature enables you to undo annotations;
9. Redo: this feature enables you to redo the annotations you just undid;
0. Clear: this feature enables you to clear all people's annotations, your annotations, and attendees' annotations;
1. Save: this feature enables you to save annotations locally and view them in meeting minutes;
2. Close Toolbar: this feature enables you to collapse the toolbar.

### **Android/iOS:**

1. Collapse: this feature enables you to hide the whiteboard and return to the main window;
2. Pen: this feature enables you to mark on the whiteboard;

You can change the color and thickness of the pen

3. Highlighter: this feature enables you to mark on the whiteboard;

You can change the color and thickness of the highlighter

4. Arrow: this feature enables you to add an arrow on the whiteboard;

- 
5. Eraser: this feature enables you to erase the content on the whiteboard;
  6. Undo: this feature enables you to undo the content on the whiteboard;
  7. Redo: this feature enables to you redo the content you just undid;
  8. Save Whiteboard: this feature enables you to save the content on the whiteboard locally and view it in meeting minutes;
  9. Clear: this feature enables you to clear all people's annotations, your annotations, and attendees' annotations;
  0. Annotation Settings: this feature enables you to set whether to **Allow other attendees to annotate** and **Show annotator name**;

This feature is supported for Pro and Enterprise Edition users only.

1. Hide: this feature enables you to hide the whiteboard and disable screen sharing.

# Screen Sharing

Last updated : 2021-06-23 15:16:24

## Feature Overview

The screen sharing feature of VooV Meeting enables you to selectively share the content you are watching with other attendees.

## Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows/macOS/iOS/Android
- v2.2.0 or above
- System requirements

### Windows/macOS

1. Windows 7 or above;
2. macOS 10.11 or above.

### Android/iOS

1. Android 9.0 or above;
2. iOS 12 or above (except iOS 13.0).

## Notes

### Before sharing the screen

1. Before you use a macOS, Android, or iOS device for screen sharing for the first time, your device's screen recording permission is required. This is not required for Windows devices, as the screen recording permission is enabled by default.
2. Before sharing the screen, please first check whether you have screen sharing permission, and if not, request it from the host promptly.

### During screen sharing

1. Currently, VooV Meeting allows only one user to share only one screen part at any time during a meeting.
  - A window, desktop, whiteboard, or PC audio can be shared.
2. When you choose to share a certain window, only your operations performed in it will be shared, but not operations performed in other windows;
3. If you use the VooV Meeting for screen sharing on the mobile, the content you are watching on your mobile device (excluding the main window) will be shared;
4. If you share your screen without enabling **Video fluency preferred**, a resolution of up to 1080p and a frame rate of up to 15 fps are supported, and they will be dynamically adjusted according to the resolution set for your screen and the hardware performance;
  - For example, if you set the resolution to 1366x768, the resolution of the shared screen will also be 1366x768.
5. When you share a certain window on computer, you need to keep the window open. If the window is minimized to the taskbar or is being dragged, screen sharing will pause; if you directly close the window, screen sharing will end.

## Enable Screen Sharing

### Windows/macOS

1. In a meeting, click **Share Screen** on the toolbar, select the content to be shared, and click **Share** to enable screen sharing;

2. After screen sharing is enabled successfully, the main window will be closed, the toolbar at the bottom will be collapsed to the top of the screen (it will enter immersive mode after 3 seconds and can be called by placing the cursor at the top of the desktop), and the user list in the main window will be moved to the right side of the screen (only your own screen will be displayed by default).

## Android/iOS

- In a meeting, click **Share Screen** on the toolbar, select the content to be shared, and click **Share** to enable screen sharing.
- The content on the current screen (including the screen and audio) will be shared with the attendees.

## Screen Sharing Toolbar

### Windows/macOS

During screen sharing, **New Share**, **Pause**, **Annotation**, and **Stop Share** buttons are added to the toolbar, while features such as live streaming, chat, invitation, and recording are temporarily collapsed into the **More** option.

1. **New Share**: this feature enables you to reselect the content to be shared. After you click **New Share**, the current shared screen will be closed, and the new content will be shared. You can click the drop-down icon on the right of **New Share** to quickly enable **Share PC audio at the same time**, **Video fluency preferred**, **Screen Sharing Permission**, and **Screen Watermark Settings**;
- **Share PC audio at the same time**: this feature enables you to share the audio from your PC while sharing a window, desktop, or whiteboard;
- **Video fluency preferred**: enabling this feature will reduce the resolution of the screen and increase its frame rate;
  - Windows  
Before: 1080p 15 fps After: 720p 30 fps;
  - macOS  
Before: 1080p 15 fps After: 1600x900 30 fps;

- Screen sharing permission: you can set it to **All attendees can share** or **Only the host can share**;
  - Screen watermark settings: this feature can set a screen watermark.
2. Pause: this feature pauses the current screen sharing;
  3. Annotation: after opening the annotation toolbar, you can annotate the currently shared content;

After clicking the drop-down icon on the right of **Annotation**, you can enable **Allow other attendees to annotate** and **Show annotator name**;

4. Stop Share: this feature stops and exits sharing, and the main window will be restored.

## Android/iOS

During screen sharing, the **Stop Share** button is added, and you can click it to stop and exit sharing.

# Screen Sharing Permission Settings

Windows/macOS/Android/iOS

The host/co-host can control the screen sharing permission:

1. All attendees can share: this is the default option. In this permission status, all attendees can share screen;
2. Only the host can share: in this permission status, only the host/co-host can share screen;
3. Disable screen sharing: the host/co-host can disable the user who is sharing screen.

# Share PC Audio During Screen Sharing

Last updated : 2021-06-23 15:16:42

## Feature Overview

In addition to sharing your current screen, the screen sharing feature of VooV Meeting also supports sharing the audio from your PC with other attendees.

## Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows/macOS
- v2.2.0 or above
- System requirements

### Windows/macOS

1. Windows 7 or above;
2. macOS 10.11 or above.

## Notes

1. The principle that "only one user can share only one screen part at any time during a meeting" also applies to sharing PC audio only as it is also a form of "shared content";
2. When you share PC audio only, you cannot enable annotation, and the toolbar will not be collapsed to the top;
3. During screen sharing, you don't have to enable the mic, but you can also choose to enable **Share PC audio at the same time;**

- 
4. When sharing PC audio, please check whether the volume level on your PC is 0, and if so, other attendees will not hear your shared audio.

## Share PC Audio During Screen Sharing

### Windows/macOS

1. When selecting the content to be shared, select **Share PC audio at the same time** in the bottom-left corner of the window to share the audio from your PC with other attendees while sharing the screen;
2. If you only want to share the audio from your PC, please select **Only PC audio** .

# Annotate During Screen Sharing

Last updated : 2021-06-23 15:16:58

## Feature Overview

To facilitate efficient collaboration, the VooV Meeting client allows multiple users to annotate the shared content (including whiteboard) at the same time.

## Prerequisites

- You are a Pro or Enterprise Edition user
- Windows/macOS/iOS/Android
- v2.2.0 or above
- System requirements

### **Windows/macOS**

1. Windows 7 or above;
2. macOS 10.11 or above.

### **Android/iOS**

1. Android 9.0 or above;
2. iOS 12 or above (except iOS 13.0).

## Notes

1. Free Edition users cannot enable the annotation feature, but they can annotate the shared content in meetings started by Pro or Enterprise Edition users;

2. Mobile client users can annotate the content shared by desktop client users, but not vice versa.

## Annotation Settings

### Windows/macOS

During screen sharing (desktop/window/whiteboard), click **Annotation** on the toolbar at the top and set whether to **Allow other attendees to annotate** and **Show annotator name** (enabled by default);

### Android/iOS

During whiteboard sharing, click **Annotation** on the toolbar and set whether to **Allow other attendees to annotate** and **Show annotator name**.

## Annotation

### Windows/macOS

When watching the shared screen, click the triangle icon on the right of the **Screen Sharing** button to show the **Annotate** option. Click it to call the annotation toolbar;

### Android/iOS

When watching the shared screen, click **More** > **Annotate** to call the annotation toolbar and add annotations.

# Screen Watermark Sharing

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## Feature Overview

To protect your shared content, VooV Meeting supports setting a watermark for your shared screen.

## Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows/macOS/iOS/Android
- v2.3.0 or above
- System requirements

### Windows/macOS

1. Windows 7 or above;
2. macOS 10.11 or above.

### Android/iOS

1. Android 9.0 or above;
2. iOS 12 or above (except iOS 13.0).

## Notes

### Set watermark

1. Only the host/co-host can set watermarks;
2. Free Edition users can set only a single watermark, while Pro or Enterprise Edition users can set a single watermark or multiple watermarks;

3. If multiple watermarks are set for a meeting, only attendees using v2.3 or above will see multiple watermarks, while users on lower versions will only see a single watermark.

## Watermark content and display

1. The content of a watermark is the watching attendee's name in the meeting plus their mobile number;
2. When local recording or cloud recording is used to record the shared content, the watermark will not be recorded;
3. Android users cannot screencapture watermarked shared content, while the screencapturing operation performed by iOS users when watching the watermarked shared content will be recorded by the system.

## Screen Watermark Settings

### Windows/macOS

1. When scheduling a meeting, select **Enable Screen Watermark**, and you will see the **Set Watermark** button, and click it to enter the screen watermark settings page. Select **Single** or **Multiple**, click **Apply** after previewing it, and a screen watermark will be set. After the meeting is scheduled, the watermark will be displayed when attendees watch the shared screen;
2. Click the triangle icon on the right of **Share Screen** in the meeting to show the **Screen Sharing Watermark Settings** option. Click it to enter the screen sharing watermark settings page. Select **Single** or **Multiple**, click **Apply** after previewing it, and the screen sharing watermark will take effect immediately.

### Android/iOS

1. When scheduling a meeting, click **Enable Screen Watermark** to enter the **Screen Sharing Watermark** page. Toggle on **Enable Screen Watermark**, select **Single** or **Multiple**, return to the meeting scheduling page after previewing it, and a screen watermark will be set. After the meeting is scheduled, the watermark will be displayed when attendees watch the shared screen;
2. Click **More > Settings** in the meeting, find **Enable Screen Watermark** on the settings page, and click it to enter the screen watermark settings page. Toggle on **Enable Screen Watermark**,

select **Single** or **Multiple**, return to the settings page after previewing it, and a screen watermark will be set. The watermark will be displayed when attendees watch the shared screen.

# Speaker View Mode

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## Overview

When sharing PowerPoint slides, many users often use the **Speaker View** mode to locally display the **Speaker View**. This document describes how to enable the speaker view when sharing the screen in VooV Meeting.

## Notes

1. Microsoft Office PowerPoint 2016 is used below as an example. When you use only one monitor and enter the **Presenter View**, the two windows **Slide Show** and **Presenter View** will appear. At this time, you can use VooV Meeting to share the **Slide Show** and browse the **Speaker View** locally as desired;
2. When selecting the content to be shared, be sure to double check the name of each window;
3. Open the PowerPoint file, enter the "Presenter View" mode, and then share the screen in sequence.

## Directions

### Windows:

1. Open the PowerPoint file you are going to share and press Alt + F5 to enter the "Presenter View" mode;
2. Click the **Restore Down** icon in the top-right corner of the **Speaker View** window to restore from "Full Screen" mode to "Window" mode;
3. Switch to the VooV Meeting client, click **Share Screen**, and select the window titled "PowerPoint Slide Show - xxxx (file name)" for sharing;
4. Switch to the "Presenter View" window to deliver the effect.

## macOS

1. Open the PowerPoint file you are going to share and press Option + Return to enter the "Presenter View" mode;
2. Switch to the VooV Meeting client, click **Share Screen**, and select the **Slide Show** window for sharing;
3. Switch to the **Presenter View** to deliver the effect.

# Account Management

## Web Account Center - My Meetings

Last updated : 2021-06-23 15:12:56

## My Meetings

### Personal Profile

#### Basic information

1. Your profile photo, display name, and personal meeting ID are displayed.

#### Account type

1. Your account type is displayed. If it is Free Edition, you can upgrade it to Pro or Enterprise Edition, which entitles you to more features. Clicking **Upgrade** will redirect you to the upgrade page;
2. The duration per meeting is displayed: 9,999 minutes.

#### Account security

1. Your mobile number and its binding status are displayed;
2. Account Password: if it is set, you can click **Change** to change it. In this case, you must verify your identity with an SMS verification code;
3. Bind WeChat: your bound WeChat ID is displayed;
4. Email Address: if it is not bound, you will be prompted to improve the security of your account; otherwise, the bound email address is displayed;
5. You can click **More** to display the account cancellation option:

- Note for account cancellation: canceling your VooV Meeting account is an irrecoverable operation. After your account is canceled, you will not be able to log in to or use it. Before canceling your account, please make sure that:
  - i. The benefits you are entitled to under your account have been settled or properly dealt with, including but not limited to paid account permissions and permissions for value-added services. Such permissions will be no longer available after the cancellation of your account.
  - ii. All files contained within your account have been properly saved, including but not limited to meeting recordings.
  - iii. Your account is not involved in any disputes, including but not limited to complaints, reports, arbitration, and lawsuits.

## Personal Meeting Room

Personal meeting room info:

- Personal meeting ID (copyable);
- Meeting link;
- Call: PSTN number is displayed (copyable);
- Meeting password;

Meeting settings status:

- Enable Waiting Room;
- Attendees Can Join Before the Host;
- Mute Attendees upon Entry;
- Enable Screen Watermark.

Attendee settings: the scope of attendees is displayed;

### **Edit personal meeting room**

Click **Edit Meeting** to edit personal meeting room settings:

1. You can set the password required for attendees to join meetings. It is optional and can contain 4-6 digits. If it is not set, no password will be required for meeting joining;
2. Settings: you can select relevant meeting settings:
  - Enable Waiting Room;
  - Attendees Can Join Before the Host;
  - Mute Attendees upon Entry;
  - Enable Screen Watermark.
3. Mute Attendees upon Entry: **Enable**, **Disable**, or **Mute New Attendees for Meetings with 6+ Attendees**;
4. Assign Hosts;
5. Attendee settings: **Open to all** or **Enterprise users only**;

Note: if you modify your settings, all meetings started with your personal meeting ID will be modified as well.

## Meeting List

The meeting list displays upcoming meetings, finished meetings, and meetings in progress.

### Upcoming meetings

- The list displays the following parameters:
  - Start Time
  - Meeting Topic
  - Meeting ID
  - Operation
- If no meetings are scheduled and you want to schedule a meeting, you can click **Schedule Meeting**;
- Clicking **Schedule Meeting** will redirect you to the meeting scheduling page.

### Finished meetings

- You can enter a meeting ID to search for a meeting;
- The list displays the following parameters:
  - Start Time;
  - Meeting Topic;
  - Meeting ID;
  - Operation;
- Clicking **Meeting Topic** will redirect you to **Meeting Details**, where you can sync the meeting start time to your calendar and view the meeting documents;
- To schedule a meeting, click **Schedule Meeting**;
- Clicking **Schedule Meeting** will redirect you to the meeting scheduling page;
- You can export the attendee list to an Excel file.

## Meeting Document

- You can select the meeting date;
  - The list displays the following parameters:
    - Meeting Topic;
    - Number of Documents;
    - Meeting ID;
    - Start Time;
- If there are currently no meeting documents, you can schedule a meeting and upload documents;
- Clicking **Meeting Topic** will redirect you to the meeting document details.

# VooV Meeting Outlook Plugin

Last updated : 2021-07-09 18:49:38

## Feature Overview

VooV Meeting Outlook plugin allows you to schedule or start a meeting quickly in Microsoft Outlook.

## Prerequisites

- You are a Free, Pro, or Enterprise Edition user
- Windows
- v2.10.0 or above

## Notes

1. You must install the VooV Meeting client before using Outlook plugin to schedule or start meeting.
2. When you reschedule or cancel meetings in Outlook calendar, updated changes will be synced to VooV Meeting client. And if you reschedule or cancel meetings in VooV Meeting client, changes will also be synced to Outlook calendar.
3. Before scheduling or editing a meeting with Outlook plugin, please make sure VooV Meeting is running.

## Installing VooV Meeting Outlook Plugin

### Windows

- Install the Outlook plugin while download the VooV Meeting client by checking the option **Install Outlook Plugin**.
- Go to Outlook calendar to check whether the plugin is installed after installation completes.

## Schedule a meeting with Outlook plugin

1. Go to Outlook calendar, and click **Schedule Meeting** in the toolbar.

2. Wait for the VooV Meeting to be launched.
  - Log in to VooV Meeting before configuring meeting settings.
  - Configure meeting settings, such as meeting passwords, file uploading permission, waiting room permission, muting or unmuting attendees upon entry and meeting invitation email language. Click OK to submit the settings.
3. Enter email addresses of attendees and edit start and end time of meeting. Click **Send** to finish schedule.

## Rescheduling or canceling meetings in Outlook calendar

4. Find the meeting you want to reschedule or cancel in Outlook calendar and double-click the meeting to view meeting details.
5. Click **Cancel Meeting** in the toolbar of Outlook calendar.
6. Change meeting settings and rescheduling meetings
  - Click **Meeting Settings** in the toolbar to change settings.
  - Change start and end time to reschedule meetings.
  - Click **Send Update** and your attendees will receive rescheduled meeting information.

## Start a meeting with Outlook plugin

1. Go to Outlook and find **Start Meeting** button in the toolbar.
2. Click dropdown arrow of the Start Meeting button, you can click **Start Audio Meeting** to start a meeting with audio on and video off or click **Start Video Meeting** to start a meeting with both audio and video on.
3. Click **Start Meeting** to launch the client and start an audio or video meeting.

# Join Meeting From Browser

Last updated : 2021-07-09 18:57:29

## Overview

VooV meeting allows you to join a meeting from browser:

1. You can mute or unmute, turn on or off video, add invitees, view attendees, rename and leave meeting.
2. As a host, you can manage audio and video permissions of attendees, set up or revoke co-host, remove attendees and end meeting.

This document describes how to join a meeting from browser.

## Prerequisites

1. Log in to VooV Meeting on the web portal before joining a meeting from browser.
2. We recommend Google Chrome browser.

# Join Meeting From Browser

## Joining the Meeting

There are two ways to join a meeting from browser:

1. Open the meeting link in browser and Click **Join From Browser** to join the meeting.
2. Open the link “https://voovmeeting.com/r” in browser, enter meeting ID and click **Join Meeting**.

## During the Meeting

1. Toolbar:

- In the bottom of the page, you can mute or unmute, turn on or off video, add invitees, rename yourself and mute or unmute attendees in attendees list.
- In the lower-right corner of the page:  
As a host or co-host, you can click **End Meeting** to leave or end meeting.  
As attendees, you can click **Leave Meeting** to leave meeting.

### 1. Active Speaker

In the upper middle part of the page displays active speaker, and you can drag and drop the box to anywhere in the screen.

### 1. Display

- When all attendees turn off video or do not share screen:

Thumbnails and name of all attendees are displayed.

- When some attendees turn on video or share screen:
  - The video is in the large display and a strip of thumbnails are displayed in the right side. Click other attendees' video in the right side to switch the video display.
  - For attendees with video off, only thumbnails are displayed.

## Meeting Management

### Role: Host

1. You can rename yourself and mute or unmute all attendees.
2. You can mute or unmute all attendees.
3. You can mute or unmute selected attendee, set or revoke co-host, set or reclaim host, stop video, stop sharing and remove attendee from meeting.
4. You can set or revoke co-host, stop video and stop sharing.

### Role: Co-host

1. You can rename yourself.
2. You can mute or unmute all attendees.
3. You can mute or unmute selected attendee, stop video, stop sharing and remove the attendee from meeting.

### Role: Attendee

1. You can mute or unmute yourself, rename yourself and leave meeting.

**Role: Meeting creator as co-host**

1. You can rename yourself, mute or unmute all attendees and revoke host privileges.
2. You can mute or unmute all attendees.
3. You can mute or unmute selected attendee, stop video, stop sharing and remove the attendee from meeting.

## Leave Meeting or End Meeting

**Role: Host/Co-host**

1. Click **End Meeting** at the lower right corner and click **Leave Meeting** in the pop-up window to leave the meeting.
2. Click **End Meeting** at the lower right corner and click **End Meeting** in the pop-up window to end the meeting.

**Role: Attendee**

1. Click **End Meeting** at the lower right corner and click **Leave Meeting** in the pop-up window to leave the meeting.