Tencent VooV Meeting
The Official Meeting App for 2020 HIPF

Quick Start Guide

- ## Download

1. Go to the site

https://voovmeeting.com/df/download-center.html?from=1001

2. Download for the respective system.

macOS	Windows	iOS	Android
Version 1.9.1.510 2020-10-04	Version 1.9.1.520 2020-10-04	Version 1.9.1.510 2020-10-04	Version 1.9.1.510 2020-10-04

3. Double click to launch the installation.

- ## Installation

1. Select English

2. Click I Agree

3. Click Install

4. Click Finish
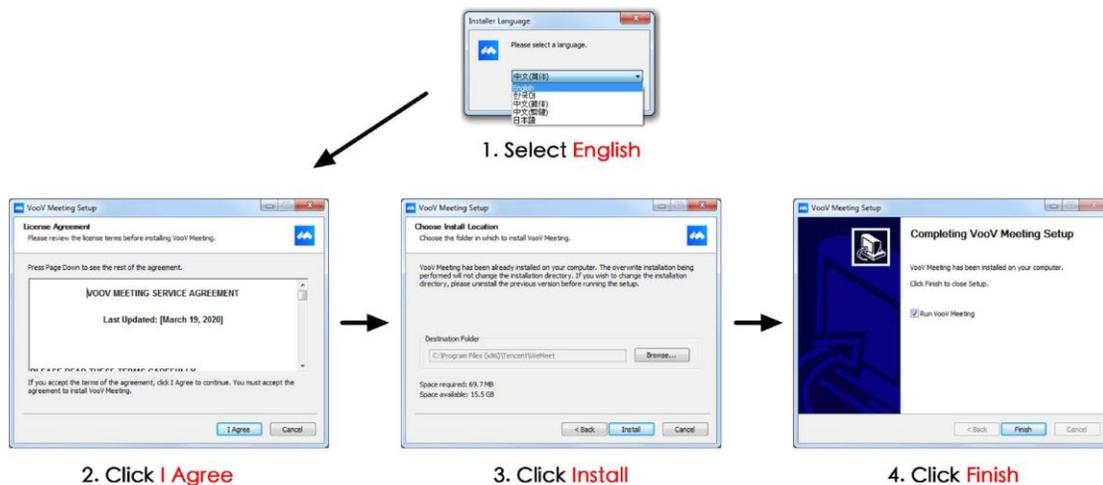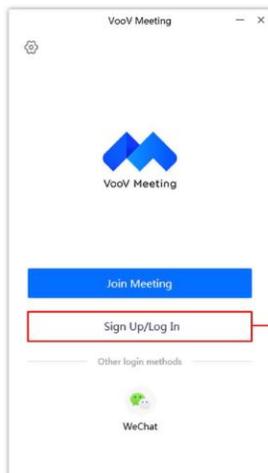
- **Sign Up/Sign In**

Three ways to sign up or sign in for VooV Meeting.

o Sign up using mobile phone number with verification code

o Or sign in with your existing WeChat account. (Scan the QR code with Wechat after you click the Wechat logo.)

o Or sign in with your existing Google account (However, it will still ask you to sign up and bind with you mobile number. So we *do not recommend* signing in with Google account.)
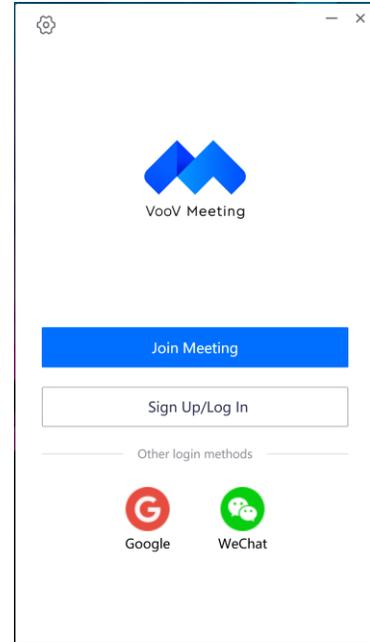
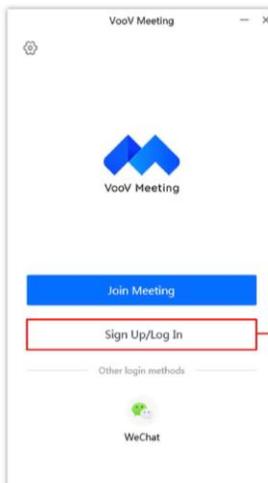## Option 1. Sign up with Mobile phone number

Option 2. Sign in with Wechat Account

VooV Meeting

Join Meeting

Sign Up/Log In

Other login methods

WeChat

— 1. Click Wechat Icon

Scan with WeChat to Log In

Cancel
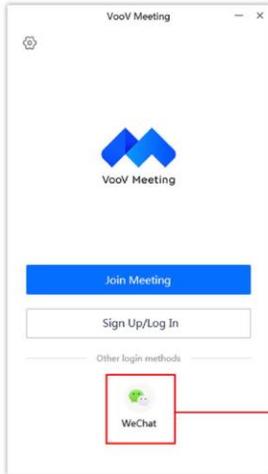
WeChat

— 2. Scan QR code on Wechat

Scan the QR code on your VooV Meeting App.

(Not This One.)

▪ Join a Meeting

VooV Meeting

James

Join   Start   Schedule

No meetings

— 1. Click Join

Join Meeting

Meeting ID

Enter meeting ID

Your Name

Enter your display name

Meeting Settings

☐ Do Not Auto-connect to Audio
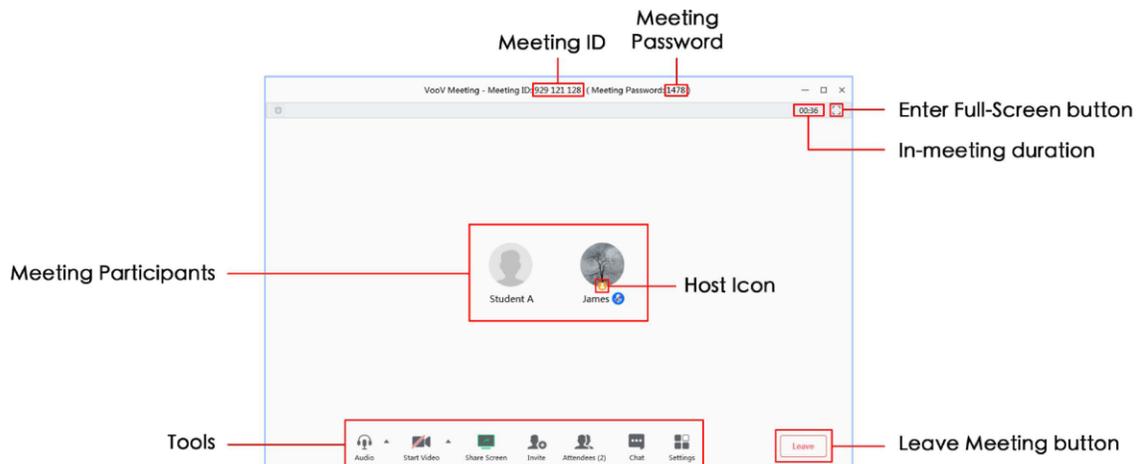
☐ Turn On Camera on Entry
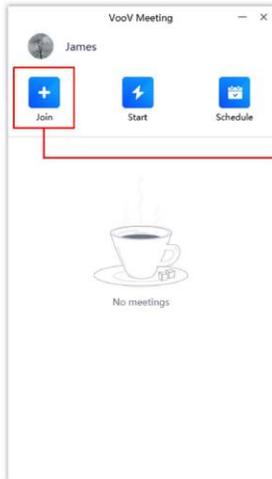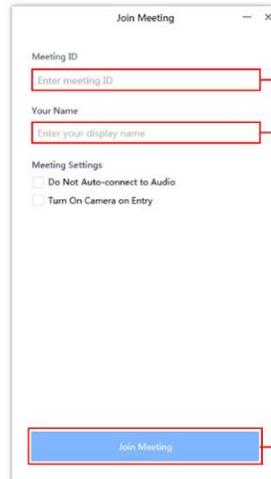
Join Meeting

— 2. Insert Meeting ID.

— 3. Enter your display name in the meeting.

— 4. Click Join Meeting

▪ VooV Meeting Main User Interface
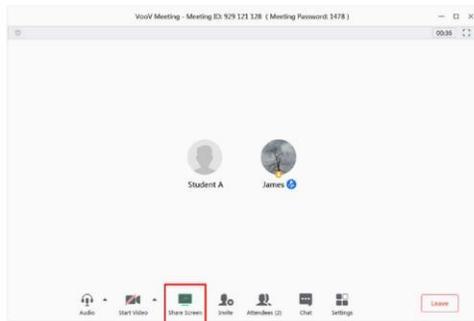
Meeting ID   Meeting Password

VooV Meeting - Meeting ID: 929 121 128 (Meeting Password: 1478)

00:36

— Enter Full-Screen button

— In-meeting duration

Meeting Participants —

Student A   James

— Host Icon

Tools —

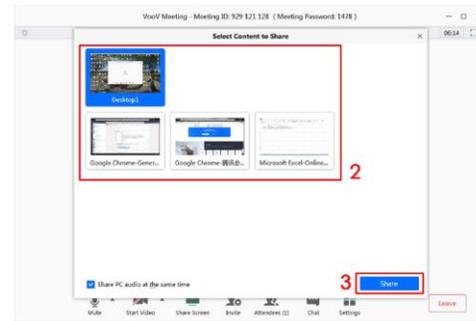Audio Start Video Share Screen Invite Attendees (2) Chat Settings
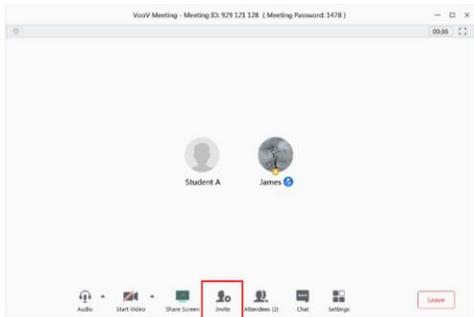
Leave

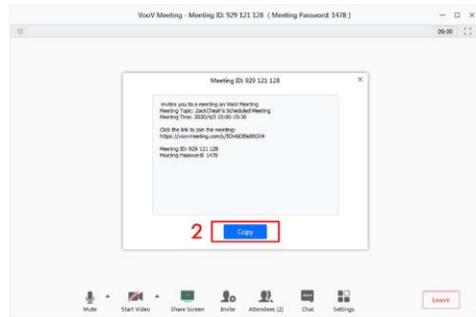— Leave Meeting button

- **Share Screen**

1. Click Share Screen

2. Select Window to share

3. Click Share

- **Invite Attendee**

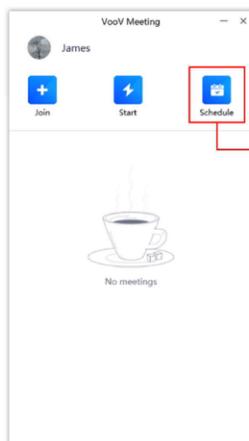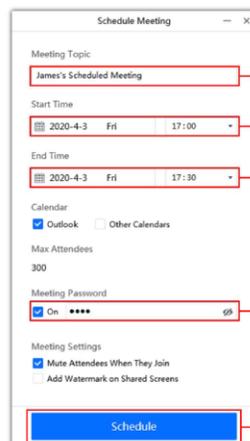

1. Click Invite

2. Click Copy

3. Share the copied info to invite others join.

- **Schedule a Meeting**

1. Click Schedule

2. Insert Meeting Topic.

3. Select Start Time

4. Select End Time

5. Recomend insert password to protect meeting

6. Click Schedule