

腾讯会议一使用指南（企业微信登录）

User Guide for Tencent Meeting (Log in Via WeCom)

Ver: ITSC2024063001

1. 简介 Introduction	1
2. 发起视频会议（电脑端）Host a meeting (PC)	1
3. 发起视频会议（移动端）Host a meeting (Mobile)	8
4. 其他会议功能 Other functions	17
5. 预定会议 Schedule a meeting	19
6. 软件支持及下载 Download and service support	20

1. 简介 Introduction



腾讯会议可以在电脑和手机使用。BNBU 职员的办公电脑如需安装腾讯会议软件可联系 ITSC 服务热线 3620315 获得支持（软件支持中英文切换）。职员在手机可在 APP 应用市场搜索腾讯会议安装使用。

It has PC and Mobile terminals. If installation of Tencent Meeting is needed, please contact ITSC at 3620315(supports both languages - Chinese & English). Users can search on APP store to install it.

2. 发起视频会议（电脑端）Host a meeting (PC)

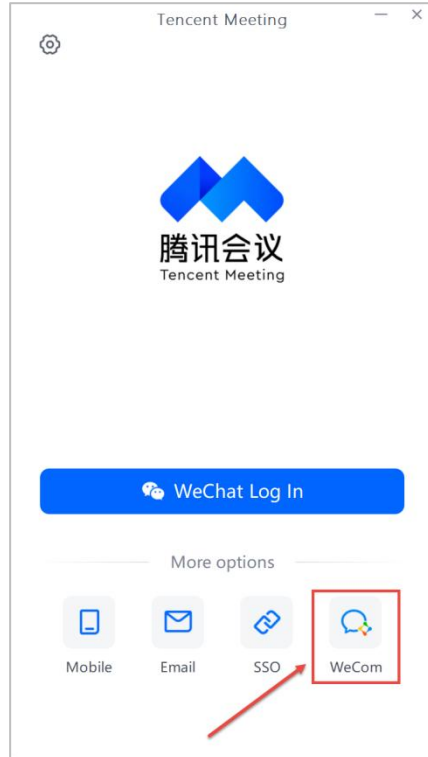
(1) 安装软件后，请双击腾讯会议图标登录。

Install Tencent Meeting and double click the icon.



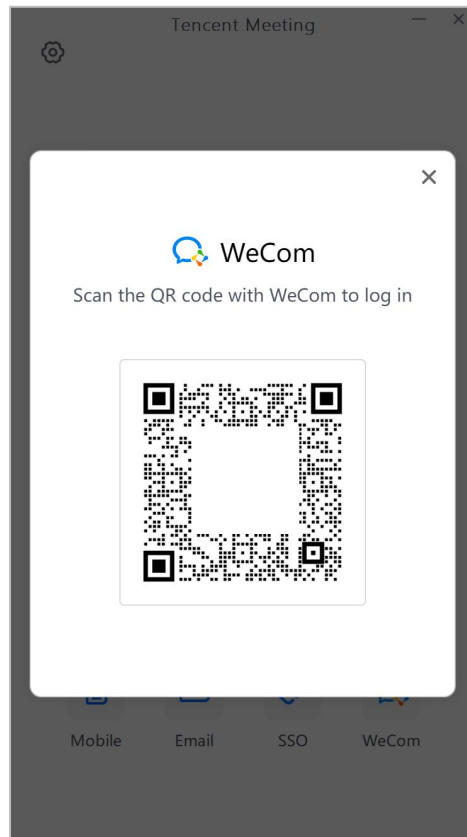
(2) 选择企业微信登录方式。

Choose WeCom login method.



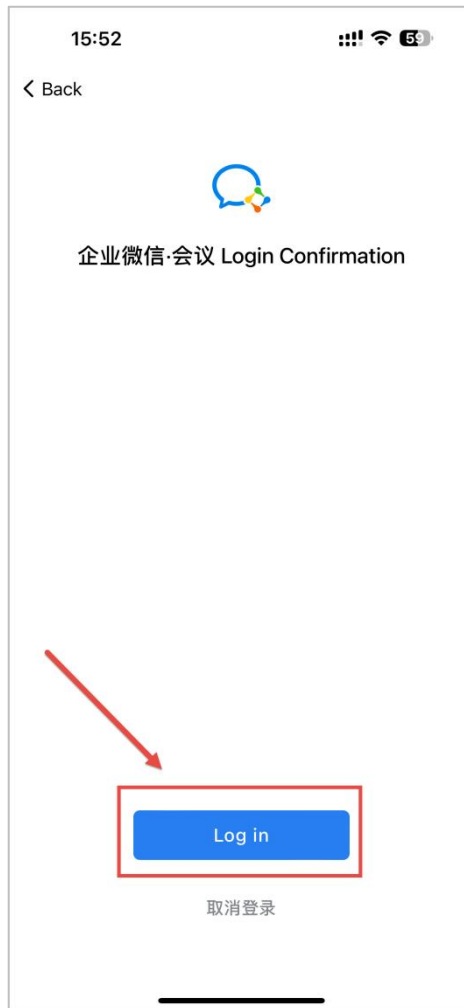
(3) 使用企业微信进行扫码。

Use WeCom to scan QR code.



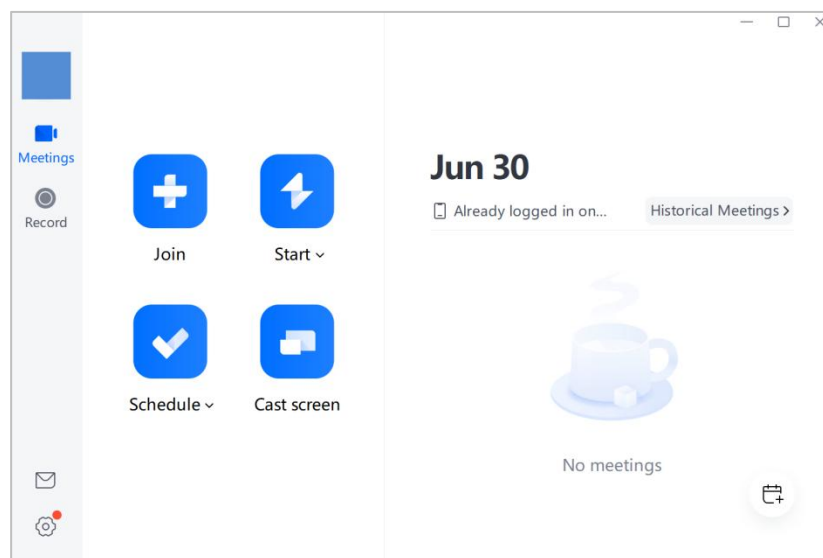
(4) 在企业微信端确认登录。

Confirm login on WeCom.



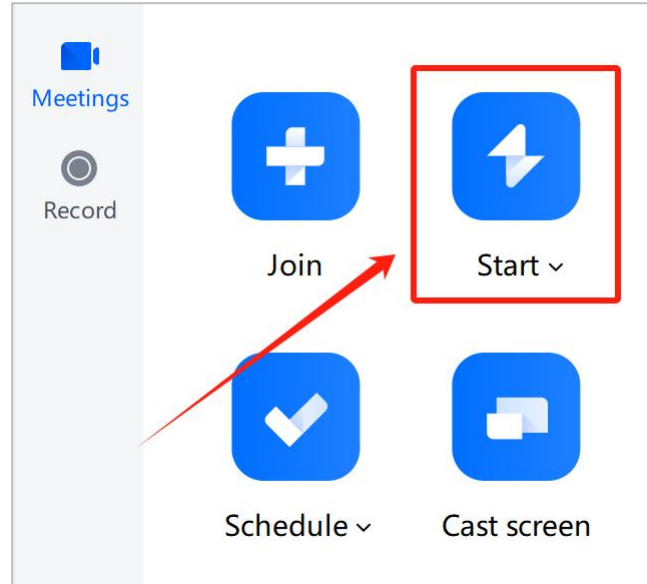
(5) 进入腾讯会议软件界面。

Enter the Tencent meeting interface.



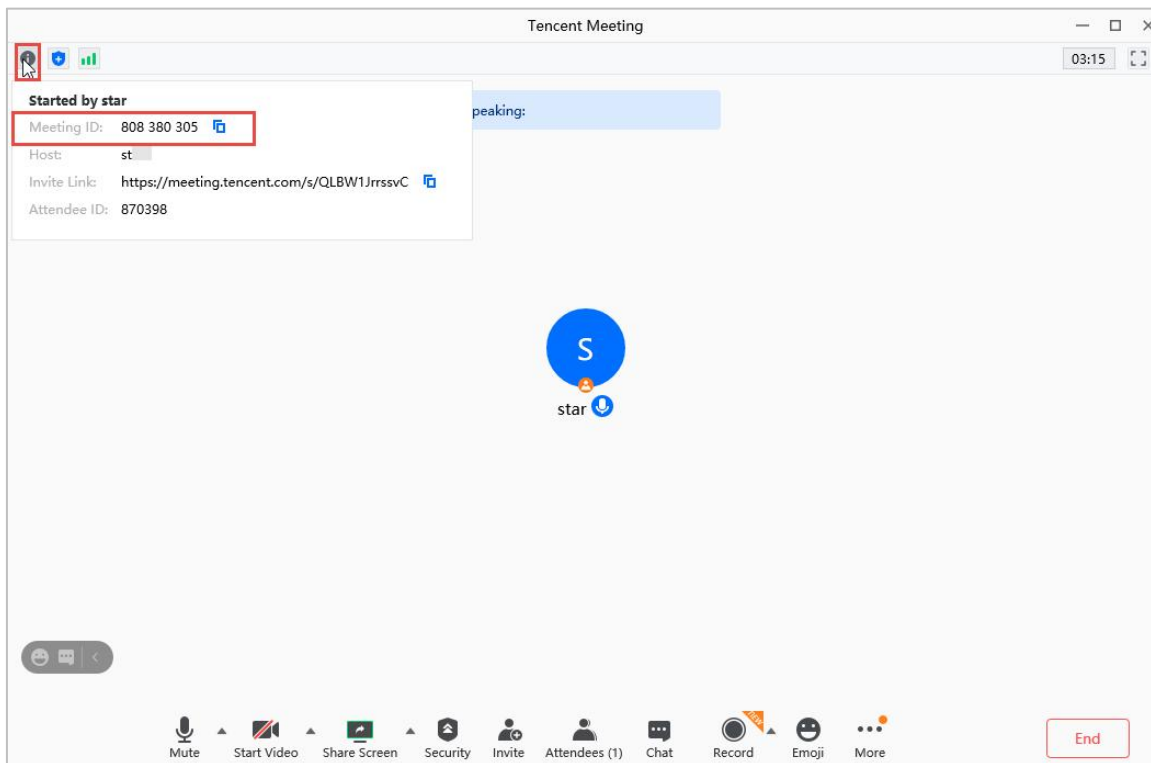
(6) 主持会议者，在腾讯会议主面板点击“快速会议 Start”按钮。

The host to click "start" for a new meeting.



开启会议后可以点击左上角信息图标（感叹号），在弹出的信息框中查看**会议号 Meeting Id**

Meeting ID can be viewed on the pop-up by clicking the exclamation mark

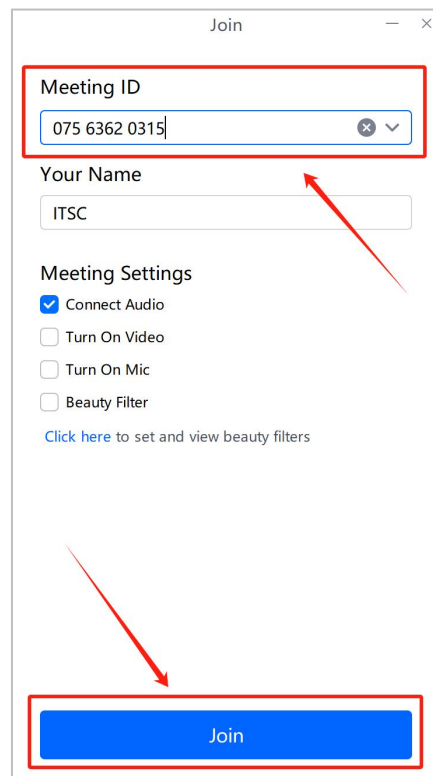
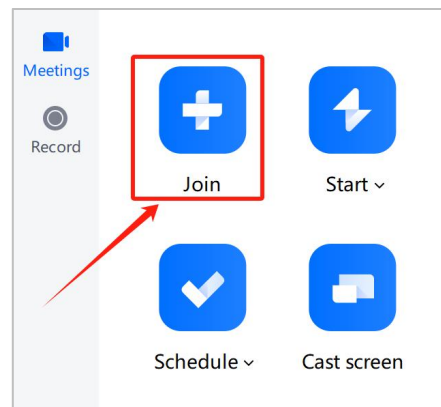


把会议号告诉需要参会的人员

Share the meeting ID with attendees

参会人员登录腾讯会议软件，输入会议号 ID，即可加入会议

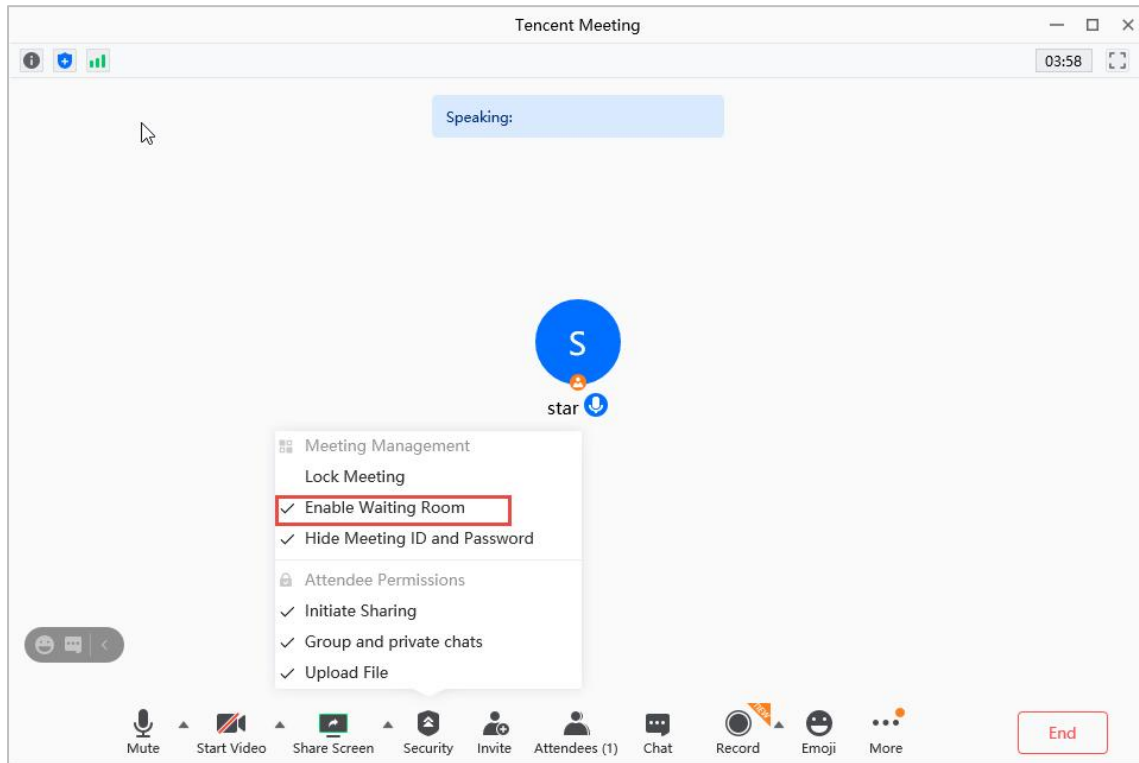
attendees could join the meeting by entering the meeting ID



(7) 开启会议的主持者，可以开启 “等待审批 Enable Waiting Room” 功能，其他需加入会议的人连接会议后，需等主持人审批通过才能加入会议。

Join the meeting with approval

The host could enable the waiting room function that the attendees will only join the meeting with the approval of the host.



(8) 录制会议 Record the meeting

开启会议的主持者，可以设置谁有权限录制会议：

Host could assign the permission of recording the meeting

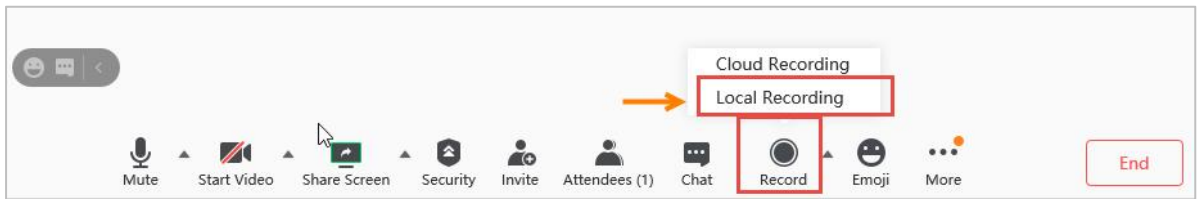


默认：只有开启会议的主持人才能录制会议

Default setting: Only the host can record

可以设置录像的存储模式：

Select the record mode:

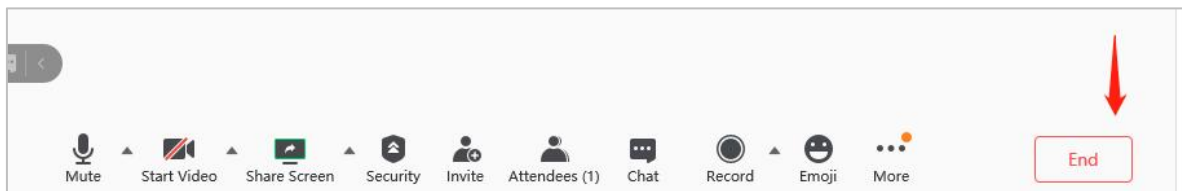


录制如需包含所有参会人员的画面，请使用云录制模式

If the recording needs to include all the participants' pictures, please use the cloud recording mode

录制开始后点击“结束录制”或会议结束后点击 **End**，即可停止并完成录制

Click " End recording" or **End** to complete the recording



3. 发起视频会议（移动端）Host a meeting (Mobile)

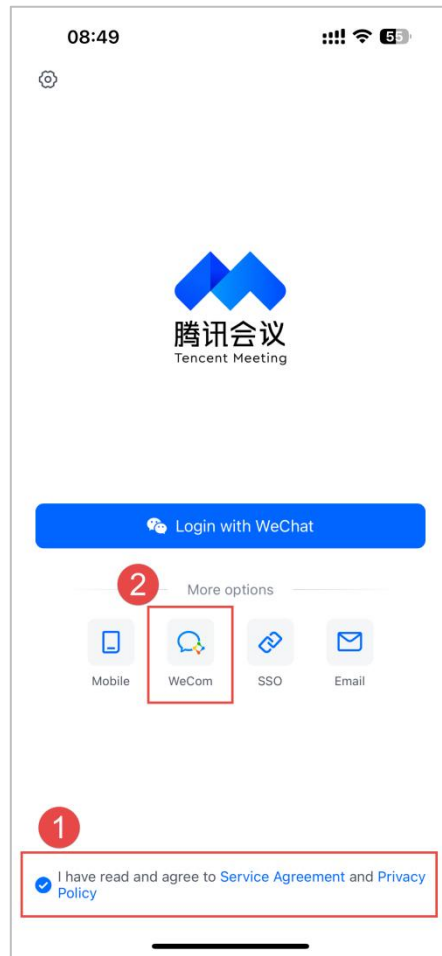
(1) 安装软件后，请点击腾讯会议图标登录。

Install Tencent Meeting and click the icon.



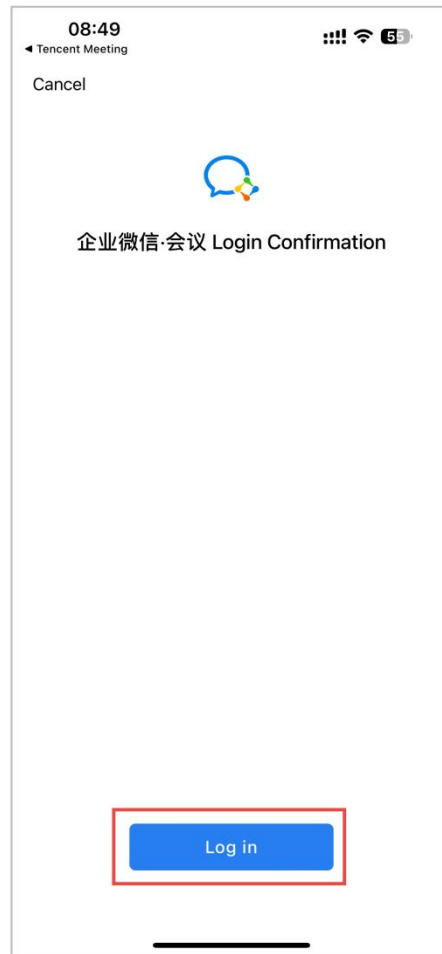
(2) 选择企业微信登录方式。

Choose WeCom login method.



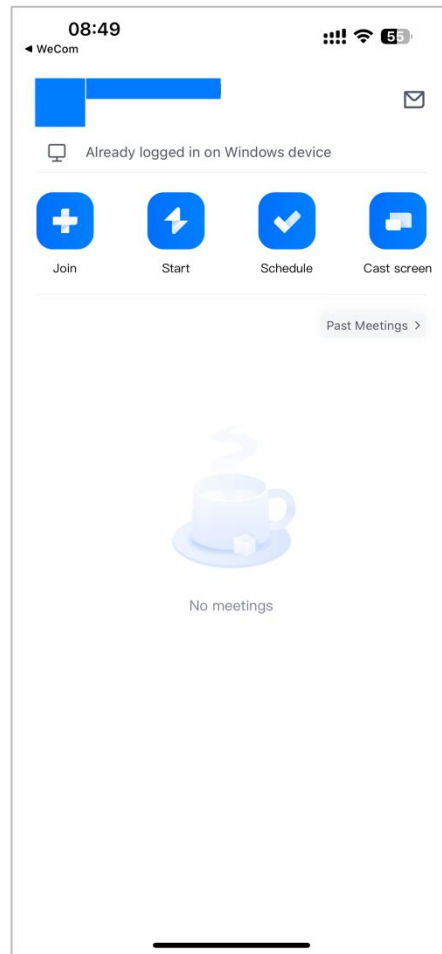
(3) 在企业微信端确认登录。

Confirm login on WeCom.



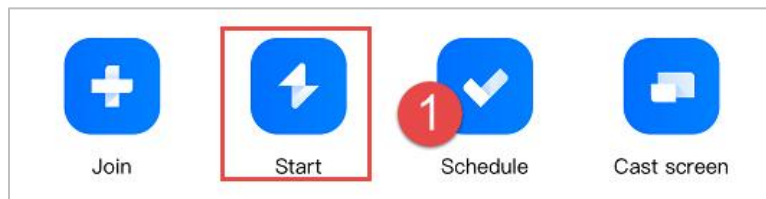
(4) 进入腾讯会议软件界面。

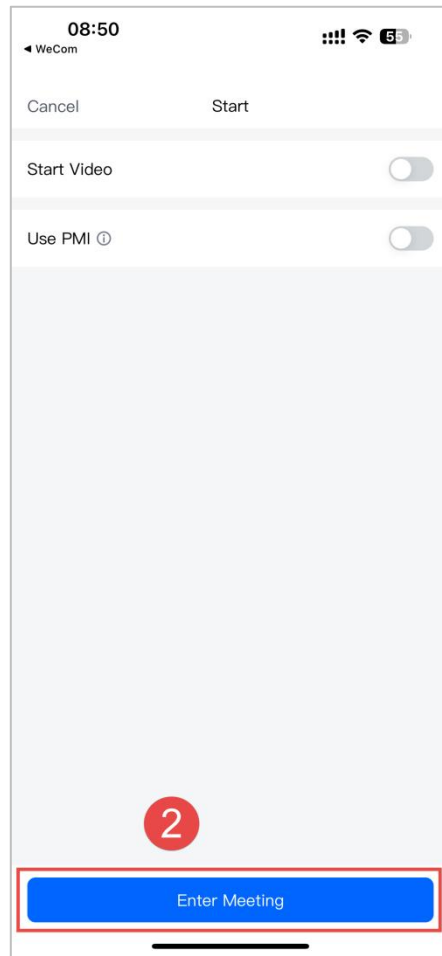
Enter the Tencent meeting interface.



(5) 主持会议者，在腾讯会议主面板点击“快速会议 Start”按钮并进入会议。

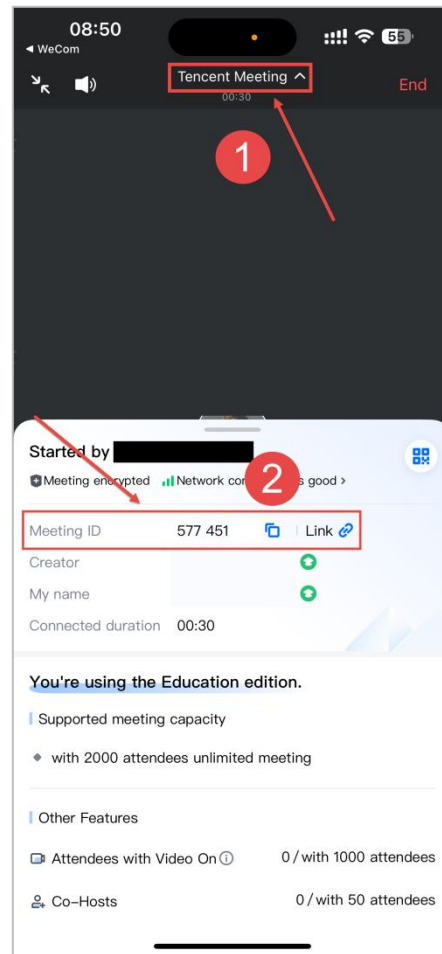
The host to click "start" for a new meeting and enter meeting.





开启会议后可以点击顶部的箭头图标，在弹出的信息框中查看会议号 **Meeting Id**

Meeting ID can be viewed on the pop-up by clicking the arrow mark

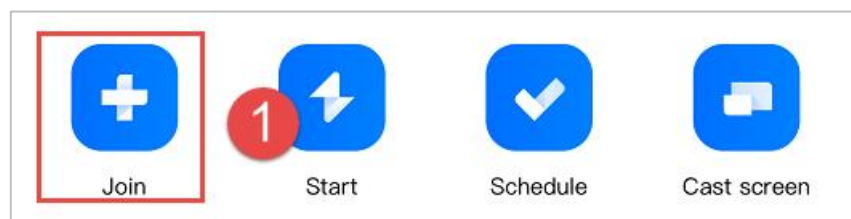


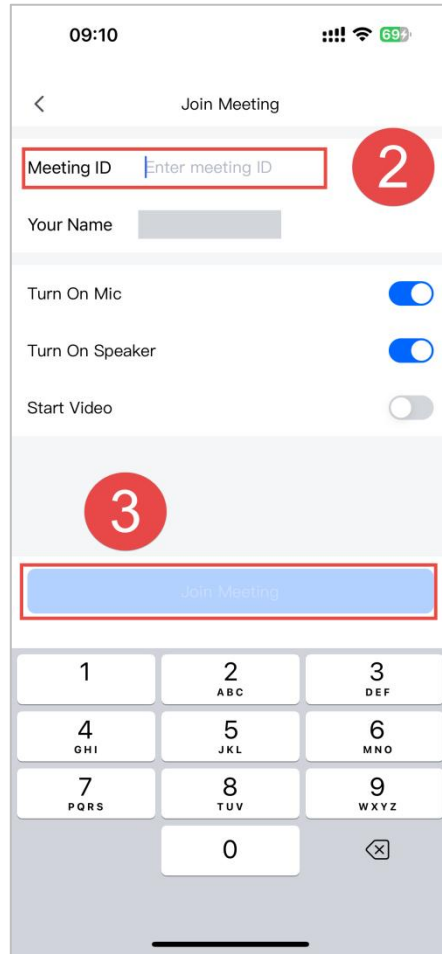
把会议号告诉需要参会的人员

Share the meeting ID with attendees

参会人员登录腾讯会议软件，输入会议号 ID，即可加入会议

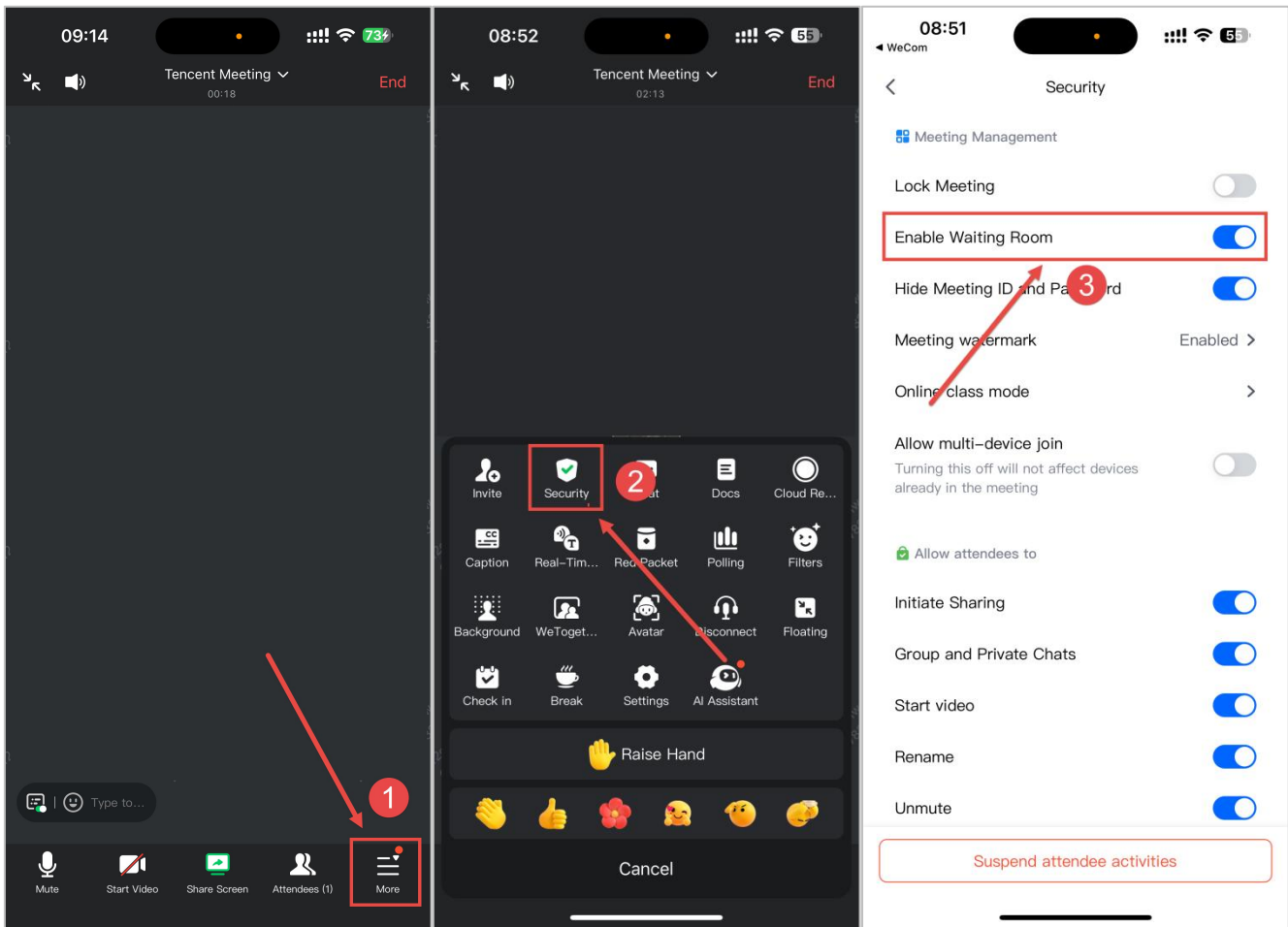
attendees could join the meeting by entering the meeting ID





(6) 开启会议的主持者，可以开启“等待审批 Enable Waiting Room”功能，其他需加入会议的人连接会议后，需等主持人审批通过才能加入会议。

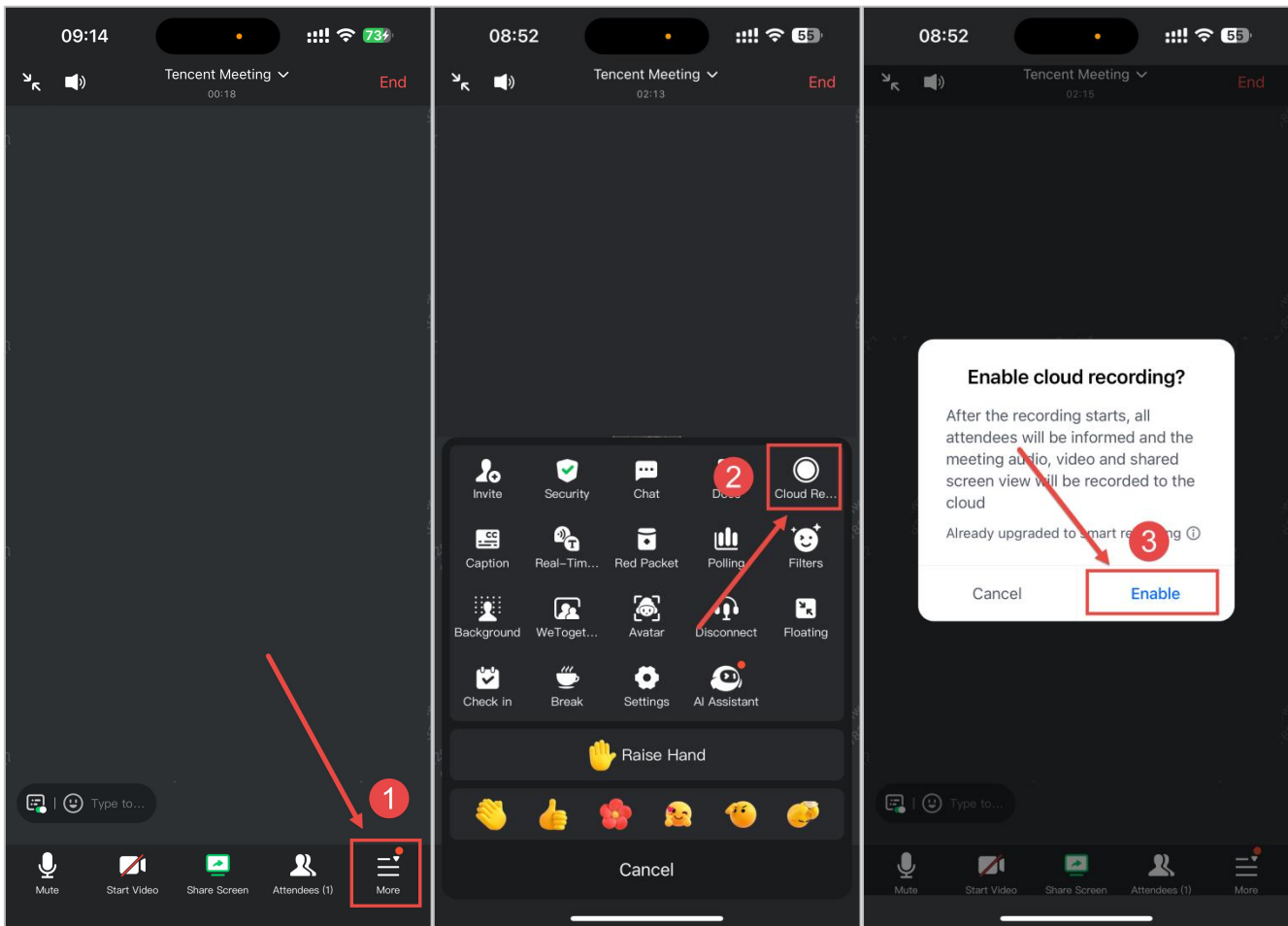
The host could enable the waiting room function that the attendees could only join the meeting with the approval of the host.



(7) 录制会议 Record the meeting

开启会议的主持者，可以设置谁有权限录制会议：

Host could assign the permission of recording the meeting

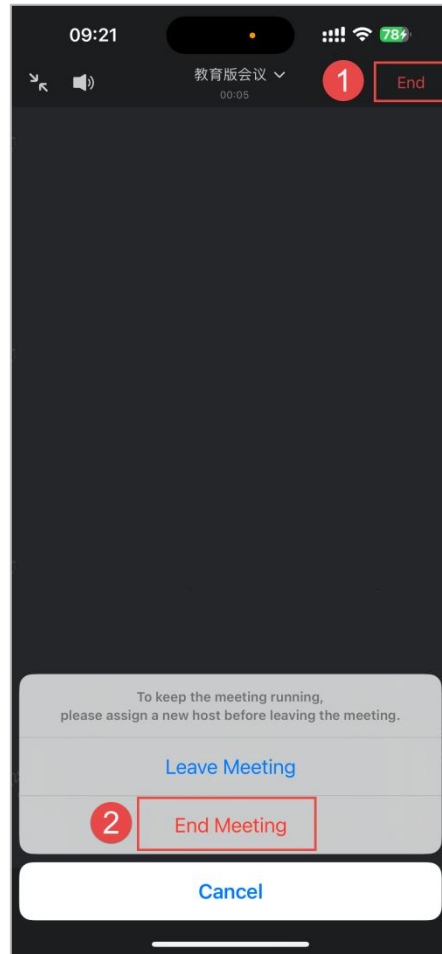


默认：只有开启会议的主持人才能录制会议

Default setting: Only the host can record

录制开始后点击“结束录制”或会议结束后点击 **End**，即可停止并完成录制

Click " End recording" or **End** to complete the recording

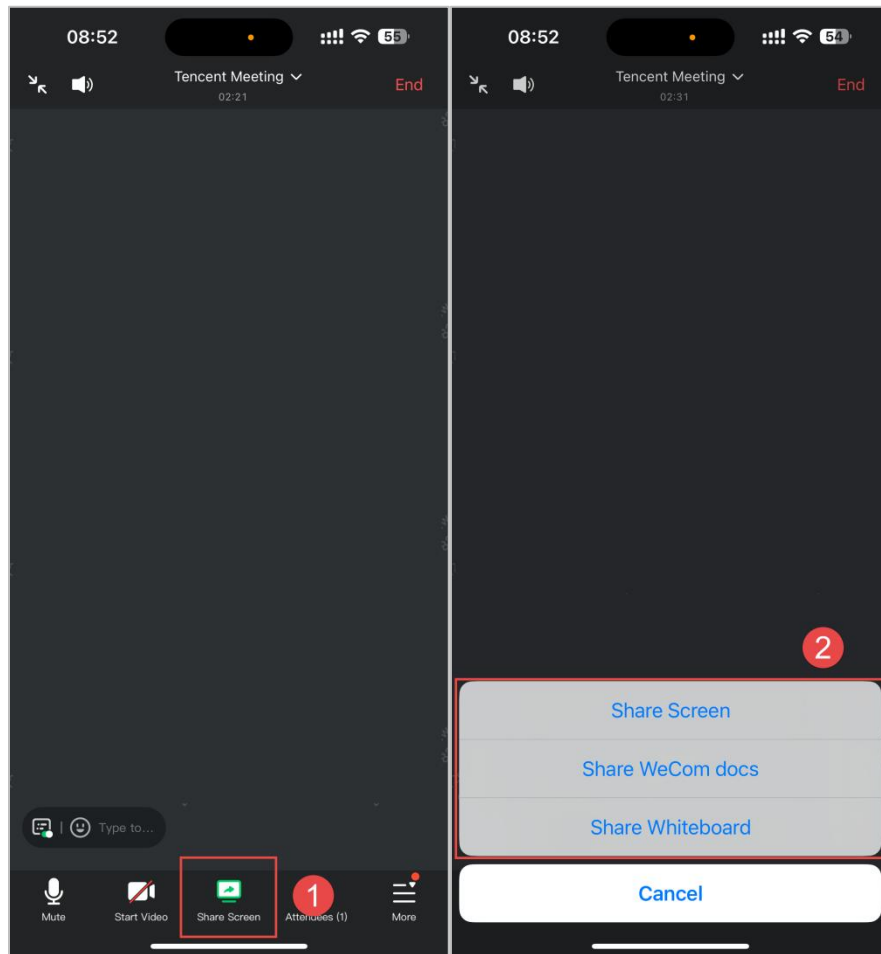


4. 其他会议功能 Other functions

(1) 共享屏幕与批注 Share screen and annotation

点击“共享屏幕”即可，在同一时间内只支持单个人共享屏幕

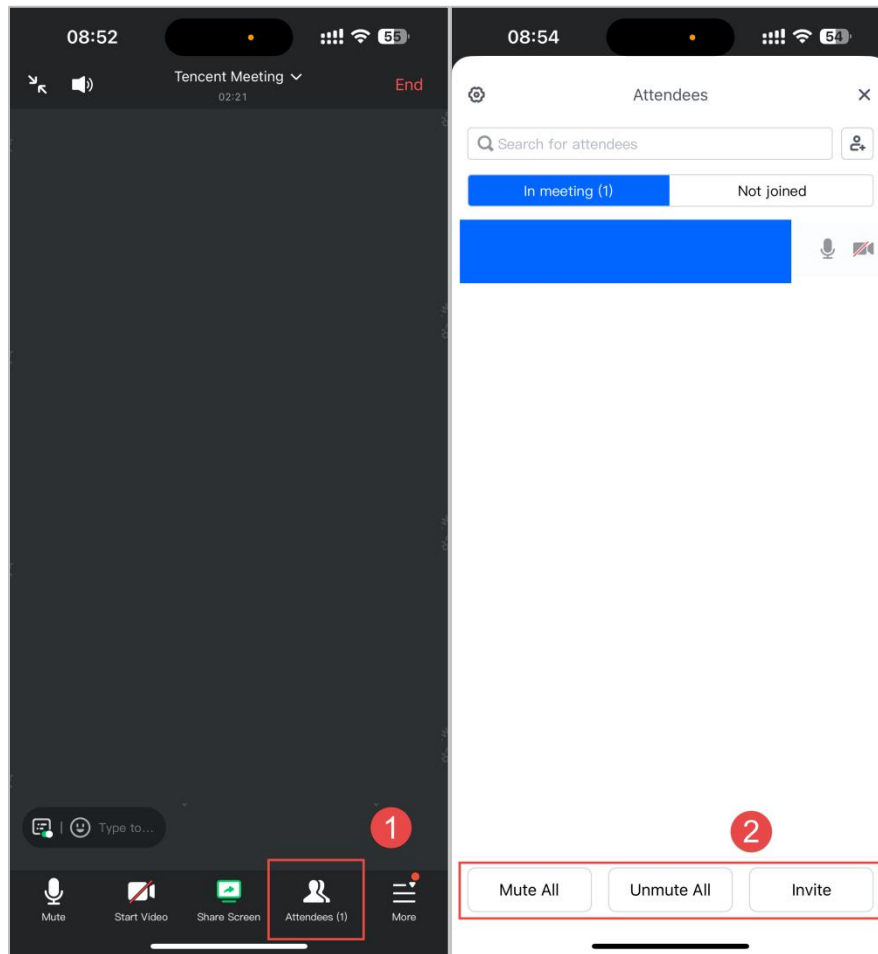
Click "Share screen" to share your screen, only one single attendee can share the screen simultaneously



(2) 主持会议 Host a meeting

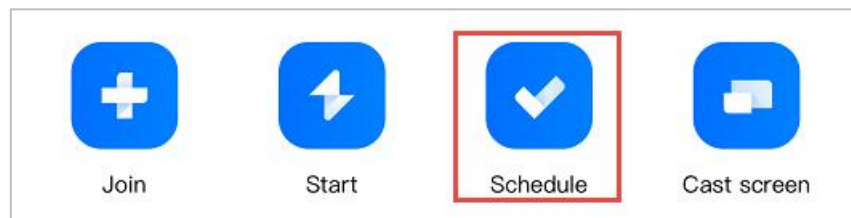
您的身份为主持人时可以点击“管理成员 **Attendees**”，对会场纪律进行控制，例如对列表中某个成员进行静音/解除静音操作、改名操作、移出会议等操作：

The host can click "Attendees" to manage the attendees and set the rules for the attendees (e.g. Mute/Unmute, change the name, move out, etc.)



5. 预定会议 Schedule a meeting

(1) 预定会议是指您通过填写预定信息后发起的会议 Schedule a meeting in advance



(2) 点击“预定会议 Schedule”按钮后，可填写详细的会议内容，包括：会议主题、会议召开时间、会议密码与地点，上传会议文档和设置成员上传文档等权限，系统会调用您的邮箱，提醒您给被邀请人发送当前预定会议的邮件，参会人员获取信息后，可按时参加远程会议；

Click "Schedule" and enter all the necessary information for a meeting, it will remind you to send meeting notice to all attendees.

6. 软件支持及下载 **Download and service support**

(1) 手机等移动端应用与电脑端类似 The operation for APP is similar with PC terminal

软件更新及应用以腾讯会议软件官网发布为准，网址：<https://meeting.tencent.com>

Software update and applications are subject to the official website of Tencent Meeting.

(2) 软件下载：<https://meeting.tencent.com/download-center.html?from=1001>

Download: <https://meeting.tencent.com/download-center.html?from=1001>

(3) 如使用有疑难，可咨询 ITSC 服务热线：3620315。

If you have any query, please contact ITSC at 3620315.

The End.

Prepared by ITSC