

**Huawei Cloud Meeting**

# **Client User Guide**

**Issue**                    06  
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# 1 Desktop Client

## 1.1 Downloading and Logging In to the Client

### Recommended Computer Configuration

The following table lists OS requirements.

Type	Minimal Requirements	Recommended Configuration
Windows client	Windows 7 or later (32-bit or 64-bit)	Windows 10 or later (32-bit or 64-bit)
macOS client	macOS 10.12 or later	macOS 10.15 or later

The following table lists hardware requirements.

Type	Minimal Requirements	Recommended Configuration
Windows client	CPU: i5 dual-core Memory: 4 GB Available disk space: 3 GB	CPU: Intel i7 quad-core or above Memory: 8 GB or above Available disk space: 8 GB or above
macOS client	CPU: quad-core Memory: 4 GB Available disk space: 3 GB	CPU: quad-core Memory: 4 GB Available disk space: 8 GB or above

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 **CAUTION**

Devices that meet minimal requirements can display video of up to 360p due to CPU performance restrictions.

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## Downloading and Logging In to the Client

[Download](#) the Huawei Cloud Meeting desktop client and install it as prompted.

 **NOTE**

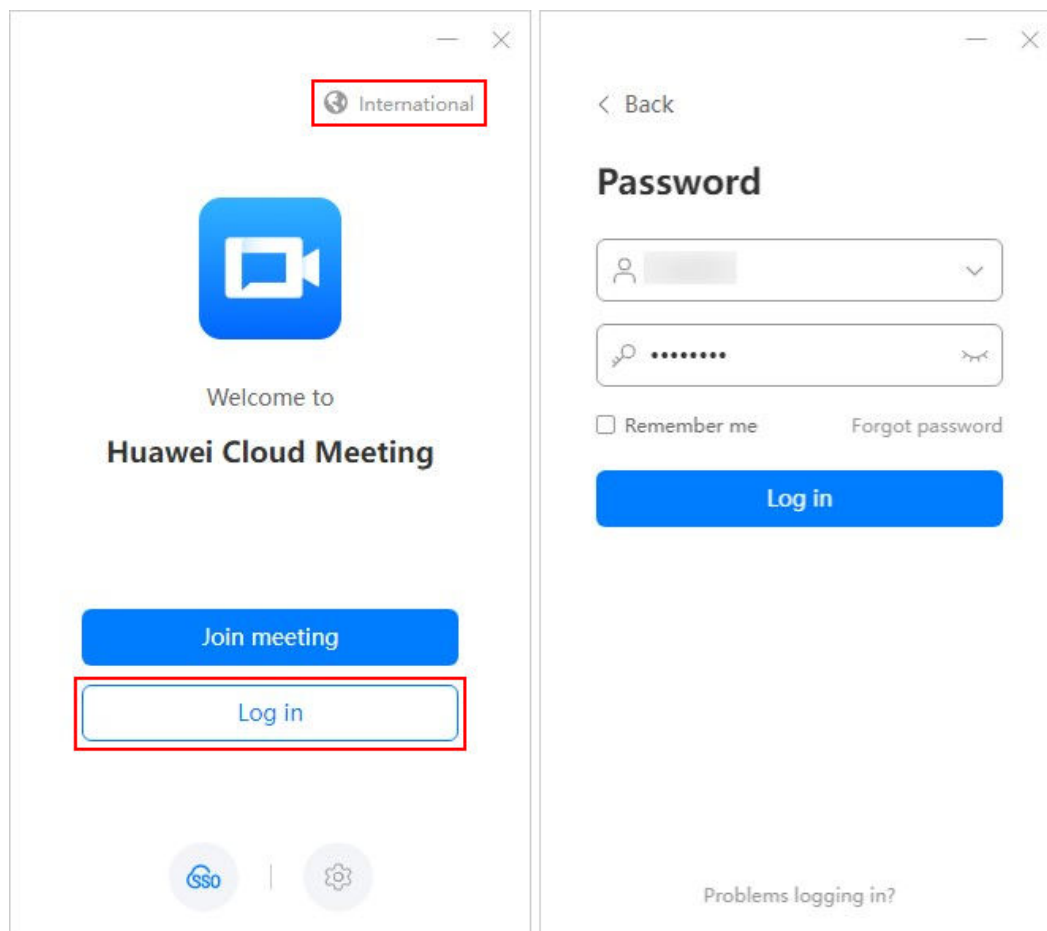
Download the client from the official website. If you obtain a client installation file from an unofficial channel, check the software validity.

**macOS** verifies the software during the installation. If a message prompt indicates that the software is invalid, do not continue the installation.

To verify the **Windows** software, perform the following steps:

1. Right-click the .exe installation file.
2. Choose **Properties**.
3. On the top menu bar, click the **Digital Signatures** tab.
4. In the signature list, check whether the signer name is **Huawei Technologies xxxx**. If not, do not use this software package to install the client.

If the enterprise administrator has added you as an enterprise user, you can obtain the meeting account and password from the email for logging in to the client. For details about how an enterprise administrator adds a user, see [Managing Users](#).



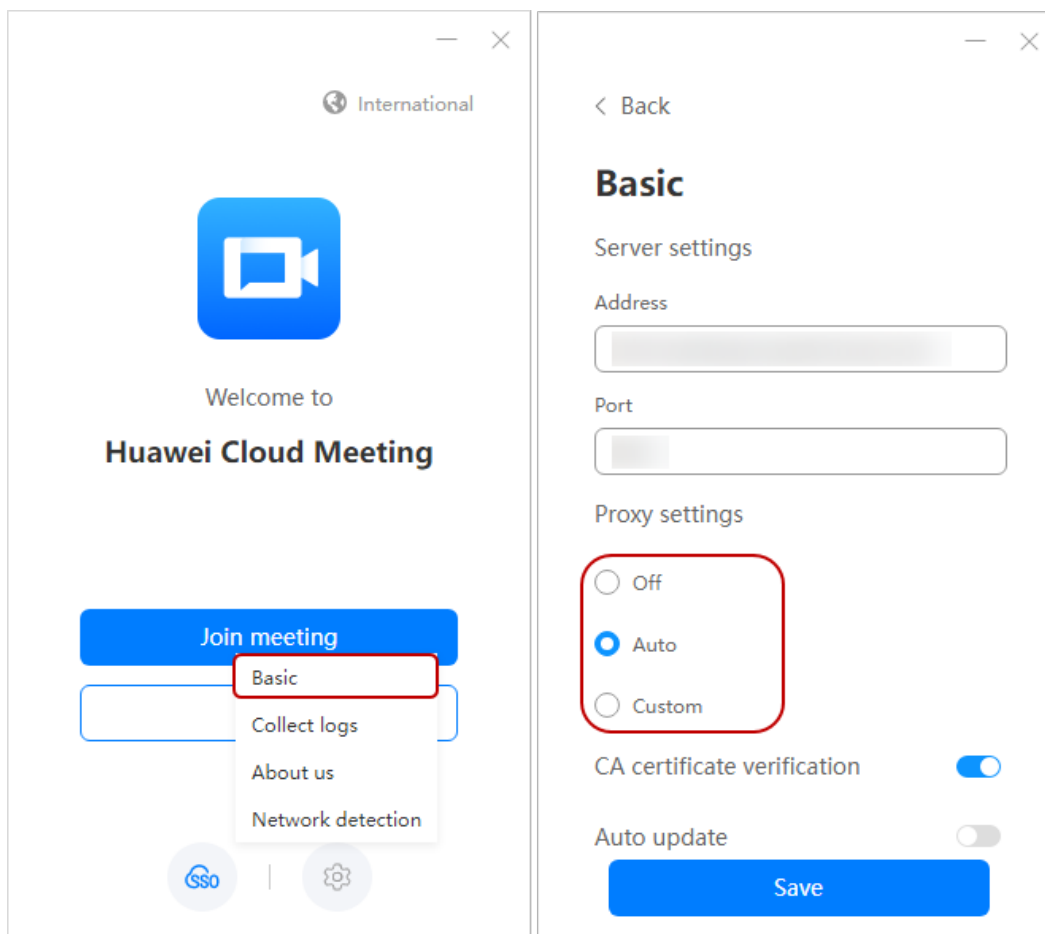
**NOTE**

- The desktop client is used on computers and does not support peripherals such as gooseneck microphones and speakers in meeting rooms. Otherwise, the audio quality of meetings will be affected.
- The desktop client supports only built-in cameras or external standard USB cameras. It does not support video capture cards.

### (Optional) Configuring a Proxy Server

Choose **Settings > General** and configure a proxy server before login based on your requirements.

After the proxy server is configured, you can log in to the client.



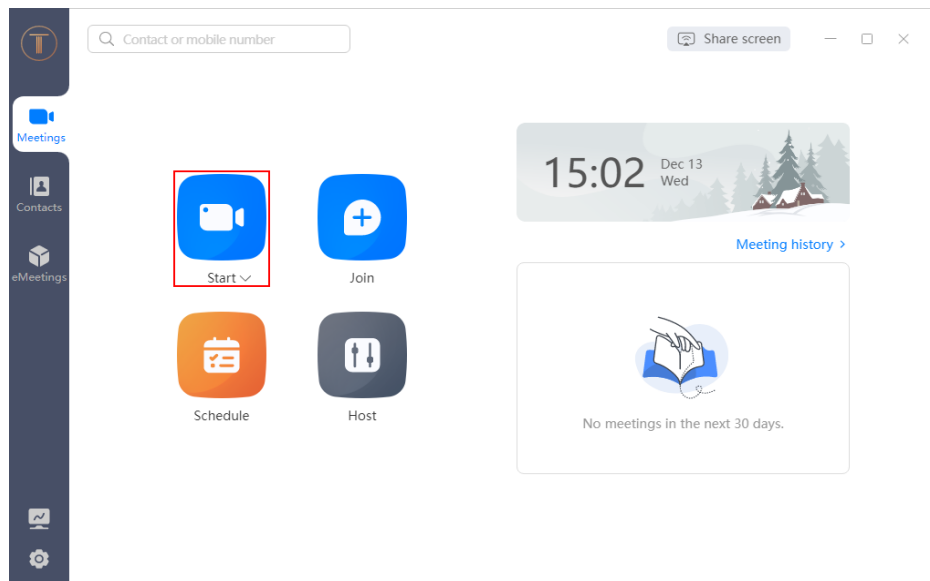
**NOTE**


If your organization allows access to the Internet only through a proxy, you need to configure a proxy server.

## 1.2 Creating a Meeting

### Initiating a Meeting

You can initiate an instant meeting at any time.



- Click  next to **Start** and choose **More settings**. In the dialog box displayed, select a meeting ID and set the guest password.
  - Personal meeting ID: Each user has a fixed personal meeting ID. It is the best choice for regular department meetings.

You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.
  - Random meeting ID: The meeting ID is generated randomly. You can use it to initiate a temporary discussion or a meeting with high security.

You can choose whether to enable the guest password.
  - Cloud meeting room ID: You can use the stable meeting resources to hold large-scale or regular meetings.

You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.

#### NOTE

If your enterprise has purchased only cloud meeting rooms, you can use a cloud meeting room ID (allocated by the enterprise administrator) or a random ID to hold a meeting.

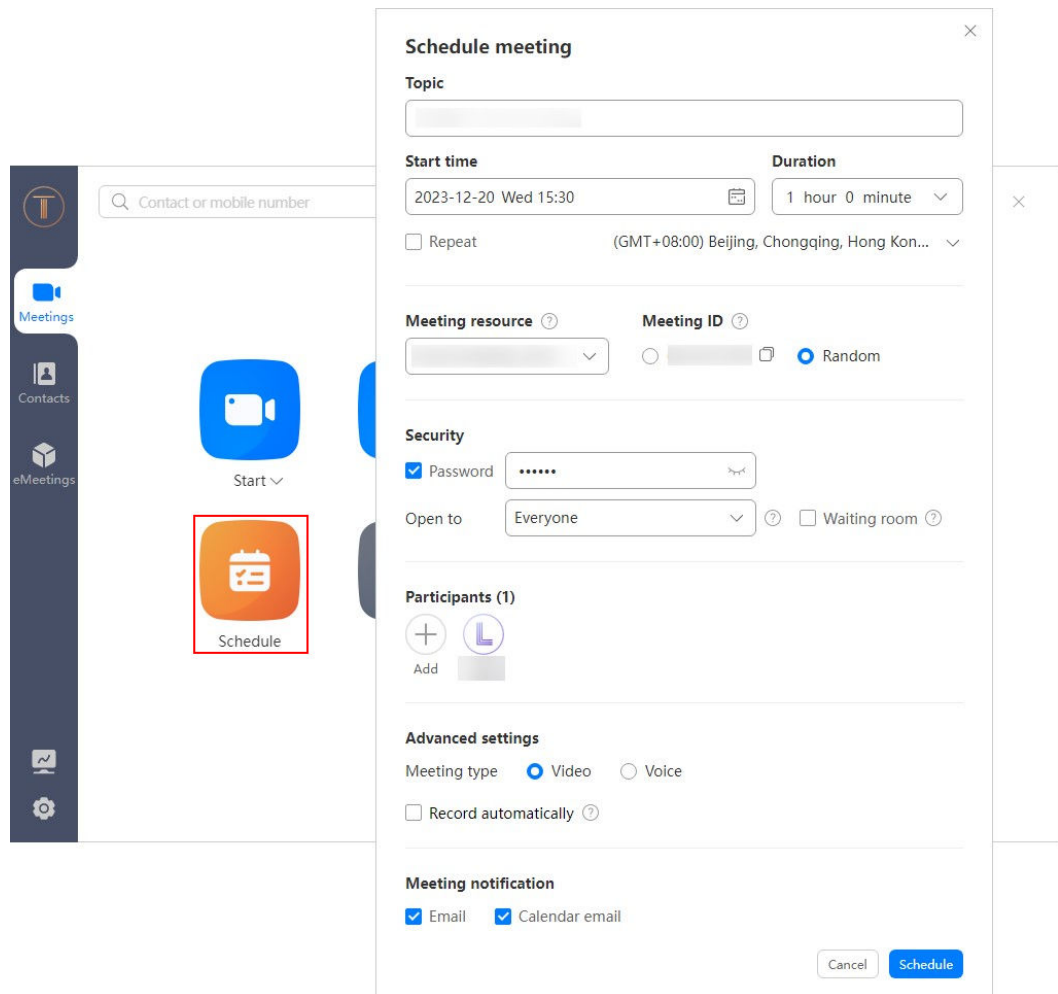
- You can set participants who can join the meeting.
- If your enterprise has purchased recording resources, you can enable **Record automatically** under **Advanced settings**.
- After the meeting is created, you can invite other participants to the meeting.

## Scheduling a Meeting

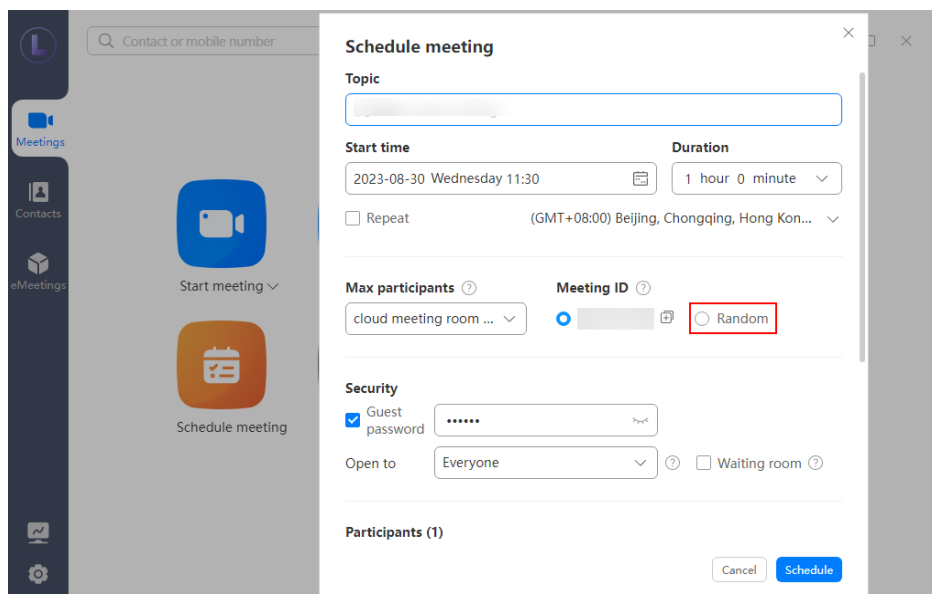
You can schedule an audio or video meeting.

On the home screen of the desktop client, click **Schedule**, set related parameters based on the meeting scenario, and click **Schedule**.





- You can use different types of meeting IDs and set the guest password.
  - Personal meeting ID: Each user has a fixed personal meeting ID. It is the best choice for regular department meetings.  
You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.
  - Random meeting ID: The meeting ID is generated randomly. You can use it to initiate a temporary discussion or a meeting with high security.  
You can choose whether to enable the guest password.
  - Cloud meeting room ID: You can use the stable meeting resources to hold large-scale or regular meetings.  
You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.
  - *Cloud meeting room - Random*: If a cloud meeting room has been allocated to you, you can use it to schedule a meeting with a fixed ID or an automatically generated ID. You can customize the meeting password.



### NOTE

If your enterprise has purchased only cloud meeting rooms, you can use a cloud meeting room ID (allocated by the enterprise administrator) or a random ID to hold a meeting.

- In the **Participants** area of the **Schedule meeting** dialog box, click **Add** to search for participants by category and add the desired participants.
- You can set participants who can join the meeting.
- You can choose whether to send email notifications or email calendars to all participants under **Meeting notification**.
- If your enterprise has purchased recording resources, you can enable **Record automatically** under **Advanced settings**.
- You can enable **Allow guests to join ahead of host** and configure the time by which guests can join the meeting in advance.
  - Scheduling a meeting with a random ID  
Set **Meeting ID** to **Random**, enable **Allow guests to join ahead of host** under **Advanced settings**, and configure the time by which guests can join the meeting in advance.

**Schedule meeting**

**Topic**

**Start time** 2023-12-21 Thur 11:00 **Duration** 1 hour 0 minute

Repeat (GMT+08:00) Beijing, Chongqing, Hong Kon...  Repeat

**Meeting resource** **Meeting ID**  Random

**Security**

Password  Open to Everyone  Waiting room

**Participants (1)**

**Advanced settings**

Meeting type  Video  Voice

Record automatically  Allow guests to join ahead of host

Join meeting anytime before it starts

Meeting notification  Email  5 min 10 min 15 min 30 min anytime

Cancel Schedule

- Scheduling a meeting with a fixed ID

Set **Meeting ID** to **Personal** and enable **Allow guests to join ahead of host** under **Advanced settings**.

**Schedule meeting** [X]

**Topic**

[Text Input Field]

**Start time** 2023-12-21 Thur 11:00 [Calendar Icon] **Duration** 1 hour 0 minute [Dropdown Arrow]

Repeat (GMT+08:00) Beijing, Chongqing, Hong Kon... [Dropdown Arrow]

**Meeting resource** [Dropdown Arrow] **Meeting ID** [Radio Button] [Text Input Field] [Copy Icon] [Radio Button] Random

**Security**

Password [Password Input Field] [Visibility Icon]

Open to [Dropdown Arrow] [Everyone] [Help Icon]  Waiting room [Help Icon]

**Participants (1)**

[Add Button] [Contact Icon]

**Advanced settings**

Meeting type  Video  Voice

Record automatically [Help Icon]

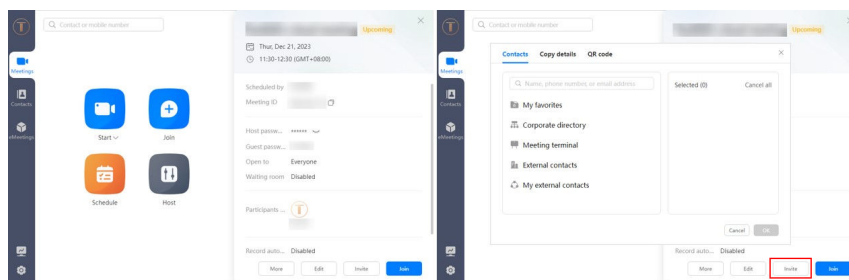
Allow guests to join ahead of host

**Meeting notification**

Email  Calendar email

[Cancel] [Schedule]

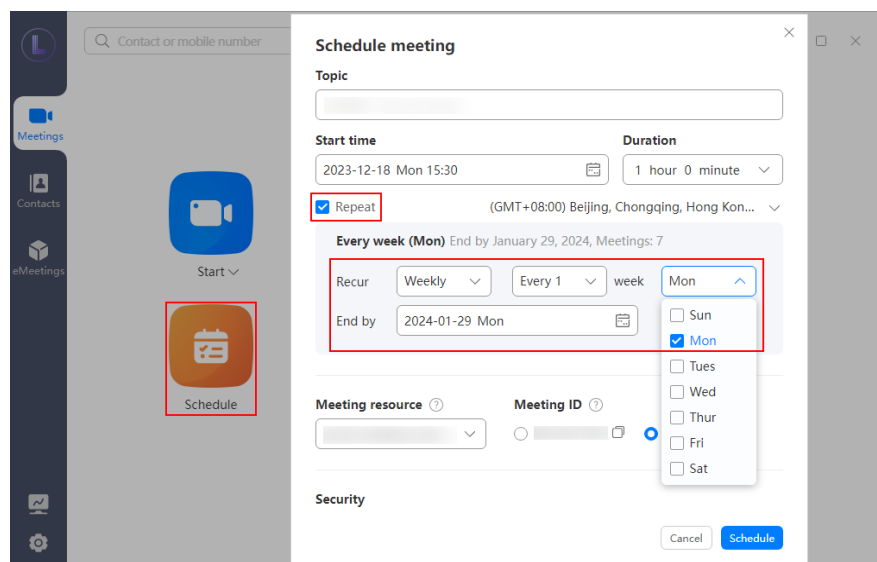
- On the Windows client, you can invite participants on the meeting details screen after scheduling a meeting. After a meeting is scheduled, the meeting details screen is displayed. Click **Invite** at the bottom to add participants from the contact list, copy meeting information, or share the QR code of joining the meeting.



## Scheduling Recurring Meetings

On the home screen of the desktop client, click **Schedule** and select **Repeat** to schedule multiple meetings at a time. You can schedule meetings by month, week, or day to improve the scheduling efficiency.

Figure 1-1 Scheduling recurring meetings



After a recurring meeting series is scheduled, you can adjust the meeting time and cancel one or all recurring meetings.

Figure 1-2 Recurring meetings displayed in the meeting list

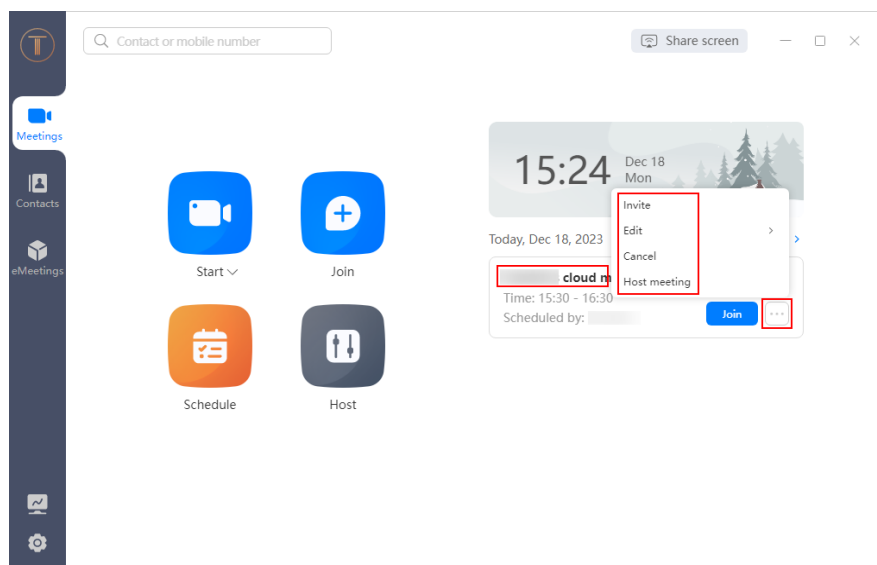
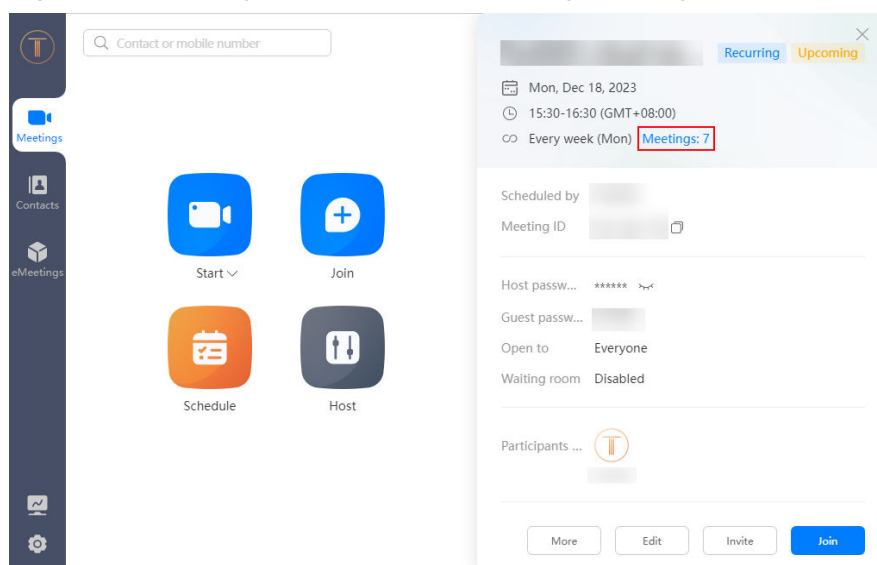
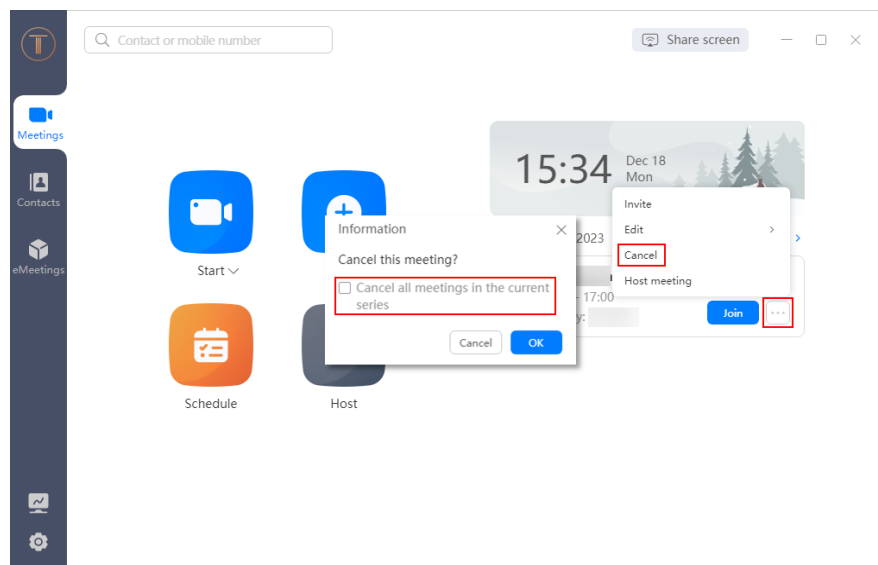


Figure 1-3 Viewing details about a recurring meeting series



**Figure 1-4** Canceling one or all recurring meetings

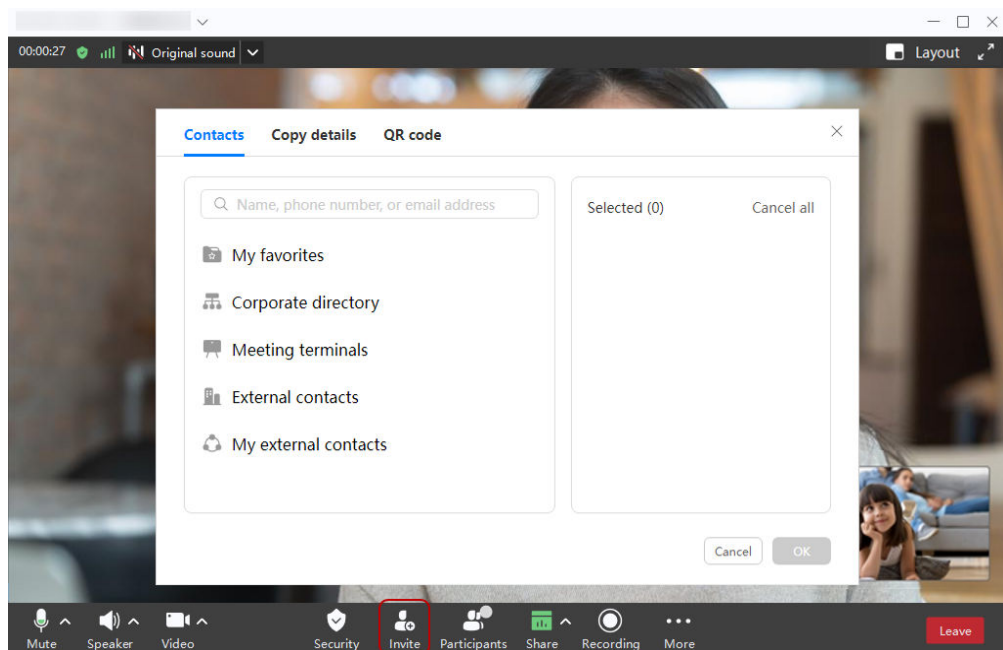


**NOTE**

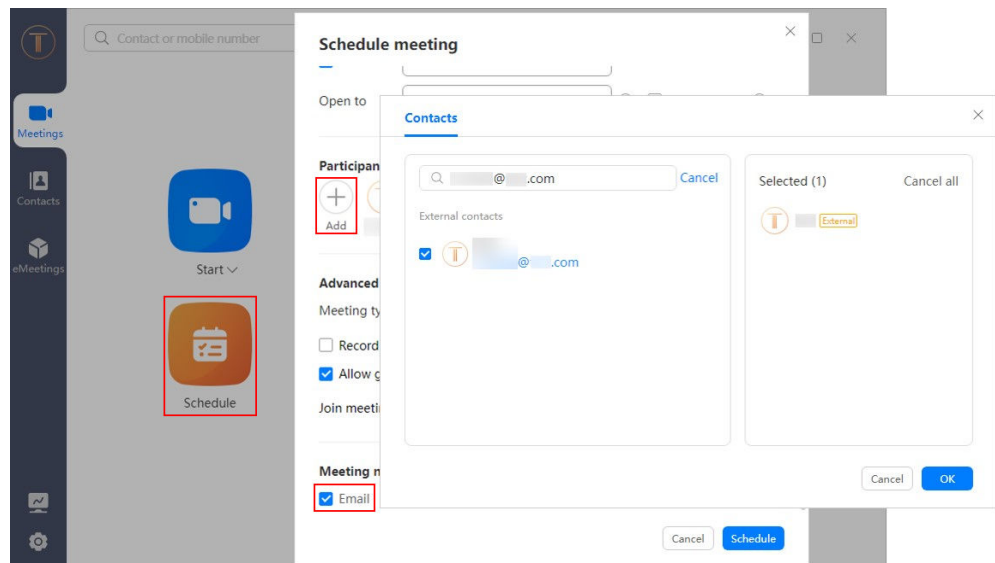
- All recurring meetings in a series have the same meeting ID.
- A series supports up to 50 recurring meetings. If there are more than 50 recurring meetings, only the first 50 meetings will be scheduled, and the end date will be changed to the time of the 50th meeting.

### Inviting a Participant

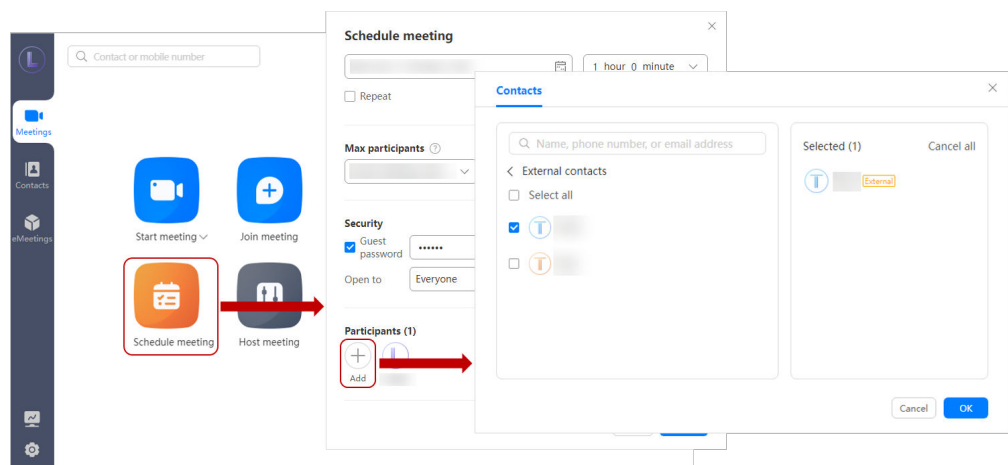
- You can search for users by name, mobile number, email address, or meeting history and invite them to join meetings quickly.





- When you schedule a meeting, enter the email address of an external contact. After the meeting is scheduled, the system sends an email to the contact. The external contact can click the link in the email to join the meeting.



- If you have added an external contact, you can invite the external contact to a meeting.



**NOTE**


- You can choose **Contacts > My external contacts** and click  in the upper right corner to add an individual's external contact.
- If you are an enterprise administrator, you can choose **Contacts > External contacts** and click  in the upper right corner and add an enterprise's external contact on the Management Platform.

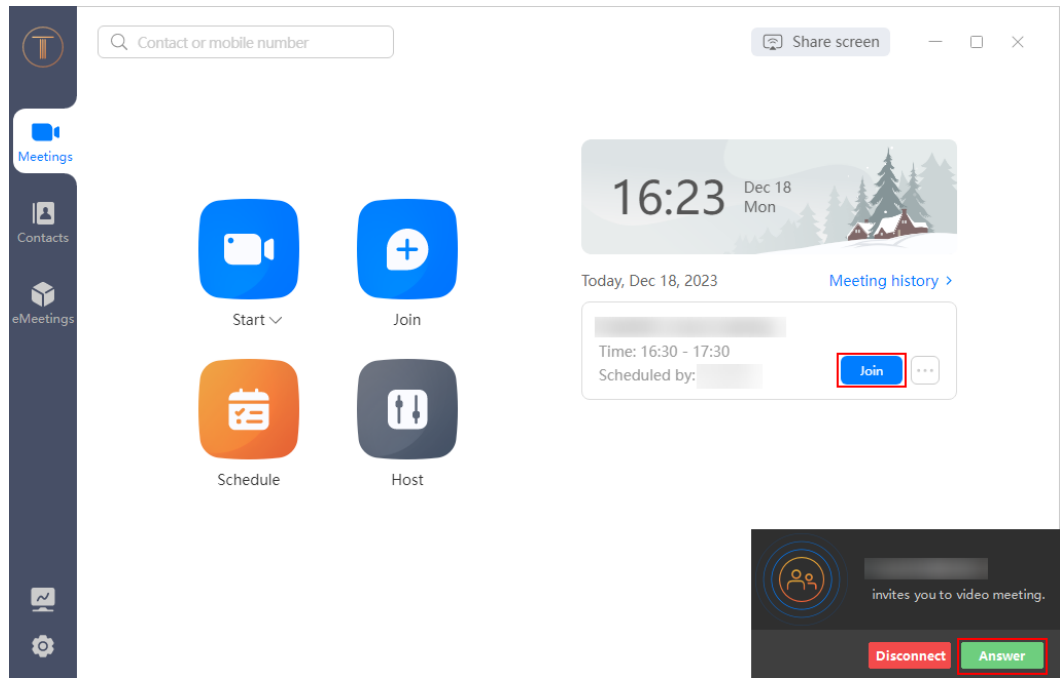
## 1.3 Joining a Meeting

### Receiving an Invitation

- Method 1: Click **Join** in the meeting schedule.
- Method 2: Answer the call that the system places to you when the meeting starts. If **Auto answer** is enabled, you will directly join the meeting after being called.



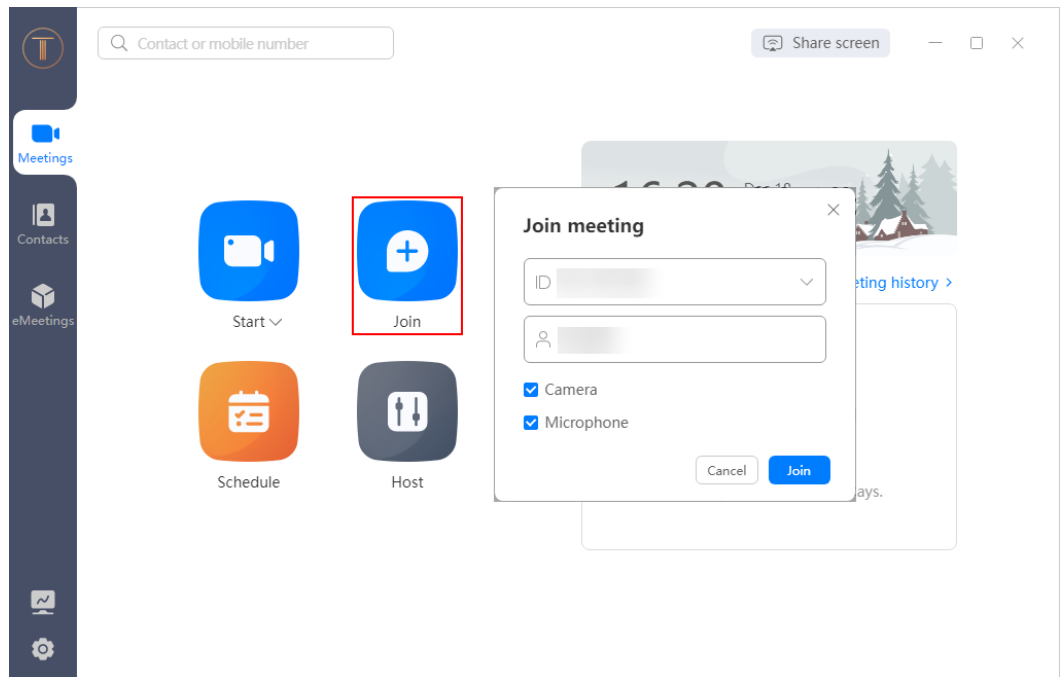
To enable **Auto answer** on the desktop client, click  in the lower left corner of the client home screen. In the displayed **Meeting settings** dialog box, select **Auto answer** under **General > Calling > Answer mode**.



## Using the Meeting ID

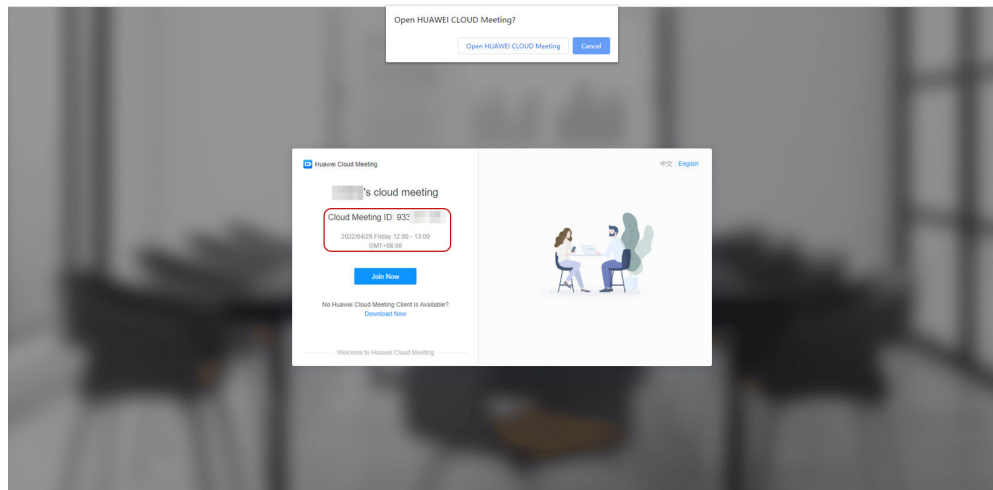
If you are not added as a participant in a meeting, you can use the meeting ID and password to join the meeting.

Ask the host or participant to forward the email containing the meeting ID and password to you.



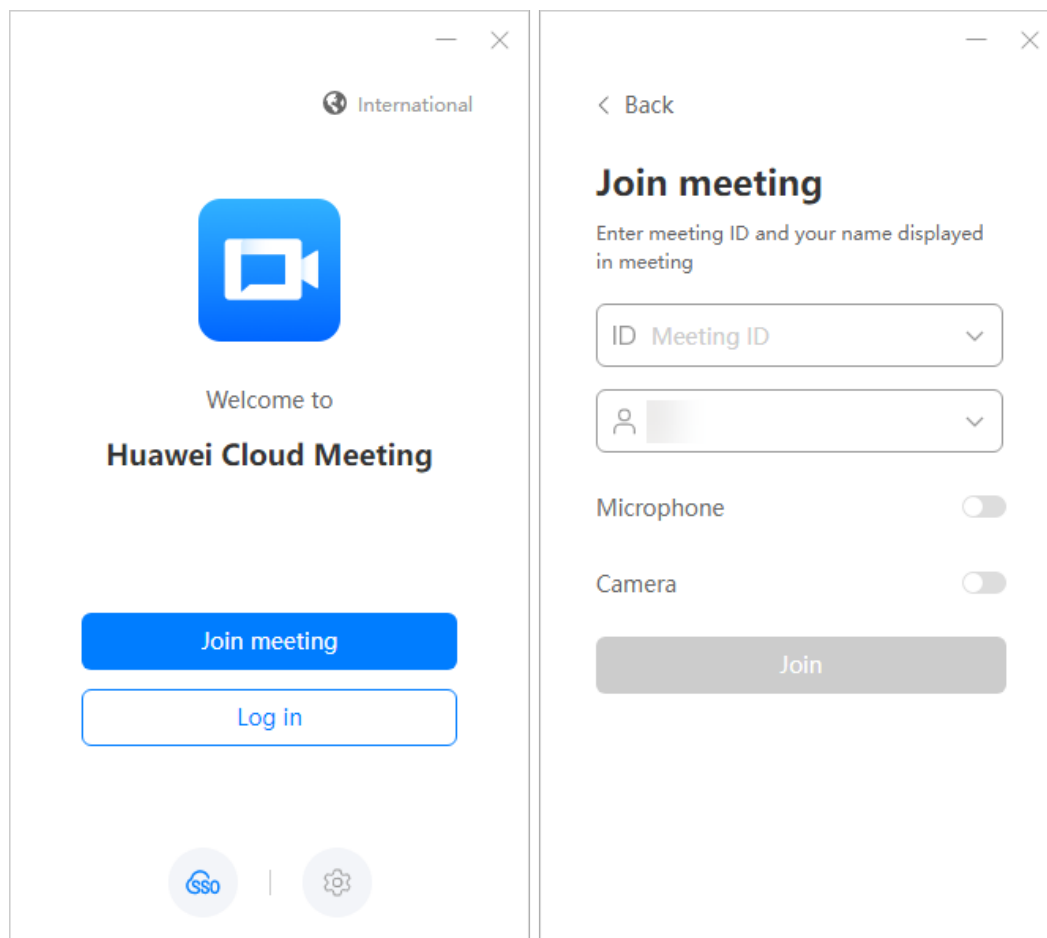
## Using the Link

- When receiving a meeting link shared by other participants, click the link and then click **Join Now** or **Download Now** on the displayed page. The meeting information is displayed.
- If you have logged in to the desktop client, you will directly join the meeting using your name.
- If you have not logged in to the desktop client, you will join the meeting using your device name.



## Anonymously Joining the Meeting

- You can use the meeting ID and password to easily join a meeting.
- Obtain the meeting ID and password from the email that is forwarded to you.



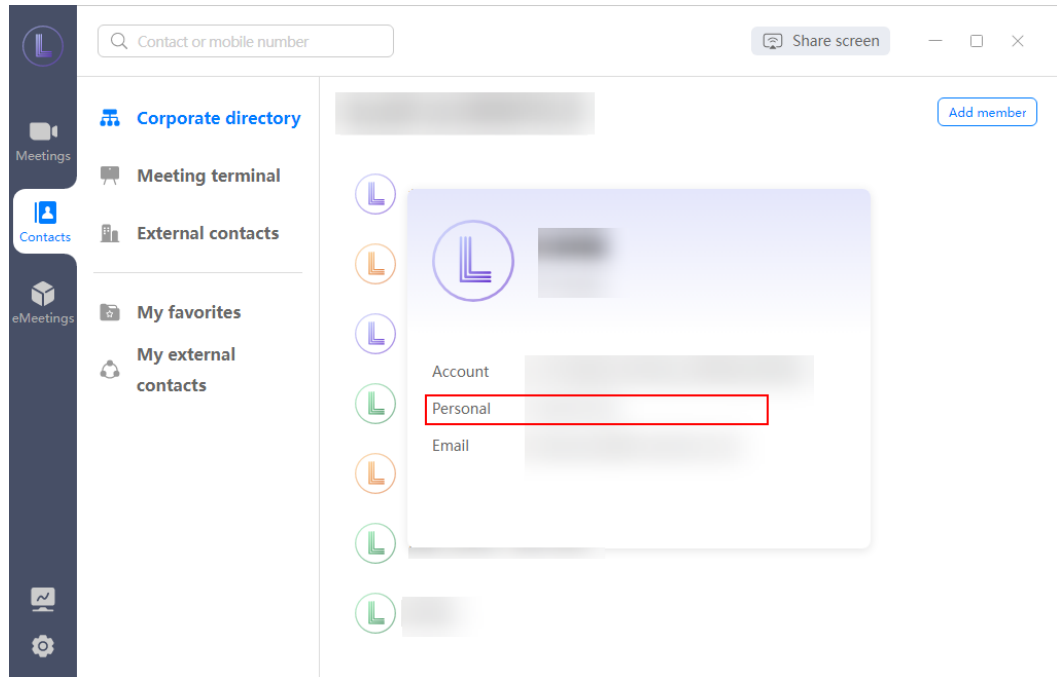
## Using the Personal Meeting ID

If you have configured meeting resources, you can search for and call the personal meeting ID of a contact in the search bar, or call the personal meeting ID on the contact details screen, and enter the password to join a meeting.

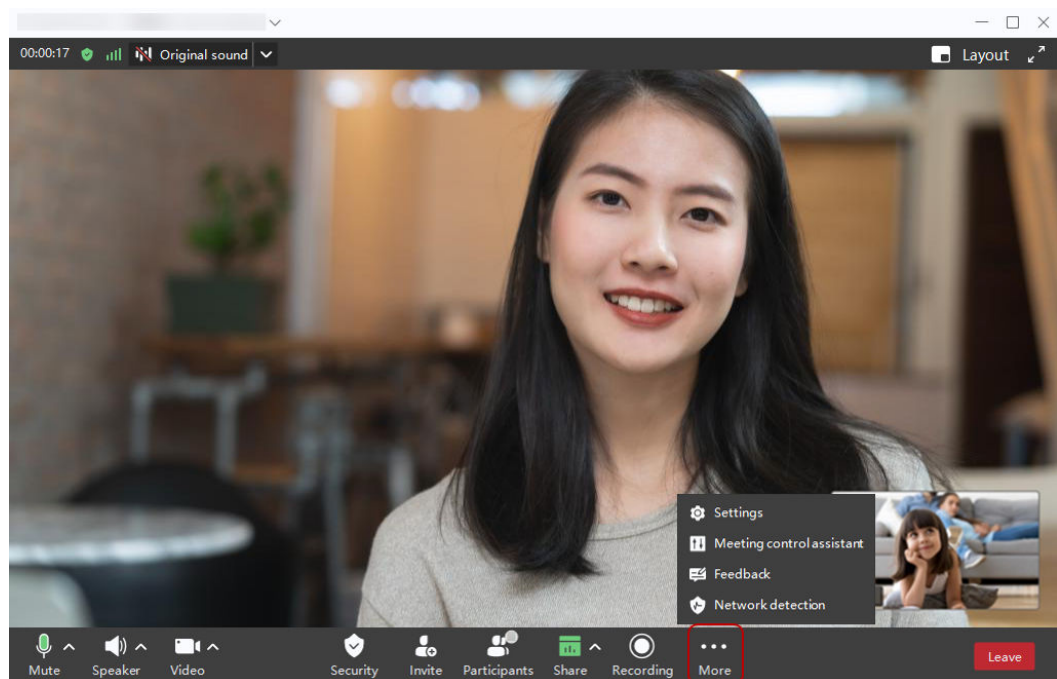
To access the contact details page, click a contact on the **Contacts** screen.

### NOTE

If the host has enabled the **Allow guests to join ahead of host** permissions, you can join the meeting using the personal meeting ID of the host at any time. Otherwise, you can join the meeting using the personal meeting ID of the host only after the host joins the meeting.



## 1.4 Controlling a Meeting



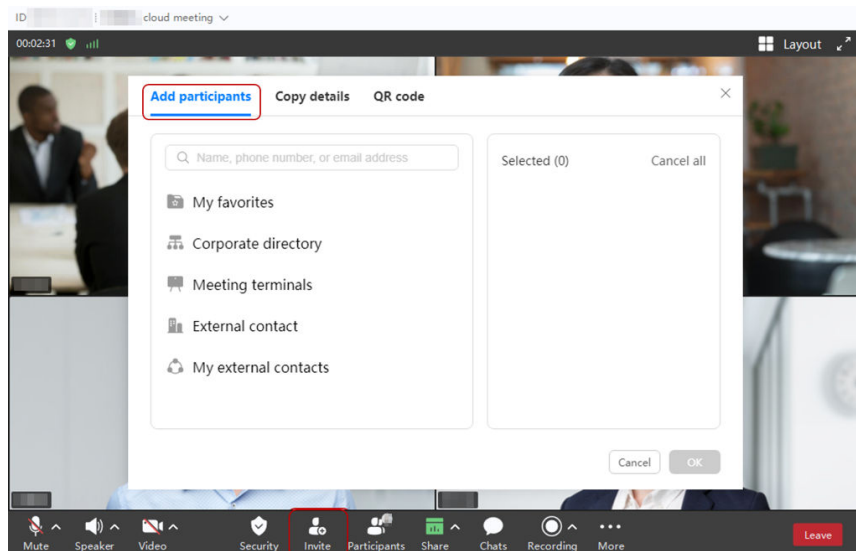
The preceding figure shows the meeting control screen for the host. The **Invite** button is not available on the meeting control screen for guests.

Operation	Host	Guest
Muting or unmuting themselves	Supported	Supported
Muting or unmuting all participants	Supported	Unsupported
Allowing unmuting	Supported	Unsupported
Muting or unmuting the speaker	Supported	Supported
Enabling or disabling the camera	Supported	Supported
Enabling or disabling beautification	Supported	Supported
Setting audio and video	Supported	Supported
Inviting a participant	Supported	Unsupported
Sharing the meeting	Supported	Supported
Viewing the participant list	Supported	Supported
Muting a participant	Supported	Unsupported
Disconnecting or removing a participant	Supported	Unsupported
Calling other numbers of themselves	Supported	Supported
Calling other numbers of a participant	Supported	Unsupported
Polls	Initiating, ending, and managing polls and sharing poll results	Participating in polls
Suppressing feedback	Supported	Supported
Renaming themselves	Supported	Supported
Broadcasting a participant	Supported	Unsupported
Focusing on a participant	Supported	Supported
Raising hands	Unsupported	Supported
Relinquishing the host role	Supported	Unsupported
Requesting to be host	Unsupported	Supported

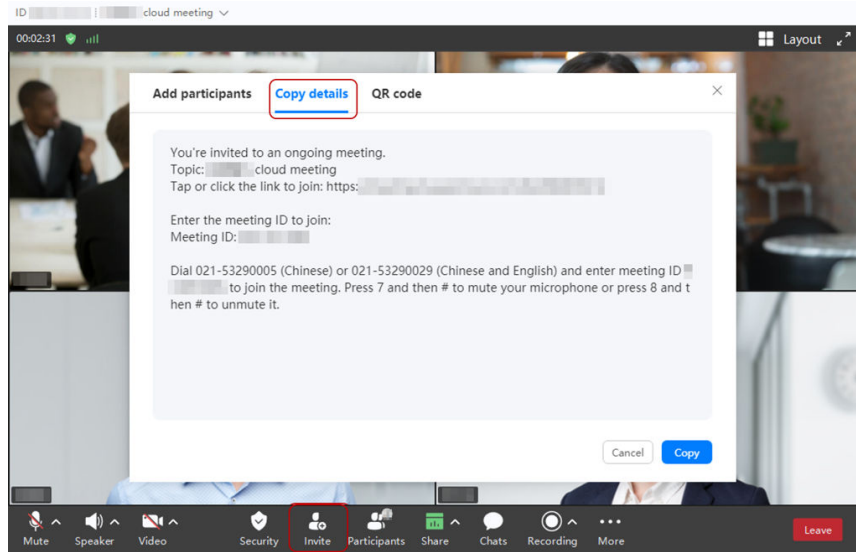
Operation	Host	Guest
Transferring the host role	Supported	Unsupported
Becoming a co-host	Unsupported	Supported
Starting or pausing recording	Supported	Supported
Setting continuous presence (presenter, gallery, and PiP)	Supported	Unsupported
Locking the meeting	Supported	Unsupported
Locking sharing	Supported	Unsupported
Enabling or disabling feedback detection	Supported	Supported
Detecting network connections	Supported	Supported
Providing feedback	Supported	Supported
Ending the meeting	Supported	Unsupported
Leaving the meeting	Supported	Supported

## Inviting a Participant

- Host
  - Method 1: Choose **Invite** > **Add participants** to invite a guest.



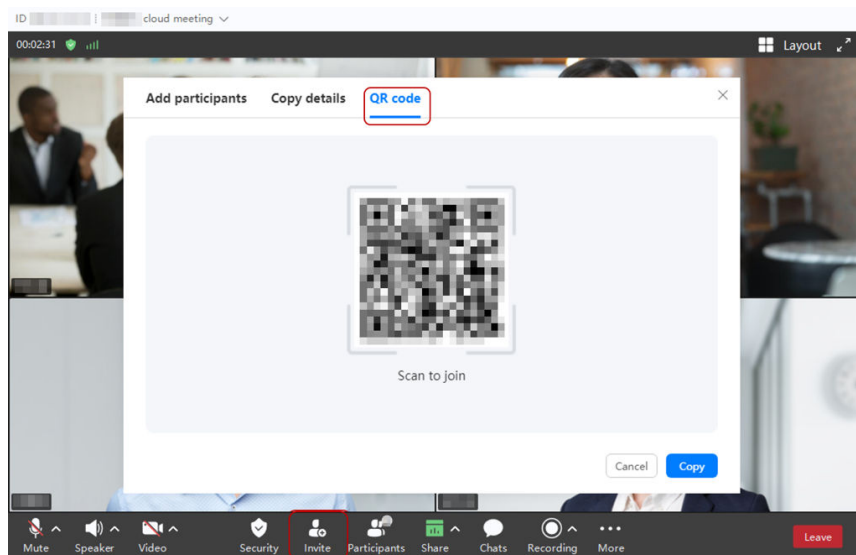
- Method 2: Choose **Invite** > **Copy details** to send an invitation.



- Method 3: Share the meeting QR code when using the Windows client.

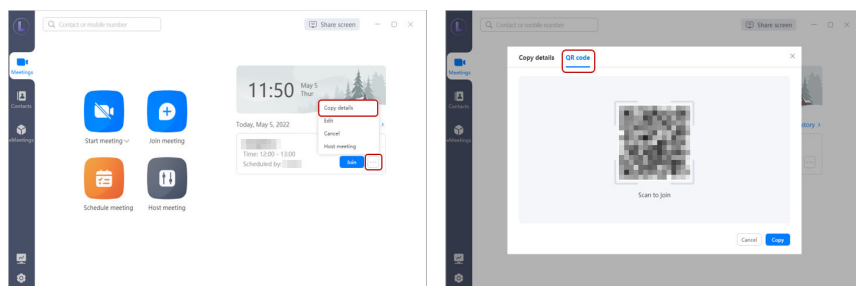
During a meeting:

Choose **Invite** > **QR code** to share the QR code.

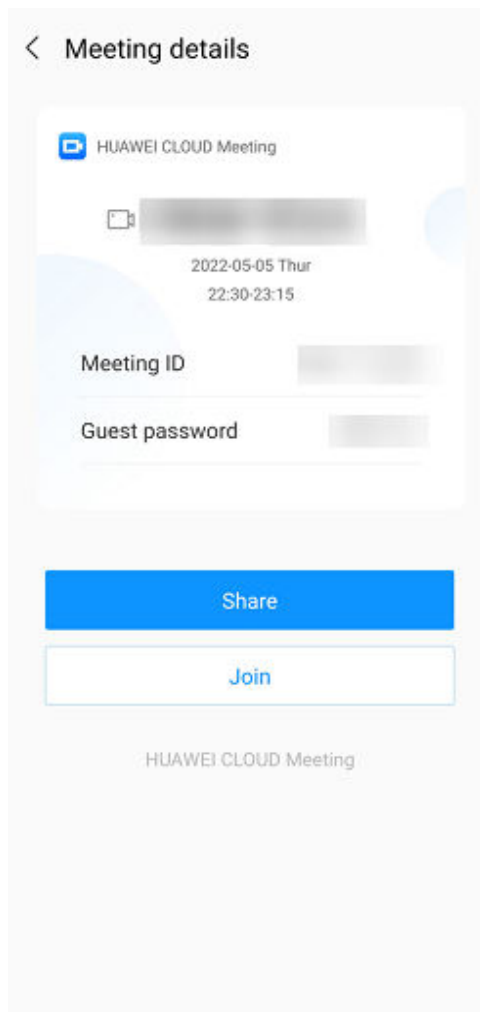


Before a meeting:

Log in to the Windows client, click the icon in the lower right corner of a scheduled meeting, and choose **Copy details** > **QR code** to share the QR code.

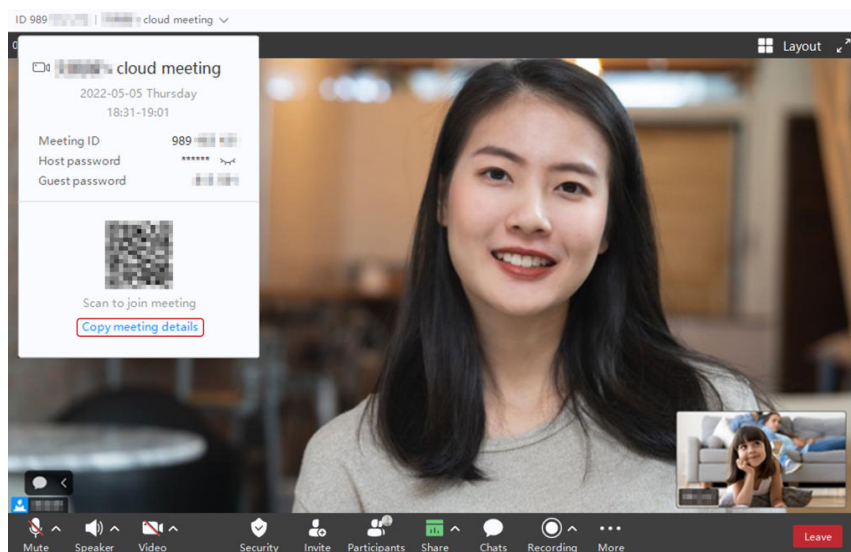


The invited guest can join the meeting as prompted.



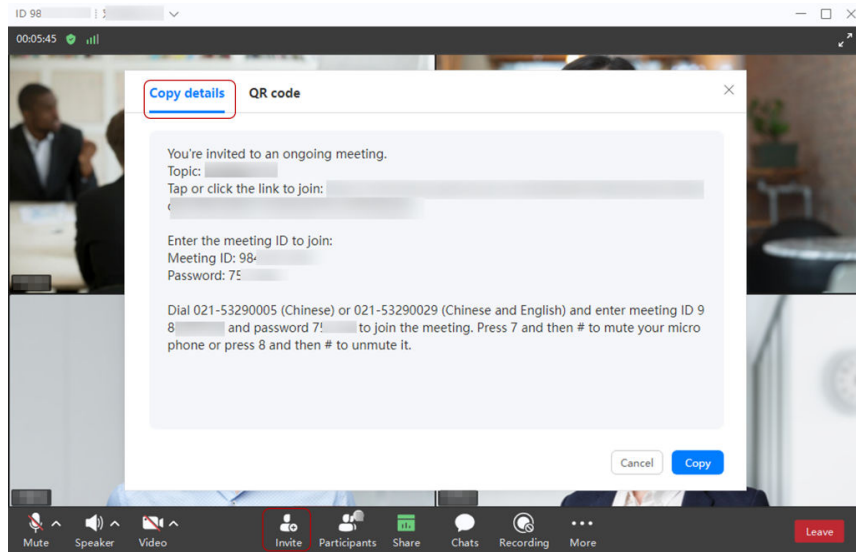
The preceding figure shows the screen displayed when the guest scans the QR code using the Huawei Cloud Meeting app. The QR code scanning screens on other apps are slightly different.

- Method 4: Click the meeting topic in the upper left corner and share the meeting information or QR code with others.

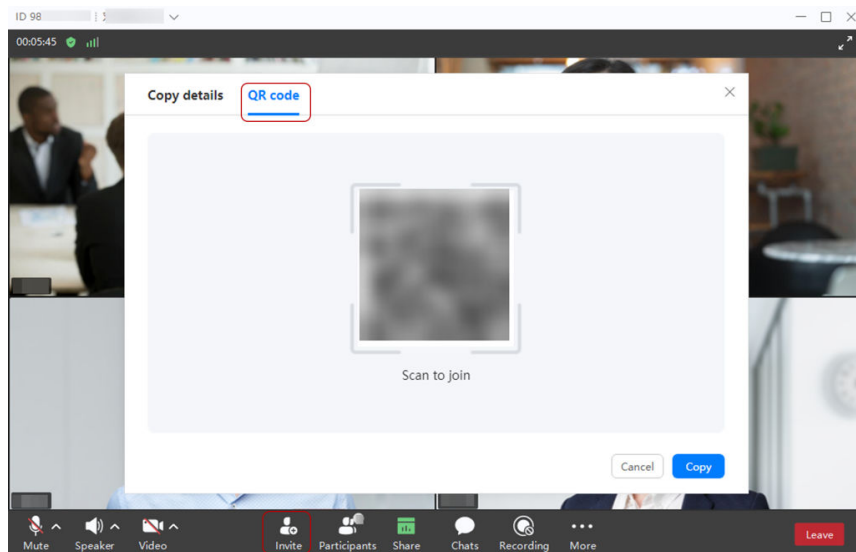




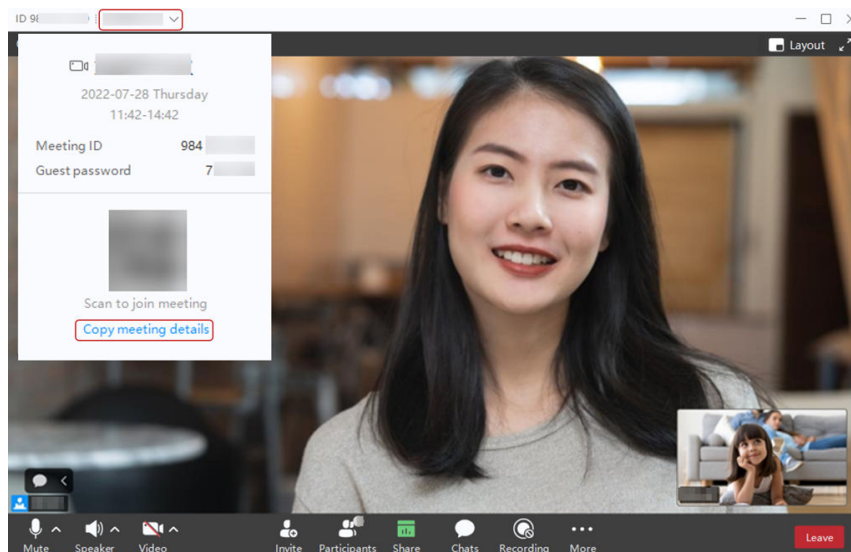
- Guests
  - Method 1: Choose **Invite** > **Copy details** to send an invitation.



- Method 2: On the Windows client, choose **Invite** > **QR code** to share the QR code.

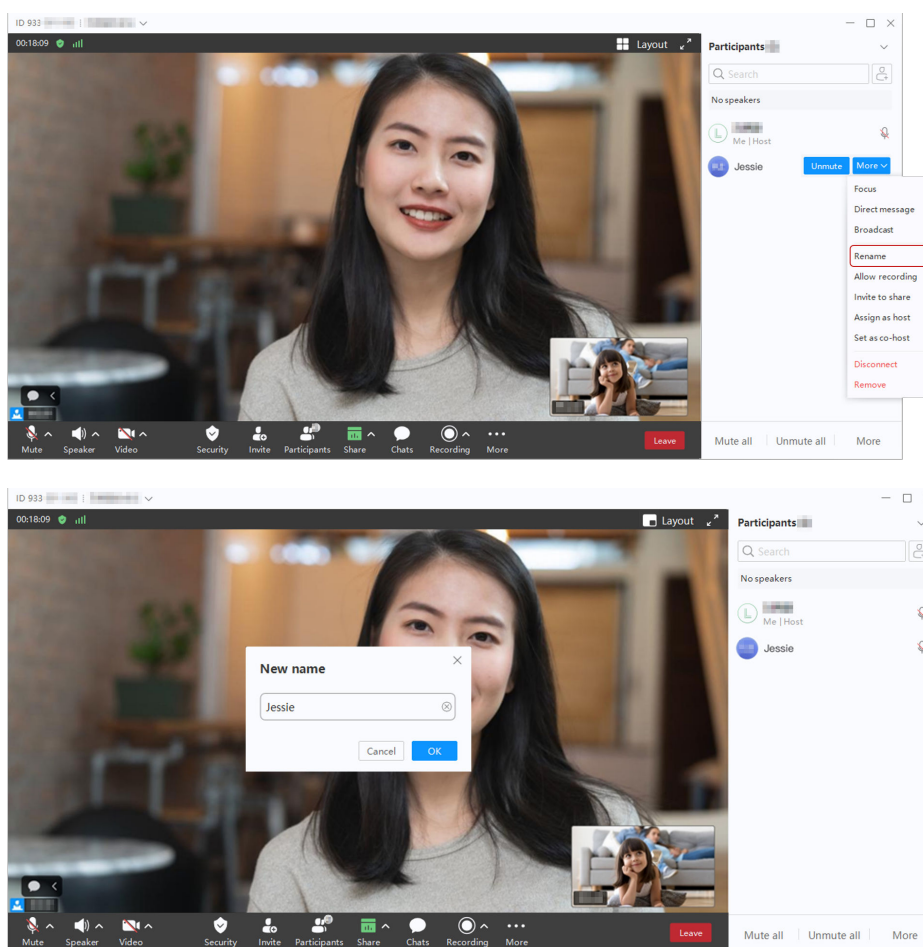


- Method 3: Click the meeting topic in the upper left corner and share the meeting information or QR code with others.



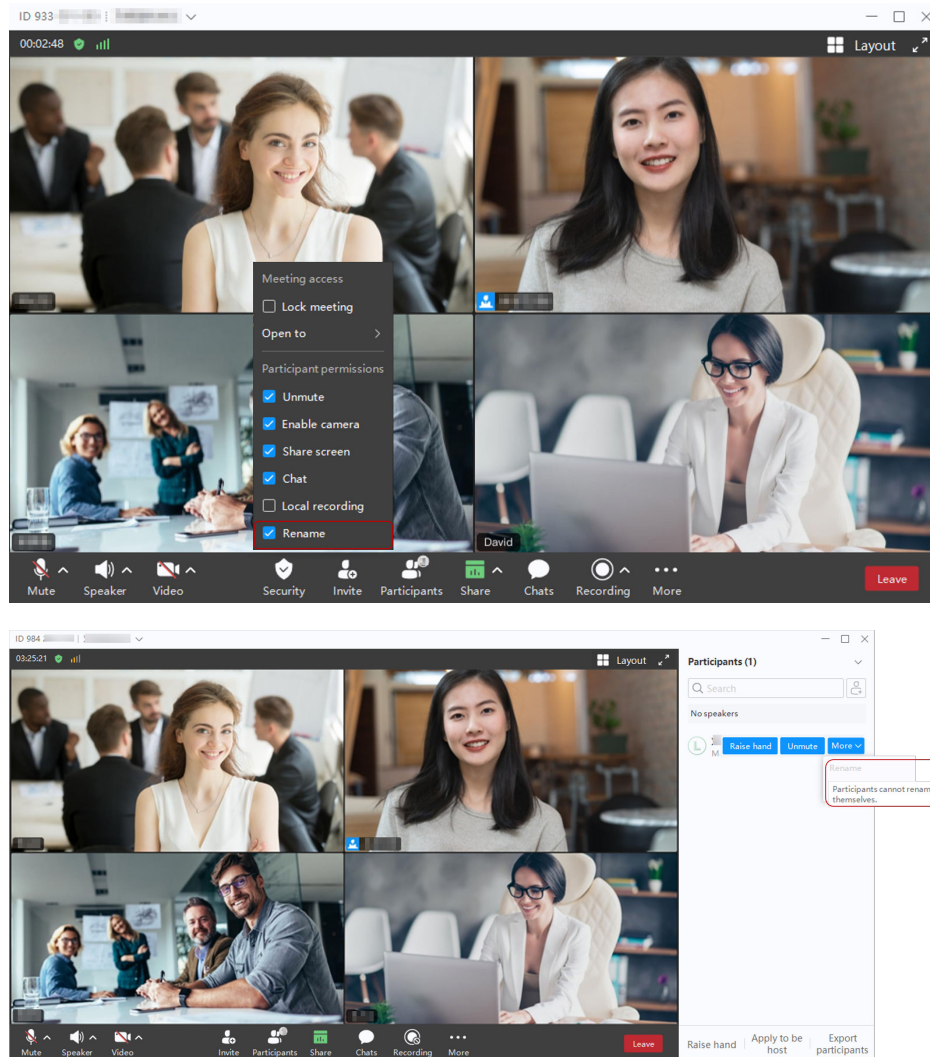
## Renaming Participants

The host can change the names of other participants.



## Configuring Rename Permissions

The host can configure whether participants can change their names.



## Recording a Meeting

### NOTE

- After an enterprise purchases the recording storage space, users under this enterprise can use cloud recording. For details about how to purchase the recording storage space, see [Buying a Meeting Resource Package](#).
- Only the meeting host can use cloud recording. Guests can initiate recording requests.
- The host can enable **Automatic recording** under **Advanced settings** during meeting creation.
- The host can click **Recording** and click **Start** next to **Cloud recording** in the meeting control bar to start recording.

After recording is initiated, the host can click **||** to pause recording and click **■** to stop recording.

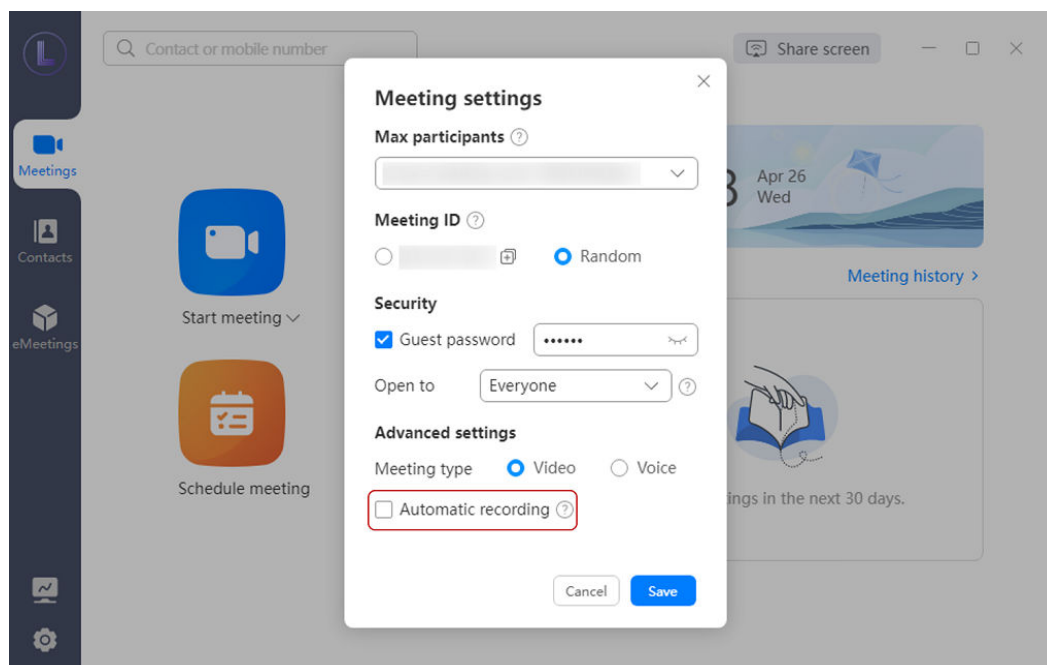
- When starting recording, the host receives a message prompting them to start or cancel recording.
  - When the host starts cloud recording, participants who are already in the meeting or who join the meeting later will receive a recording notification.

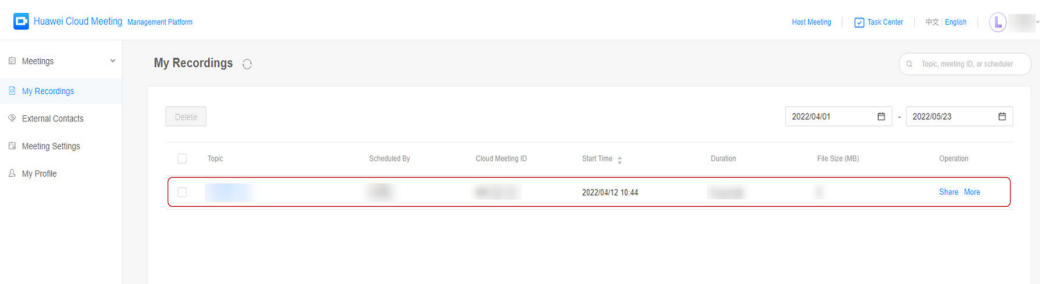
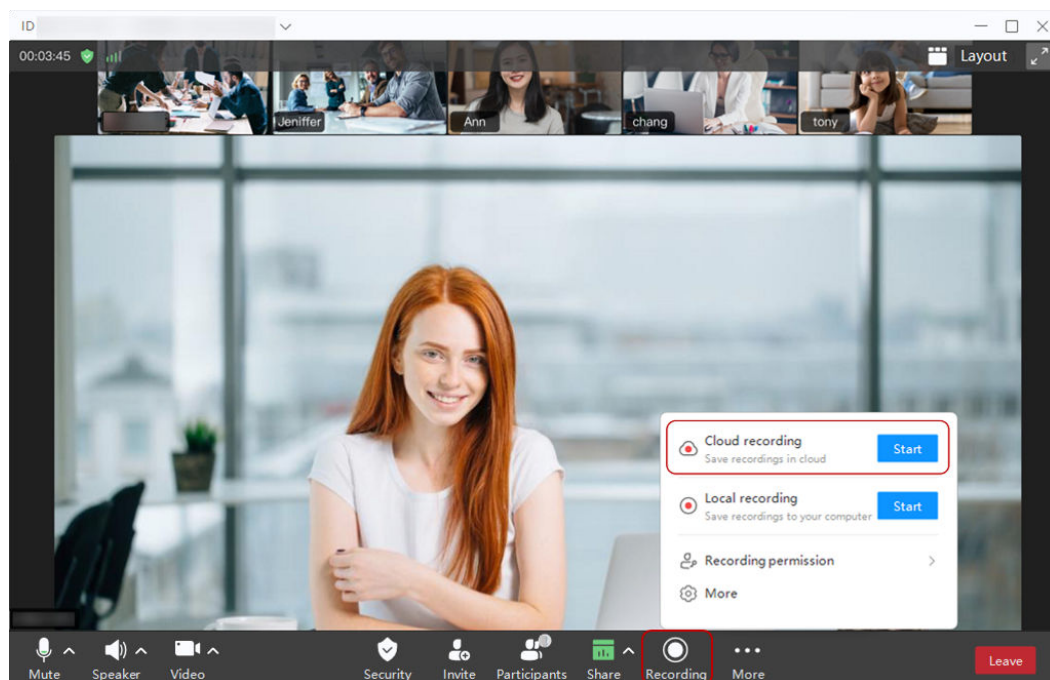
- When a co-host starts cloud recording, the host will receive a recording notification.
- Audio, video, and shared content can be recorded.
- After the meeting ends, you will receive an email containing a link. You can watch or download the MP4 recording by clicking the link or on the **My Recordings** page of the **Huawei Cloud Meeting Management Platform**.

**NOTE**

After the download is complete, you can double-click the **play.bat** file in the **player** folder to play the video or obtain the video source files in the **player\offlineweb\assets\video** directory.

- If you download the HD video, the shared content and HD video source files are stored in two folders.
- If you download the SD video, the shared content and HD video source files are stored in one folder.





#### NOTE

The type of the recording file depends on the **recording settings** configured by the enterprise administrator. For details about the recording content, see **Cloud Recording Types**.



## Recording a Meeting Locally

- Before creating a meeting, you can configure the path for saving recordings. Click the settings icon in the lower left corner of the desktop client home screen and choose **Recording** on the left. On the **Local recording** screen, click the edit icon next to the default path under **Local save location**, select a local path for saving recordings, and click **OK**.

#### NOTE

If the path for storing recording files is changed during local recording, the new path takes effect when local recording is enabled next time. The ongoing local recording is not affected.

- The host can click **Recording** in the meeting control bar and click **Start** next to **Local recording** to start recording.

After recording is initiated, the host can click  to pause recording and click  to stop recording.

 **NOTE**

The recording content before and after the recording is paused is combined into a recording file after the recording is stopped or the meeting ends.

- If local recording is enabled, a dialog box is displayed when the microphone is muted or malfunctions. You can unmute the microphone or continue to record the voice of other participants.

 **NOTE**

Currently, only the Windows client supports this function.

- The host can choose **Recording > Recording permission** to set the recording permissions for participants.
  - **Host only:** Only the host can perform local recording.
  - **All participants:** All participants can perform local recording.
  - **Specific participants only:** Select this option and grant the recording permission to specific participants in the **Participants** list.

Participants who have the recording permission can click **Recording** in the meeting control bar and click **Start** next to **Local recording** to start recording. They can pause and stop recording.

- When the host or a guest starts recording, they will receive a confirmation message. They can start or cancel recording.
  - When the host or a guest starts recording, participants who are already in the meeting or who join the meeting later will receive a recording notification.
  - When a guest starts recording, the host will receive a recording notification.
- Audio, video, and shared content can be recorded.
- Audio can be separately recorded during local recording. After the recording is complete, an audio recording is generated.

In the meeting control bar, choose **Recording > More**. On the displayed window, select **Also record audio files**.


 **NOTE**

- Currently, only the Windows client supports this function.
- The audio recording is in .m4a format and can be viewed in the local recording file.
- Setting the recording content

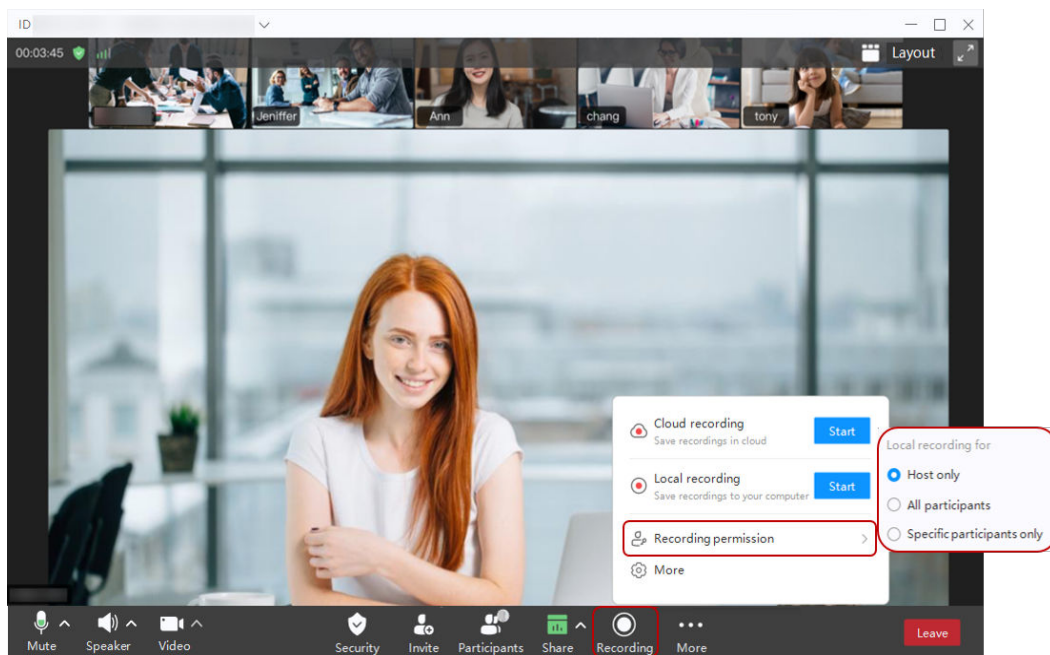
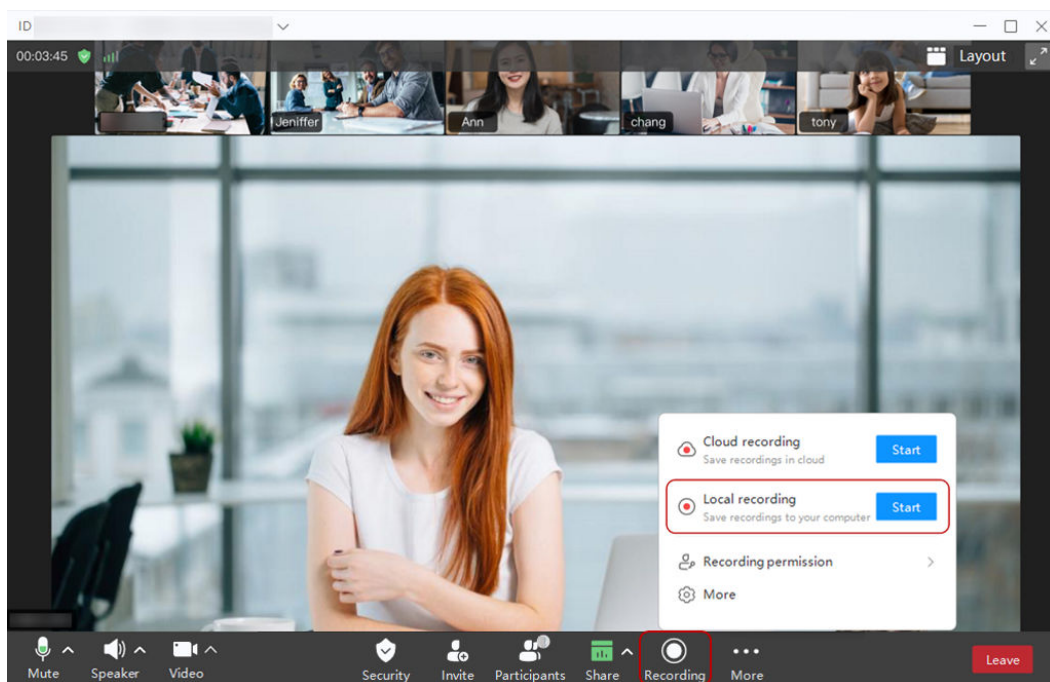
In the meeting control bar, choose **Recording > More**. In the displayed window, set the content to record.

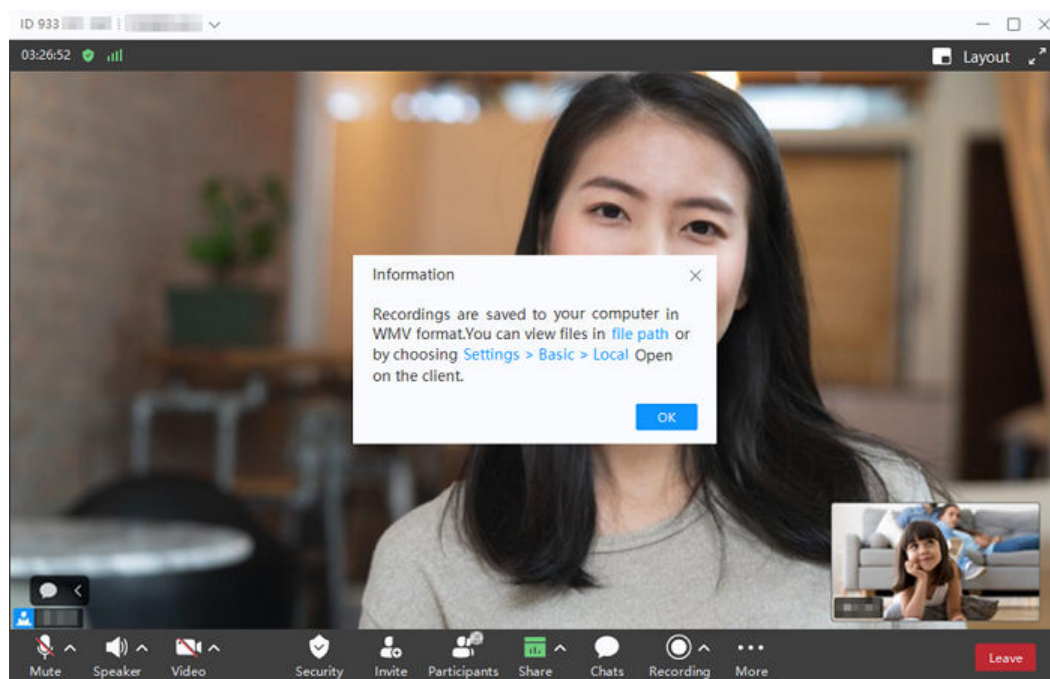
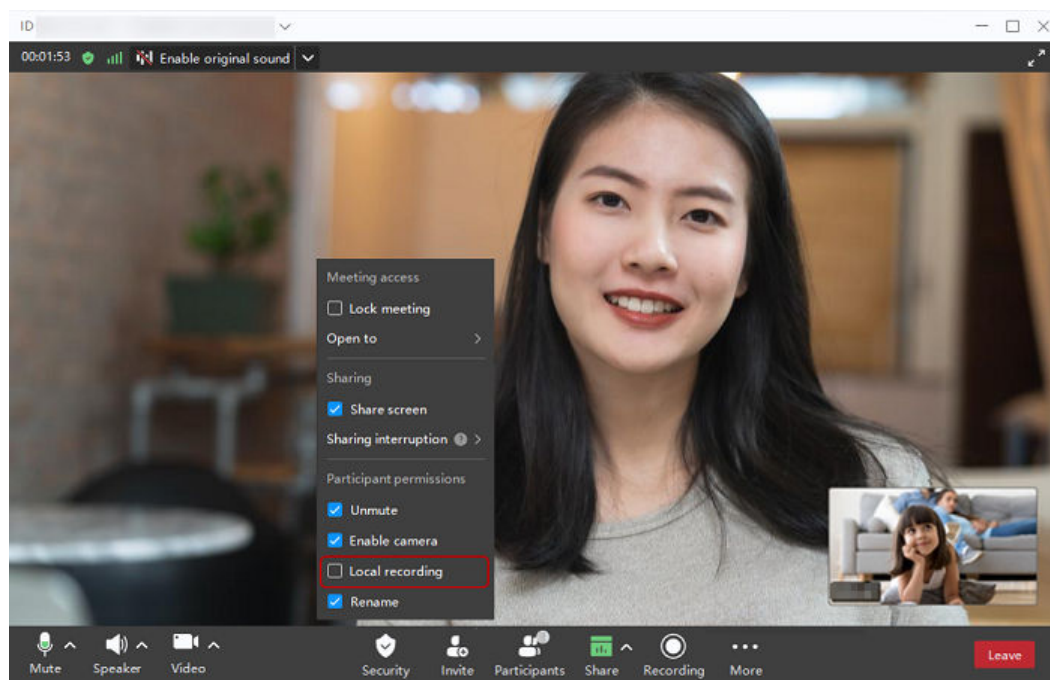
  - **Adapt to local video layout:** Records continuous presence locally. The recording content changes with the local video layout (PiP view, presenter view/dual-screen/full-screen, or gallery view).
  - **Record only a single screen:** Records only one screen locally. If someone is sharing a screen, the shared screen is recorded. If no one is sharing a screen, the video of the presenter or participant focused on is recorded.

 **NOTE**

Before a meeting, click  in the lower left corner of the home screen on the desktop client, choose **Recording** on the left, and set recording content in the **Recording content** area.

- When the meeting ends, the recording is stored in the preset path.





**NOTE**

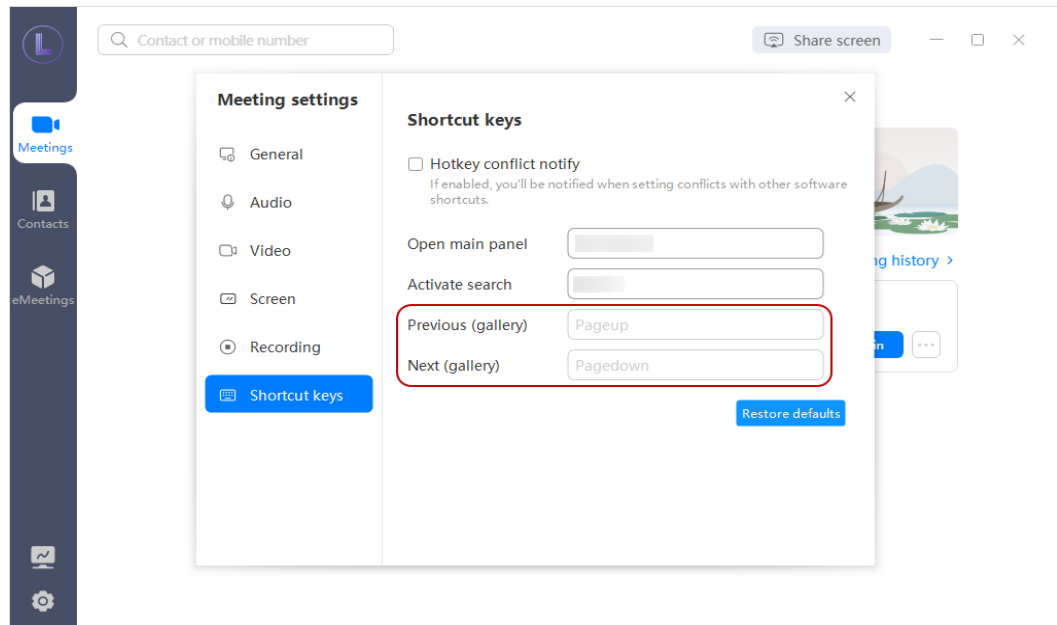
- Local recording supports 1080p.
- During local recording, the shared screen is recorded even when it is hidden.

## Shortcut Keys for Turning Pages (Windows)

When there are a large number of participants, they will be displayed on several pages in gallery view. You can use shortcut keys for turning pages to quickly view all participants.

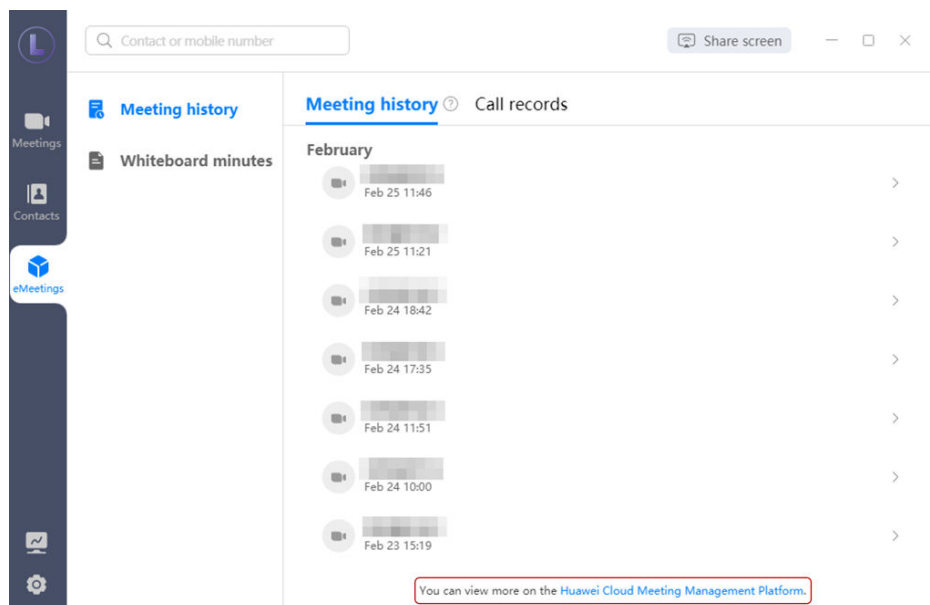


To view the shortcut keys, click the settings icon in the lower left corner of the desktop client home screen and choose **Shortcut keys** on the left. The shortcut keys are displayed next to **Previous (gallery)** and **Next (gallery)**.



## Viewing Historical Meetings

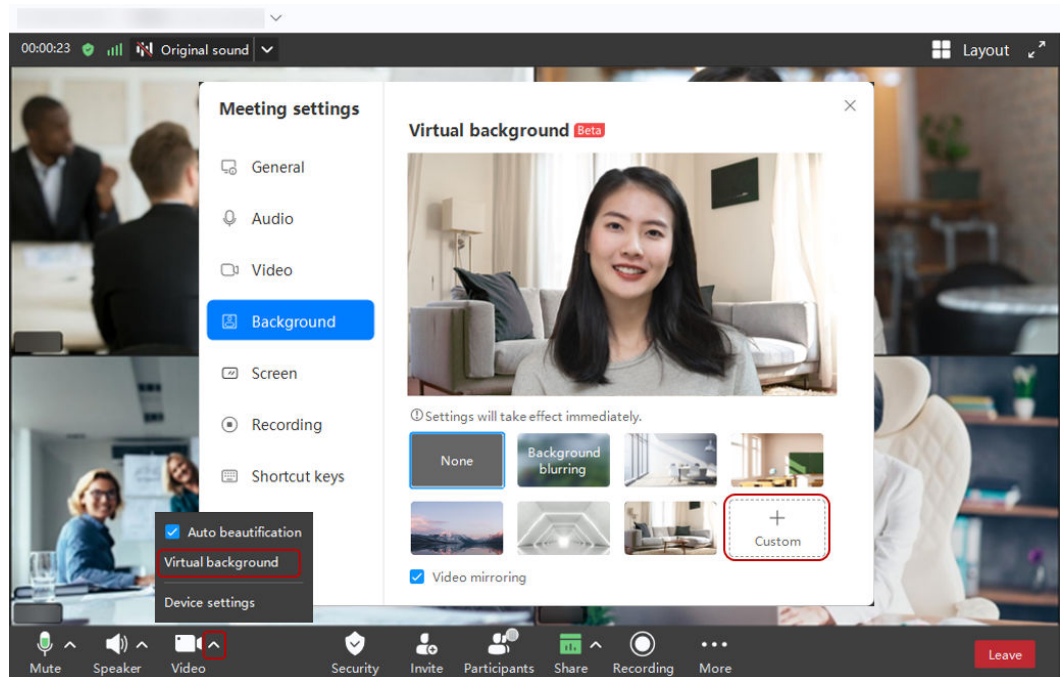
On the **Meeting history** screen of the client, you can schedule a meeting again. You can view more historical meetings on the Huawei Cloud Meeting Management Platform.



## Configuring a Virtual Background

You can use a virtual background suitable for a meeting.

Click the arrow next to **Video**, choose **Virtual background**, and select a preset virtual background or customize one.



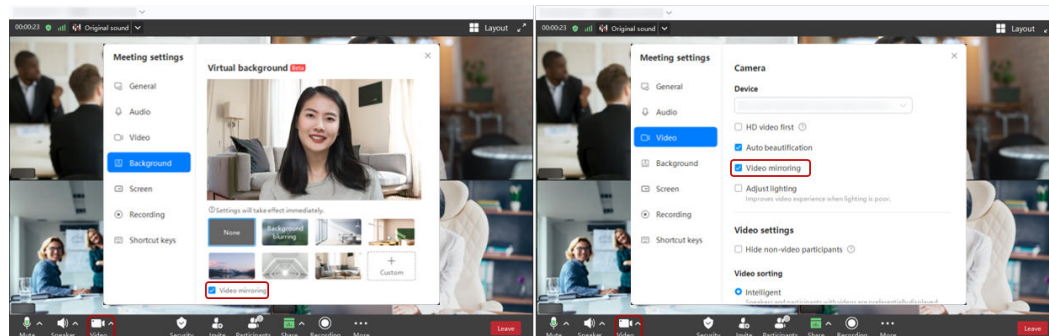
**NOTE**

- Only images in JPG format can be used as virtual backgrounds. The maximum resolution is 4096 x 4096, and the minimum resolution is 160 x 160.
- To support virtual backgrounds, the hardware of a Windows device must meet the following requirements:
  - CPU
    - Sixth-generation Intel Core™ processors and later models
    - The processor model can be identified by the number in the model. For example, the processor model Inter(R) Core(TM) i7-8700 CPU indicates the 8th generation Intel Core™ processor.
    - Intel Xeon Scalable processors (formerly Skylake), 2nd Generation Intel Xeon Scalable processors (formerly Cascade Lake), and 3rd Gen Intel Xeon Scalable processors (formerly Cooper Lake or Ice Lake)
    - Pentium processors N4200/5, N3350/5, and N3450/5 with Intel core graphics cards
    - Intel Atom processors that use Streaming SIMD Extensions 4.1 (SSE4.1)
  - To check the CPU of your computer, click **Start** in the lower left corner of the desktop and choose **Settings > System > About**. On the displayed page, view the information next to **Processor** in the **Device specifications** area.  
For details about Intel processor models and configurations, visit the Intel official website.
- GPU
  - Sixth-generation to ninth-generation Intel Iris® Plus graphics card, Intel® Atom graphics card, Intel® HD graphics card, or Intel Xe processor  
(The graphics card is integrated on the processor and released after 2010.)
  - Intel Iris® Xe MAX (independent graphics card released in 2020)
- To view the GPU of your computer, right-click **This PC** and choose **Properties > Device Manager**. Under **Display adapters**, right-click the graphics card, choose **Properties** from the shortcut menu, and click the **Details** tab.  
For details about Intel graphics models and configurations, visit the Intel official website.

## Enabling Video Mirroring

When video mirroring is enabled during a meeting, you can horizontally flip your video.

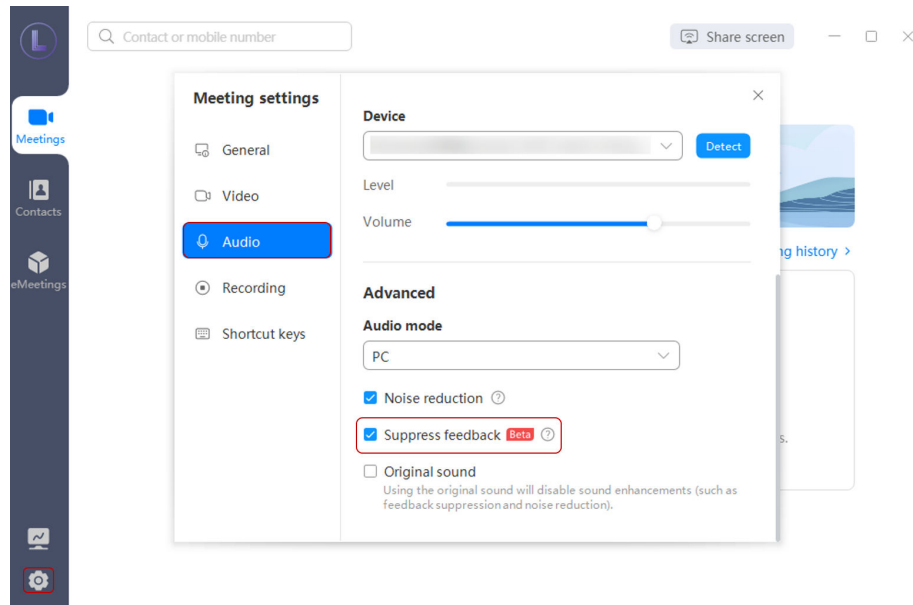
Click the arrow next to **Video**, choose **Virtual background**, and enable **Video mirroring**. Alternatively, click the arrow next to **Video**, choose **Device settings**, and enable **Video mirroring**.



## Enabling Feedback Suppression

After feedback suppression is enabled, the system will automatically eliminate the harsh feedback sound to provide a better audio environment.

- Before a meeting



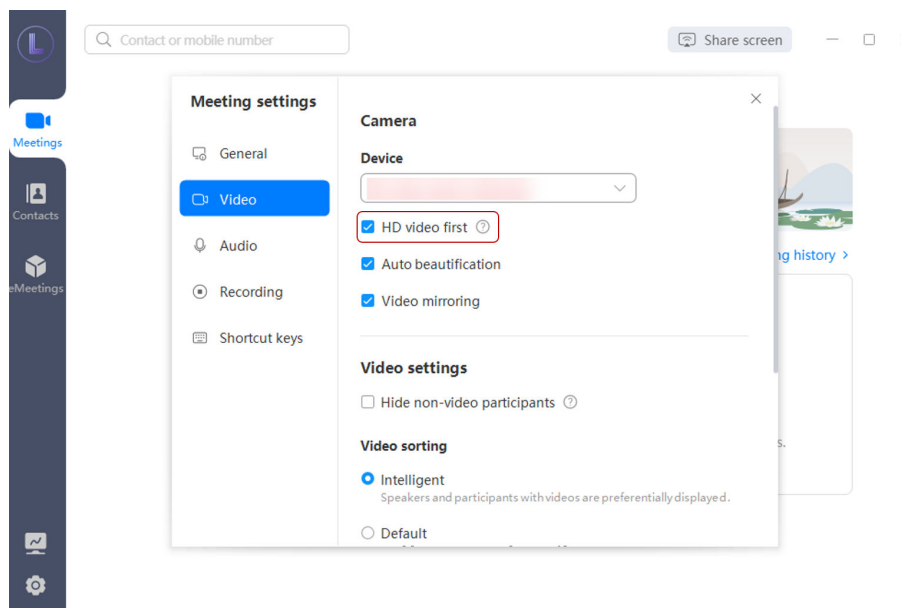
- During a meeting



## Enabling HD Video

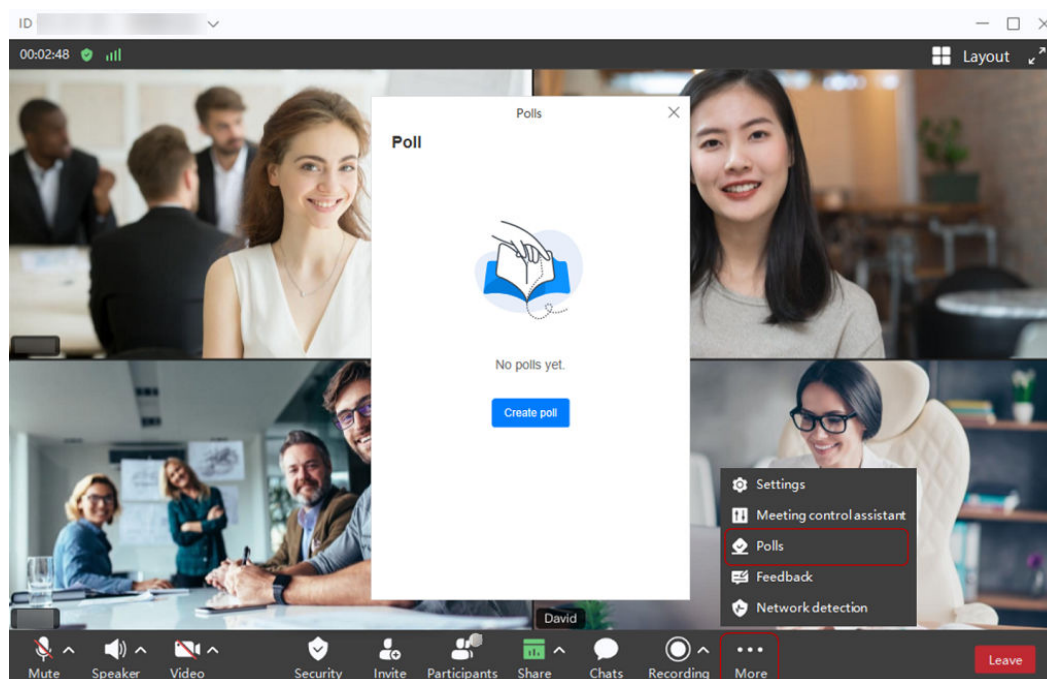
You can enable HD video to improve the video resolution to 720p on the macOS client.

Enable **HD video** first under **Meeting settings > Video**.



## Initiating a Poll

The host can create a poll in a meeting.



Multiple single-/multiple-answer questions can be added. Each question can have multiple options.

Polls

### Create poll

Topic

Question1

Single-answer  Multiple-answer

Option

Option

+ Add option

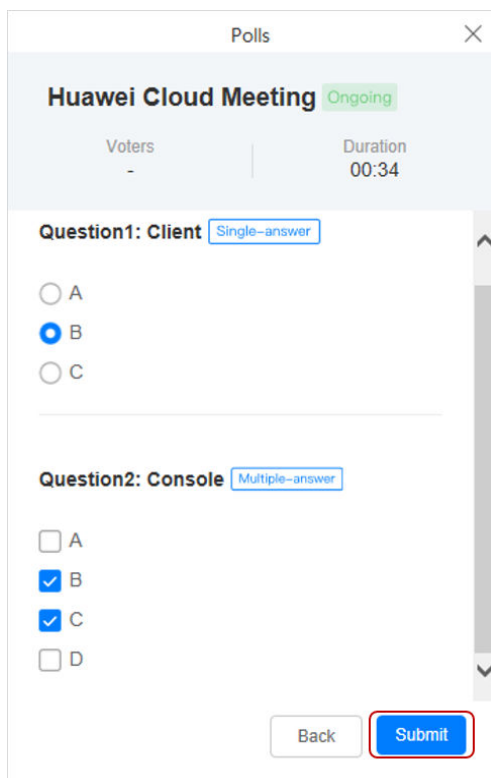
+ Add question

Anonymous

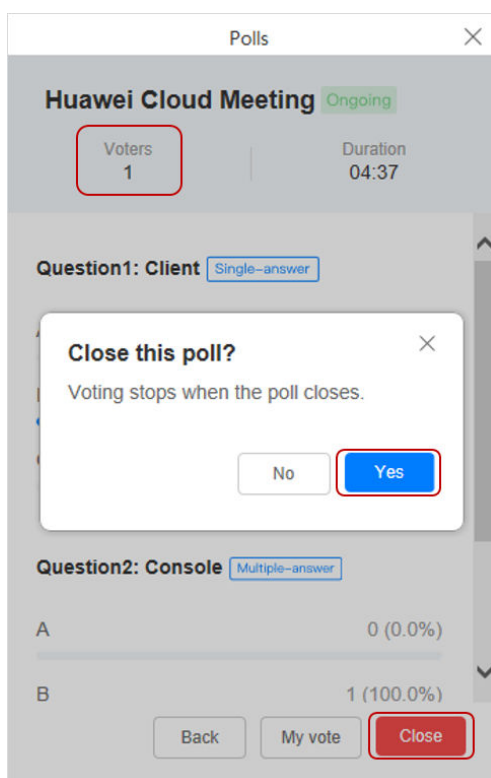
Back Finish

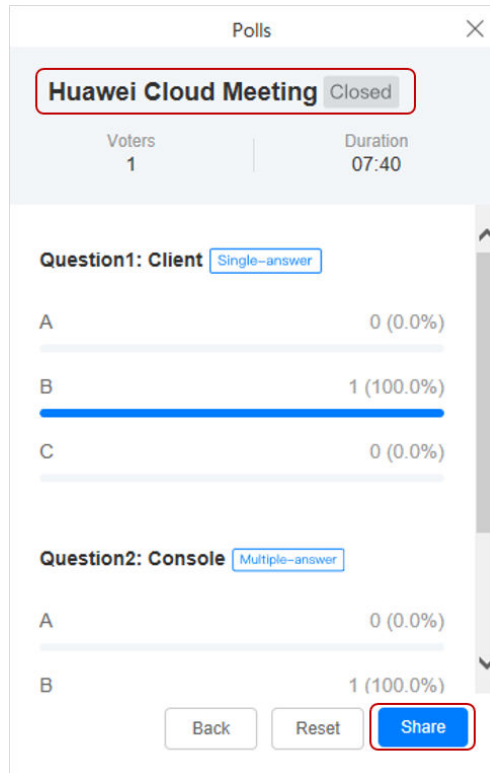
When the host initiates the poll after configuring the poll information, participants will receive a poll notification and can participate in the poll.





After all participants vote, the host can end the poll and share poll results.

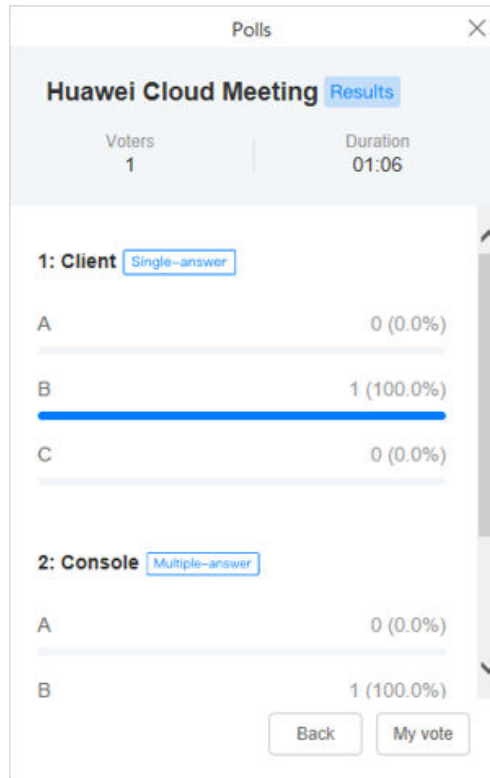




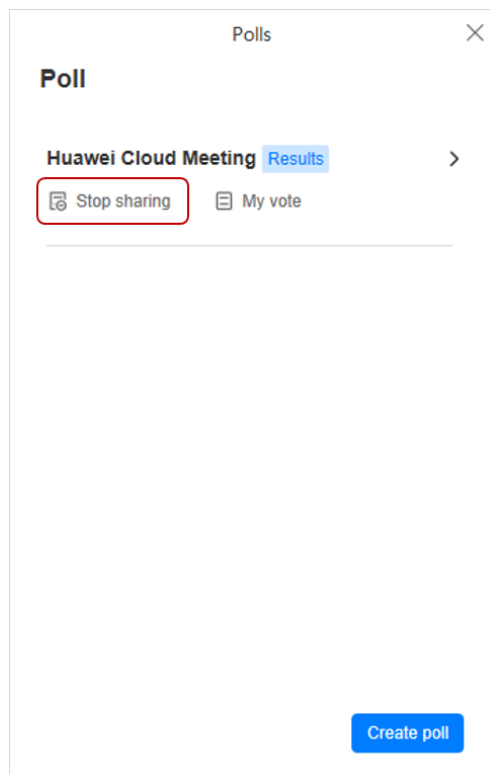
Participants will receive the result notification and can view the poll results.

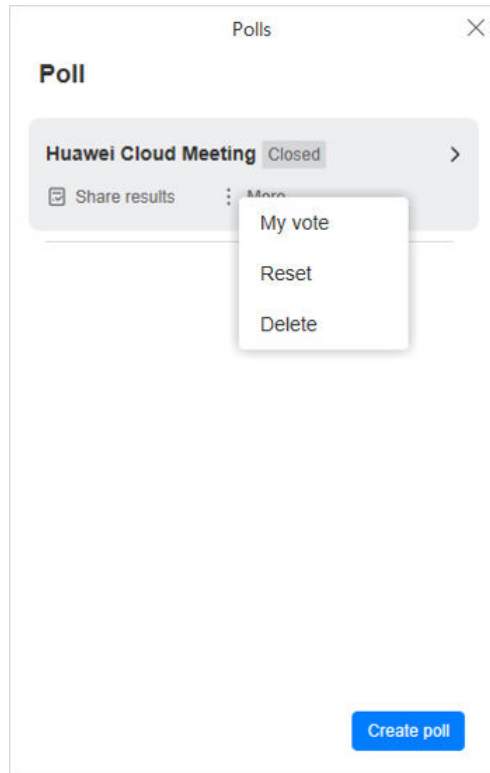






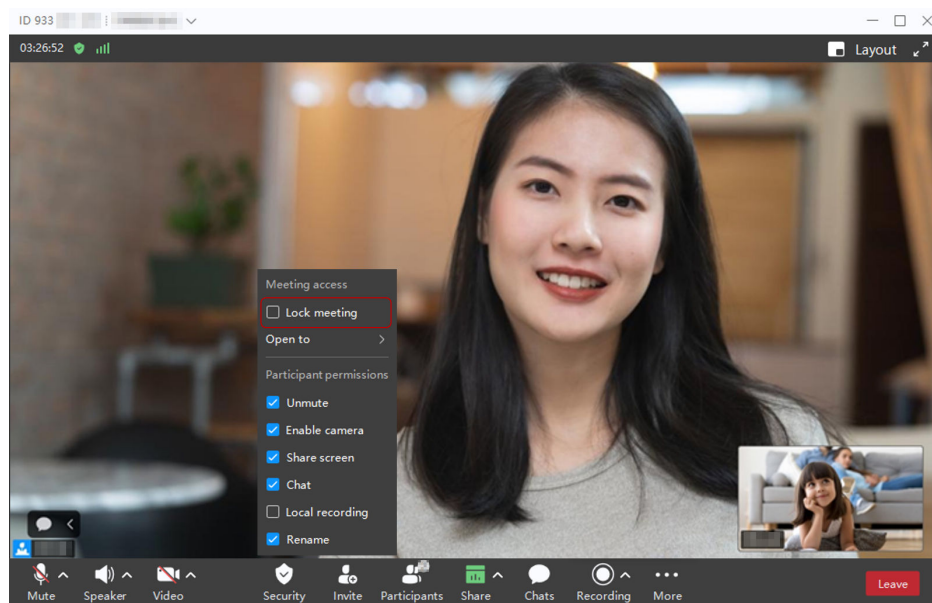
The host can stop result sharing, reset the poll, or delete the poll.





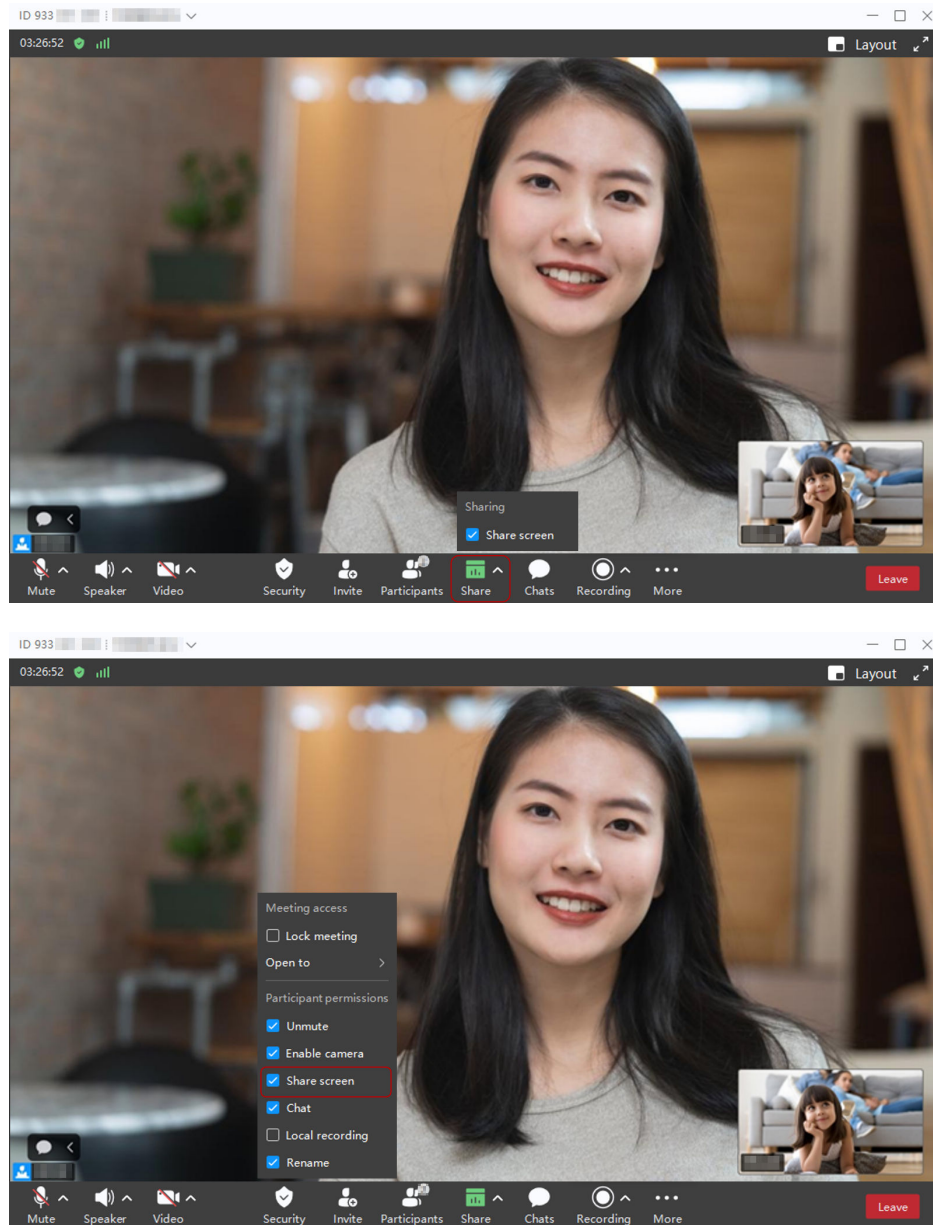
## Locking a Meeting

The host can lock a meeting. After the meeting is locked, only the host can invite users to join the meeting. Users who are not invited cannot join the meeting.



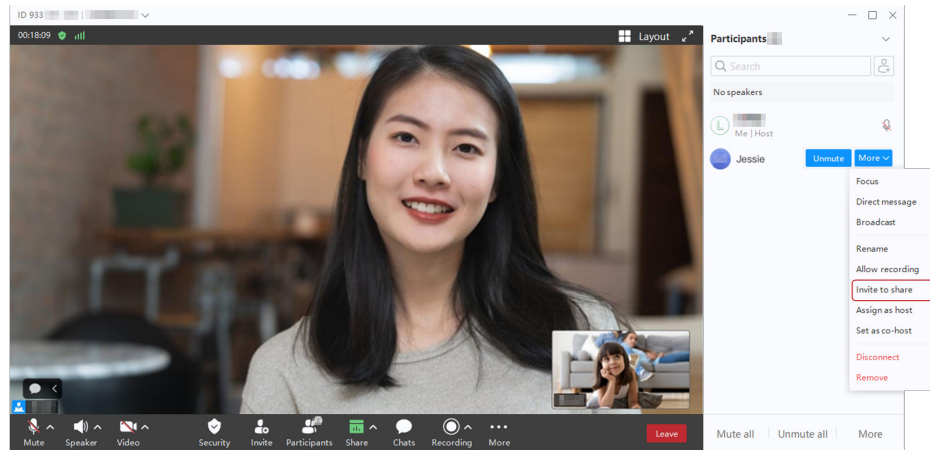
## Locking Sharing

If the host locks sharing, only the host can initiate sharing.



## Inviting Participants to Share a Screen

During a meeting, the host can invite others to share a screen or quickly cancel the sharing.

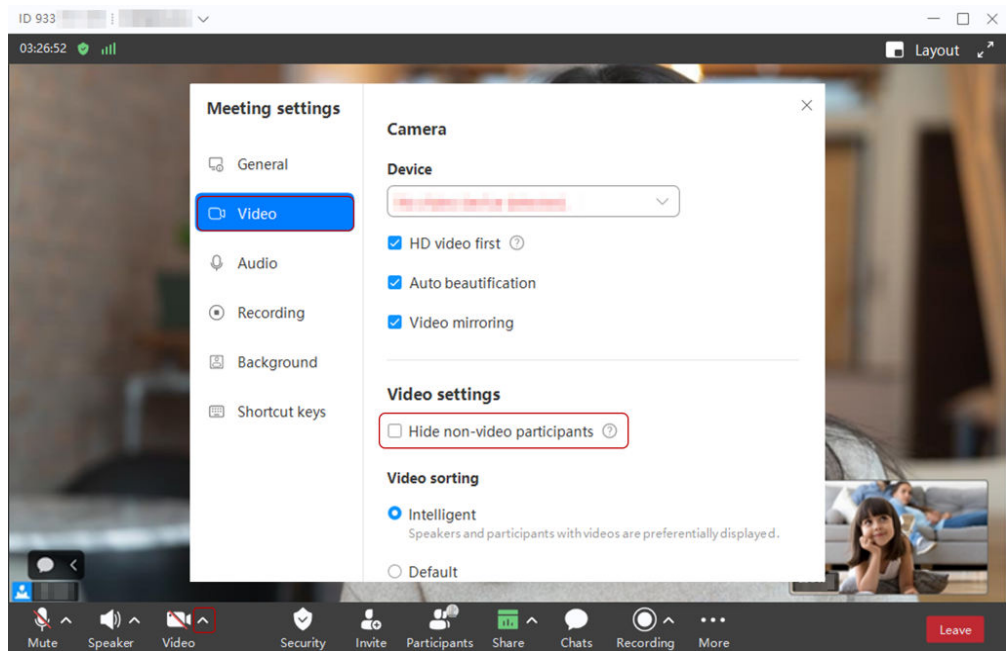


## Hiding Non-Video Participants

When there are a large number of participants in a meeting, you can hide the participants whose video is not enabled.

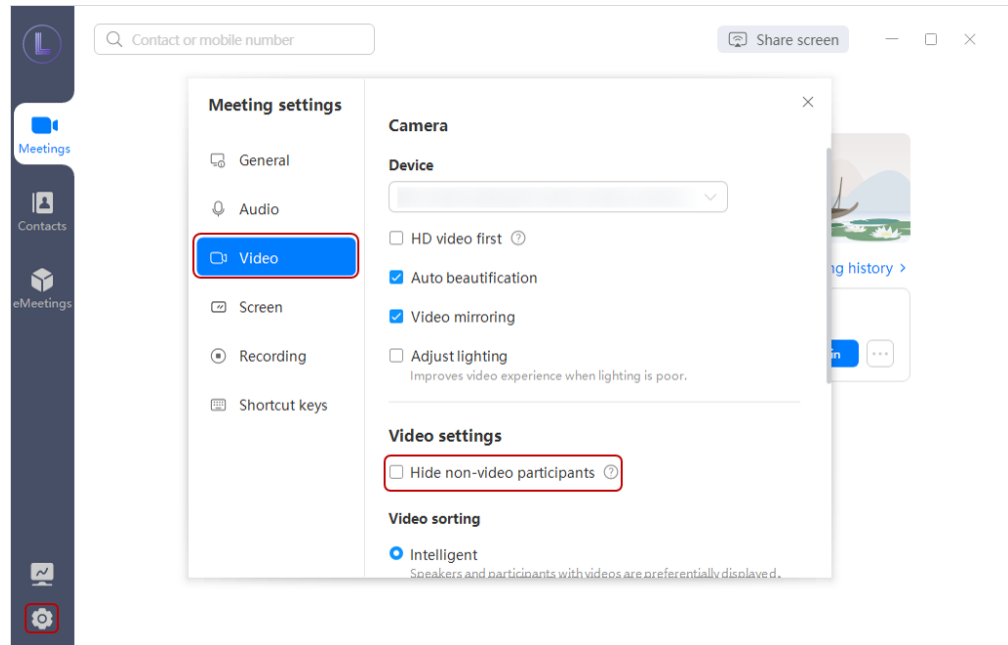
- Method 1

In the meeting control bar, click the arrow icon next to **Video** and choose **Device settings**. In the **Meeting settings** window, choose **Video** on the left, and select **Hide non-video participants** in the **Video settings** area.




- Method 2

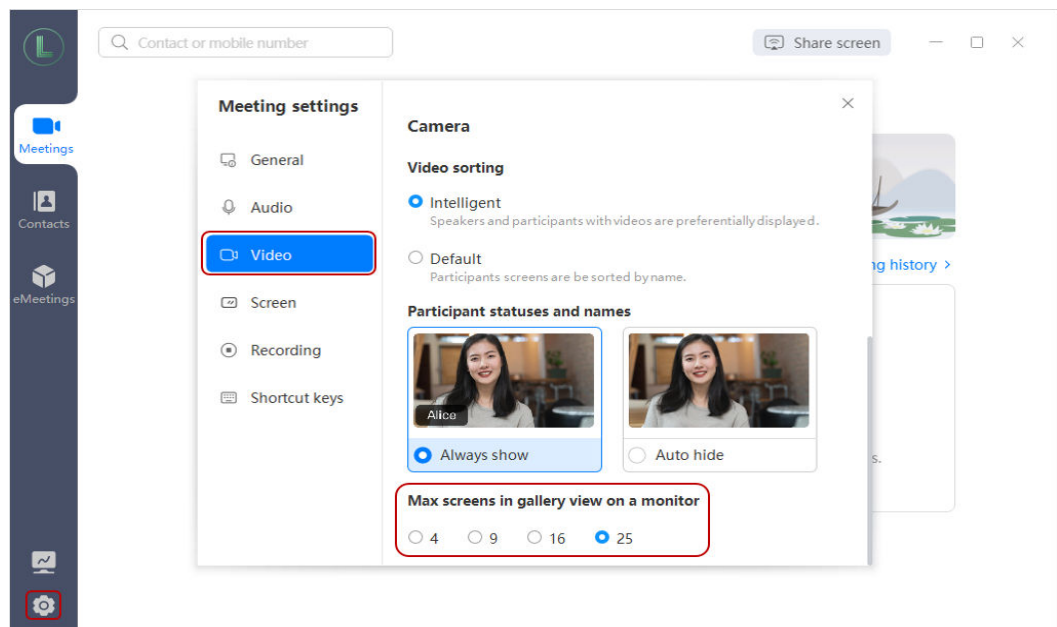
Click the settings icon in the lower left corner of the client home screen. In the **Meeting settings** window, choose **Video** on the left, and select **Hide non-video participants** in the **Video settings** area.



## Configuring the Gallery View

You can configure the maximum number of feeds displayed on a single screen in gallery view for better display.

Click  in the lower left corner of the client home screen. In the **Meeting settings** window, choose **Video** on the left, and set **Max screens in gallery view on a monitor** to **4, 9, 16, or 25** in the **Video settings** area.



## Setting Continuous Presence

You can switch the video layout as required, improving the meeting experience.

 **NOTE**

- Currently, only the Windows client supports the floating view and side-by-side view.
- If there are two or more participants, the **Layout** button is displayed in the upper right corner of the meeting screen.
- Switching the video layout does not affect other participants.
- When the host broadcasts continuous presence, guests view the continuous presence set by the host, and cannot switch the layout, as shown in [Figure 1-5](#).  
For details about how to broadcast continuous presence, see [Broadcasting Continuous Presence](#).
- By default, voice activation is enabled. The feed of the participant speaking loudest is highlighted or is displayed in the main screen.
- Feeds in the upper part in the presenter view are sorted by the time when participants join the meeting.

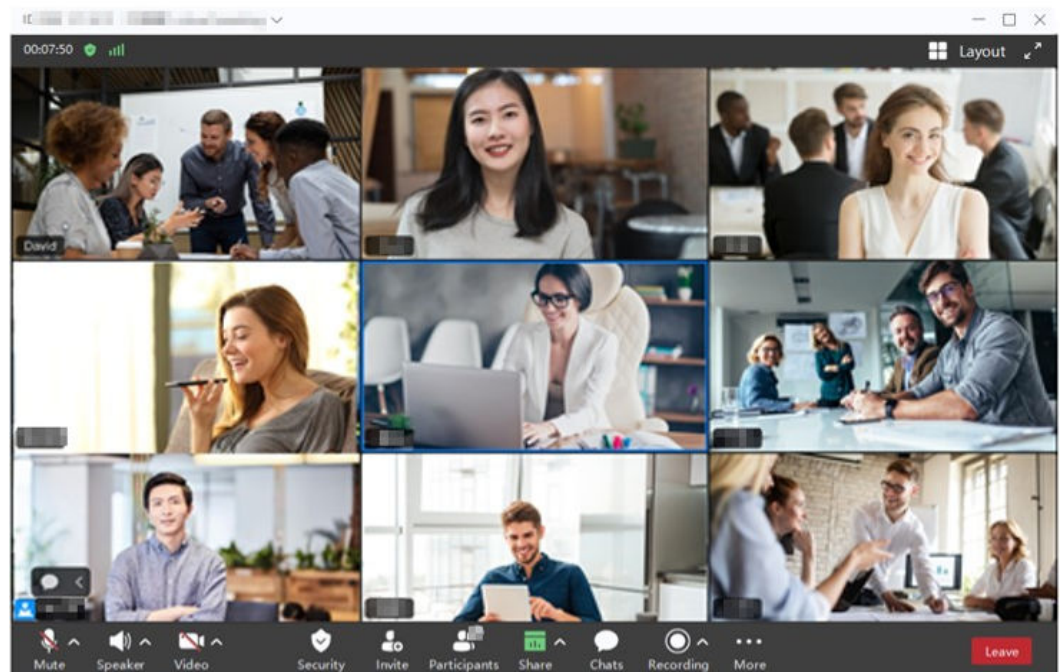
In a meeting, click **Layout** in the upper right corner to select a layout.

- Gallery view: Multiple participants are displayed on a single screen, as shown in [Figure 1-6](#).
- PiP view: The large screen displays the feed of the participant speaking loudest or the shared content. The small screen displays your own feed, as shown in [Figure 1-7](#).
- Presenter view: The large screen displays the feed of the participant speaking loudest or the shared content. The small screen in the upper part of the window displays feeds of other participants, as shown in [Figure 1-8](#).
- Floating view: The large screen displays the feed of the participant speaking loudest or the shared content. The floating window on the right displays feeds of other participants, as shown in [Figure 1-9](#).
- Side-by-side view
  - The left pane displays the video of the loudest participant or the shared screen, and the right pane displays the video of other participants, as shown in [Figure 1-10](#).
  - Click and drag the button in the middle of the left and right panes to adjust the pane size.

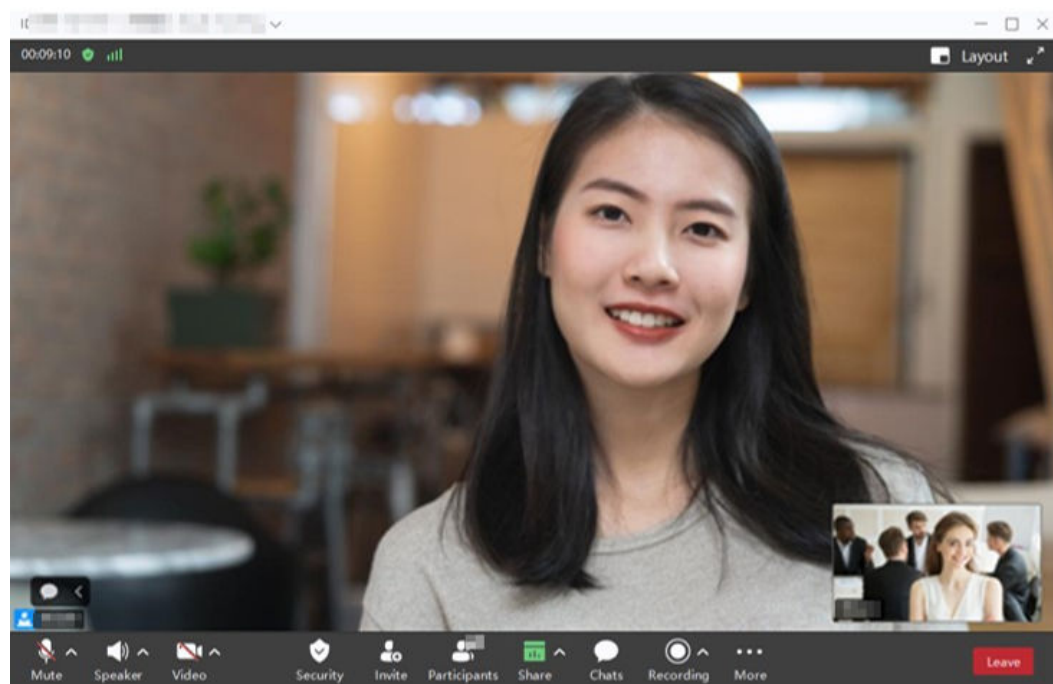
**Figure 1-5** Broadcasting continuous presence



**Figure 1-6** Gallery view



**Figure 1-7** PiP view



**Figure 1-8** Presenter view





Figure 1-9 Floating view

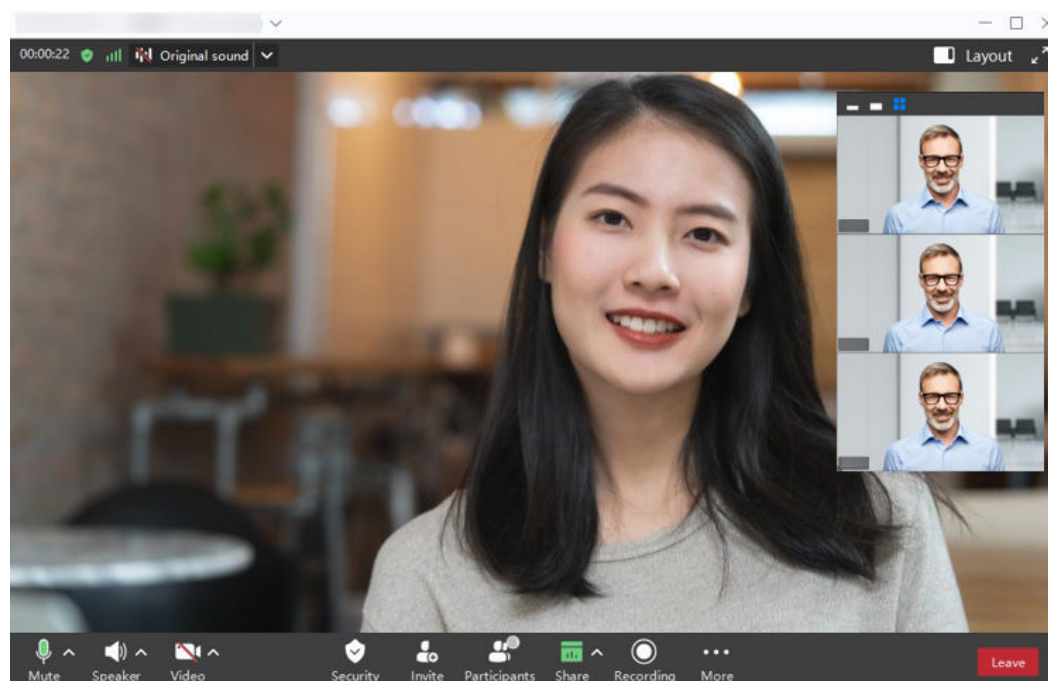
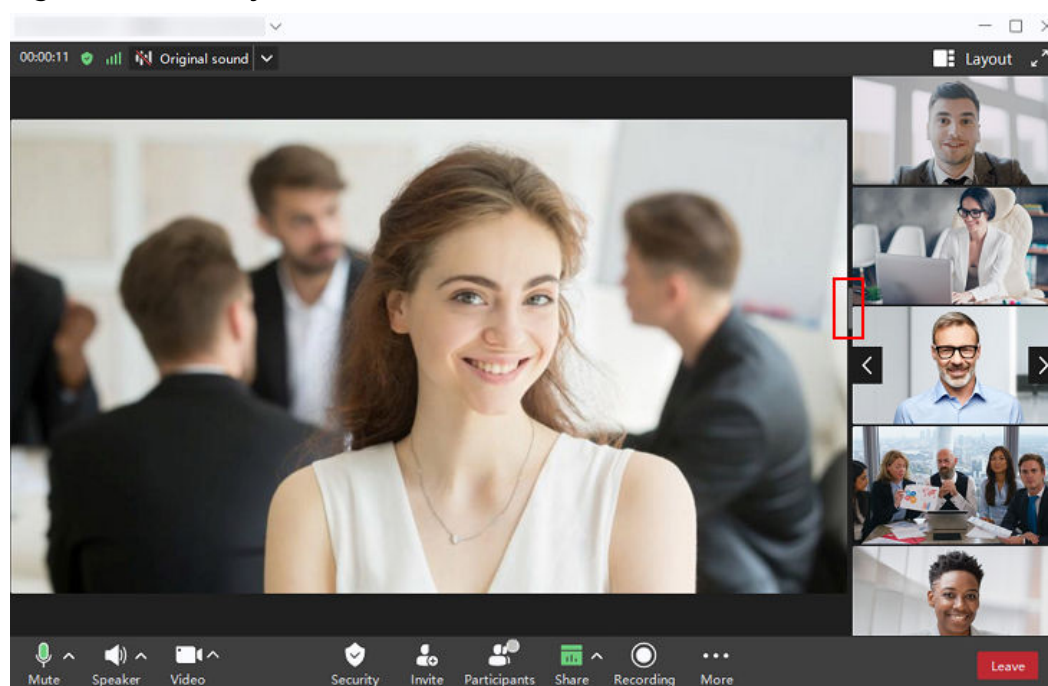


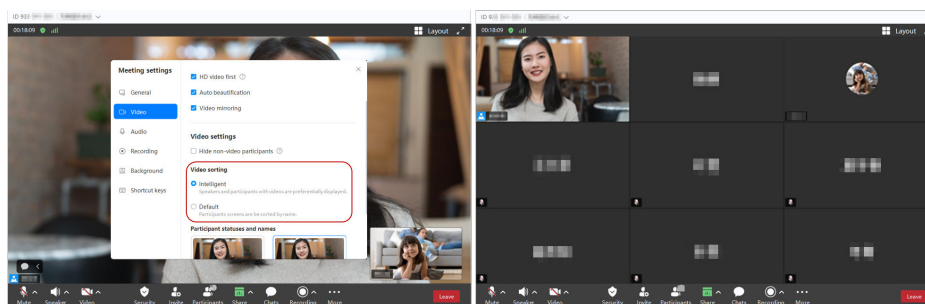
Figure 1-10 Side-by-side view



## Enabling Intelligent Video Sorting (Windows)

During a meeting, you can enable intelligent video sorting to preferentially display speakers and participants with videos.

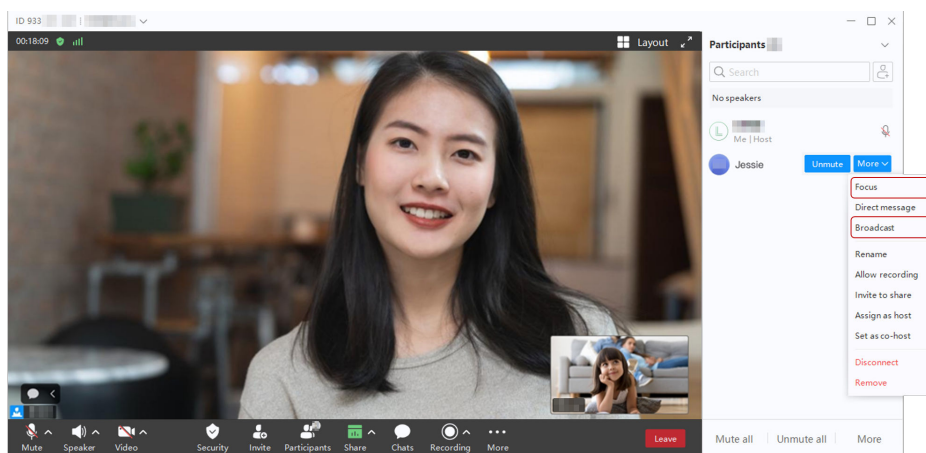
Click the arrow next to **Video** and choose **Device settings > Video**. In the **Video sorting** area, select **Intelligent**. Then feeds of speakers and participants with videos will be preferentially displayed.



## Broadcasting and Focusing on a Participant

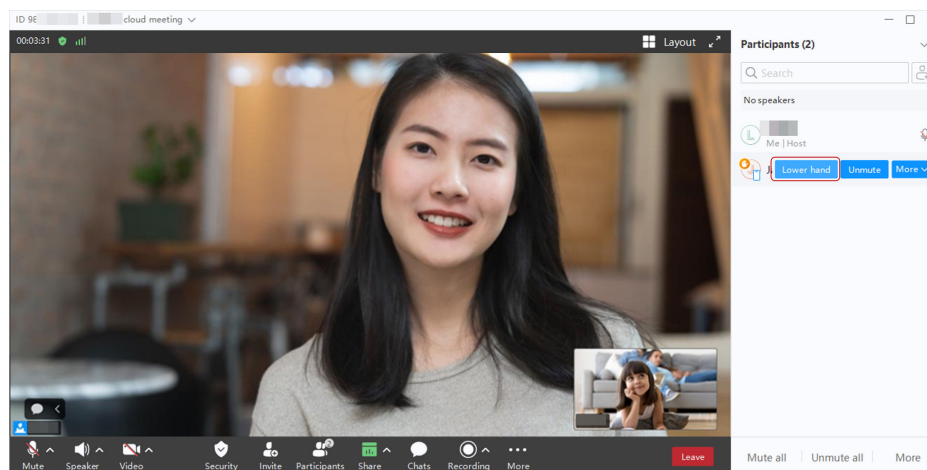
These operations are performed on the **Participants** screen.

- If the host broadcasts a participant, all participants view the video of the broadcast participant.
- All participants can choose a participant to focus on. Video displayed to other participants remains unchanged.



## Raising a Hand

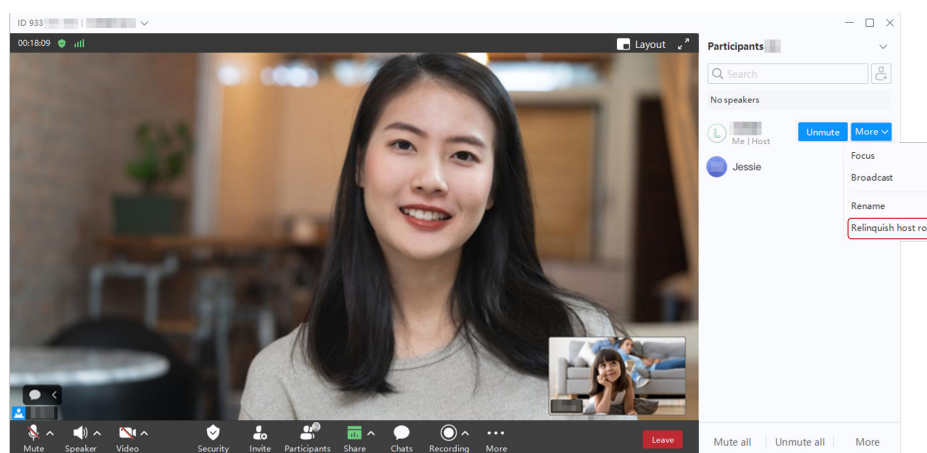
- A guest can raise a hand in a meeting to request the floor.  
If a guest raises a hand, the host and other guests can view the hand-raising status of the guest.  
The guest can lower the hand.
- The host can lower hands raised by guests.  
The host cannot raise a hand.



## Relinquishing or Applying for the Host Role

These operations are performed on the **Participants** screen.

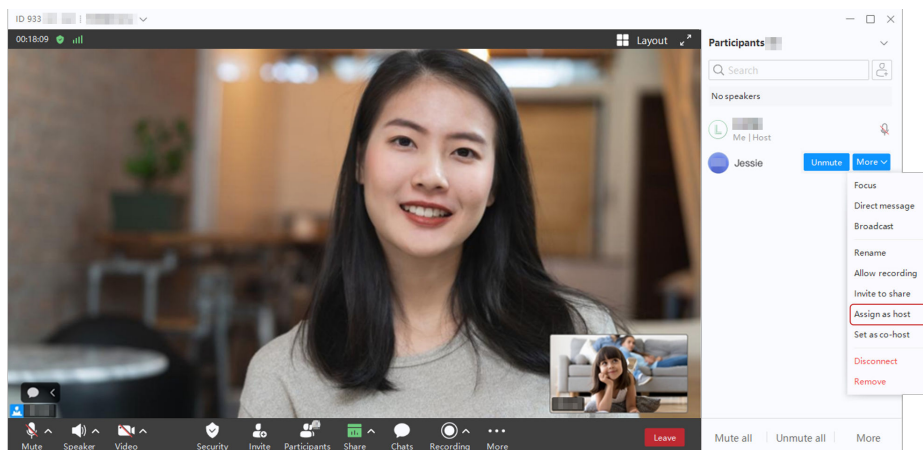
1. The host relinquishes the host role.
2. A participant obtains the host password from the meeting administrator or original host and applies to be the host.



## Transferring the Host Role

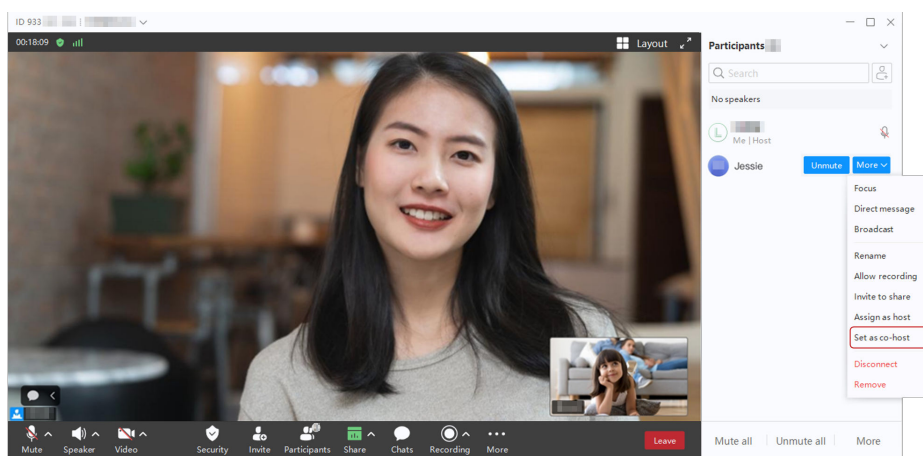
These operations are performed on the **Participants** screen.

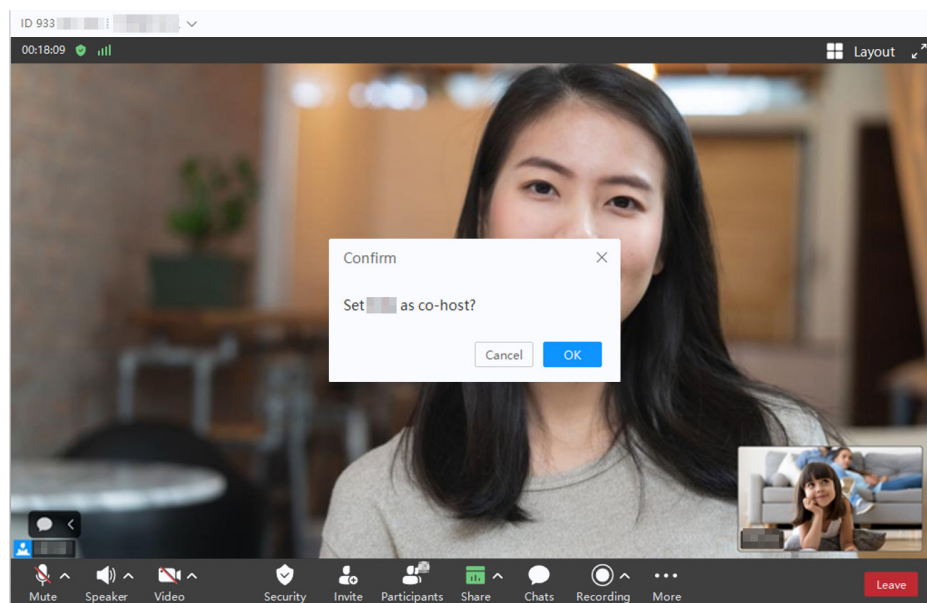
1. The host right-clicks a participant who will be the new host.
2. The host chooses **Assign as host**.



## Co-Hosts

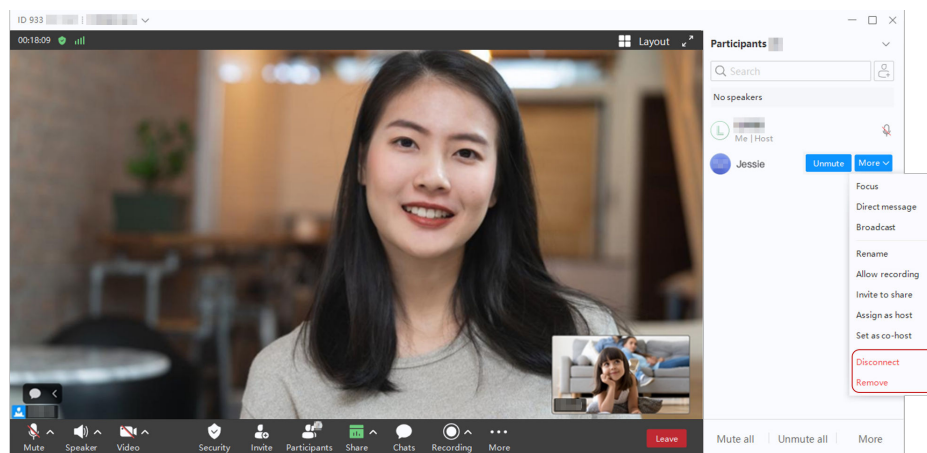
If one host is insufficient for a large meeting, the host can assign co-hosts to control the meeting together.





## Disconnecting or Removing a Participant

The host can disconnect or remove participants who do not need to join the meeting, fail to join the meeting, or have left the meeting from the participant list.



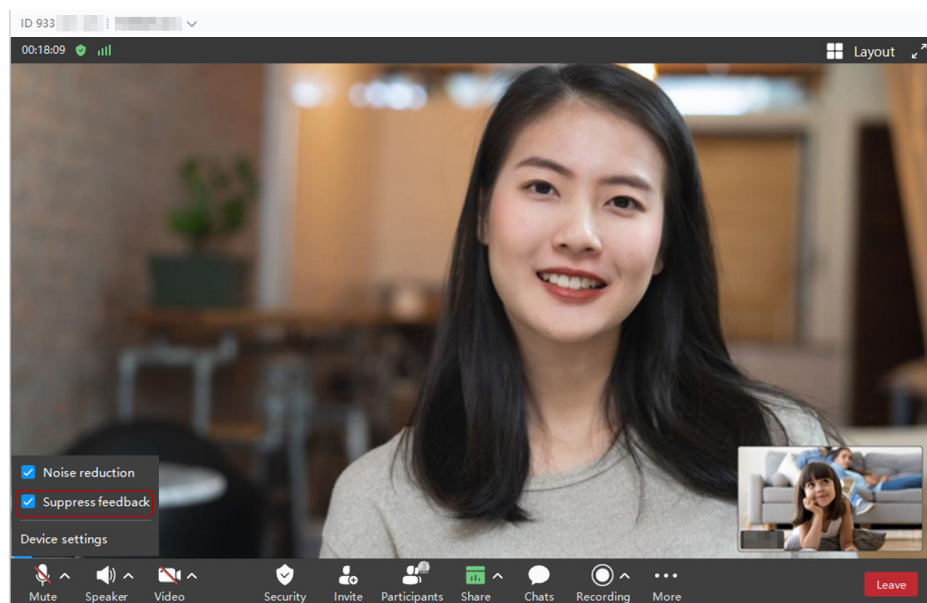
## Detecting Feedback

Your microphone will be automatically muted when feedback is detected.

If your voice is too loud, the meeting will be affected. In this case, the client automatically mutes your microphone and displays a message indicating that feedback is detected and your microphone is automatically muted.

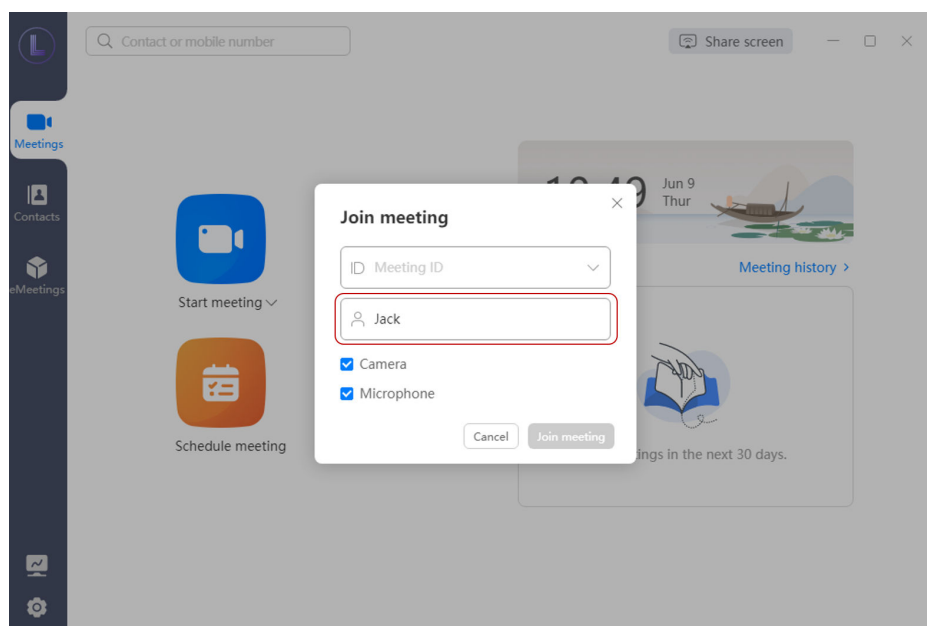
You can click **Unmute** in the displayed dialog box to cancel automatic unmute in the meeting.

You can also enable or disable **Suppress feedback** under the microphone settings on the client.



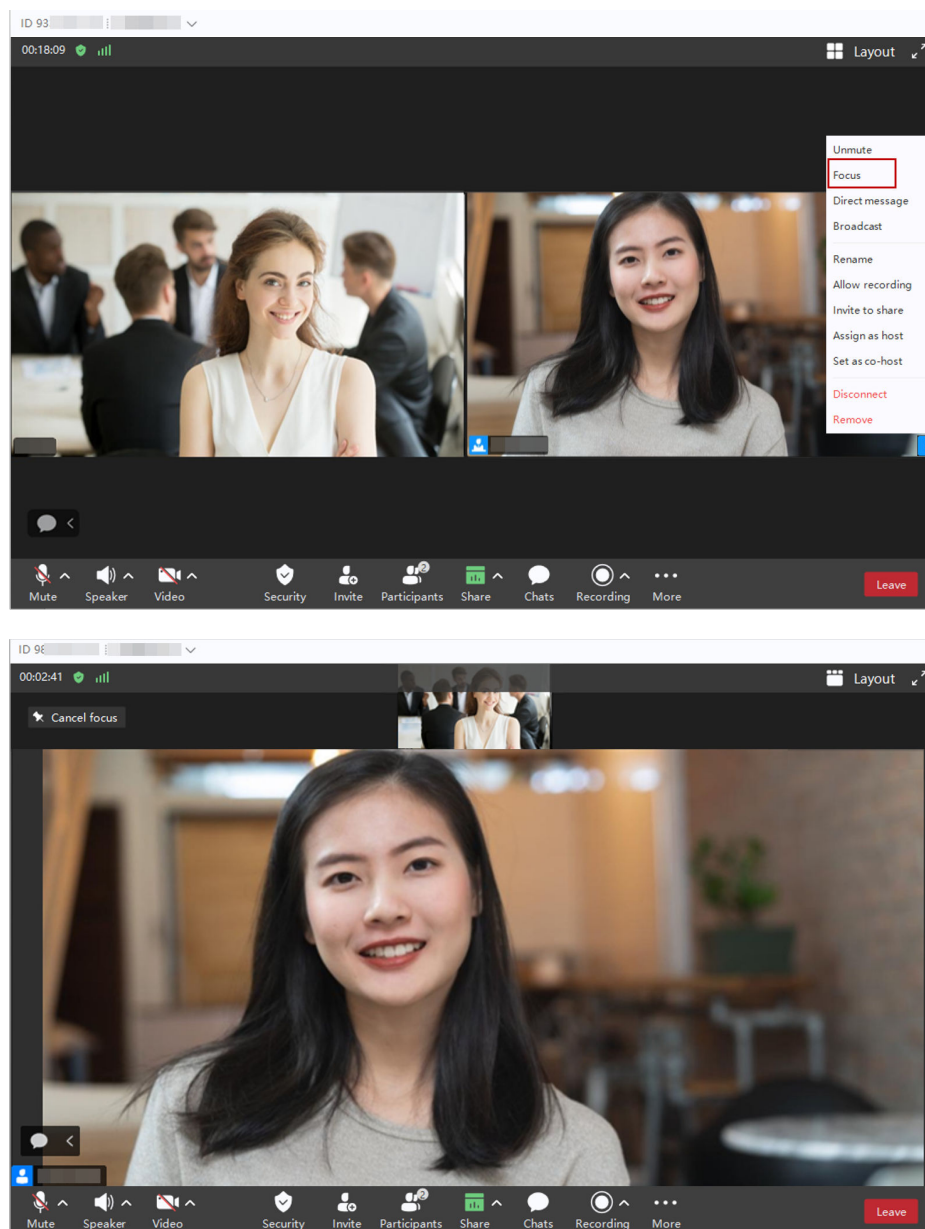
## Configuring a Name Before a Meeting

Before joining a meeting, you can configure your name to be displayed in the meeting after entering the meeting ID.



## Focusing on the Other Participant in a P2P Meeting

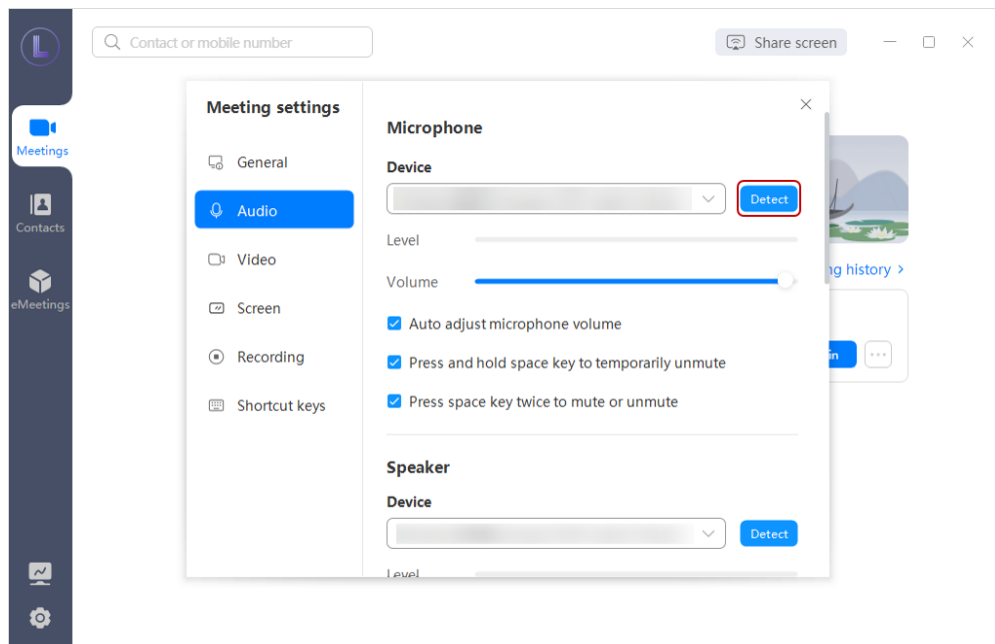
When there are only two participants in a meeting, you can focus on the other participant on a desktop client.



## Microphone Error Message

If the microphone cannot be found or malfunctions, you will receive a microphone exception message when joining a meeting or being unmuted by the host. You can check or test the microphone to quickly recover the audio and video.

- When you receive the message during the meeting, click **Check**.
- When setting the audio, you can view and select the recommended microphone.
- After selecting a microphone, click **Detect** and speak to test it.



## Dual-Screen Display

You can use the dual-screen display on the Windows client.

Then you can view the video of the presenter and participants' videos on two monitors, improving remote communication experience.

- Step 1** In the meeting control bar, choose **More > Settings**.
- Step 2** In the **Meeting settings** window, choose **Screen** on the left, and select **Enable dual-screen** in the **Dual-display** area. The primary monitor displays the videos of the participants, and the other monitor displays the video of the presenter.
- Step 3** Click **Switch** to exchange the video content. The meeting control bar does not exchange with the video content.


----End

## Music and Professional Audio

If you require high audio quality, you can enable **Music and professional audio**. This function is available on the Windows client.

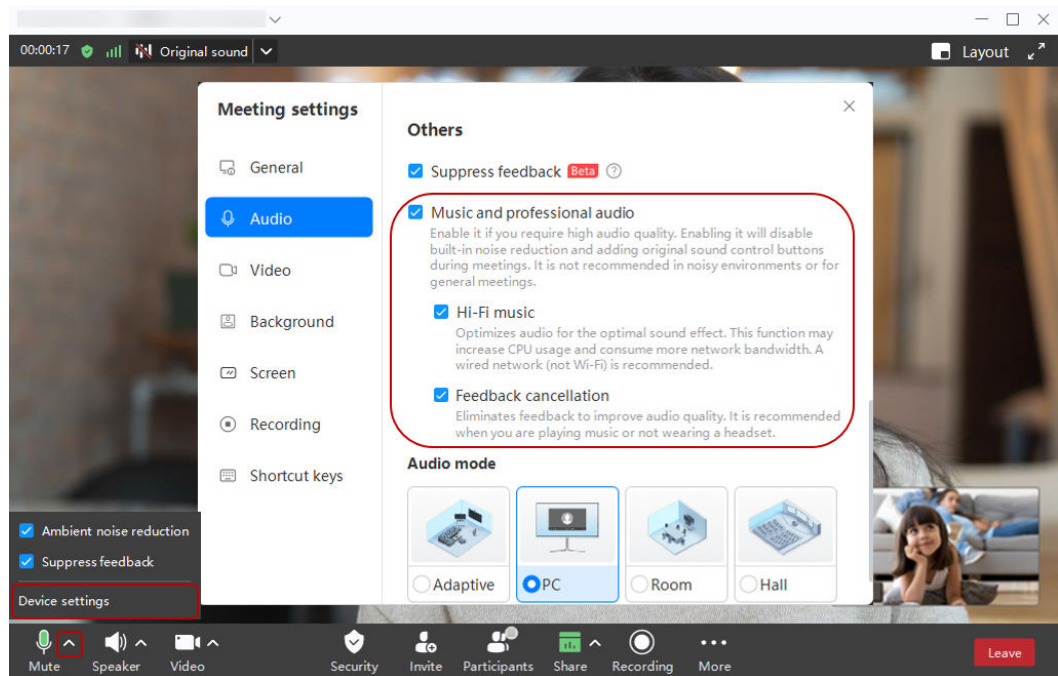
Enabling it will disable built-in noise reduction and adding the original sound control button during meetings.

It is not recommended in noisy environments or for general meetings.

- Step 1** During a meeting, click  next to the microphone icon in the meeting control bar and choose **Device settings**.
- Step 2** Scroll down to the **Others** area and select **Music and professional audio**.
- Step 3** Select **Hi-Fi music** and **Feedback cancellation** as required.




- **Hi-Fi music:** Optimizes audio for the optimal sound effect. This function increases CPU usage and consumes more network bandwidth. A wired network instead of a Wi-Fi is recommended.
- **Feedback cancellation:** Eliminates feedback to improve audio quality. It is recommended when you are not playing music or not wearing a headset.



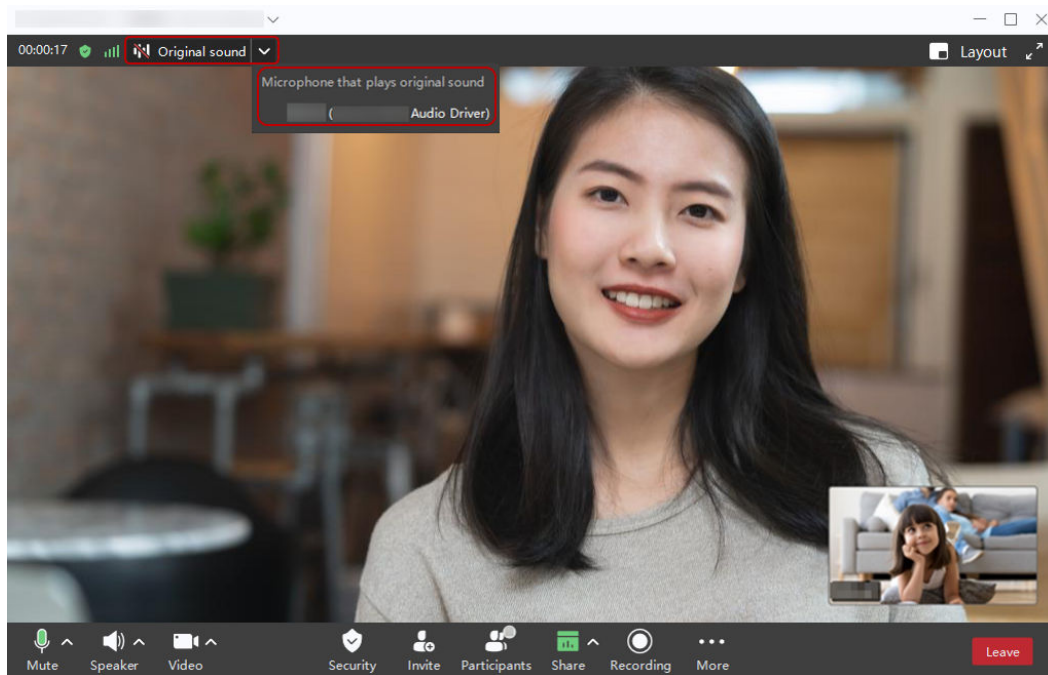
**Step 4** After **Music and professional audio** is enabled, the **Original sound** button is added to the upper left corner of the meeting screen.

Click the button to disable or enable the original sound.

Click  next to **Original sound** to select a microphone to always play the original sound when you are in the meeting.


 **NOTE**

When initiating sharing, you can choose **More > Disable original sound** or **Enable original sound** in the sharing control bar.



----End

#### NOTE

Before a meeting, click  in the lower left corner of the Windows client home screen. In the **Meeting settings** window, choose **Audio** on the left, scroll down to the **Others** area, and select **Music and professional audio**, **Hi-Fi music**, and **Feedback cancellation** as required.

## Always Showing Toolbar

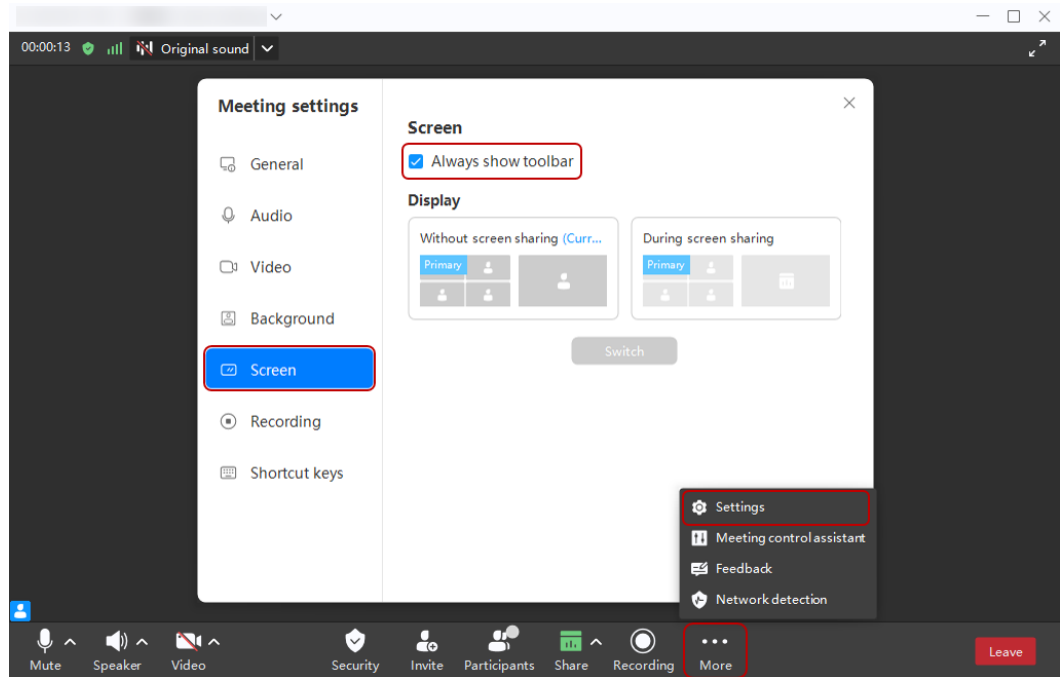
The Windows client supports the function of always displaying or automatically hiding the meeting control bar.

You can enable **Always show toolbar**. Then the meeting control bar is not automatically hidden.


**Step 1** Choose **More > Settings** in the meeting control bar.

**Step 2** In the **Meeting settings** windows, choose **Screen** on the left and select **Always show toolbar**.

----End



#### NOTE

Before a meeting, click  in the lower left corner of the Windows client home screen. In the **Meeting settings** windows, choose **Screen** on the left and select **Always show toolbar**.

## Pressing the Space Key to Unmute

You can press and hold the space key to temporarily unmute, or double-tap the space key to quickly mute or unmute.


**Step 1** In the meeting control bar, click  next to the microphone icon and choose **Device settings**.

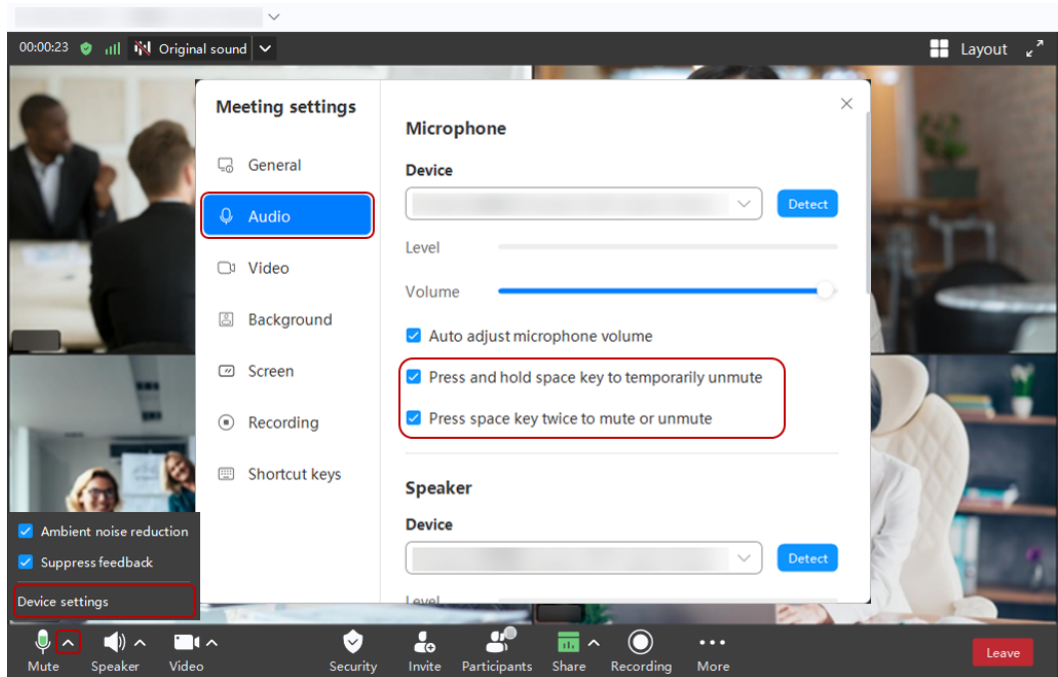
**Step 2** Select **Press and hold space key to temporarily unmute** and **Press space key twice to mute or unmute**.

- **Press and hold space key to temporarily unmute:** Press and hold the space key to unmute the microphone and speak during a meeting. Release the space key to mute again.
- **Press space key twice to mute or unmute:** Switch the microphone status by double-tapping the space key.

----End

#### NOTE

- This function is supported on the Windows client.
- This function is available when the host allows participants to unmute by themselves.
- Before a meeting, click  in the lower left corner of the client home screen. In the **Meeting settings** windows, choose **Audio** on the left and select **Press and hold space key to temporarily unmute** and **Press space key twice to mute or unmute**.



## Claiming the Host Role

The enterprise administrator can set who can claim the host role on the [Huawei Cloud Meeting Management Platform](#).

The meeting creator or host can claim the host role during the meeting.

**Step 1** After joining a meeting, click **Participants**.

**Step 2** In the lower part of the **Participants** screen, click **Claim host** and then **OK**.

### NOTE

If the meeting creator is a co-host, choose **More > Claim host**.

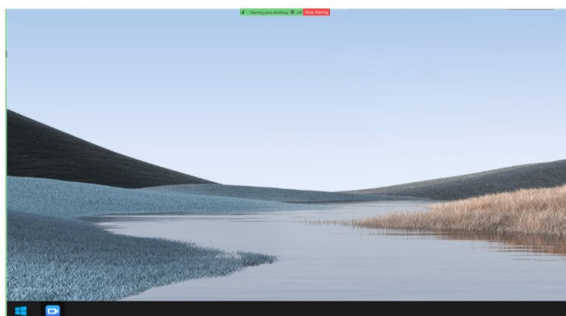
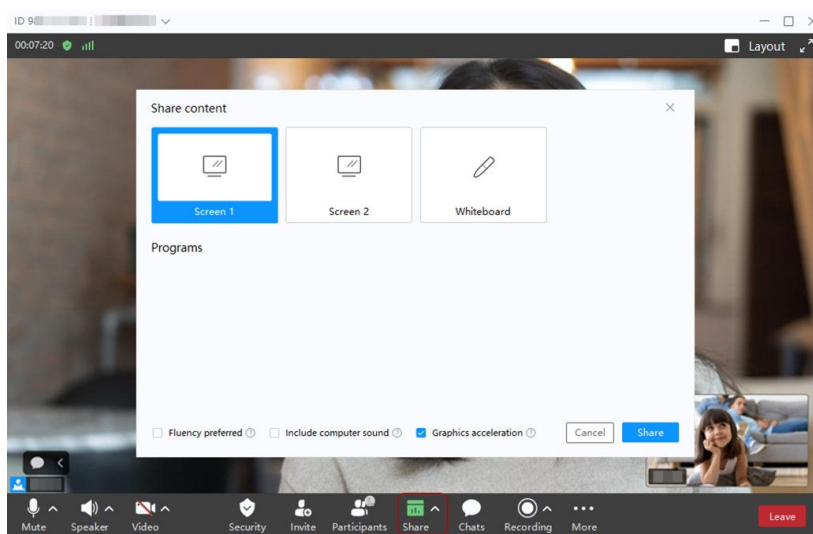
----End



## 1.5 Sharing Content and Annotating on the Shared Content

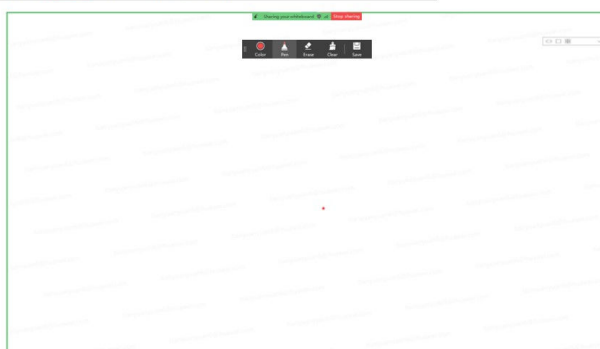
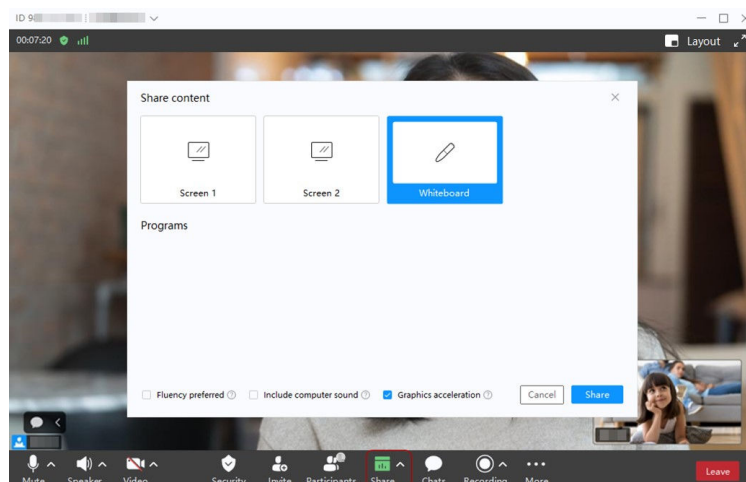
### Sharing Screens

- Participants can share a desktop in meetings.
- Participants can annotate on the shared screen.
- Participants can draw lines, select the line color and weight, erase and save the annotation content as images, and open the images.
- During sharing, participants can still view each other.



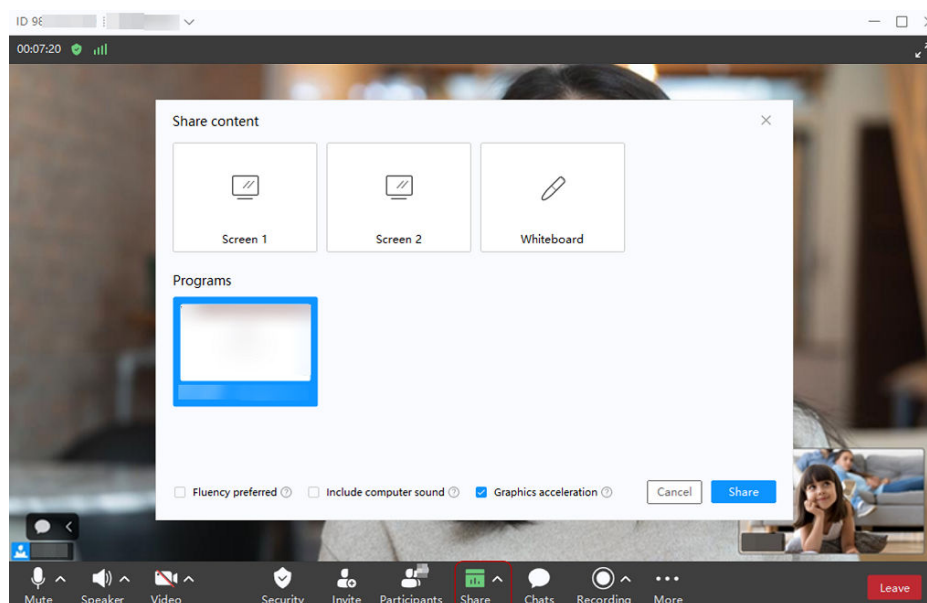
### Sharing a Whiteboard

Share and co-author a whiteboard for smooth communications.



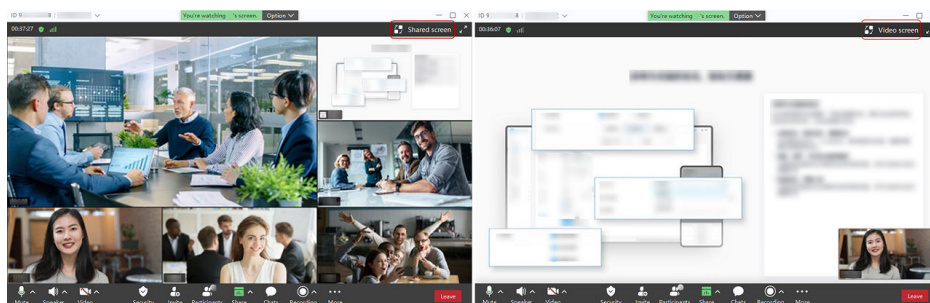
## Sharing a Program

- If you share a program, other participants can only view the shared program.
- Participants can annotate on the shared screen.
- Participants can draw lines, select the line color and weight, erase and save the annotation content as images, and open the images.



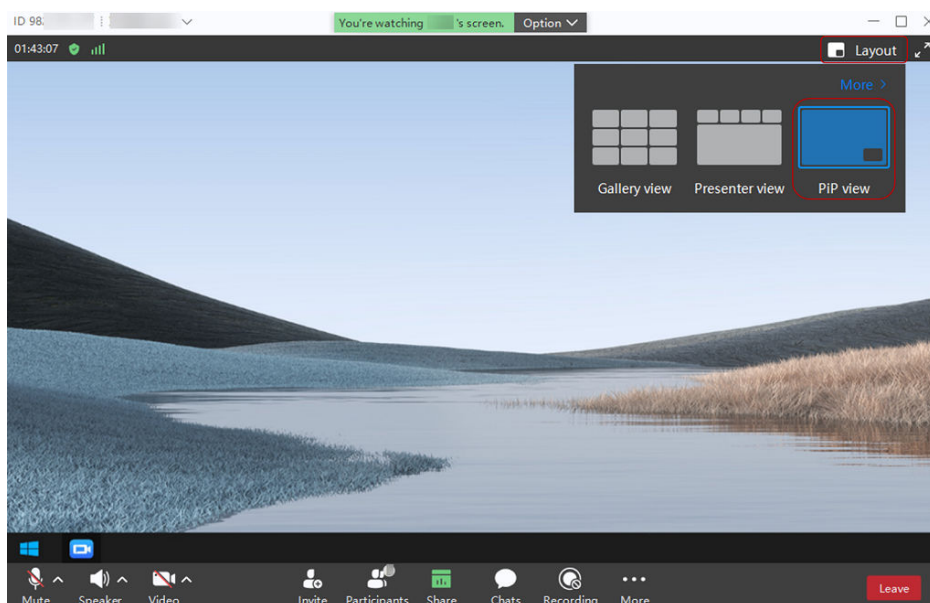
## Broadcasting the Shared Screen in Continuous Presence

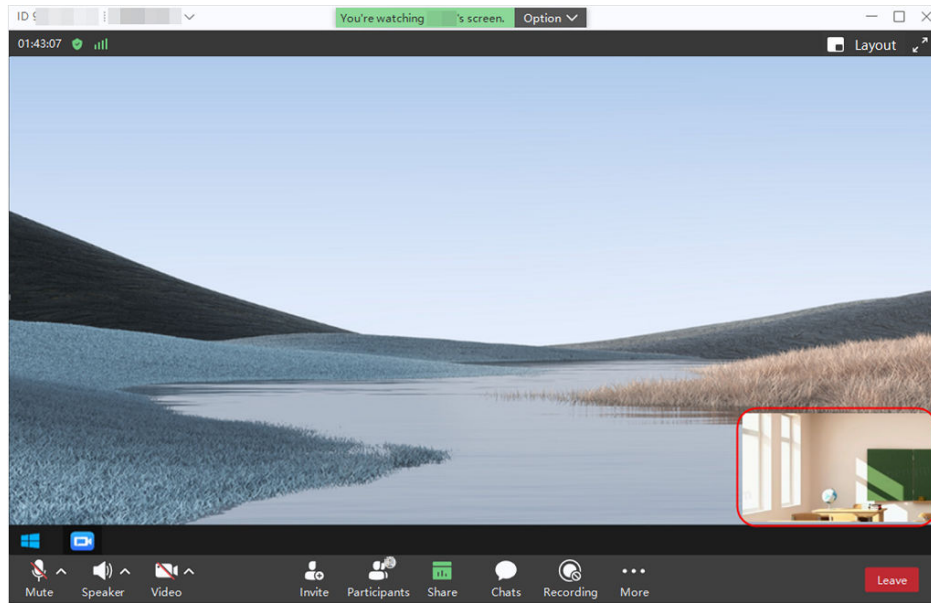
You can broadcast the shared screen in continuous presence. In this mode, you can switch participant videos and the shared screen.



## Displaying the Loudest Participant During Screen Sharing

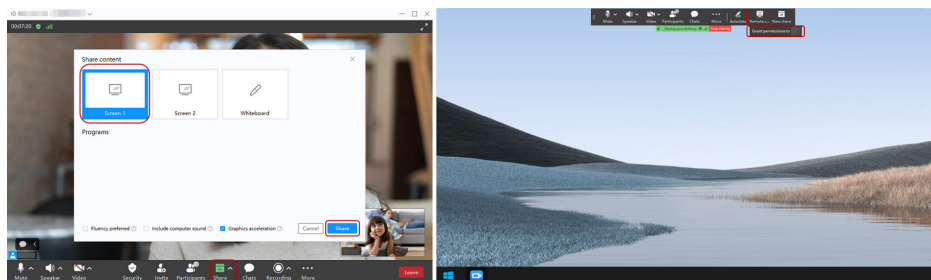
When you view the shared content in the PiP view, the small screen automatically displays the video of the participant who speaks the loudest.





## Remote Support

During a meeting, choose **Share**, share your desktop, and choose **Remote support** > **Grant permissions to X** to allow participant *X* to perform operations on your desktop.



On the Windows client, the participant who provides remote support can use the mouse wheel to quickly browse pages and perform operations.

### NOTE

Remote support can be enabled on clients running macOS 10.14 or later.

## Custom Frame Rate for Screen Sharing

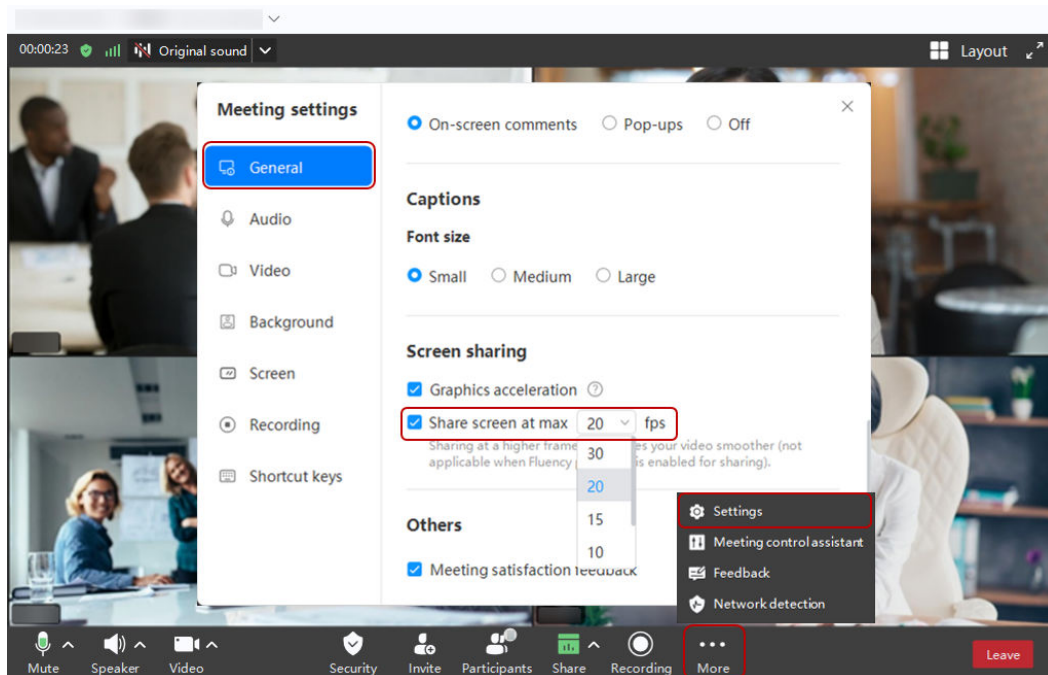
When sharing a screen on a Windows client, you can set the screen sharing frame rate to improve user experience.

**Step 1** In the meeting control bar, choose **More** > **Settings**.

**Step 2** Scroll down to the **Screen sharing** area, select **Share screen at max *N* fps**, and select a frame rate (*N*).

----End





#### NOTE

- This function is disabled by default. After it is enabled, the screen sharing frame rate does not exceed the configured value.
- If you select **Fluency preferred** when sharing a screen, this function does not take effect.
- During video sharing, a high frame rate is recommended to improve video smoothness. In other scenarios, a low frame rate is recommended to reduce CPU usage.

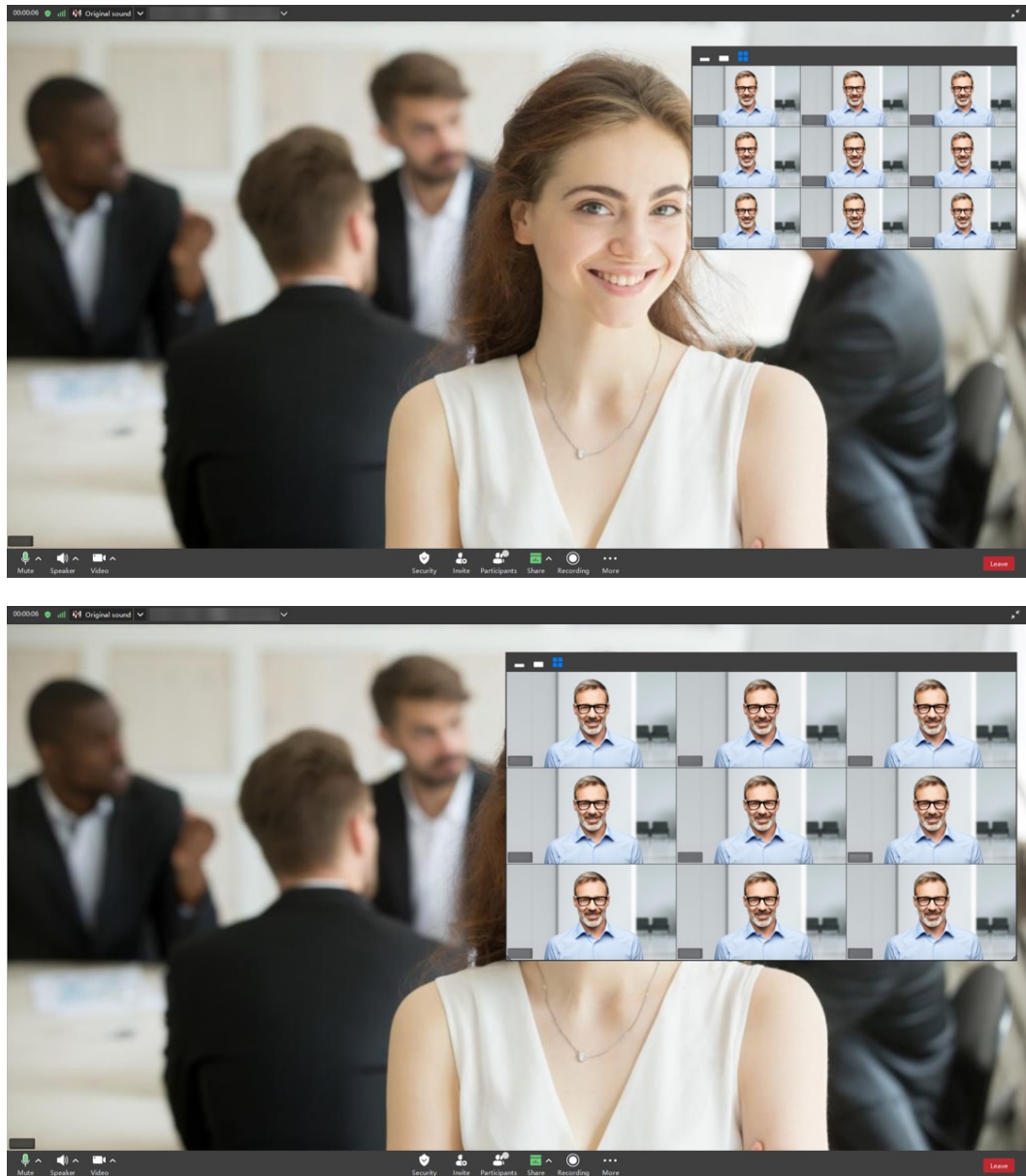
## Adaptive Definition of the Floating Window

When sharing is enabled in a meeting on the Windows client, the sharer can drag the floating window to adjust its size. The definition of the window is adaptive, allowing the sharer to learn about statuses of other participants.

**Step 1** Click **Share** in the meeting control bar to share a screen.

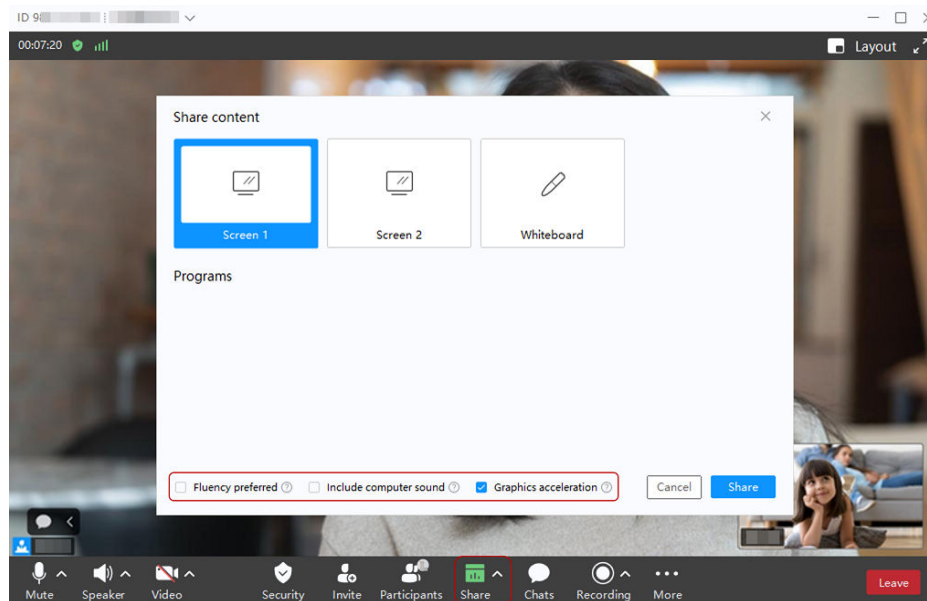
**Step 2** On the sharing screen, drag the floating window to adjust its size.

----End



## Advanced Settings

- **Fluency preferred:** When the shared content contains a video that is being played, enable this option for smoother sharing.
- **Include computer sound:** Share the audio of your computer with other participants.



#### NOTE

If you want to play a video during sharing, unmute your microphone before sharing. In addition, enable **Fluency preferred** and **Include computer sound** at the bottom of the **Share content** screen.

## 1.6 Enterprise SSO Login

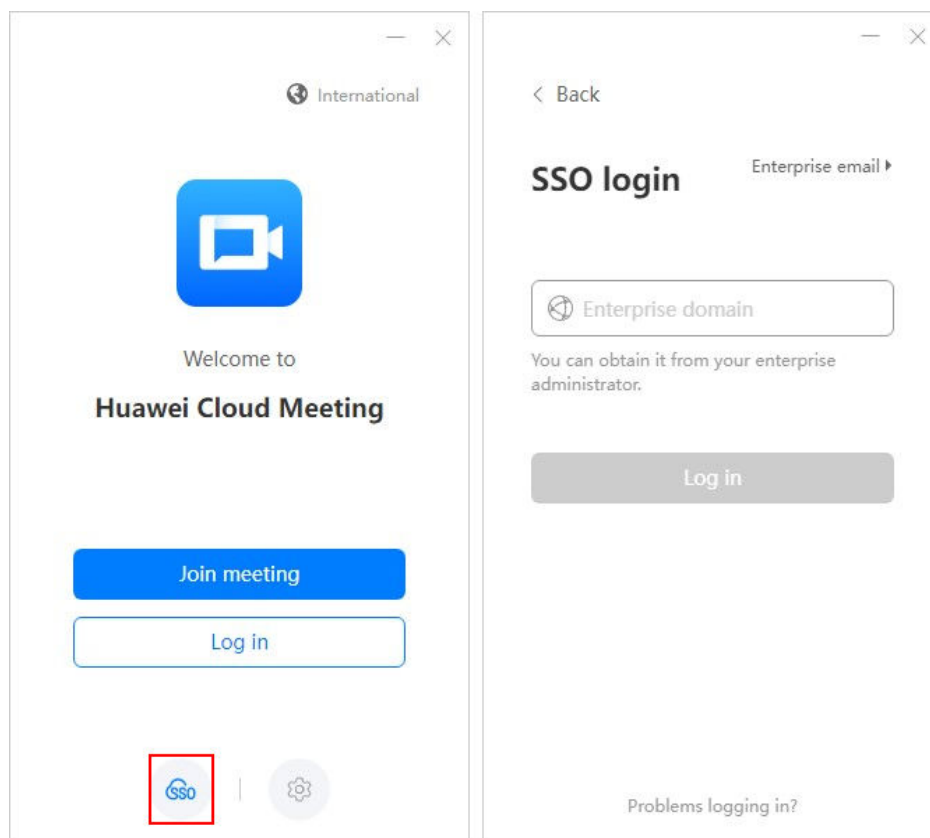
If your enterprise has an authentication system, you can enable SSO login to allow enterprise members to log in to the Huawei Cloud Meeting client through the authentication system.

#### NOTE

For details about how to configure enterprise SSO login, see [How Do I Configure SSO Login for My Enterprise?](#)

- Step 1** Open the Huawei Cloud Meeting desktop client.
- Step 2** Click or touch **SSO** at the bottom.
- Step 3** Enter the enterprise domain name, or click or touch **Enterprise email** in the upper right corner and enter the enterprise email address.
- Step 4** Click **Log in** to redirect to the authentication page on your browser.

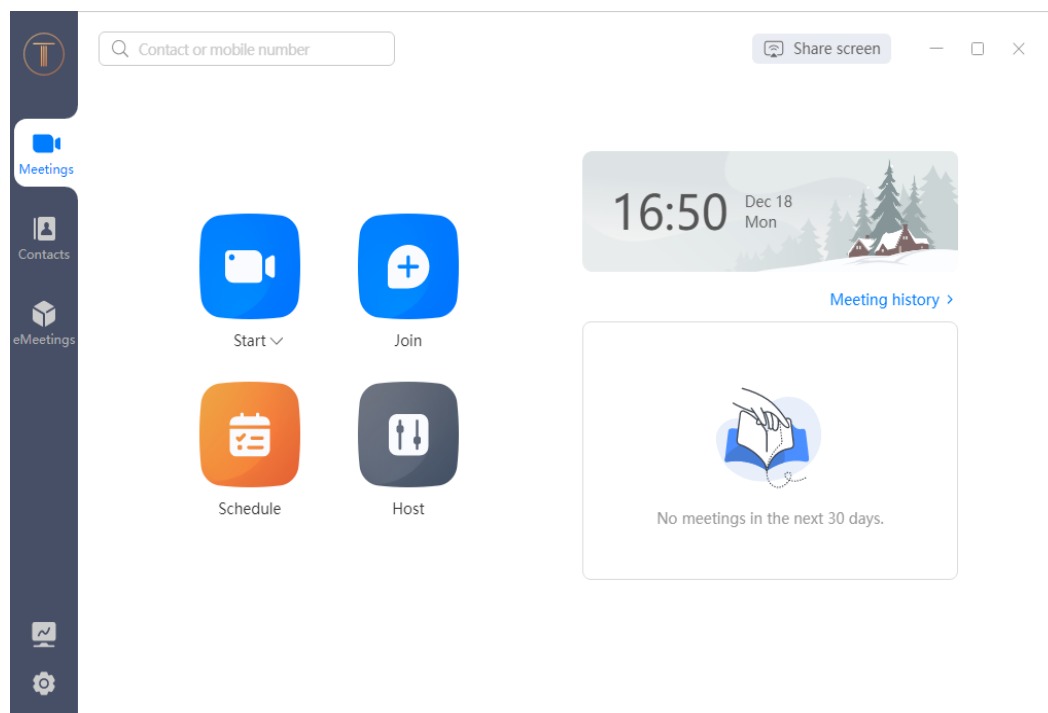
**Figure 1-11** Enterprise SSO



**Step 5** Enter the account and password. After the enterprise authentication is successful, the Huawei Cloud Meeting Management Platform is displayed, and the platform starts the Huawei Cloud Meeting desktop client.

The client home screen is displayed.

Figure 1-12 Client home screen



----End

## 1.7 Simultaneous Interpretation

### CAUTION

Simultaneous interpretation is available only in a specific version. If you want to try this function, send an email to [hcmeeting@huaweicloud.com](mailto:hcmeeting@huaweicloud.com) or contact Huawei sales.

### Joining a Meeting as an Interpreter

Simultaneous interpretation is applicable to large-scale seminars and international meetings with multilingual requirements. To ensure the meeting effect, use the Huawei Cloud Meeting desktop client for simultaneous interpretation.



After joining the meeting, you will receive a message indicating that you are assigned as an interpreter of this meeting. Click **Accept** to accept the assignment.



**NOTE**

Currently, interpreters can perform simultaneous interpretation only on the desktop client.

## Starting Interpreting

Select the original audio or another language in the listening channel  on the left, select a language in the speaking channel  on the right, and start interpreting.

Participants who listen to the channel of the language you interpret will hear your voice.



**NOTE**

- Interpretation languages are configured by the meeting administrator.
- Multiple interpreters can perform interpretation simultaneously.

## Listening to an Interpretation Channel as a Participant

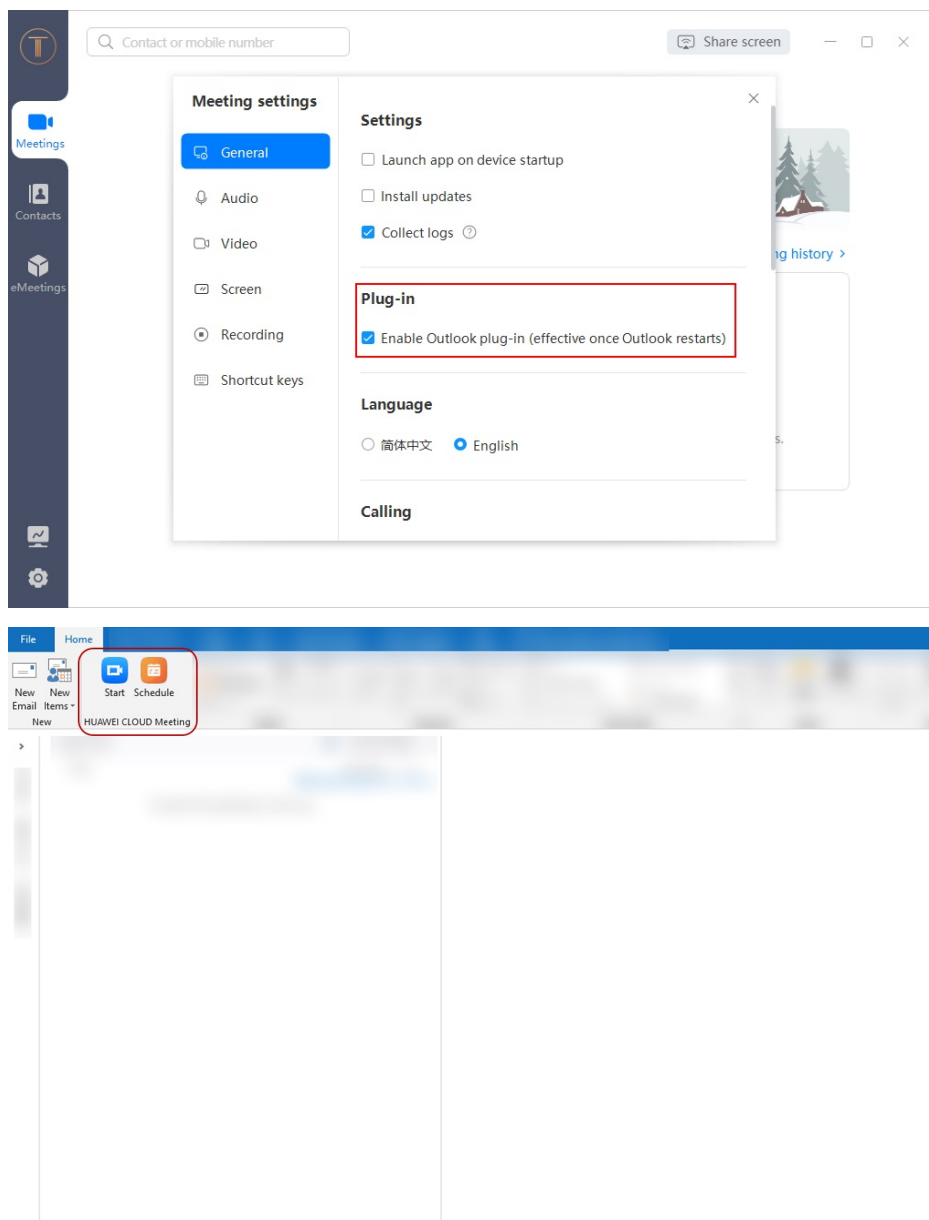
You can select an interpretation channel to listen to.



## 1.8 Outlook Plug-in

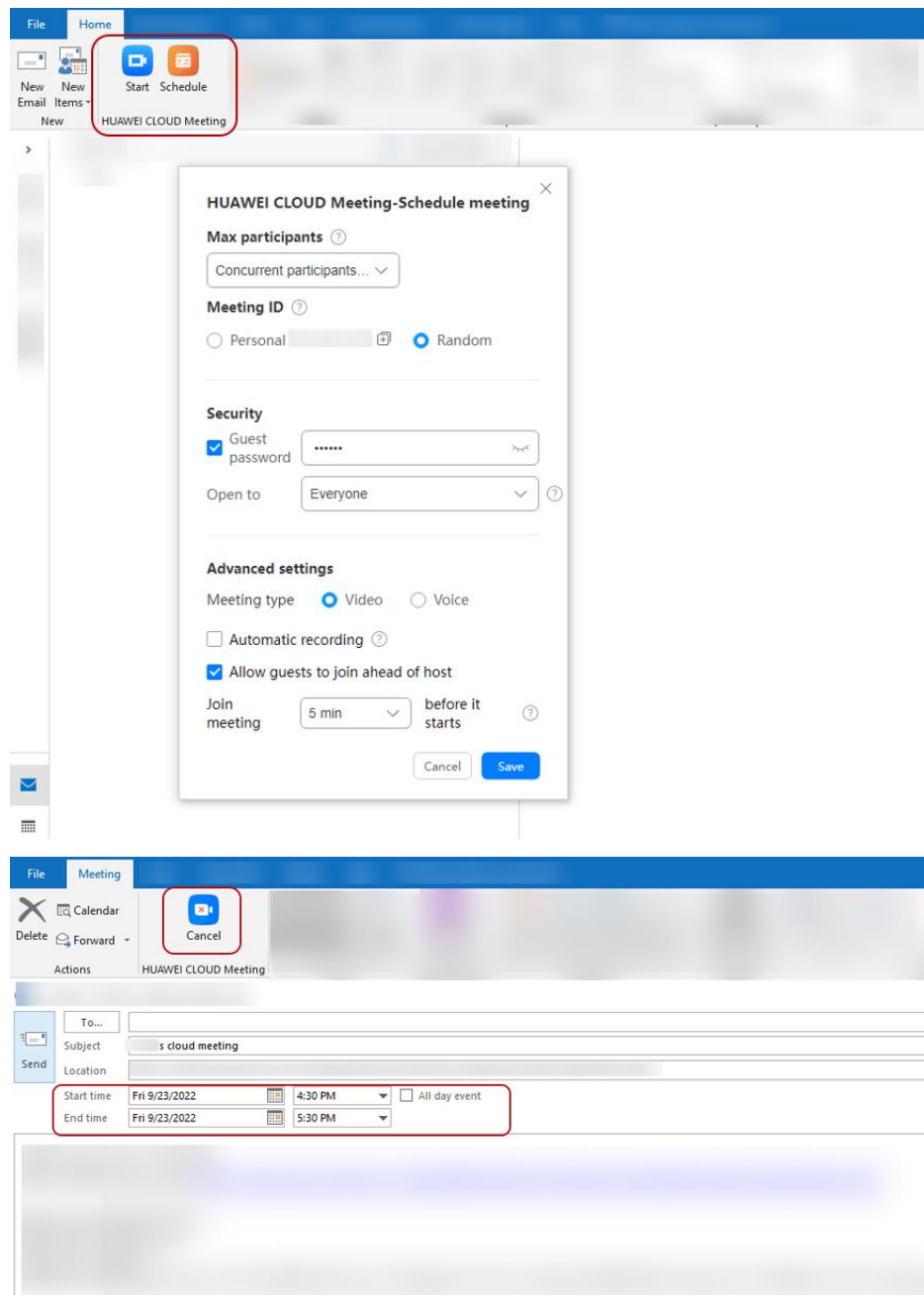
After enabling the Outlook plug-in on the Windows client, you can initiate, schedule, edit, and cancel meetings in Outlook and send meeting invitations or changes to Outlook contacts.

- Enabling the Outlook Plug-in  
On the Windows client home screen, click the settings icon in the lower left corner, choose **General** on the left, and select **Enable Outlook plug-in** in the **Plug-in** area. The plug-in takes effect after Outlook is restarted.



- Performing meeting operations in Outlook
  - Click **Start** to start the Huawei Cloud Meeting client and initiate a meeting.
  - Click **Schedule** to access the screen for scheduling a meeting. After you configure the parameters, click **Save** to generate a meeting email. You can send to the email to Outlook contacts.
  - When scheduling a meeting or modifying a scheduled meeting, you can edit the meeting time or click **Cancel** to cancel the meeting, and send the meeting changes to Outlook contacts.



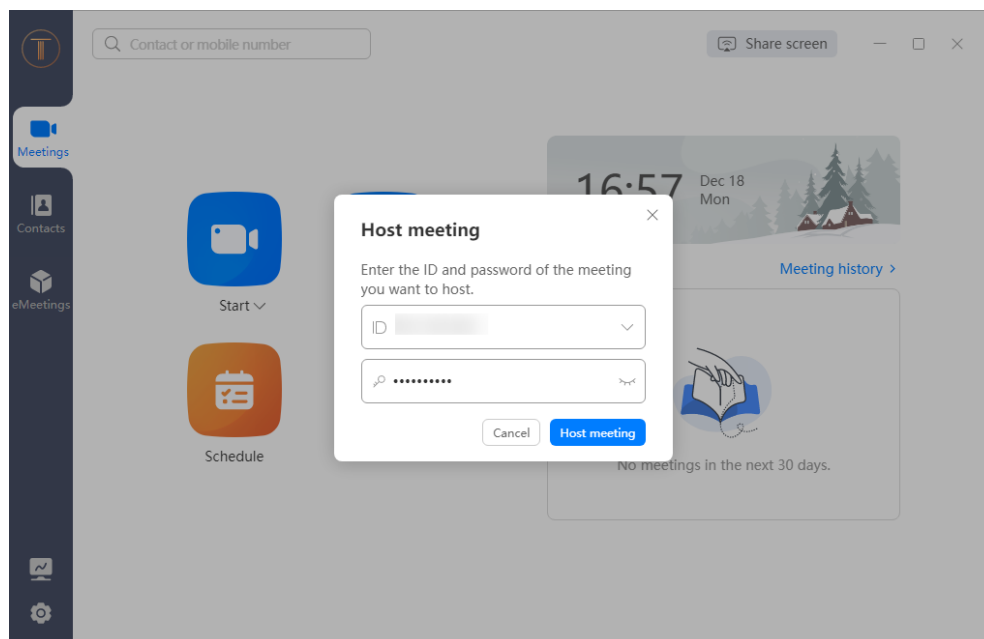


## 1.9 Hosting a Meeting

If you have not joined a meeting, you can use the meeting control assistant to host the meeting.

When you have obtained the ID and host password of a meeting created by others, you can host the meeting.

Click **Host**, enter the meeting ID and host password, and click **Host meeting** to host the meeting using the meeting control assistant.



#### NOTE

If you have obtained the host password for an ongoing meeting that you have joined before, you can click the meeting on the **Meetings** screen to access the meeting details screen and choose **More > Host meeting**.

## 1.10 Leaving a Meeting

- **Leave:** Any participant including the host can leave a meeting. After a participant leaves, the meeting still goes on.
- **End for all:** Only the host can end a meeting. After a meeting ends, all participants leave the meeting.
- **Assign host & leave:** The host transfers the host role to a participant and leaves the meeting. The meeting still goes on.

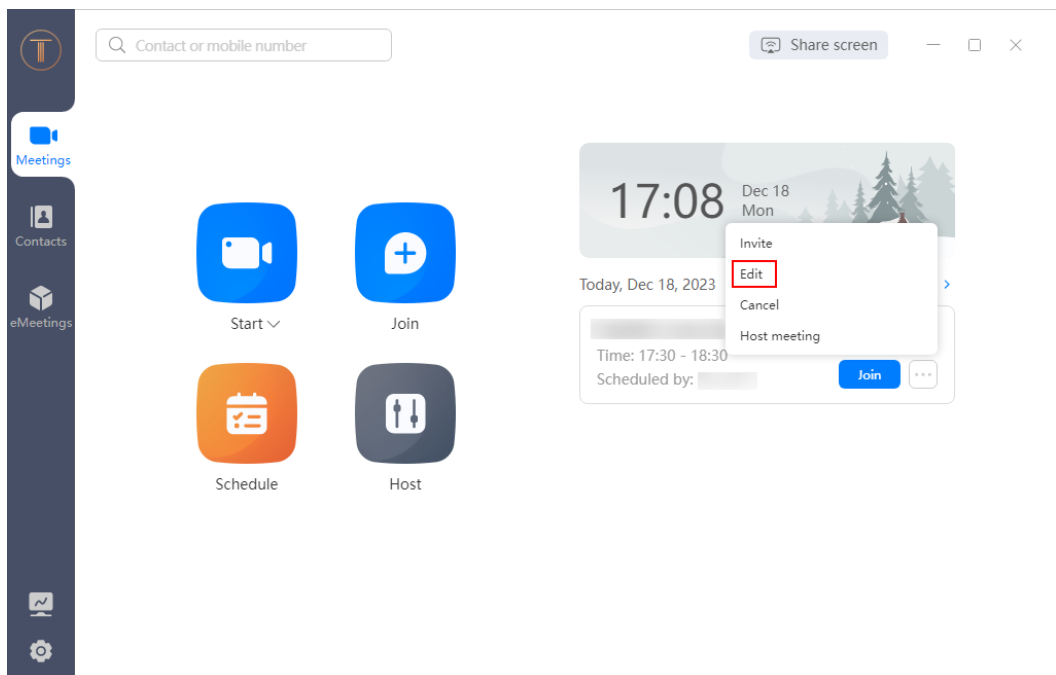


The preceding figure shows the screen for the host to leave or end a meeting. Guests can only leave a meeting.

## 1.11 Editing a Meeting

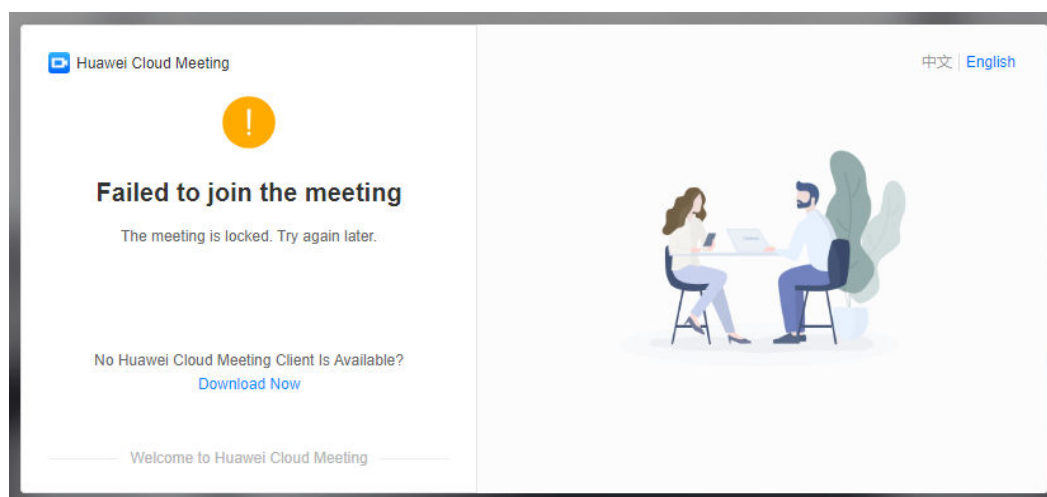
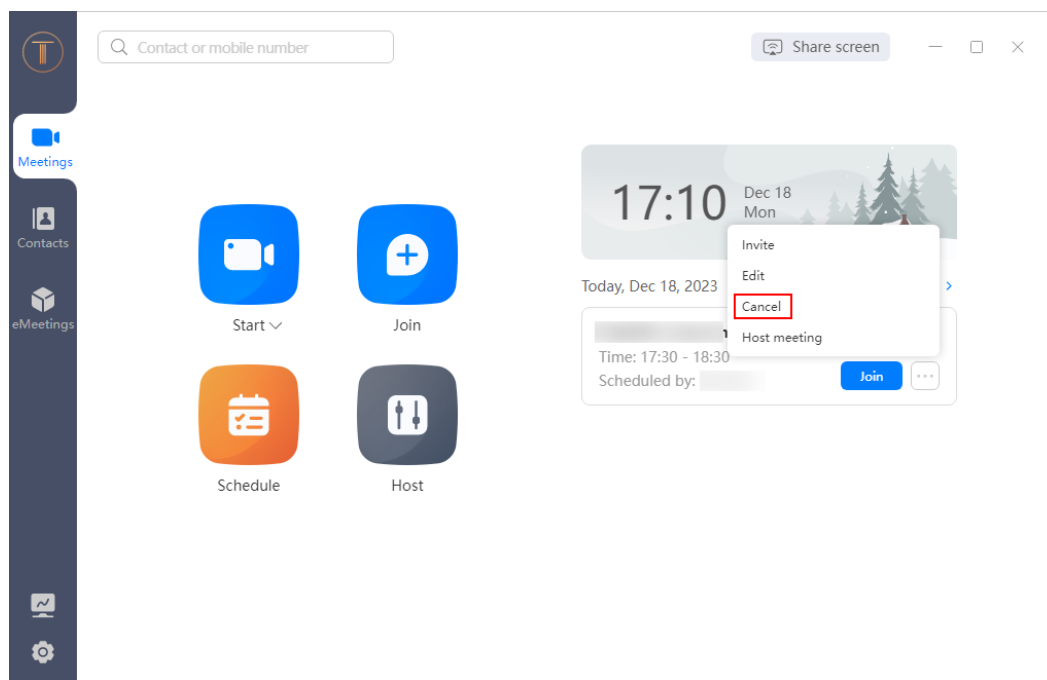
Before a meeting starts, you can edit the meeting details, including the topic, time, duration, type, and participants allowed to join the meeting. You can also allow or disable recording and invite participants to the meeting.

After you update the meeting details, all participants will be notified of the update by email.



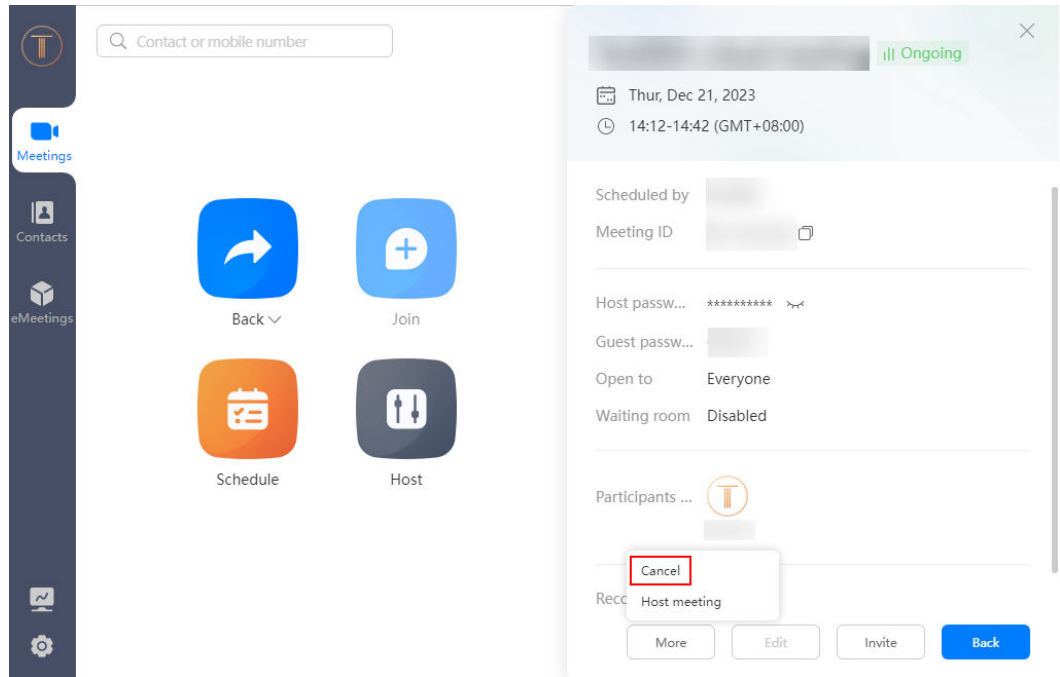
## 1.12 Canceling a Meeting

You can cancel a meeting on the client, and all participants will receive an email notification. When they click the meeting link, a message is displayed, indicating that the meeting has ended or canceled.



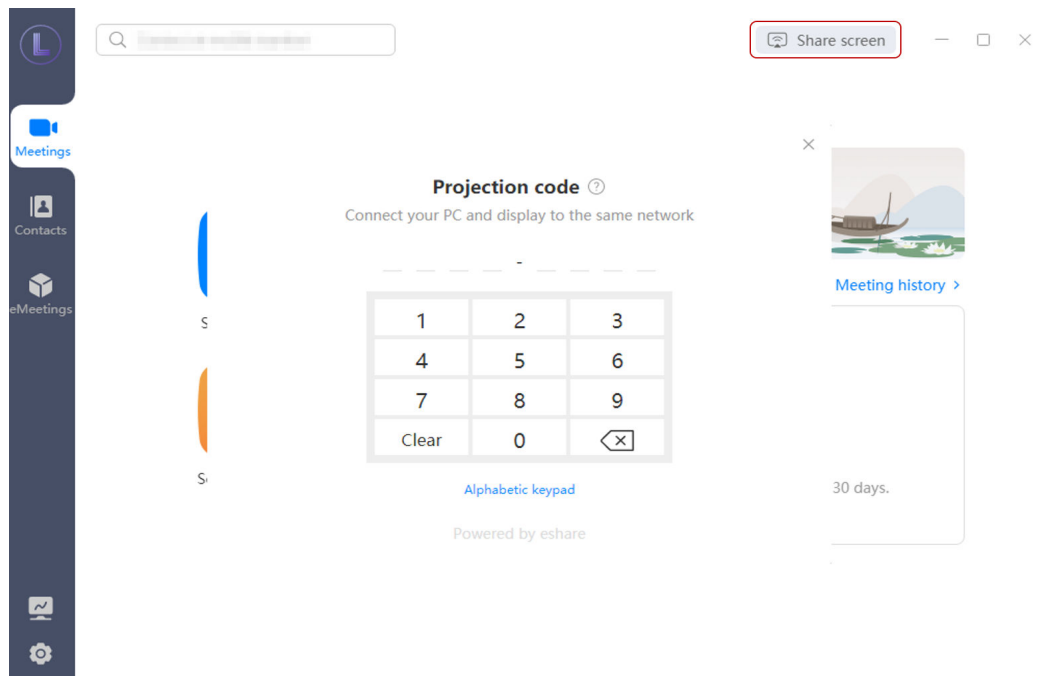
### Canceling an Ongoing Meeting

You can cancel an ongoing meeting. Click **\*\*\*** in the lower right of the meeting in the meeting list and choose **Cancel**, or click the meeting to go to the meeting details page and choose **More > Cancel**.



## 1.13 Projection

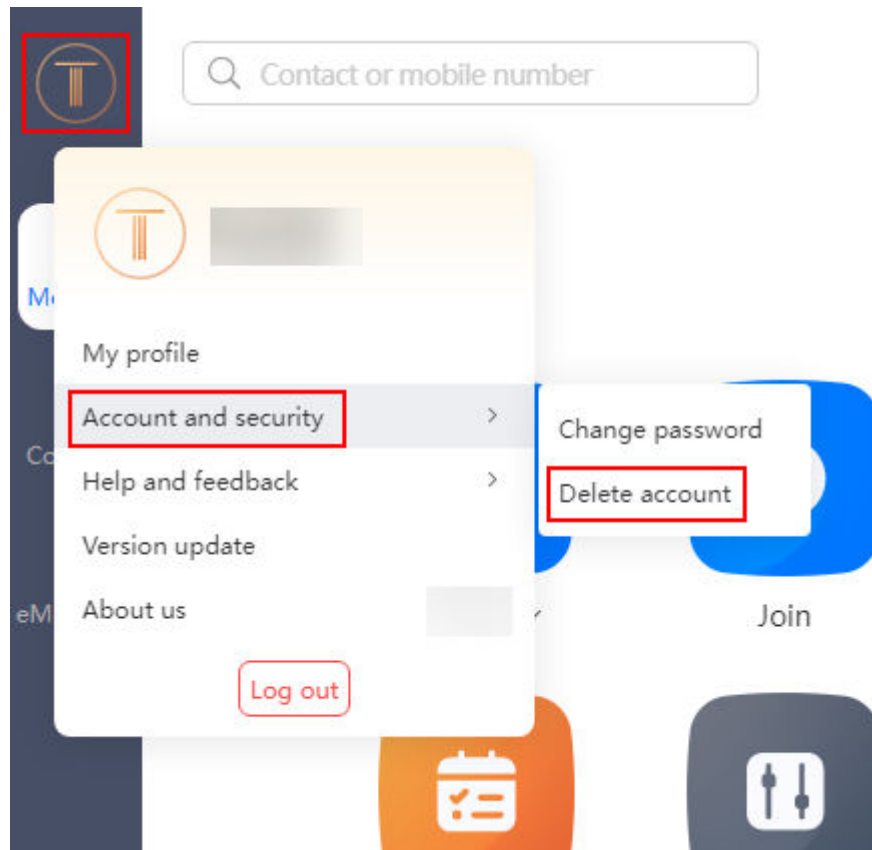
Enter the projection code on a large screen to project your desktop to the large screen.



## 1.14 Deleting an Account

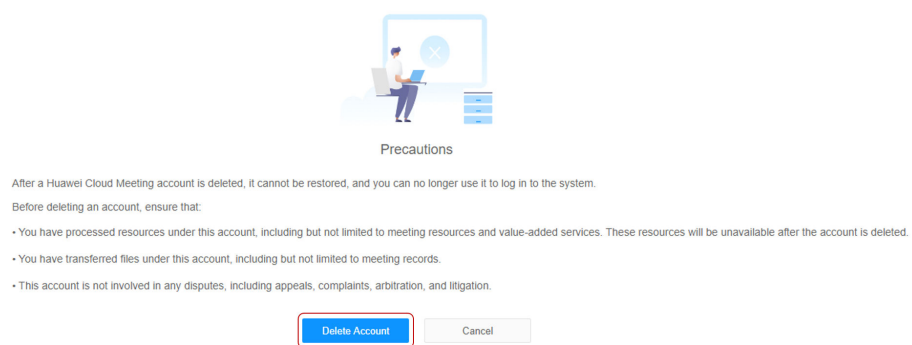
You can quickly delete your account on the client.

**Figure 1-13** Deleting an account on the client



The Huawei Cloud Meeting Management Platform is displayed. Delete your account as prompted.

**Figure 1-14** Deleting the account



# 2 Mobile App

## 2.1 Downloading and Logging In to the App

### Recommended Configuration

#### OS requirements

Type	Minimal Requirements	Recommended Configuration
Android app	Android 6.0/HarmonyOS 2.0	Android 10.0 or later/ HarmonyOS 2.0 or later
iOS app	iOS 11	iOS 14 or later

#### Hardware requirements

Type	Minimal Requirements	Recommended Configuration
Android app	CPU: dual-core, 1.5 GHz Memory: 2 GB Available disk space: 800 MB	CPU: quad-core, 2 GHz or above Memory: 6 GB or above Available disk space: 1 GB
iOS app	CPU: - Memory: 1 GB Available disk space: 500 MB	CPU: - Memory: 3 GB Available disk space: 1 GB

## Downloading the App

You can download the mobile app in any of the following ways:

- Scan the QR code below.

Android/iOS

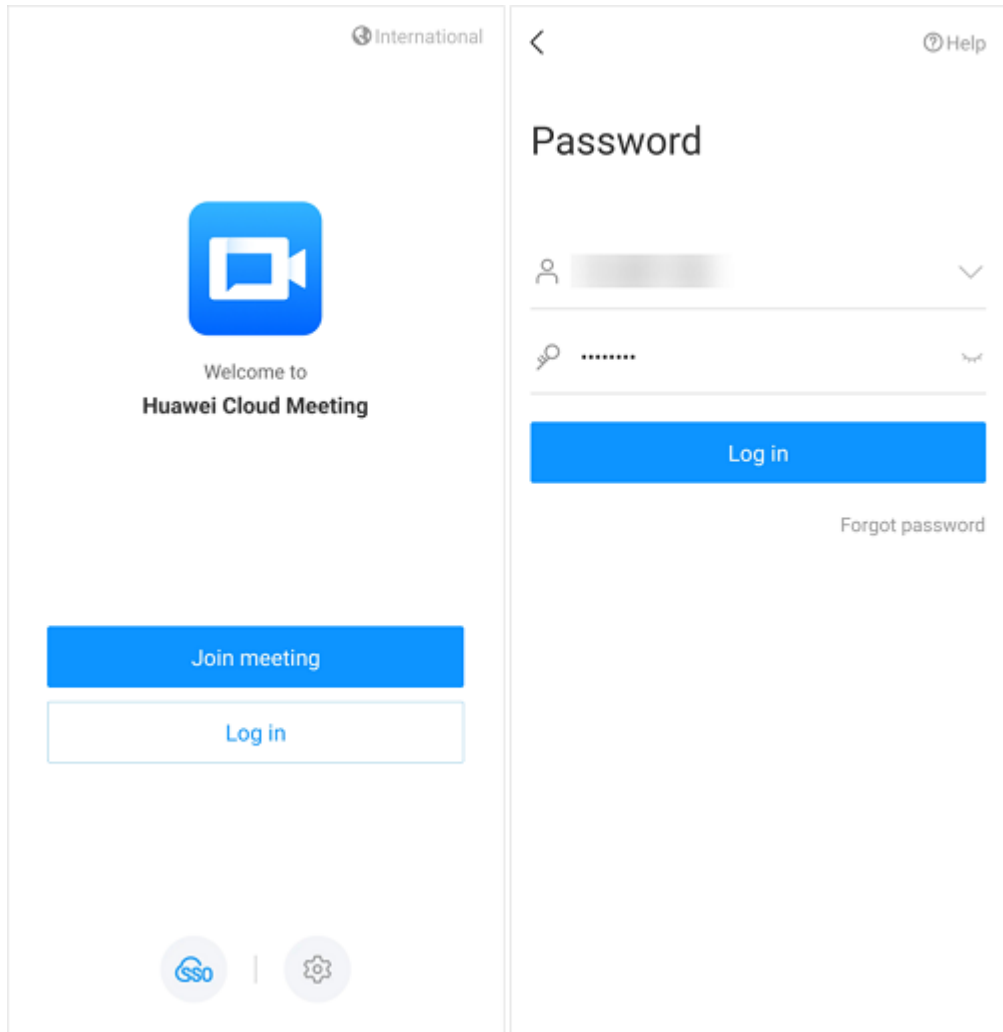


- Download the app from the [Huawei Cloud Meeting website](#).
- Search for and download Huawei Cloud Meeting on AppGallery or App Store.

## Logging to the App

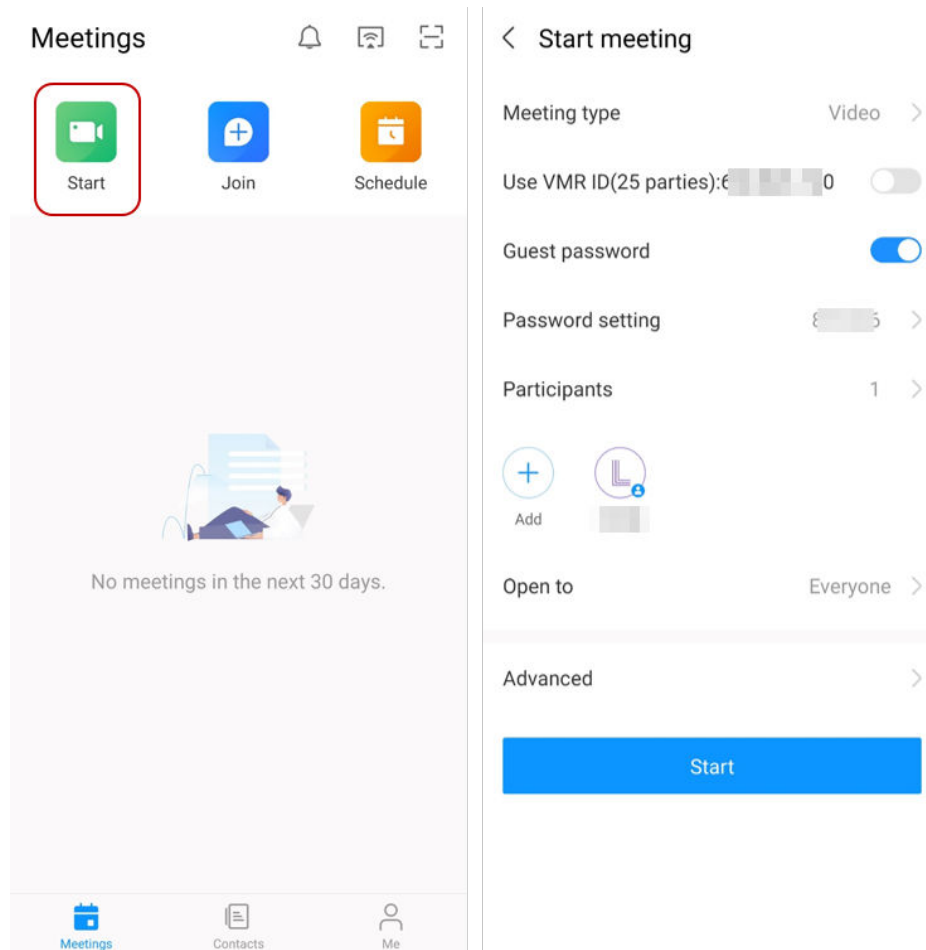
If the enterprise administrator has added you as an enterprise user, you can obtain the meeting account and password from the email for logging in to the client. For details about how an enterprise administrator adds a user, see [Managing Users](#).





## 2.2 Creating a Meeting

### Initiating a Meeting



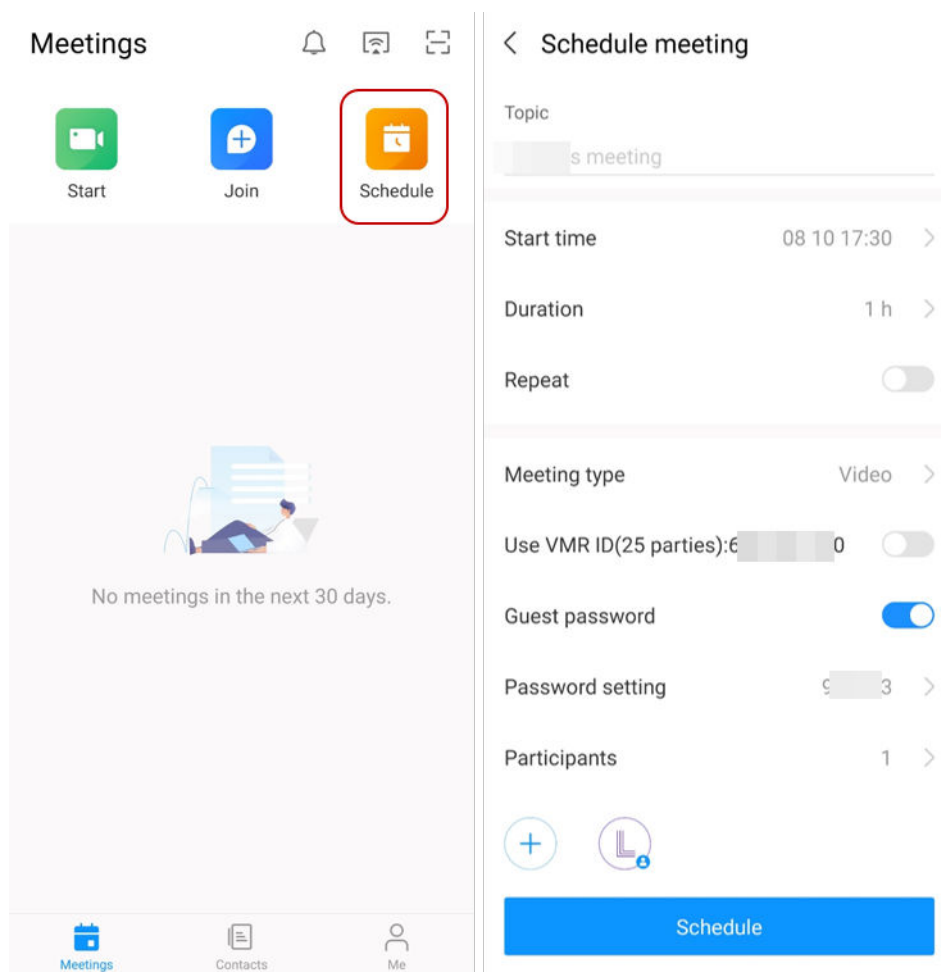
- You can use different types of meeting IDs and set the guest password.
  - Personal meeting ID: Each user has a fixed personal meeting ID. It is the best choice for regular department meetings.  
You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.
  - Random meeting ID: The meeting ID is generated randomly. You can use it to initiate a temporary discussion or a meeting with high security.  
You can choose whether to enable the guest password.
  - Cloud meeting room ID: You can use the stable meeting resources to hold large-scale or regular meetings.  
You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.

**NOTE**

If your enterprise has purchased only cloud meeting rooms, you can use a cloud meeting room ID (allocated by the enterprise administrator) or a random ID to hold a meeting.

- You can set participants who can join the meeting.
- If your enterprise has purchased recording resources, you can enable **Automatic recording** under **Advanced**.
- After the meeting is created, you can invite other participants to the meeting.

## Scheduling a Meeting



- You can use different types of meeting IDs and set the guest password.
  - Personal meeting ID: Each user has a fixed personal meeting ID. It is the best choice for regular department meetings.  
You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.
  - Random meeting ID: The meeting ID is generated randomly. You can use it to initiate a temporary discussion or a meeting with high security.  
You can choose whether to enable the guest password.

- Cloud meeting room ID: You can use the stable meeting resources to hold large-scale or regular meetings.

You can change the guest password or leave the guest password blank. If you leave the guest password blank, other users can join the meeting without entering the meeting password.

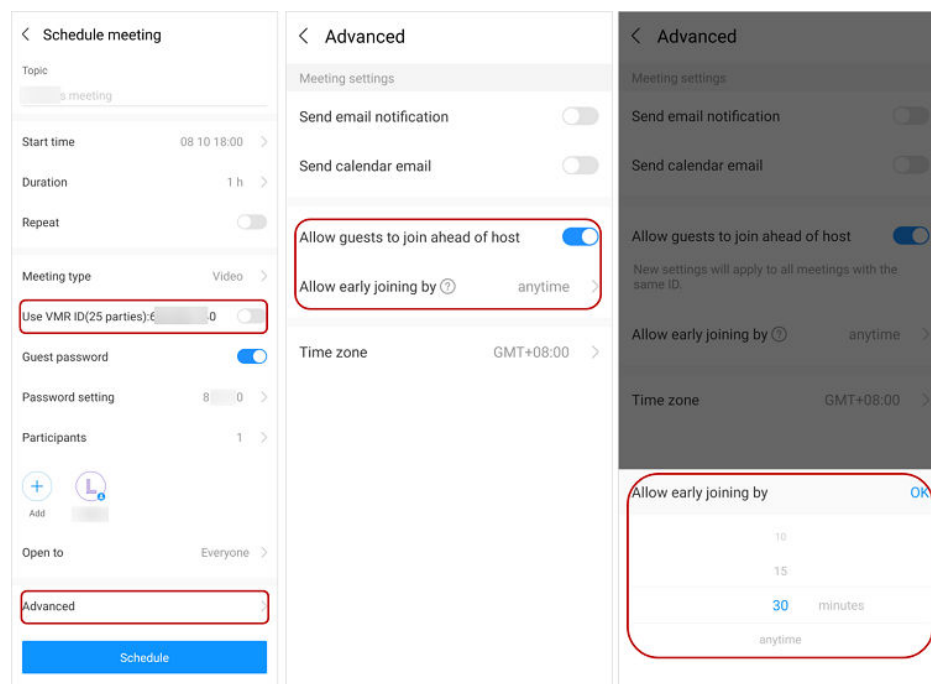
**NOTE**

If your enterprise has purchased only cloud meeting rooms, you can use a cloud meeting room ID (allocated by the enterprise administrator) or a random ID to hold a meeting.

- You can add participants (clients or hard terminals) from the corporate directory.
- You can set participants who can join the meeting.
- If your enterprise has purchased recording resources, you can enable **Automatic recording** under **Advanced**.
- You can enable **Allow guests to join ahead of host** and configure the time by which guests can join the meeting in advance.

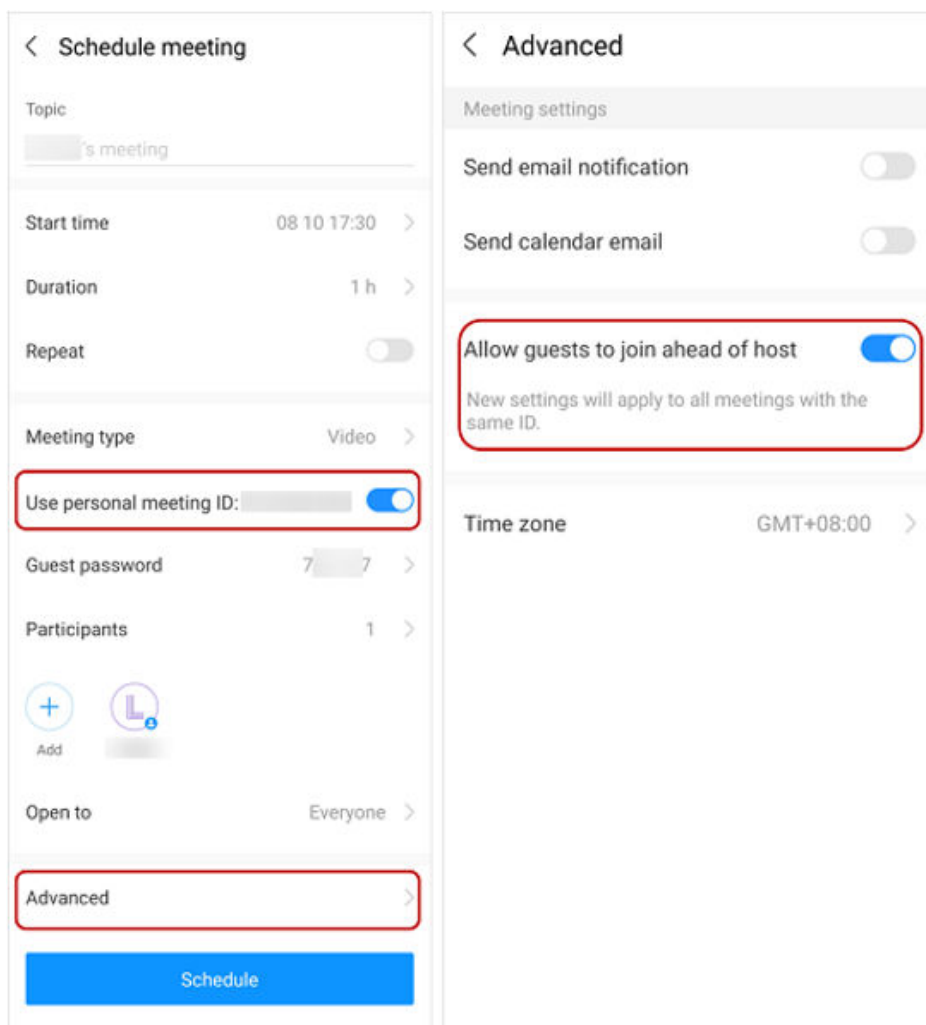
- Scheduling a meeting with a random ID

When scheduling a meeting, disable **Use personal meeting ID**, touch **Advanced**, enable **Allow guests to join ahead of host**, and configure the time by which guests can join the meeting in advance.

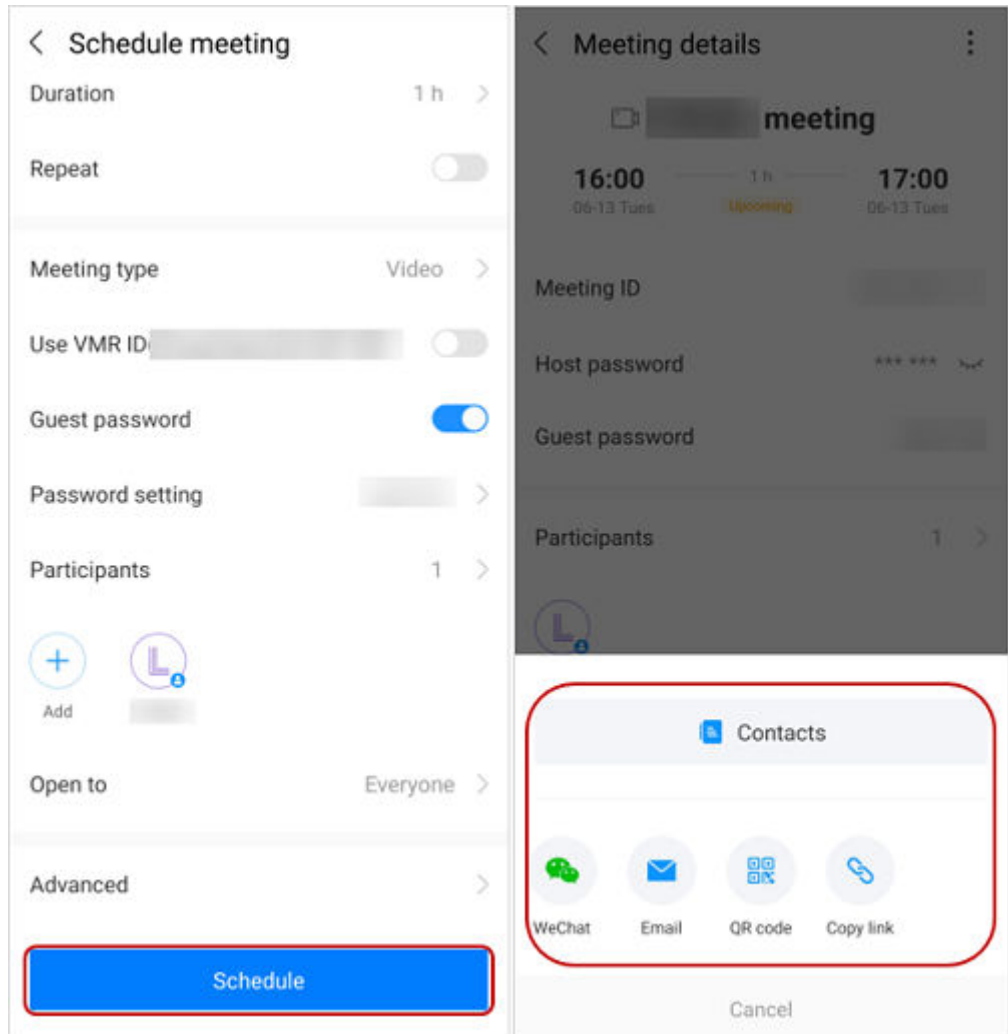


- Scheduling a meeting with a fixed ID

When scheduling a meeting, enable **Use personal meeting ID**, touch **Advanced**, and enable **Allow guests to join ahead of host**.

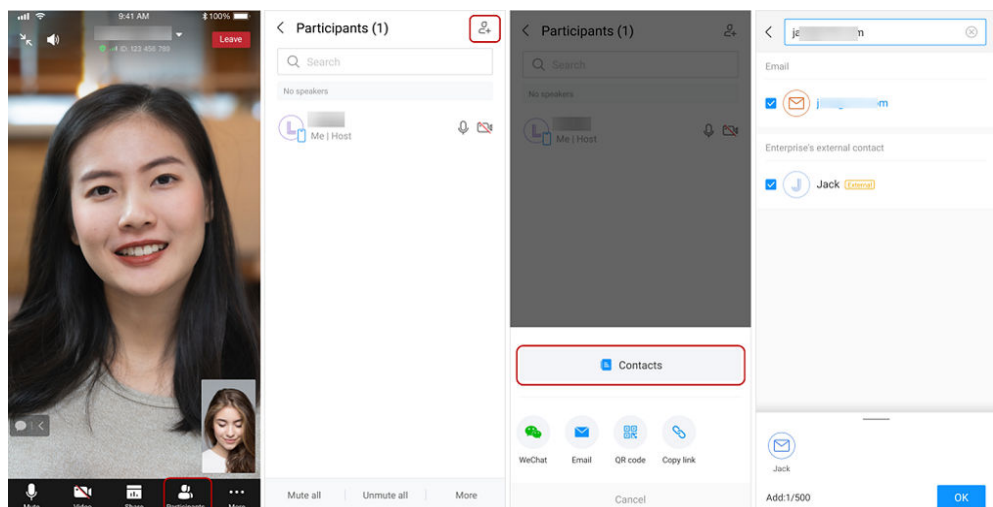


- Inviting participants to a scheduled meeting on the meeting details screen of the iOS app  
After a meeting is scheduled, the meeting details screen is displayed. You can add participants from the contact list or share the meeting to others.

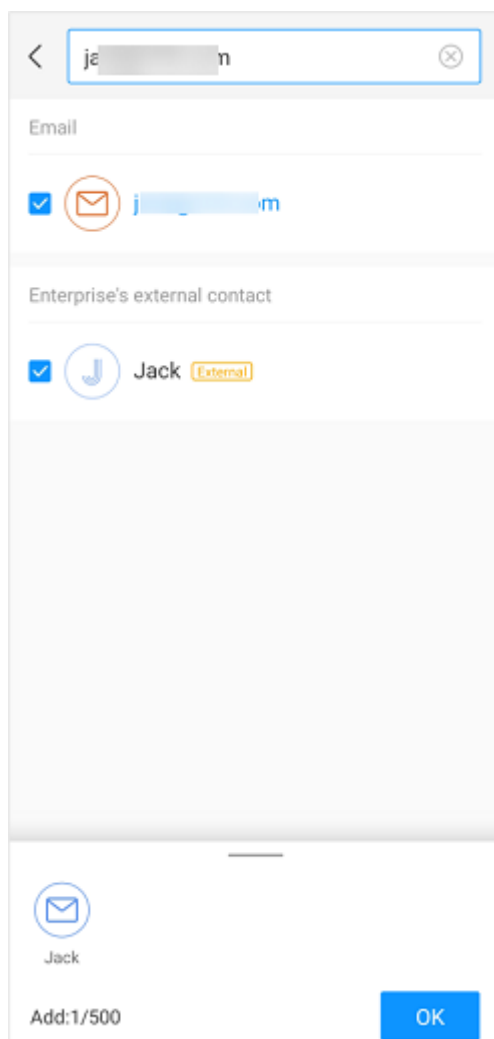


## Inviting a Participant

- Search for a user (who is using the client or a hard terminal) and invite the user to the meeting.



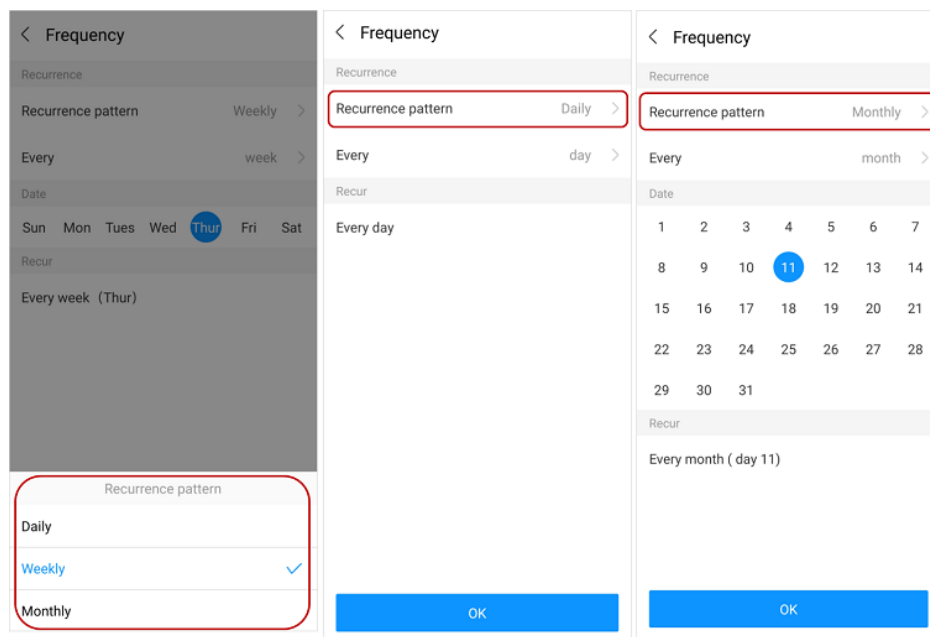
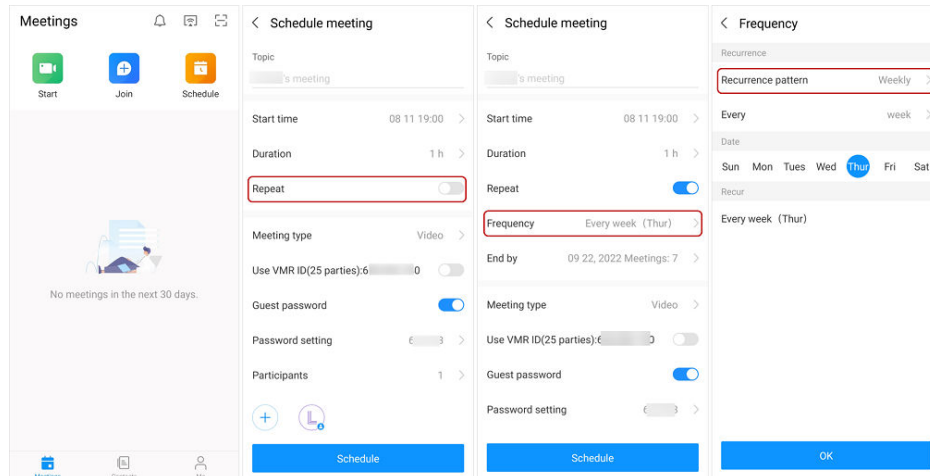
- When you schedule a meeting, enter the email address of an external contact. After the meeting is scheduled, the system sends an email to the contact. The external contact can click the link in the email to join the meeting.



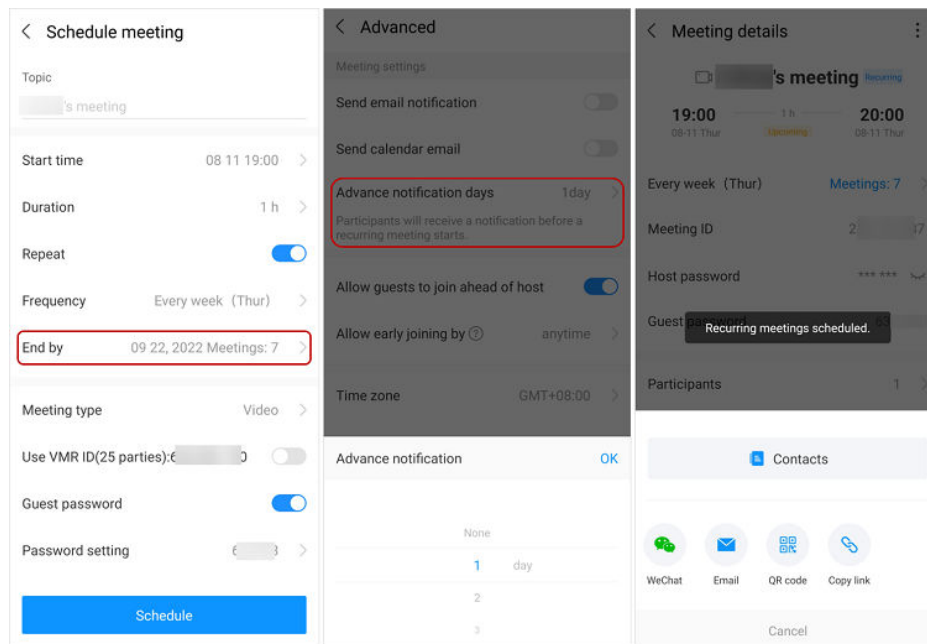
## Scheduling Recurring Meetings

On the home screen, touch **Schedule** to schedule recurring meetings.

Enable **Repeat** (disabled by default), touch **Frequency**, and configure **Recurrence pattern**.





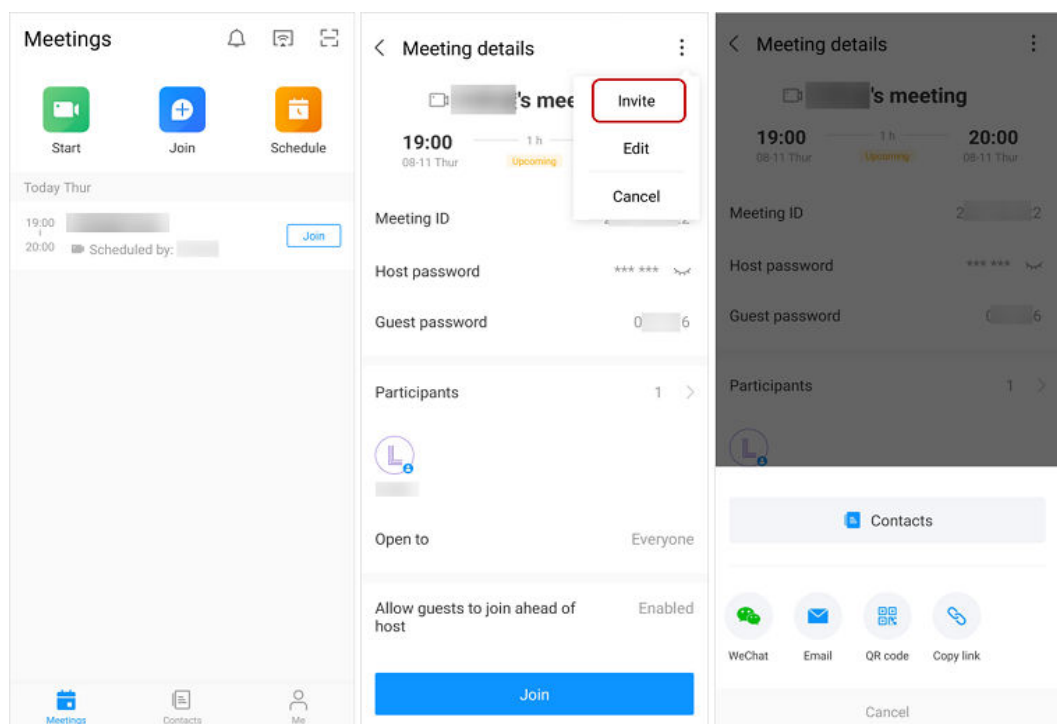


**NOTE**

- All recurring meetings in a series have the same meeting ID.
- A series supports up to 50 recurring meetings. If there are more than 50 recurring meetings, only the first 50 meetings will be scheduled, and the end date will be changed to the time of the 50th meeting.

## Sharing a Meeting

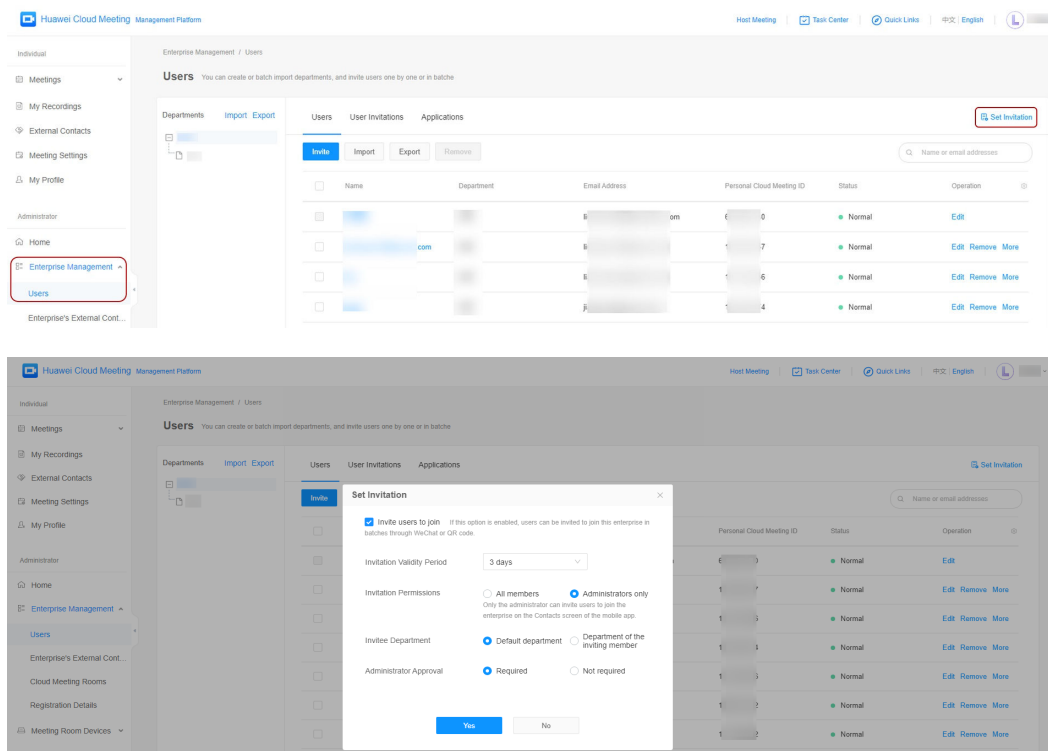
On the meeting details screen, invite others to the meeting through WeChat, email, link, or QR code.



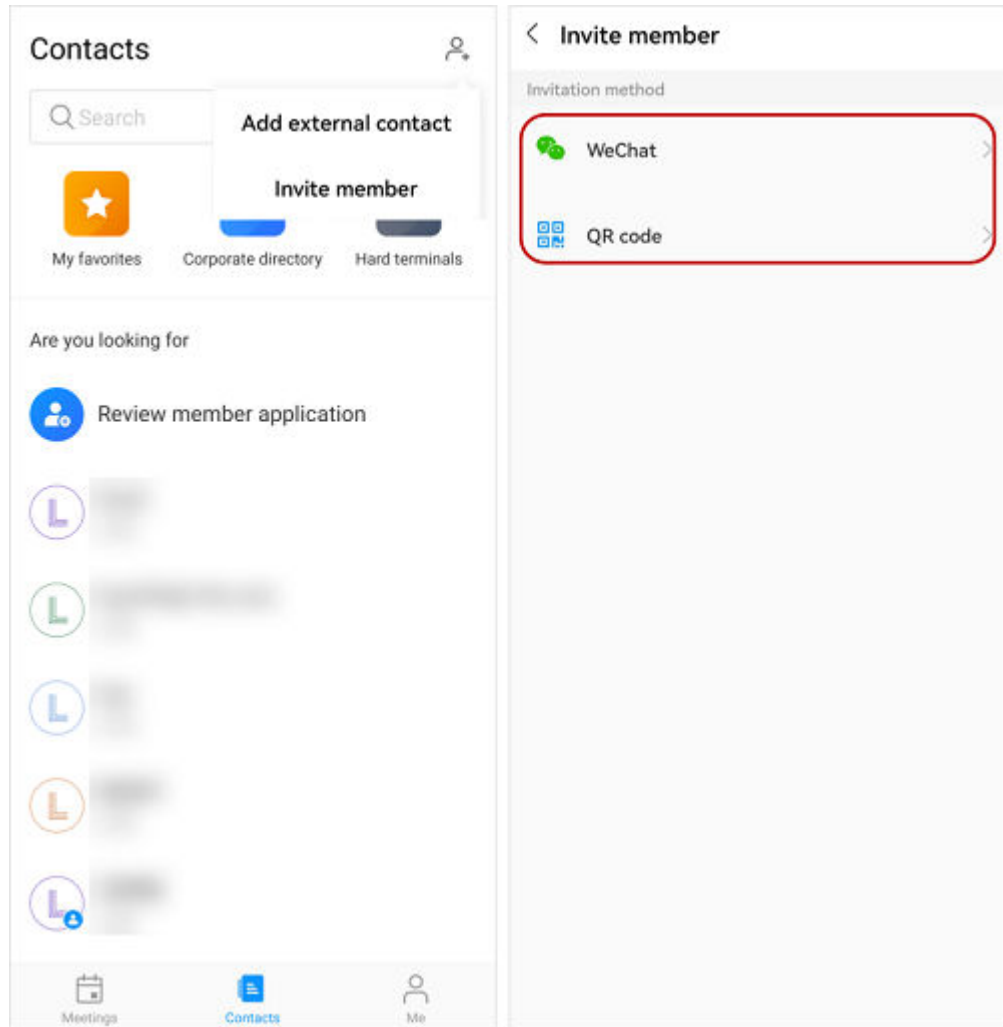
## Inviting Users to the Enterprise via WeChat or QR Code

On the Huawei Cloud Meeting Management Platform, the administrator can allow enterprise members to invite others to the enterprise. Enterprise members can invite users to the enterprise via WeChat or QR code on the mobile app.

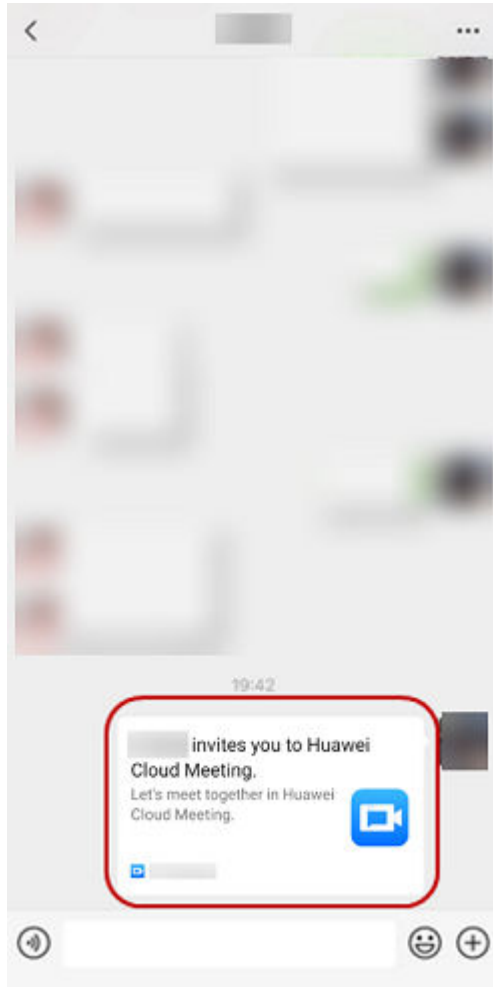
The administrator configures invitation on the Management Platform.



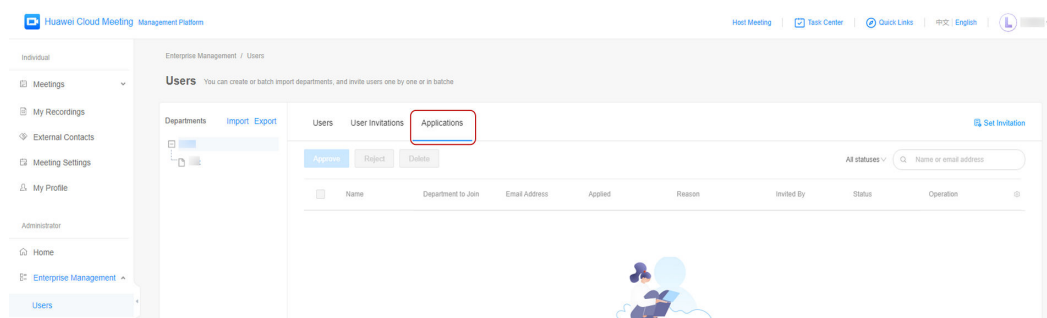
Then you can invite others on the app.



Select WeChat invitation or QR code invitation. When you select WeChat invitation, WeChat is started and you can select members to be invited.



Invited users can touch the invitation link, fill in the request information, and submit the request.



## 2.3 Joining a Meeting

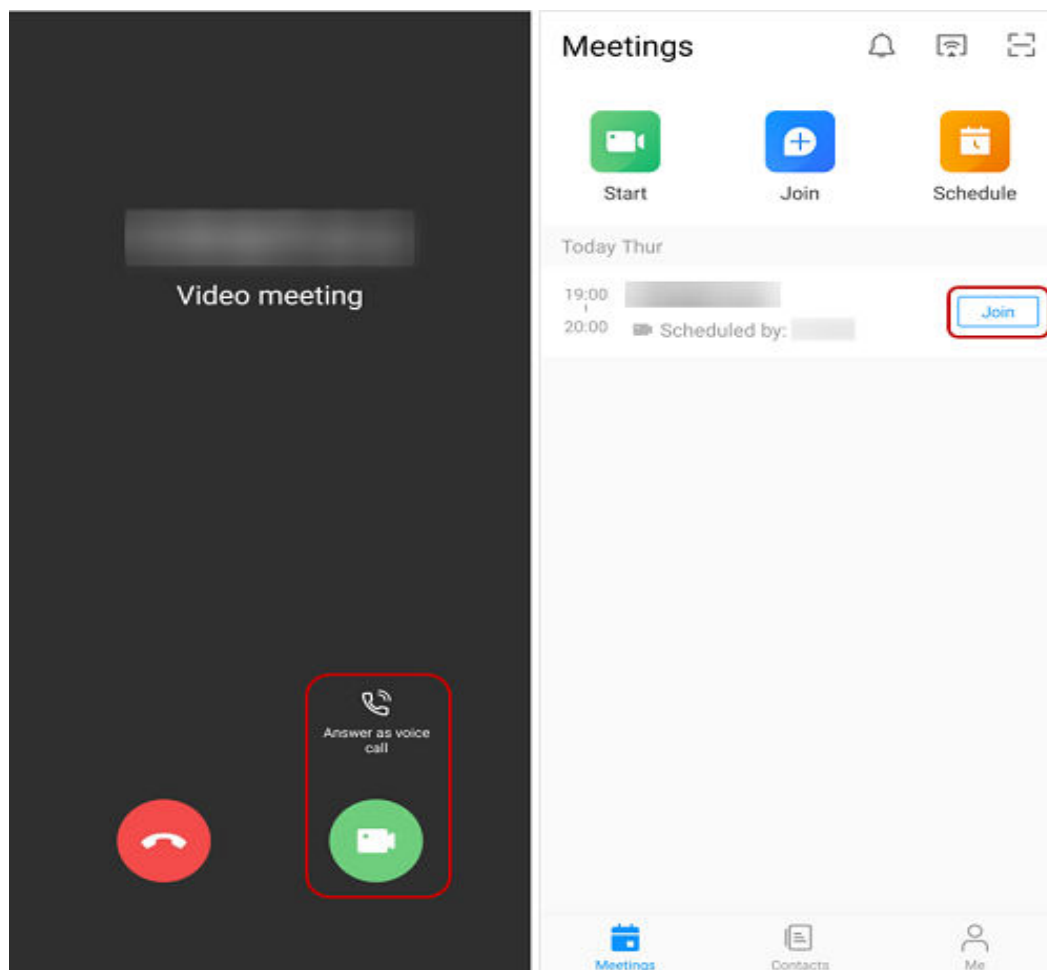
### Receiving an Invitation

- Method 1: Manually or automatically answer the call that the system places to you when the meeting starts. If **Auto answer** is enabled, you will directly join the meeting when it starts.

To use the **Auto answer** function, go to **Me**, choose **Settings > Meeting settings**, and enable **Auto answer**.

- Method 2: On the **Meetings** screen, find the meeting you want to join in the meeting list and touch **Join**.

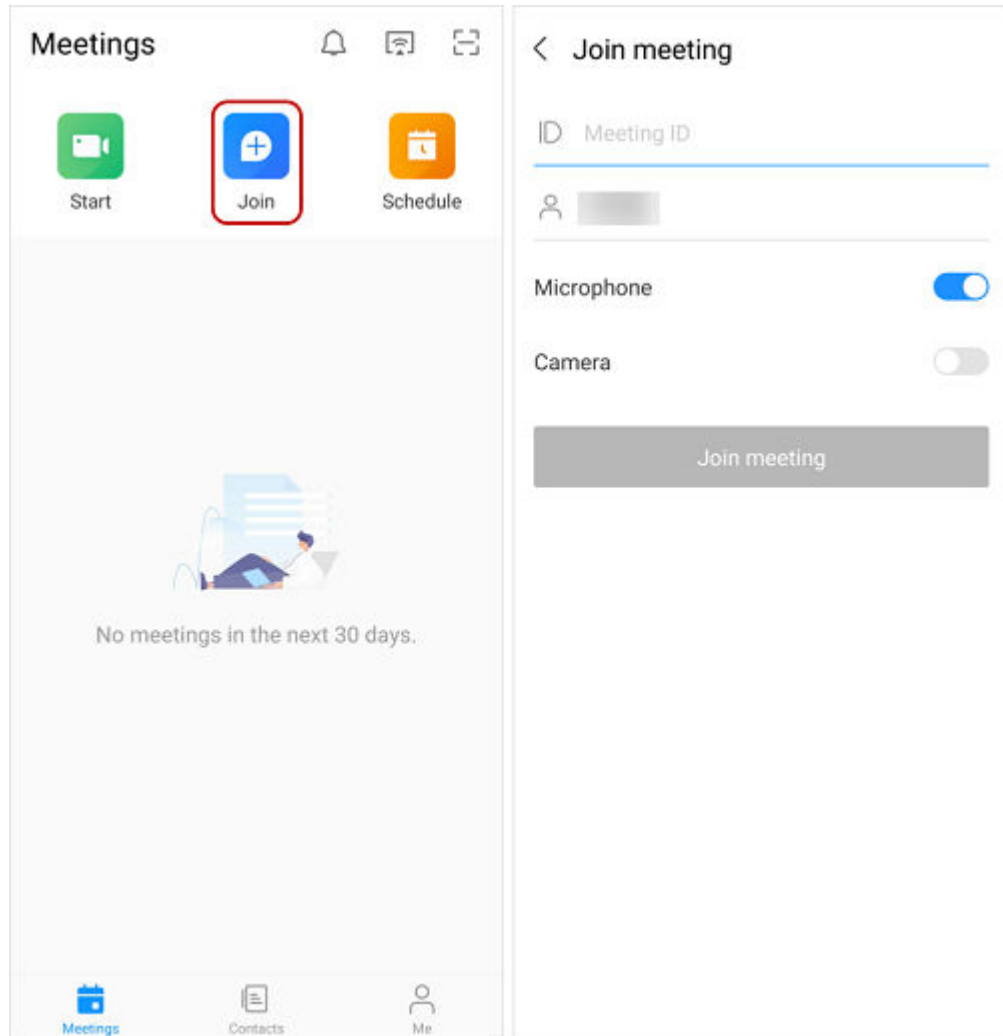
You can answer the invitation call from a meeting only after you start the Huawei Cloud Meeting app and bring it into the foreground.



## Using the Meeting ID

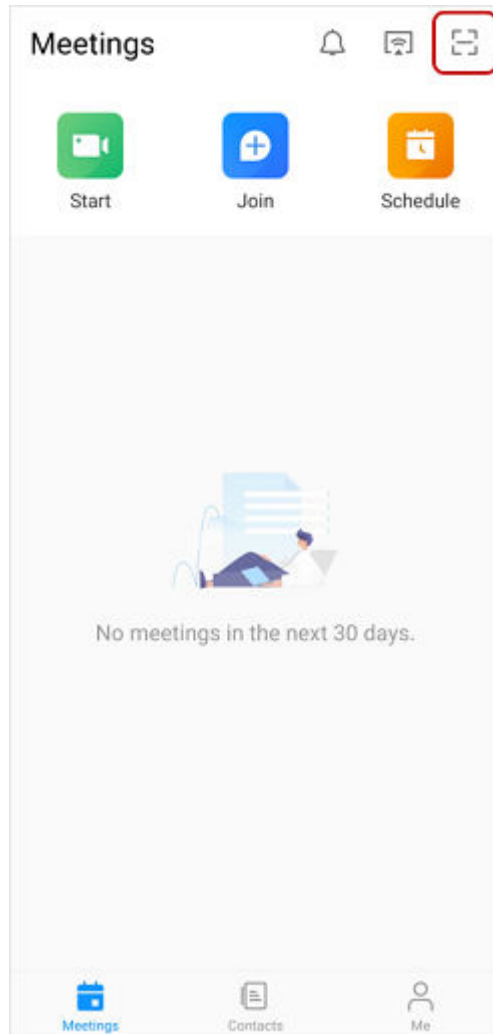
If you are not added as a participant in a meeting, you can use the meeting ID and password to join the meeting.

Ask the host or participant to forward the email containing the meeting ID and password to you.



## Scanning the QR code

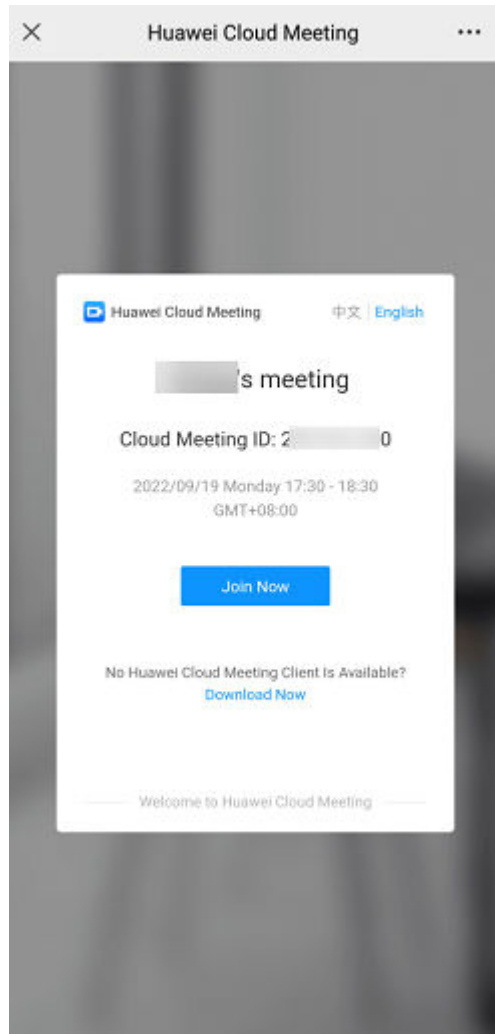
Scan the QR code of a meeting to join it.



## Using the Link

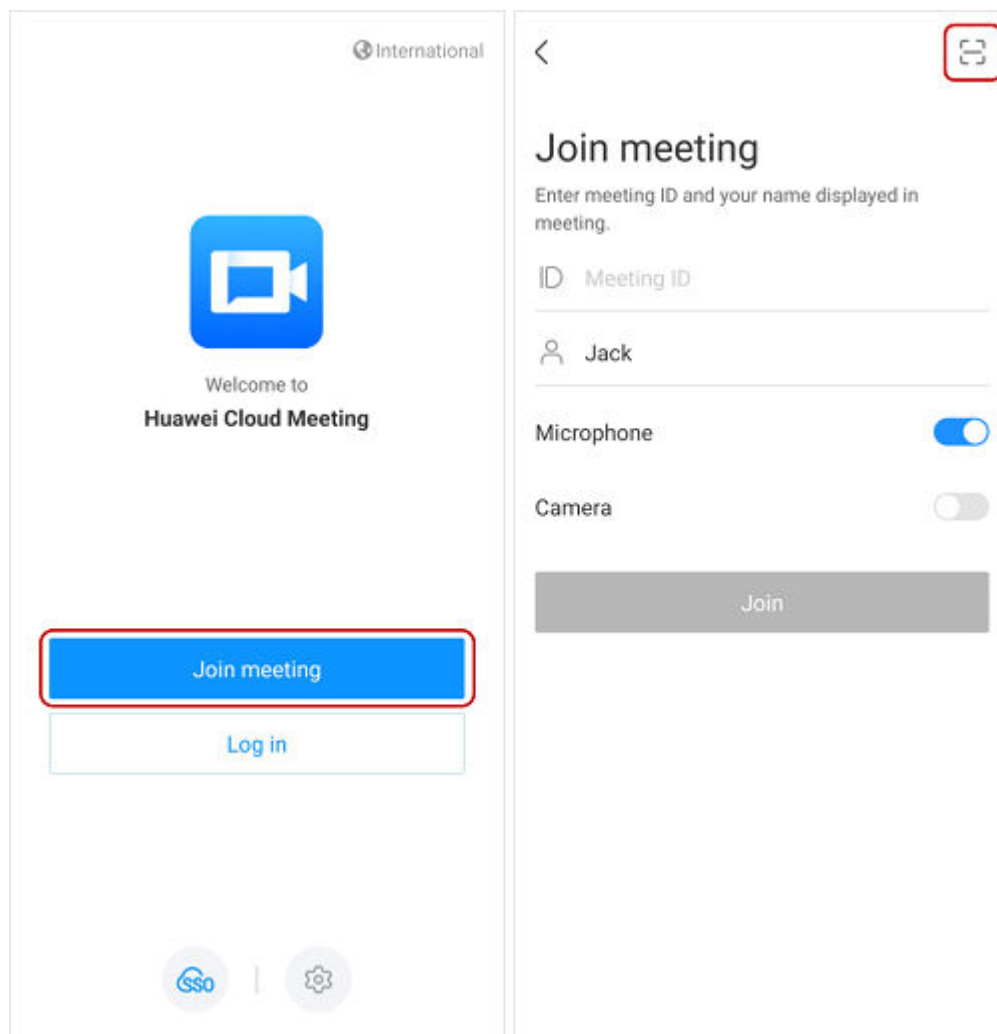
- When receiving a meeting link shared by other participants, touch the link and then touch **Join Now**.
- If you have logged in to the app, you will directly join the meeting using your name.
- If you have not logged in to the app, you will join the meeting using your mobile name.





## Anonymously Joining the Meeting

- You can use the meeting ID and password to easily join a meeting.
- You can obtain the meeting ID and password from the email that is forwarded to you.
- You can also scan the QR code to join a meeting.

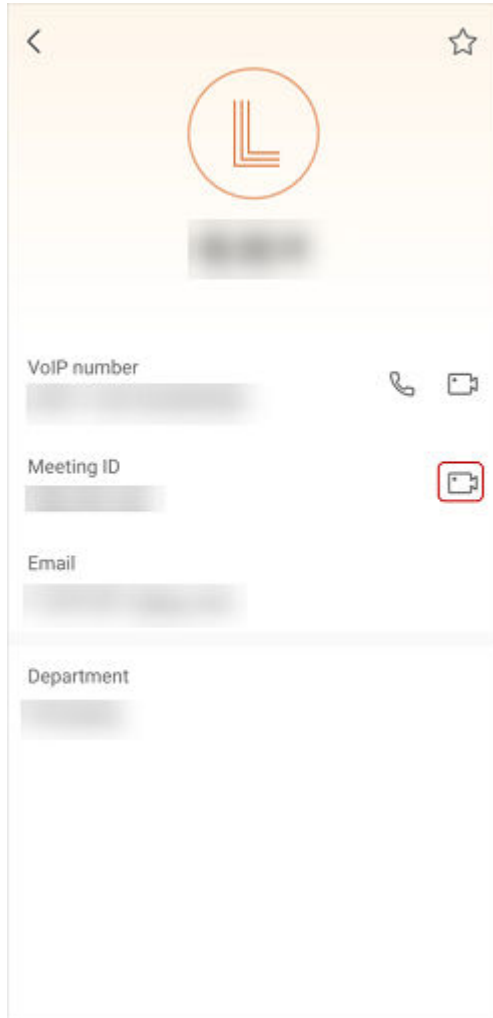


## Using the Personal Meeting ID

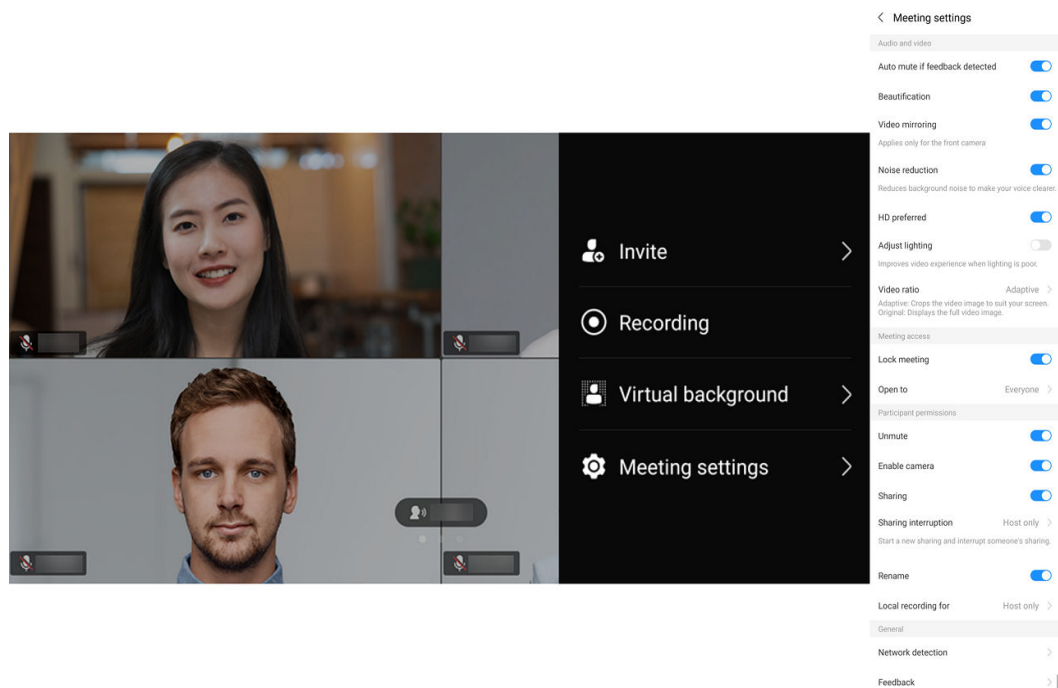
If you have configured concurrent participant resources, you can call the personal meeting ID of a contact on the contact details screen and enter the password to join a meeting.

### NOTE

If the host has enabled the **Allow guests to join ahead of host** permissions, you can join the meeting using the personal meeting ID of the host at any time. Otherwise, you can join the meeting using the personal meeting ID of the host only after the host joins the meeting.



## 2.4 Controlling a Meeting

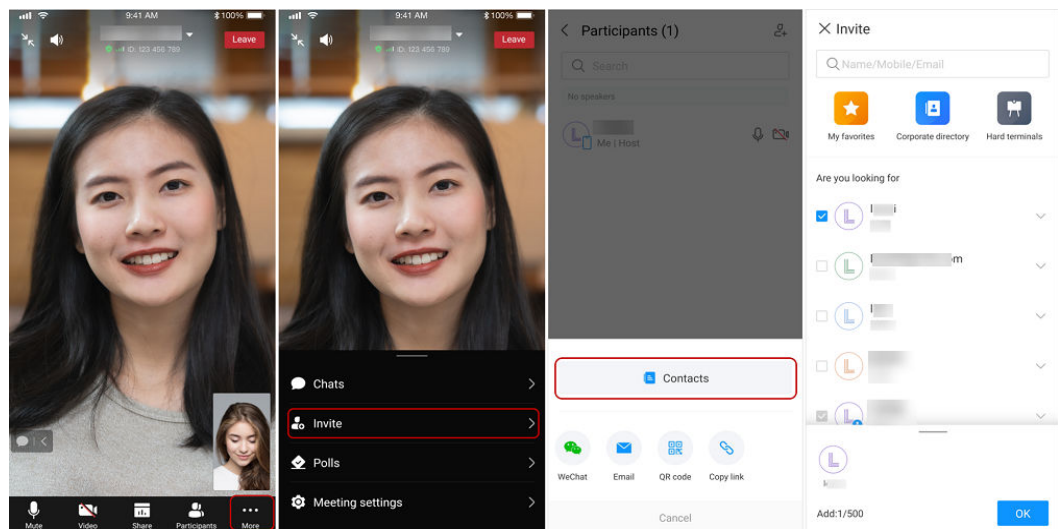
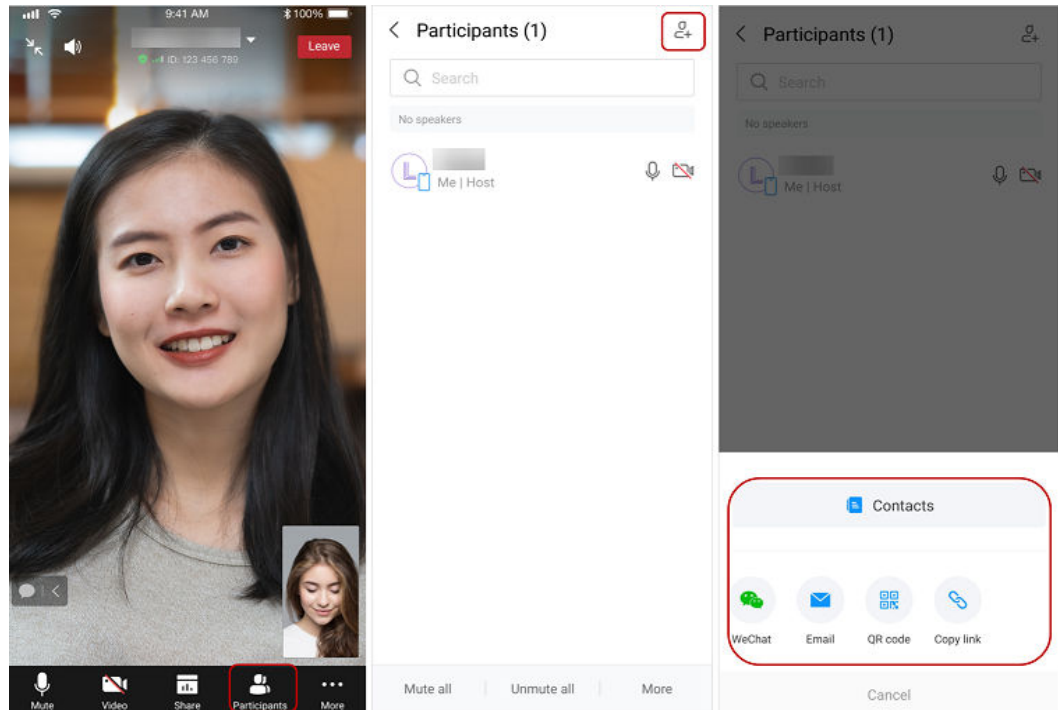


Operation	Host	Guest
Muting or unmuting themselves	Supported	Supported
Muting or unmuting all participants	Supported	Unsupported
Allowing unmute	Supported	Unsupported
Muting or unmuting the speaker	Supported	Supported
Enabling or disabling the camera	Supported	Supported
Inviting a participant	Supported	Unsupported
Sharing the meeting	Supported	Supported
Viewing the participant list	Supported	Supported
Muting a participant	Supported	Unsupported
Disconnecting or removing a participant	Supported	Unsupported
Calling other numbers of themselves	Supported	Supported
Calling other numbers of a participant	Supported	Unsupported

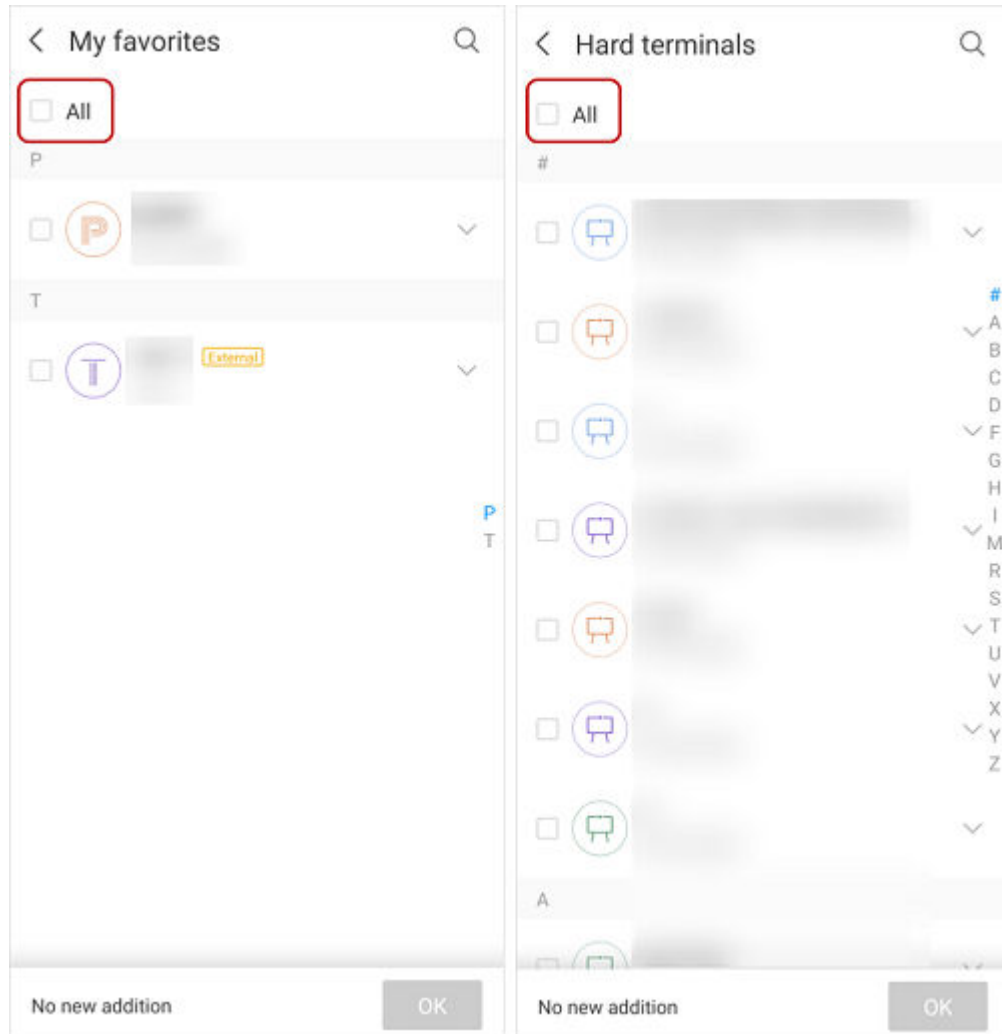
Operation	Host	Guest
Polls	Initiating, ending, and managing polls and sharing poll results	Participating in polls
Renaming themselves	Supported	Supported
Broadcasting a participant	Supported	Unsupported
Focusing on a participant	Supported	Supported
Raising hands	Unsupported	Supported
Relinquishing the host role	Supported	Unsupported
Requesting to be host	Unsupported	Supported
Transferring the host role	Supported	Unsupported
Starting or pausing recording	Supported	Unsupported
Setting continuous presence (gallery and PiP)	Supported	Unsupported
Locking the meeting	Supported	Unsupported
Locking sharing	Supported	Unsupported
Enabling or disabling the self view	Supported	Supported
Enabling or disabling feedback detection	Supported	Supported
Enabling or disabling beautification	Supported	Supported
Detecting network connections	Supported	Supported
Providing feedback	Supported	Supported
Ending the meeting	Supported	Unsupported
Leaving the meeting	Supported	Supported

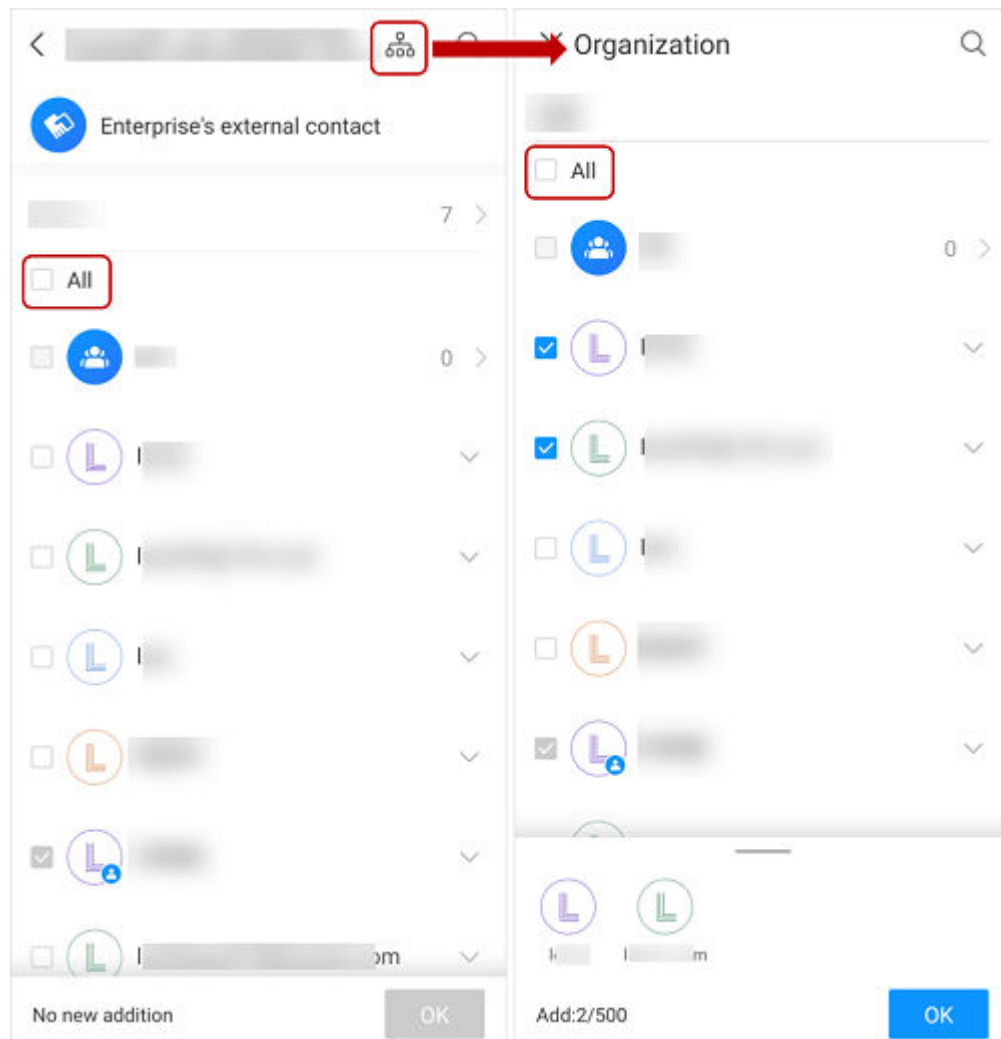
## Inviting a Participant

The host can touch **Participants** or choose **More > Invite participants** to invite others to the meeting.



You can select all contacts on the **My favorites**, **Hard terminals**, **Corporate directory**, and **Corporate directory > Organization** screens.

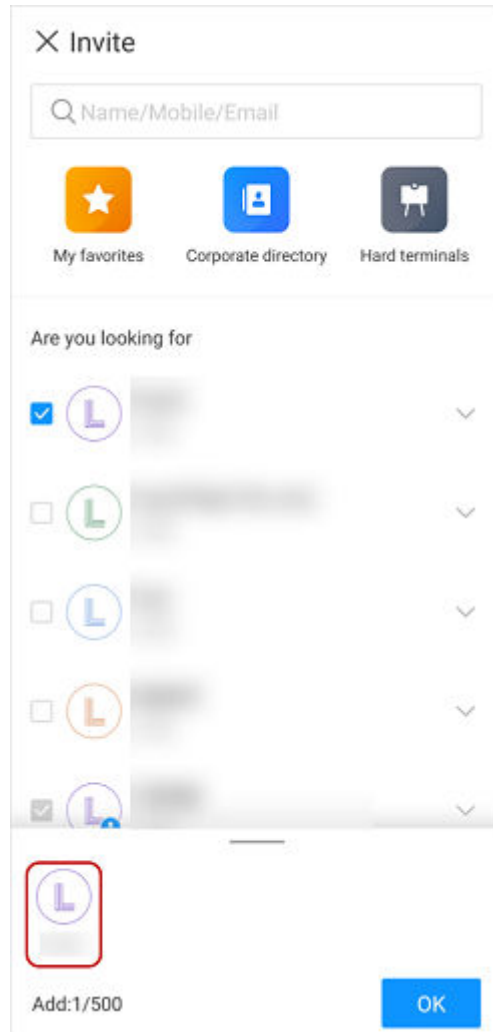




## Removing a User to Be Invited

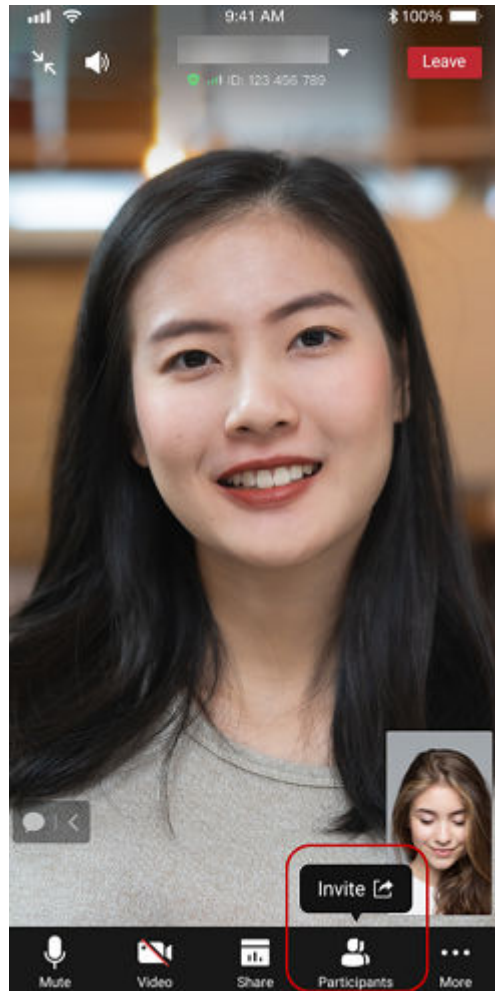
If you do not want to invite a selected user, touch the profile picture of the user to remove the user.





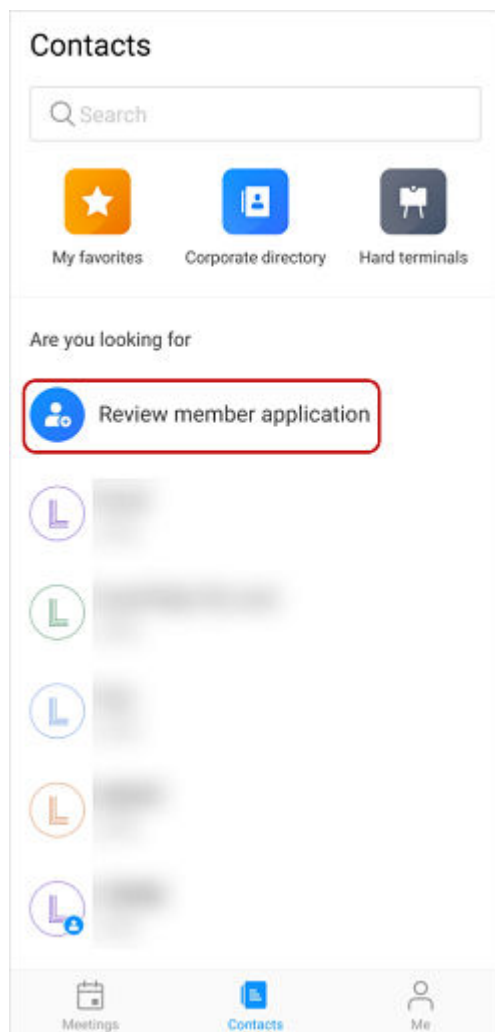
## Prompt of Inviting Participants

A prompt message of inviting participants is displayed to the initiator of a meeting after they join the meeting. The meeting initiator can touch the prompt to invite others to the meeting.



## Reviewing Requests for Joining the Enterprise

The enterprise administrator can review requests for joining the enterprise on the app, without accessing the Management Platform.



## Recording a Meeting

### NOTE

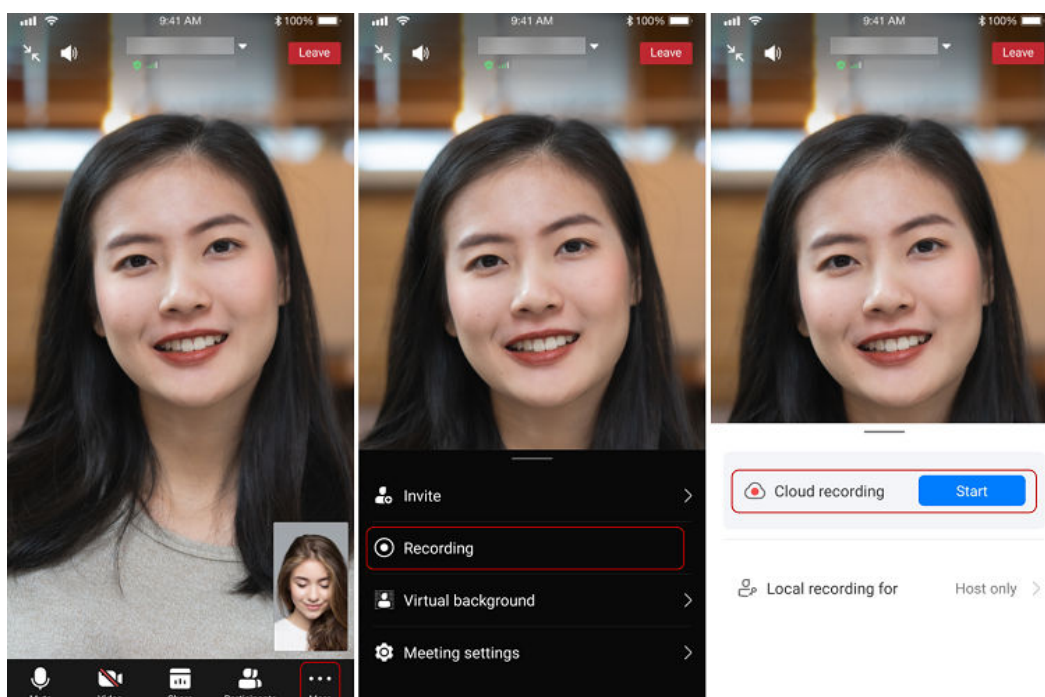
- After an enterprise purchases the recording storage space, users under this enterprise can use cloud recording. For details about how to purchase the recording storage space, see [Buying a Meeting Resource Package](#).
- Only the meeting host can use cloud recording. Guests can initiate recording requests.
- The host can enable **Automatic recording** under **Advanced** during meeting creation.
- The host can start or stop recording during the meeting.
- A message for confirming recording will be displayed when the host initiates recording. The host can start or cancel recording.
  - When the host starts cloud recording, participants who are already in the meeting or who join the meeting later will receive a recording notification.
  - When a co-host starts cloud recording, the host will receive a recording notification.
- Audio, video, and shared content can be recorded.

- After the meeting ends, you will receive an email containing a link. You can watch or download the MP4 recording by clicking the link or on the **Individual > My Recordings** page of the Huawei Cloud Meeting Management Platform.

**NOTE**

After the download is complete, you can double-click the **play.bat** file in the **player** folder to play the video or obtain the video source files in the **player\offlineweb\assets\video** directory.

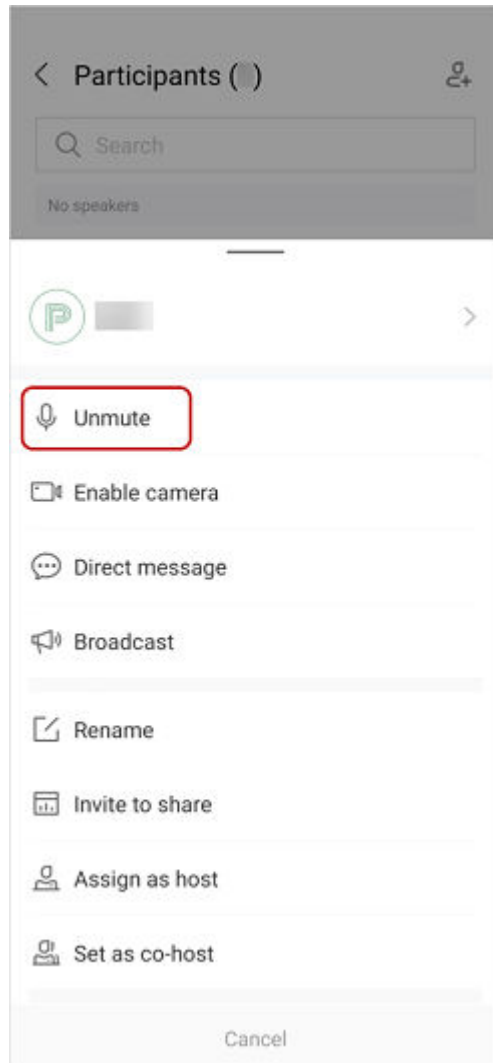
- If you download the HD video, the shared content and HD video source files are stored in two independent folders.
- If you download the SD video, the shared content and HD video source files are stored in one folder.

**NOTE**

The type of the recording file depends on the **recording settings** configured by the enterprise administrator. For details about the recording content, see **Cloud Recording Types**.

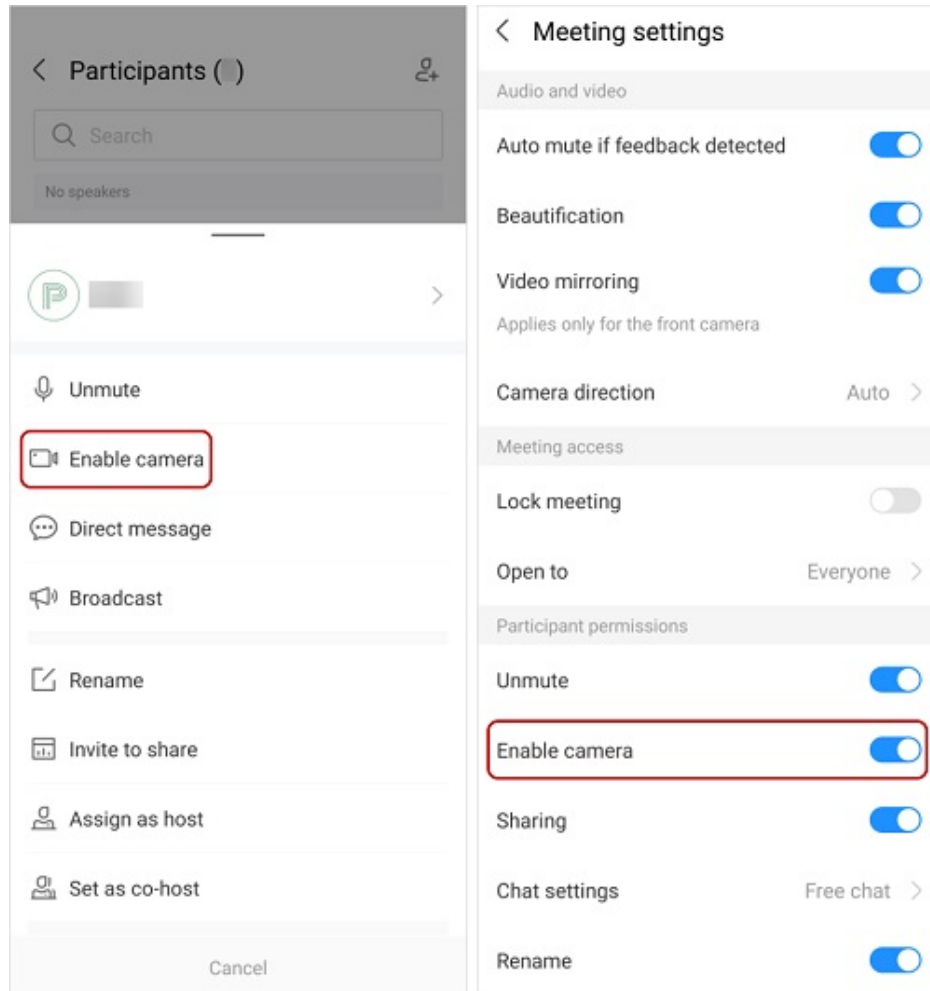
## Inviting a Participant to Unmute

If a participant is muted, the host can directly enable the microphone of the participant or invite the participant to unmute.



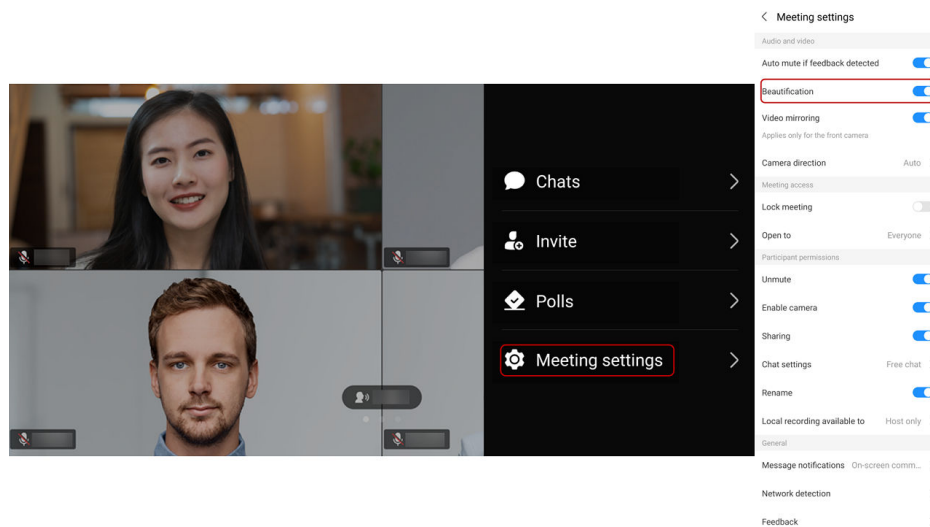
## Inviting a Participant to Enable the Camera

During a meeting, the host can invite participants to enable their cameras and configure whether to allow participants to enable the camera by themselves.



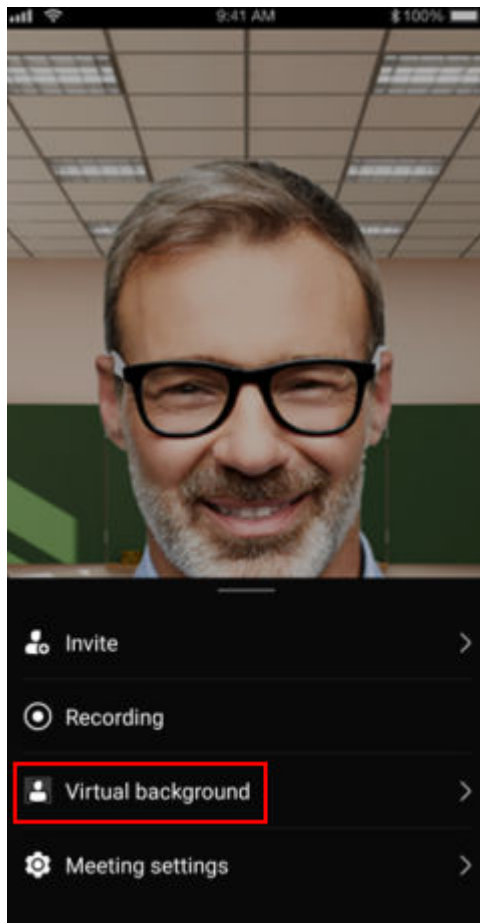
## Facial Beautification

Beautification is enabled by default after you join a meeting. You can disable or enable beautification at any time.



## Virtual Backgrounds

After joining a meeting, you can use background blurring or upload a picture as the background.



### NOTE

- Only images in JPG format can be used as virtual backgrounds.  
The Android app supports a maximum resolution of 6144 x 8192 and a minimum resolution of 360 x 640. The iOS app supports a maximum resolution of 4096 x 4096 and a minimum resolution of 160 x 160.
- For Android devices, only mobile phones with Kirin 990 chipsets support this function.

## Reporting a Participant

If a participant is suspicious during a meeting, you can report the participant on the app or Management Platform at any time. This helps prevent behaviors such as fraud and protects user interests.

During a meeting:

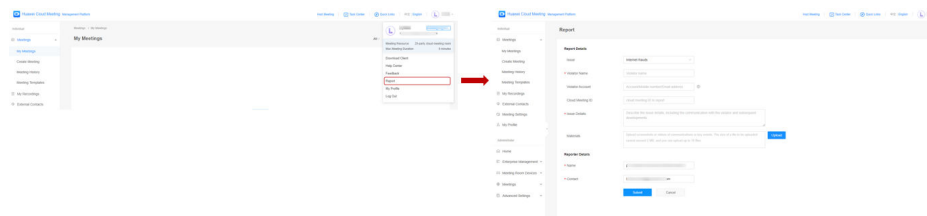
Touch **Participants**, touch the target participant, and choose **Report**. Select an issue, specify the issue details, and touch **Submit**.

After a meeting:

Choose **Me > Settings > Report** and report a participant by following the steps of reporting a participant during a meeting.

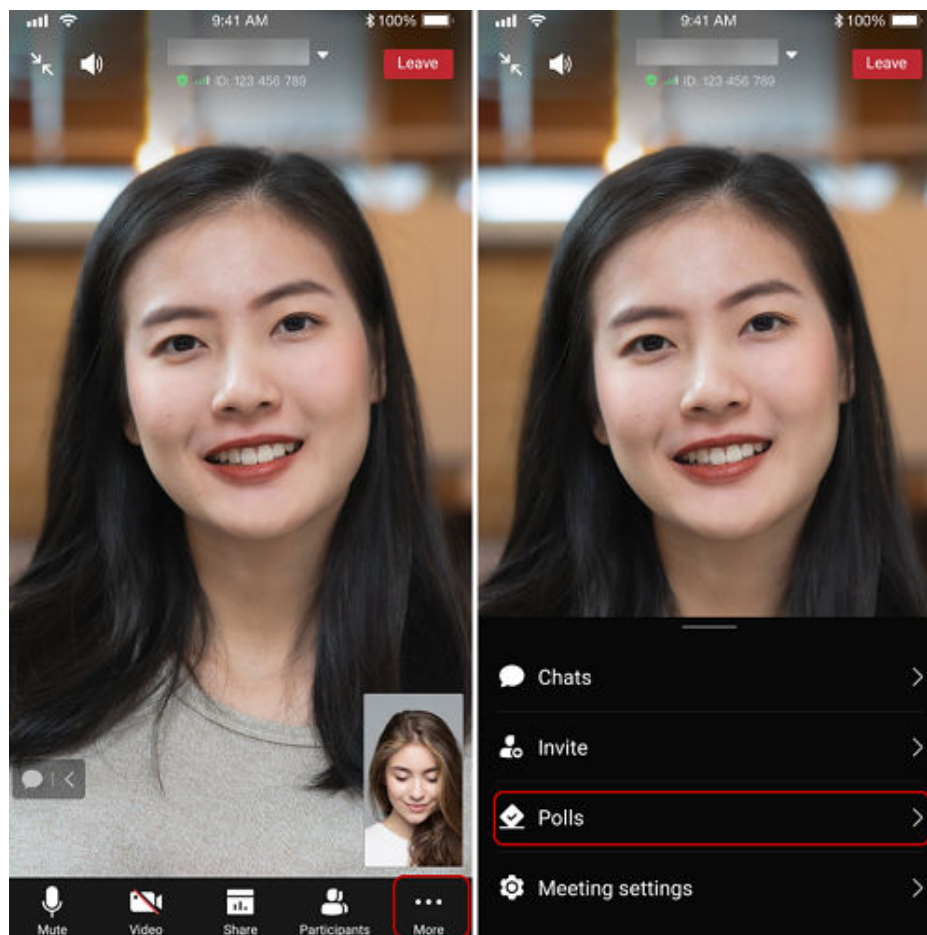
Management Platform:

Log in to the Management Platform, point to the profile picture, choose **Report**, and enter the report information.



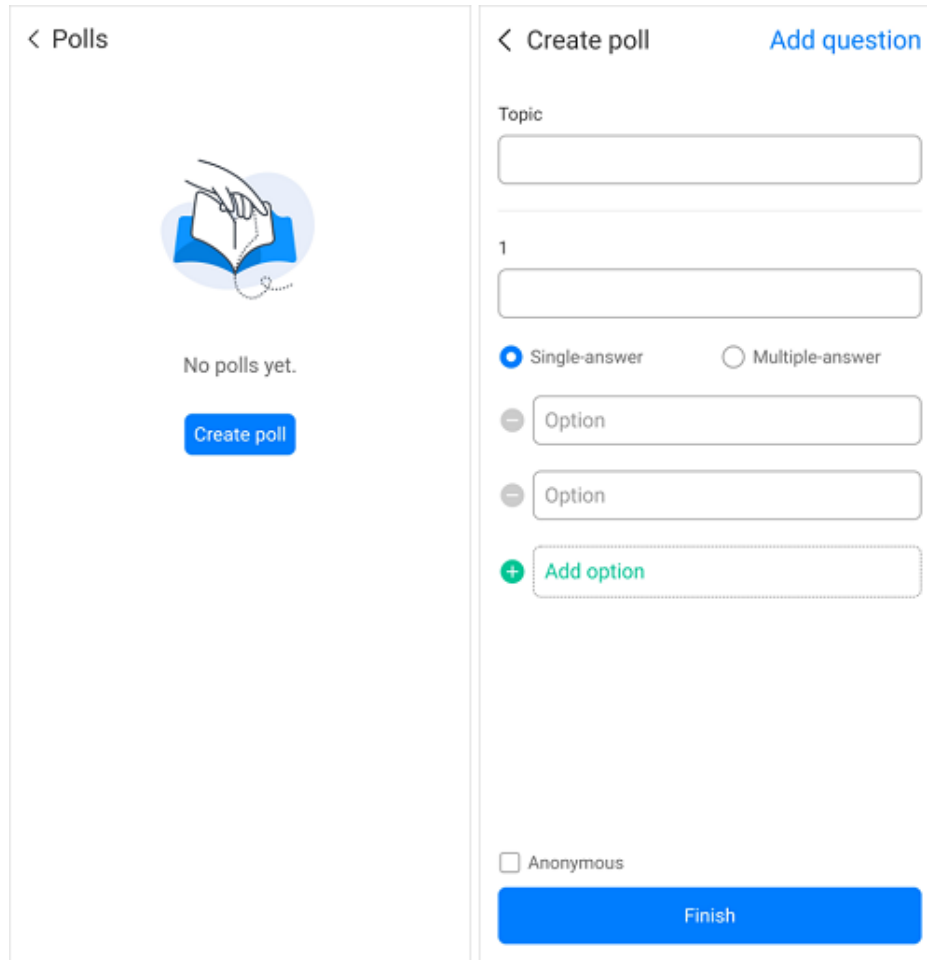
## Initiating a Poll

The host can create a poll in a meeting.

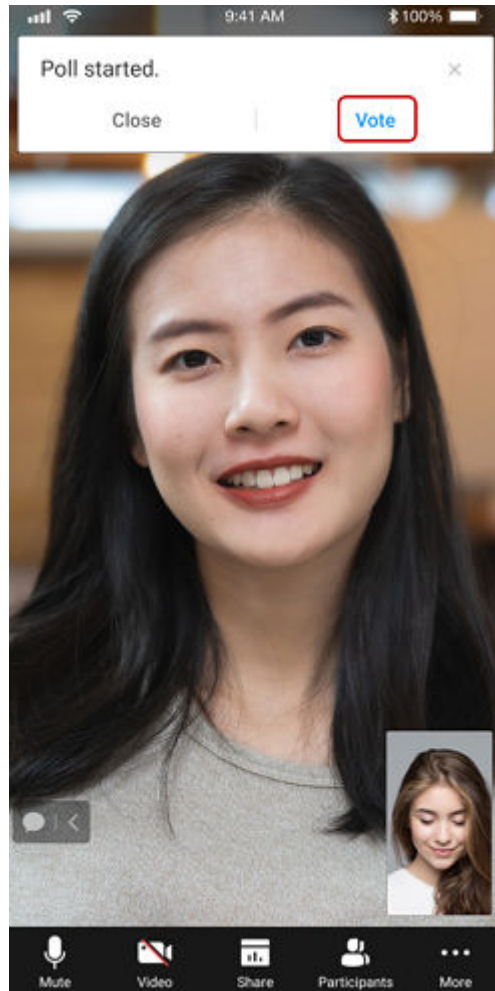


Multiple single-/multiple-answer questions can be added. Each question can have multiple options.





When the host initiates the poll after configuring the poll information, participants will receive a poll notification and can participate in the poll.



< Poll

**Meeting** Ongoing

Voters - | Duration 00:15

1: Question1 Single-answer

A

B

C

D

2: Question2 Multiple-answer

A

B

C

D

Submit

After all participants vote, the host can end the poll and share poll results.

The screenshot displays a mobile application interface for a meeting poll. At the top, there is a navigation bar with a back arrow and the text 'Details', and a 'My vote' link. Below this, the poll is titled 'Meeting' and is categorized as 'Anonymous' and 'Ongoing'. The poll statistics show 'Voters: 1' and 'Duration: 00:34'. The poll contains two questions. 'Question1' is a 'Single-answer' question with four options: A (0 votes, 0.0%), B (1 vote, 100.0%), C (0 votes, 0.0%), and D (0 votes, 0.0%). Option B is highlighted with a blue bar. 'Question2' is a 'Multiple-answer' question with three options: A (0 votes, 0.0%), B (1 vote, 100.0%), and C (1 vote, 100.0%). Both options B and C are highlighted with blue bars. At the bottom of the screen, there is a red 'Close' button.

< Details My vote

**Meeting** Anonymous Ongoing

Voters: 1 | Duration: 00:34

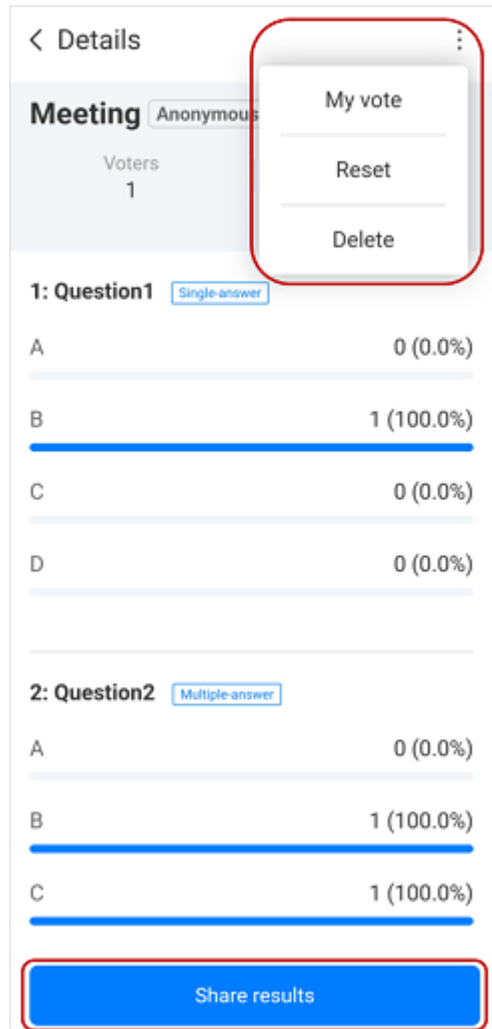
**1: Question1** Single-answer

A	0 (0.0%)
B	1 (100.0%)
C	0 (0.0%)
D	0 (0.0%)

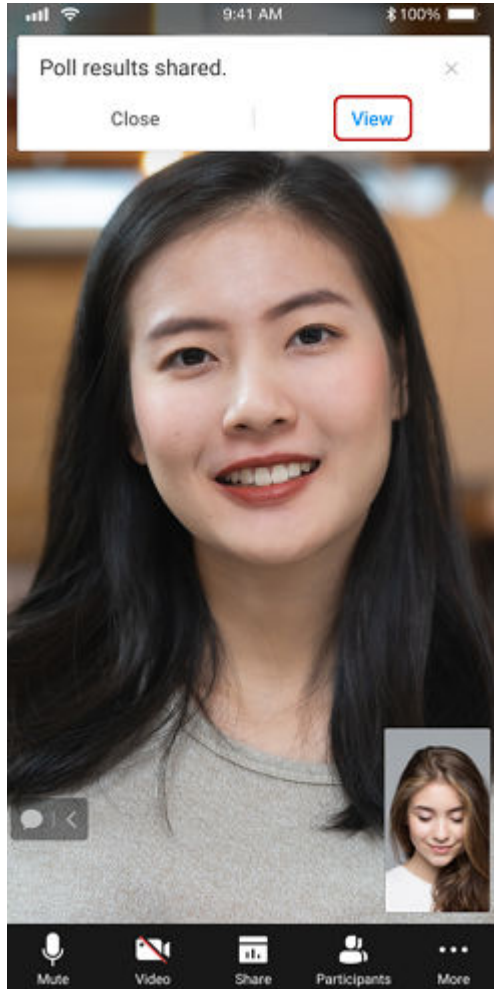
**2: Question2** Multiple-answer

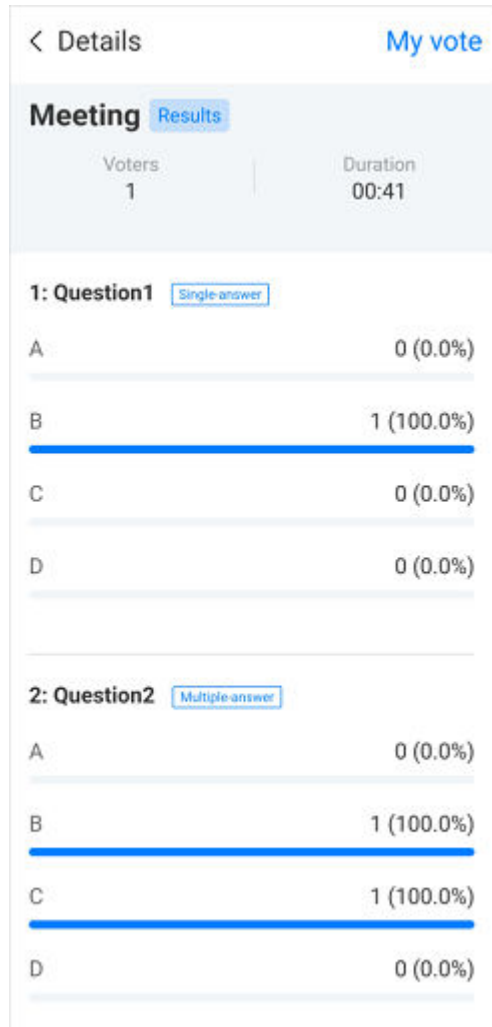
A	0 (0.0%)
B	1 (100.0%)
C	1 (100.0%)

Close

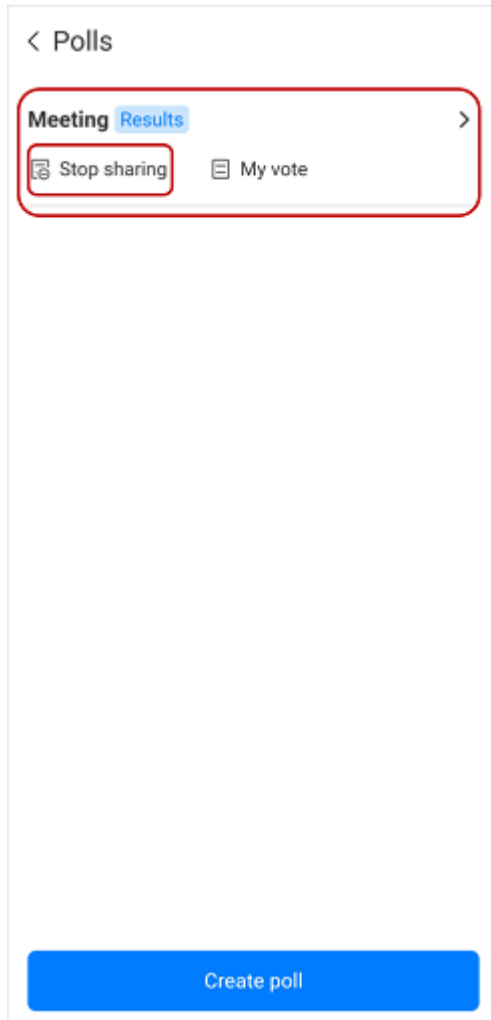


Participants will receive the result notification and can view the poll results.

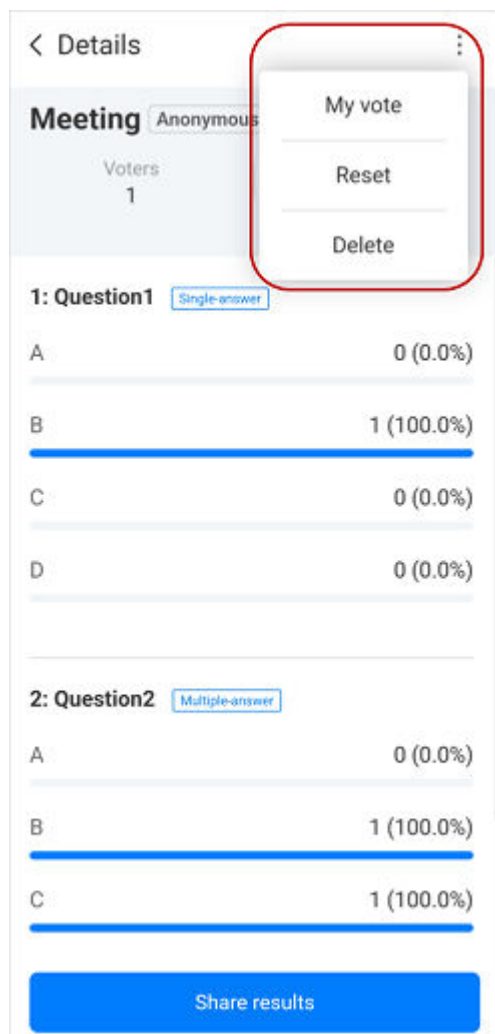




The host can stop result sharing, reset the poll, or delete the poll.







## Locking a Meeting

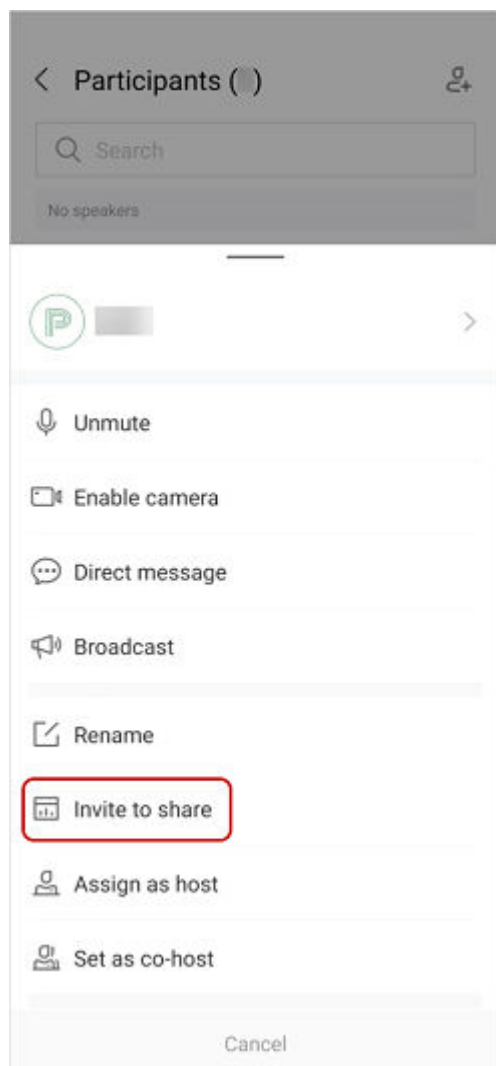
The host can lock a meeting. After the meeting is locked, only the host can invite users to join the meeting. Users who are not invited cannot join the meeting.

## Locking Sharing

If the host locks sharing, only the host can initiate sharing.

## Inviting Participants to Share a Screen

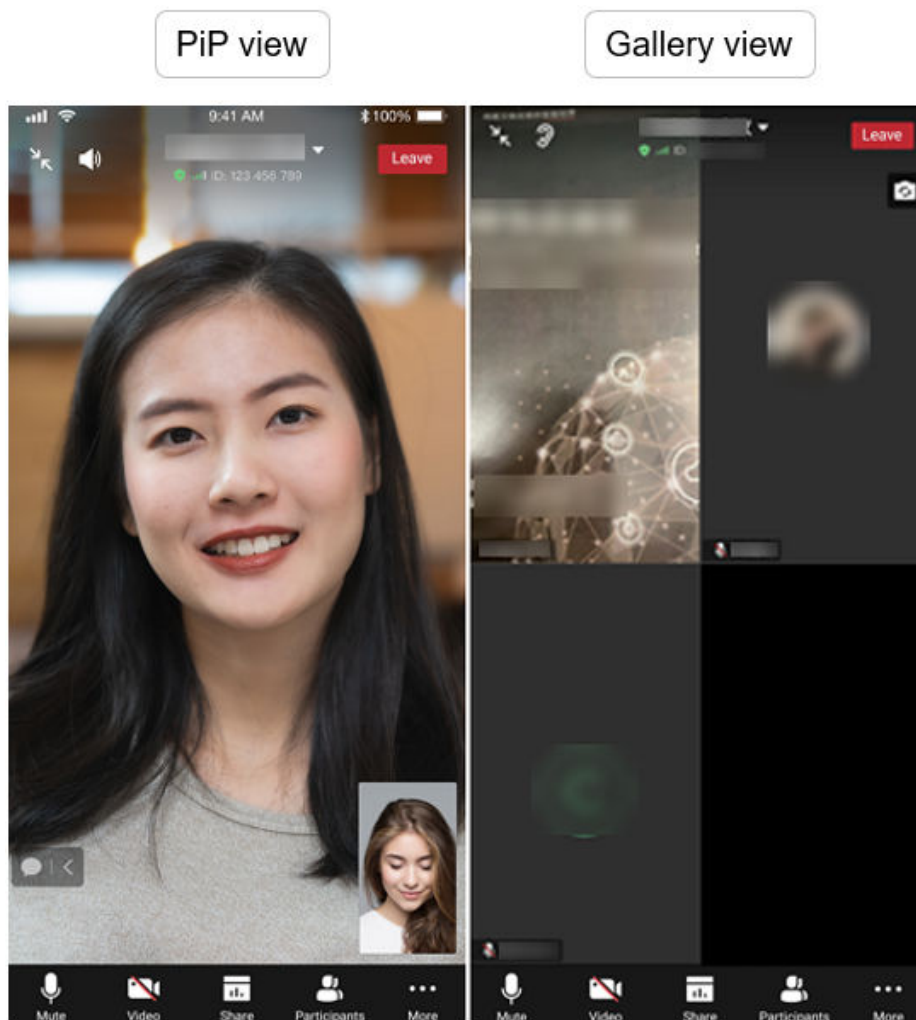
During a meeting, the host can invite others to share a screen or quickly cancel the sharing.



## Setting Continuous Presence

Continuous presence layouts contain PiP view and gallery view. Participants can swipe left or right and select a continuous presence layout.

- **PiP view:** Display the participant you want to focus in the main window and display yourself in the small window.
- **Gallery view:** Display all participants simultaneously in different panes.

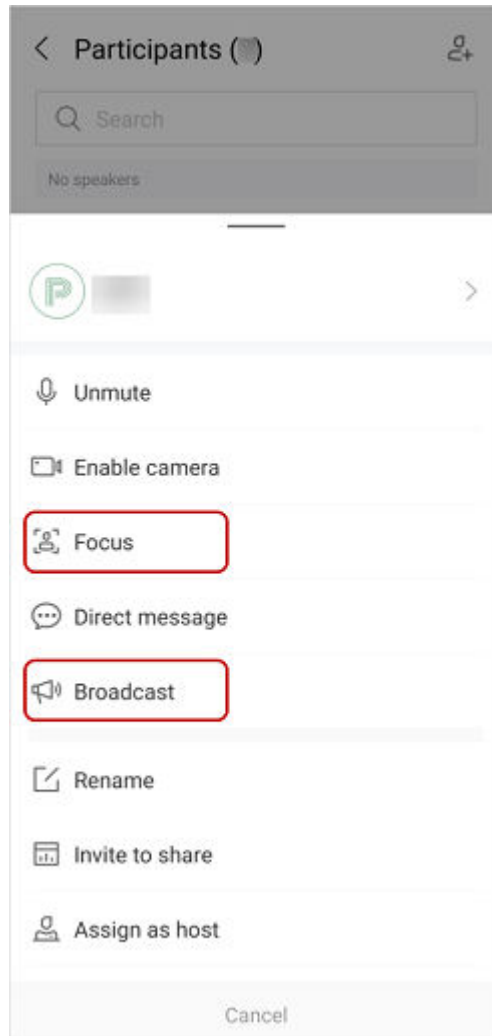


#### NOTE

- You can switch to the gallery view only when there are two or more participants in the meeting.
- The gallery view on the iOS app supports the 3 x 3 layout (only supported by iPhone 7 or later).
- The gallery view is automatically adjusted based on the number of participants. On an Android tablet:
  - The 2 GHz, 4 GB memory or higher model supports the 3 x 3 layout, and other models support only the 2 x 2 layout.
  - Models with Kirin 990, Kirin 9000, and Kirin 9000E chips support the 4 x 4 layout.

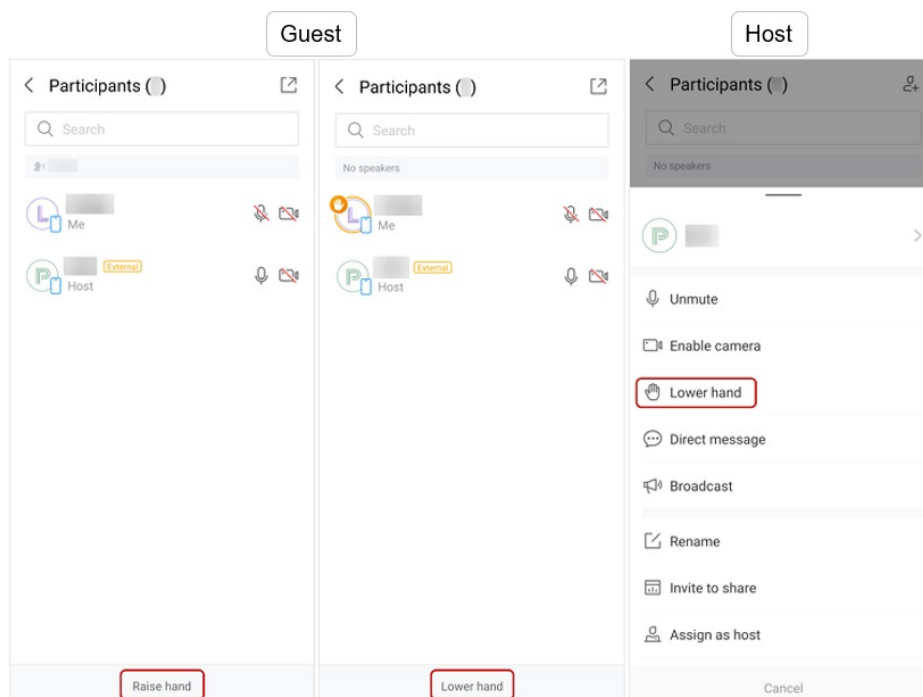
### Broadcasting and Focusing on a Participant

- If the host broadcasts a participant, all participants view the video of the participant.
- All participants can choose a participant to focus on. Video displayed to other participants remains unchanged.



## Raising a Hand

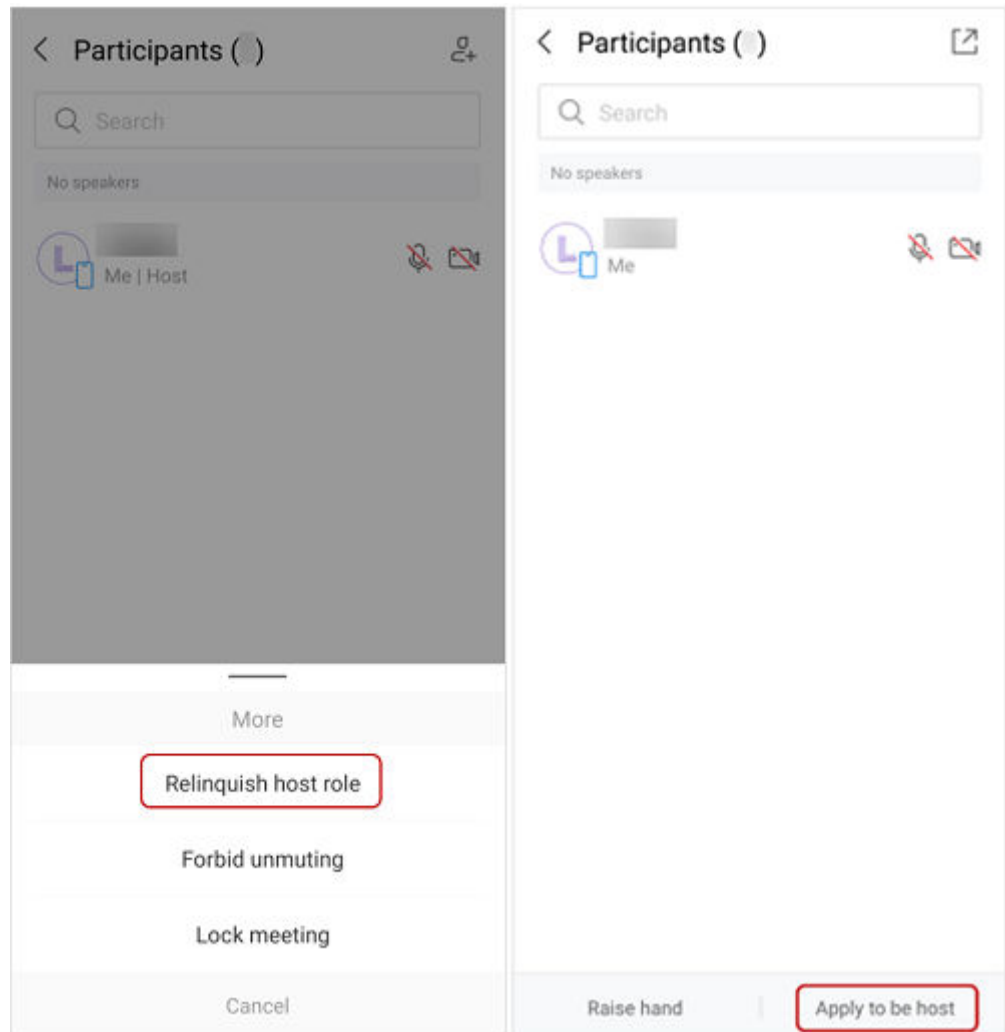
- A guest can raise a hand in a meeting to request the floor.  
If a guest raises a hand, the host and other guests can view the hand-raising status of the guest.  
The guest can lower the hand.
- The host can lower hands raised by guests.  
The host cannot raise a hand.



## Relinquishing or Applying for the Host Role

These operations are performed on the **Participants** screen.

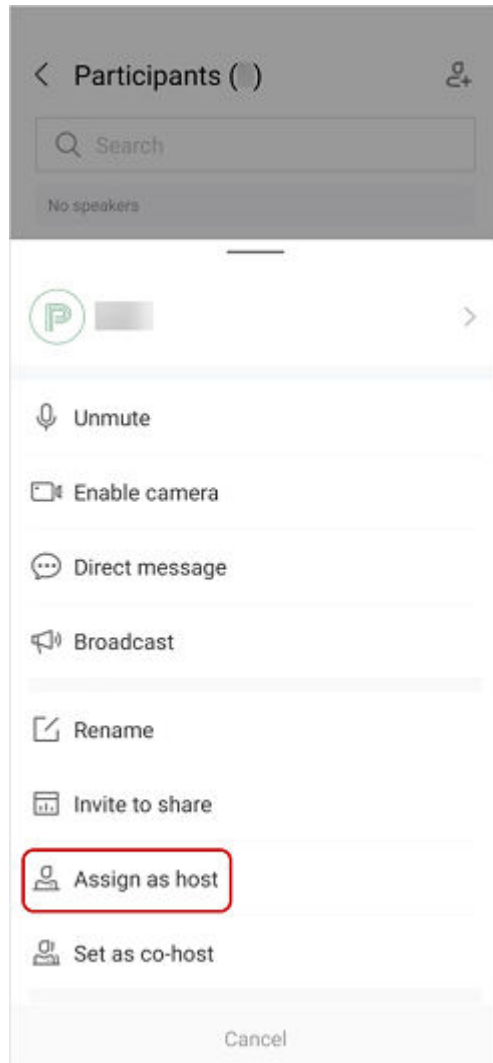
1. The host relinquishes the host role.
2. A participant obtains the host password from the meeting administrator or original host and applies to be the host.



## Transferring the Host Role

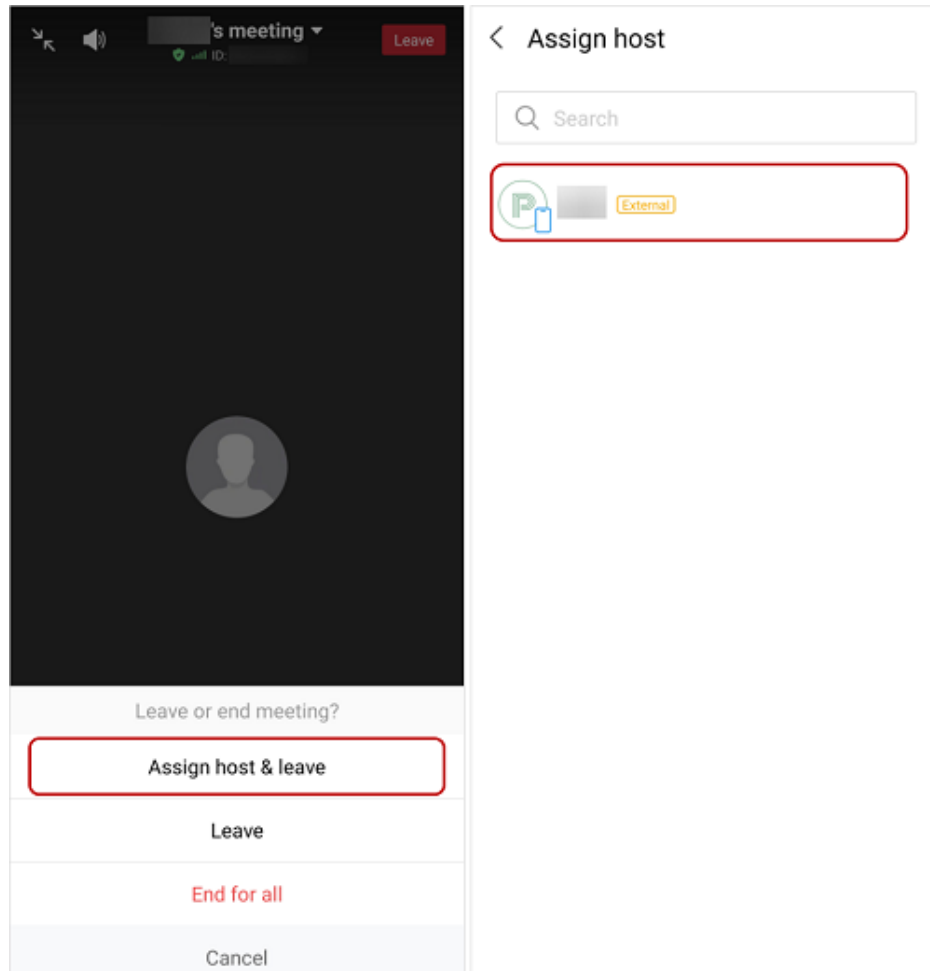
These operations are performed on the **Participants** screen.

1. The host touches a participant who will be the new host.
2. The host chooses **Assign as host**.



## Quickly Transferring the Host Role When Leaving a Meeting

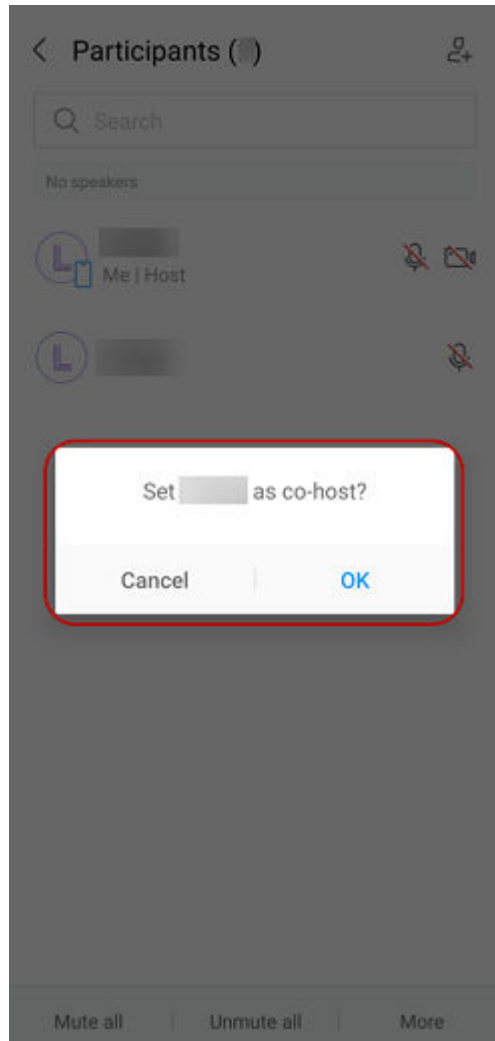
The host can quickly transfer the host role to others when leaving a meeting.

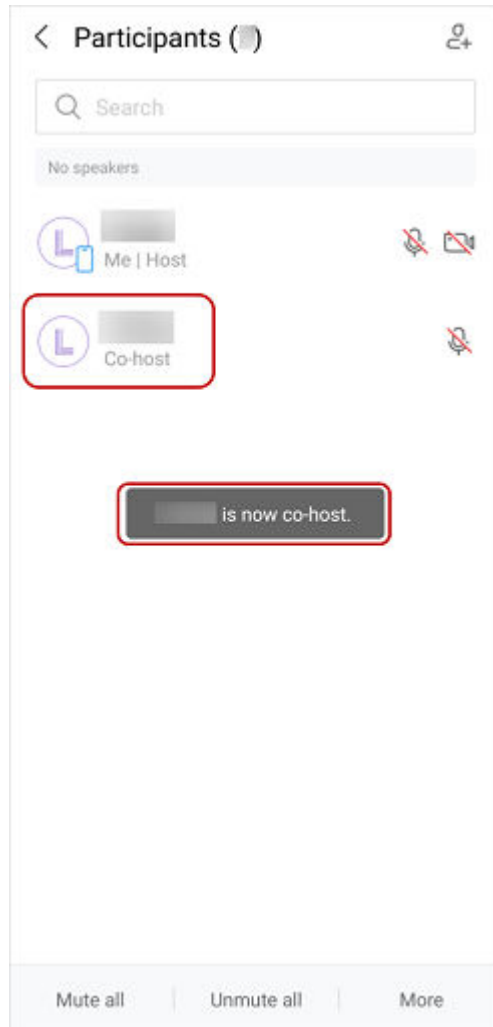


## Co-Hosts

If one host is insufficient for a large meeting, the host can assign co-hosts to control the meeting together.

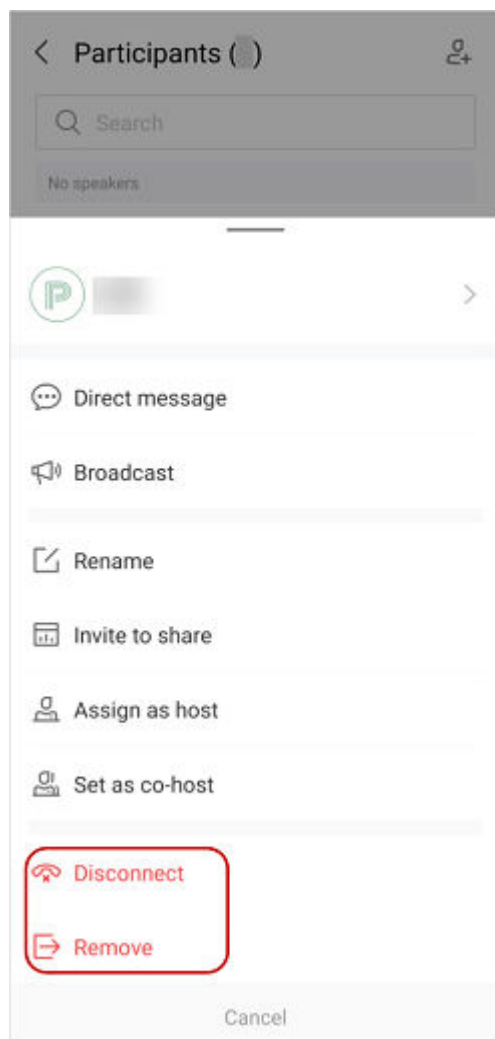






## Disconnecting or Removing a Participant

The host can disconnect or remove participants who do not need to join the meeting, fail to join the meeting, or have left the meeting from the participant list.



## Detecting Feedback

Your microphone will be automatically muted when feedback is detected.

If your voice is too loud, the meeting will be affected. In this case, the client automatically mutes your microphone and displays a message indicating that feedback is detected and your microphone is automatically muted.

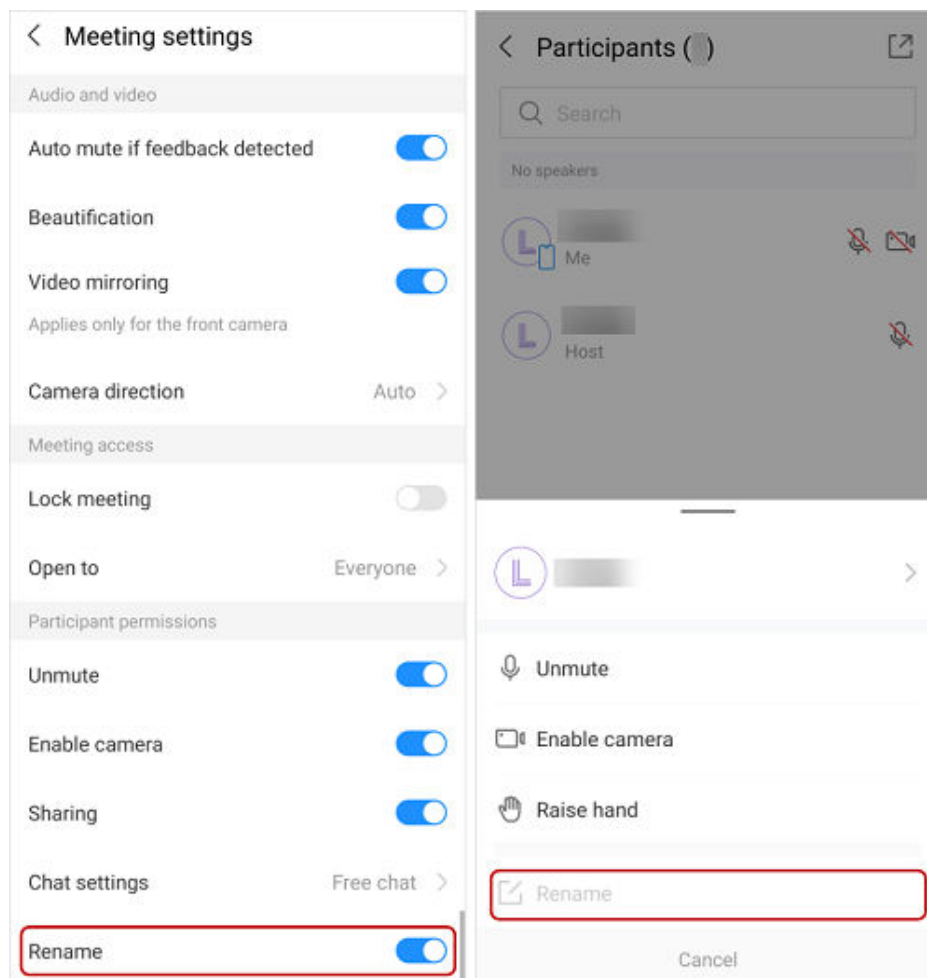
You can touch **Unmute** in the displayed dialog box to cancel automatic unmuting in the meeting.



You can also enable or disable **Auto mute if feedback detected** under **More > Meeting settings**.

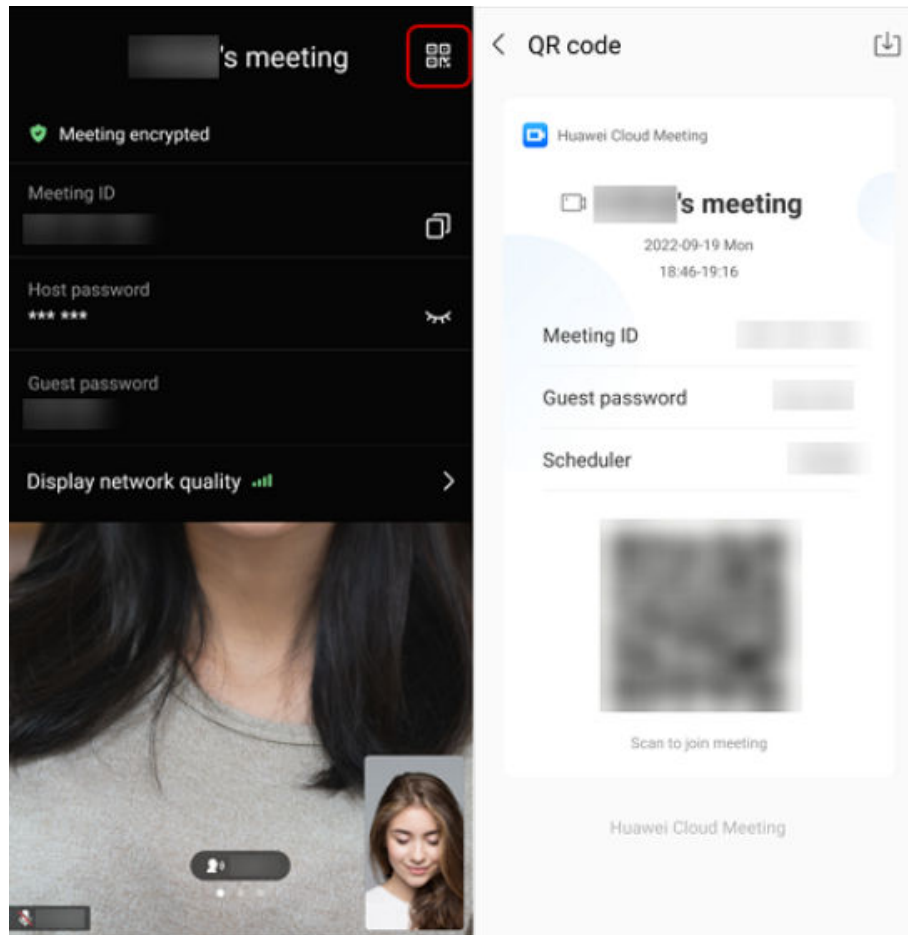
## Configuring Rename Permissions

The host can configure whether participants can change their names.



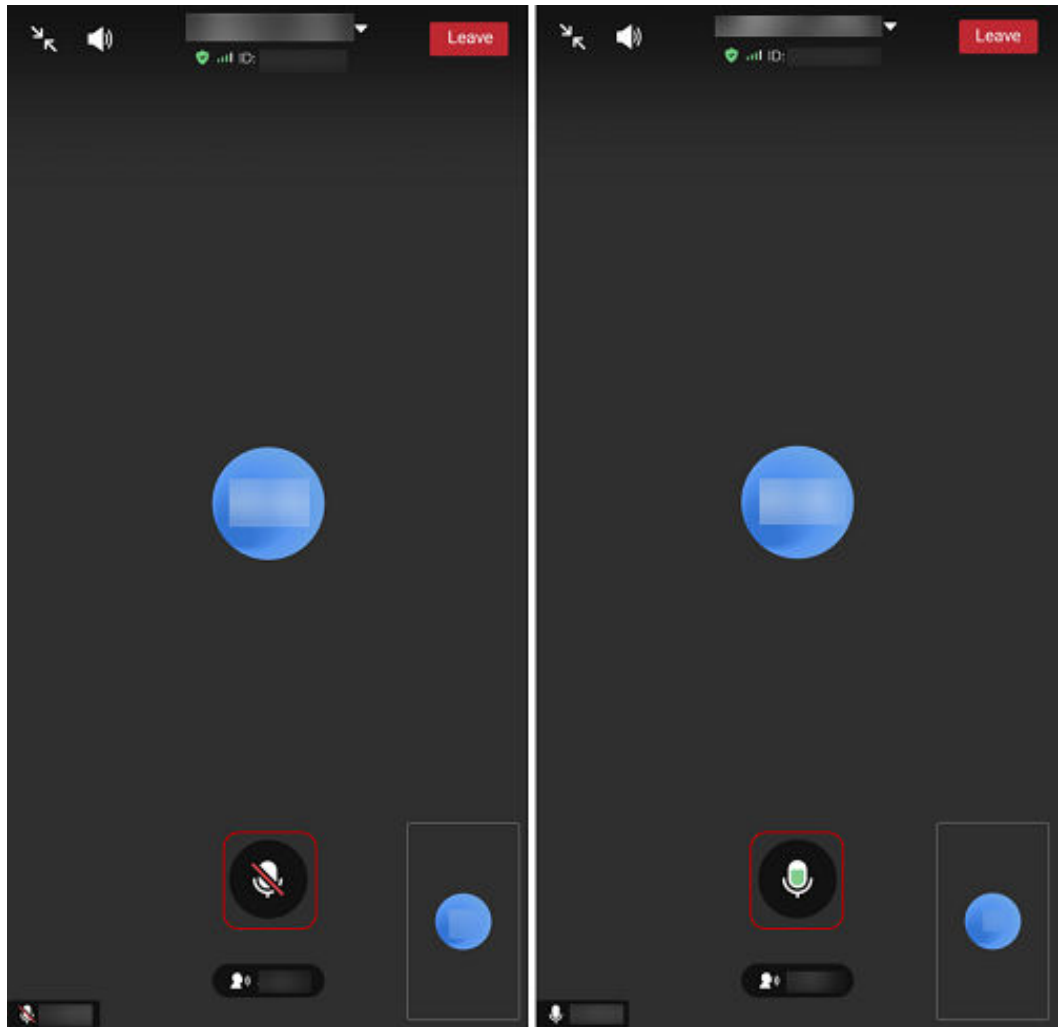
## Sharing a Meeting via QR Code

You can touch the QR code icon in the upper right corner of the meeting details panel and share the code with others.



## Floating Microphone Window During Meetings

The iOS app supports the floating microphone window during a meeting. When you speak, the floating microphone window displays the audio status. You can touch the window to mute or unmute.



## Video Ratio

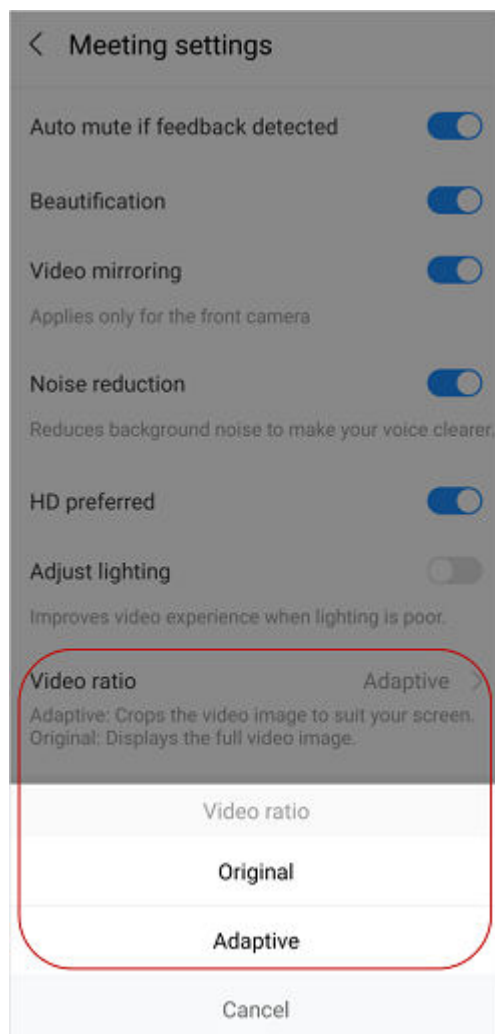
When viewing videos in a meeting on a mobile device, you can set the video aspect ratio to avoid incomplete video display.

**Step 1** In the meeting control bar, choose **More** > **Meeting settings**.

**Step 2** Touch **Video ratio** and select **Adaptive** or **Original**.

- **Adaptive**: Crops the video image to suit your screen.
- **Original**: Displays the full video image.

----End



**NOTE**

Before a meeting, you can choose **Me > Settings > Meeting settings** and touch **Video ratio** to set the video aspect ratio.

## HD Preferred

By default, **HD preferred** is enabled on mobile phones that meet hardware requirements. 720p HD videos can be sent and received.

**Step 1** In the meeting control bar, choose **More > Meeting settings**.

**Step 2** Turn on or off the **HD preferred** switch.

----End





**NOTE**

- This function is supported only on Android phones with a memory of 4 GB or higher and CPU of 2.1 GHz or higher and iPhone 8 or later.
- Before a meeting, you can choose **Me > Settings > Meeting settings** and turn on or off the **HD preferred** switch.

## Claiming the Host Role

The enterprise administrator can set who can claim the host role on the [Huawei Cloud Meeting Management Platform](#).

The meeting creator or host can claim the host role during the meeting.

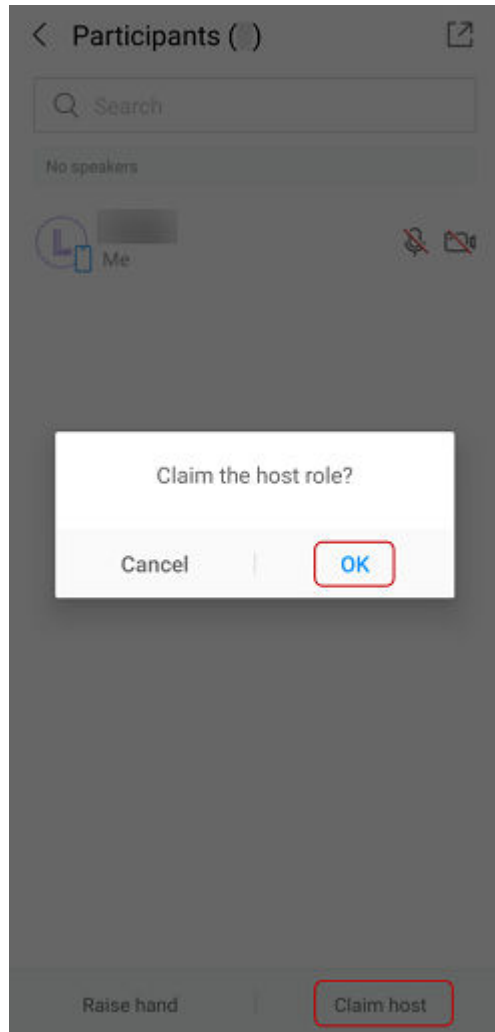
**Step 1** After joining a meeting, touch **Participants**.

**Step 2** In the lower part of the **Participants** screen, touch **Claim host** and then **OK**.

**NOTE**

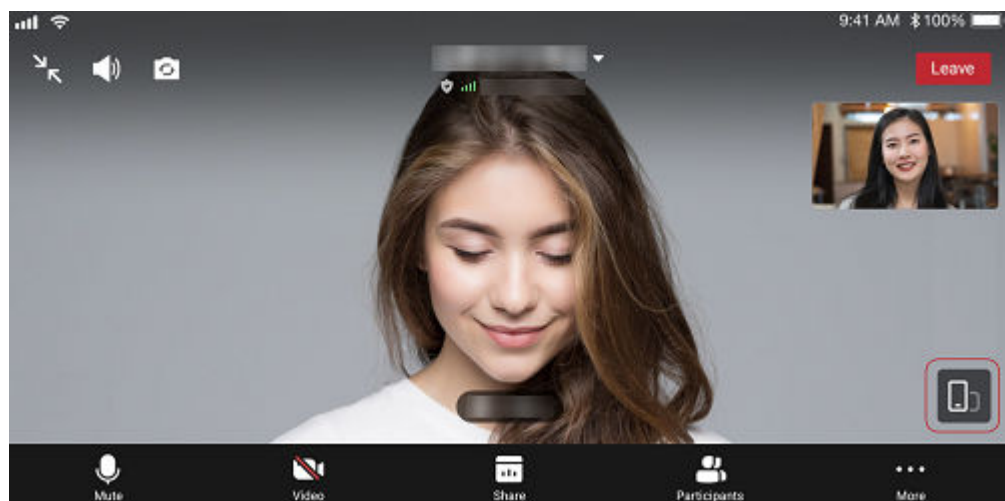
If the meeting creator is a co-host, choose **More > Claim host**.

----End



## Rotating the Screen

During a meeting, touch the screen rotation button in the lower right corner to switch between landscape and portrait modes.



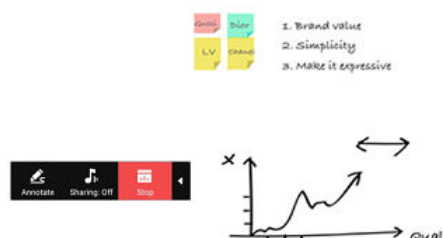
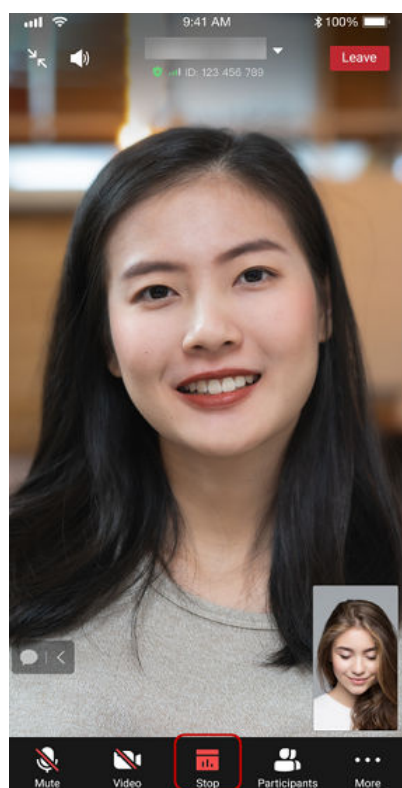
## 2.5 Sharing Content and Annotating on the Shared Content

During a meeting, you can share the screen and annotate and co-author the shared content with other participants.

**Step 1** Touch **Share** in the meeting control bar to share your phone screen to others.

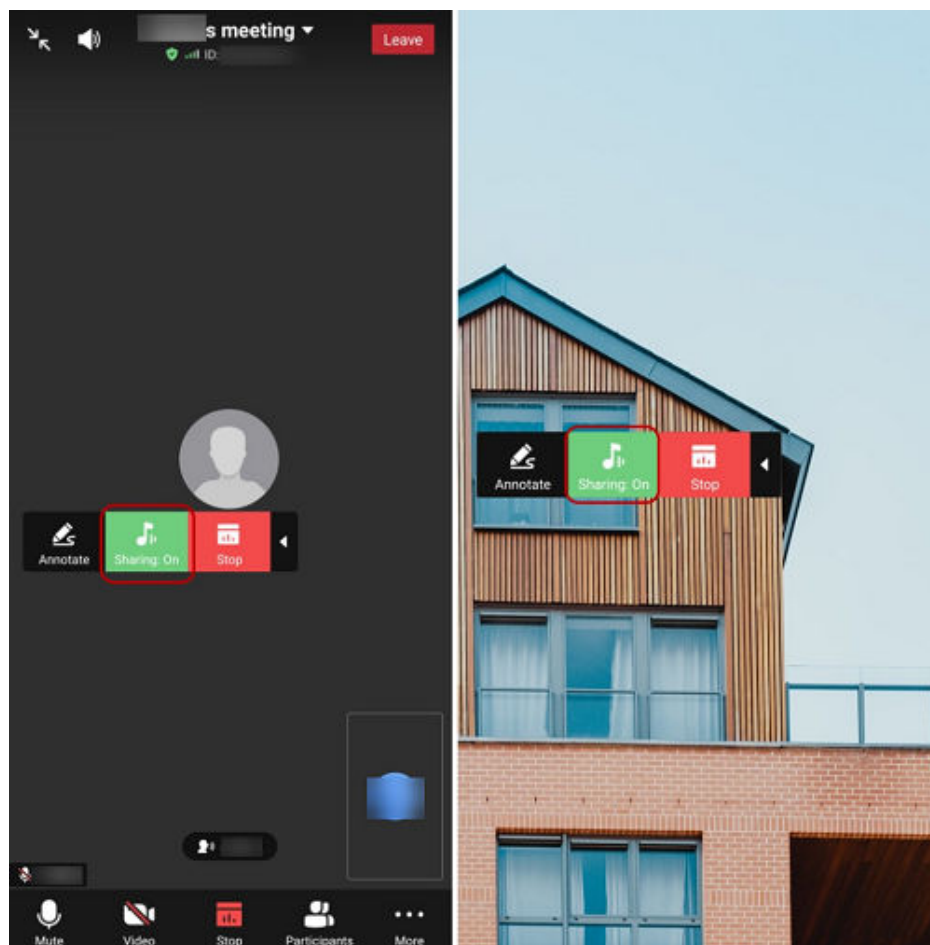
**Step 2** Touch **Annotate** to add annotations on the shared screen. Other participants can also annotate the shared screen.

----End



### Sharing Phone Audio

If you want to share phone audio during screen sharing in a meeting, enable audio sharing. Participants can receive the audio, improving communication efficiency.



**NOTE**

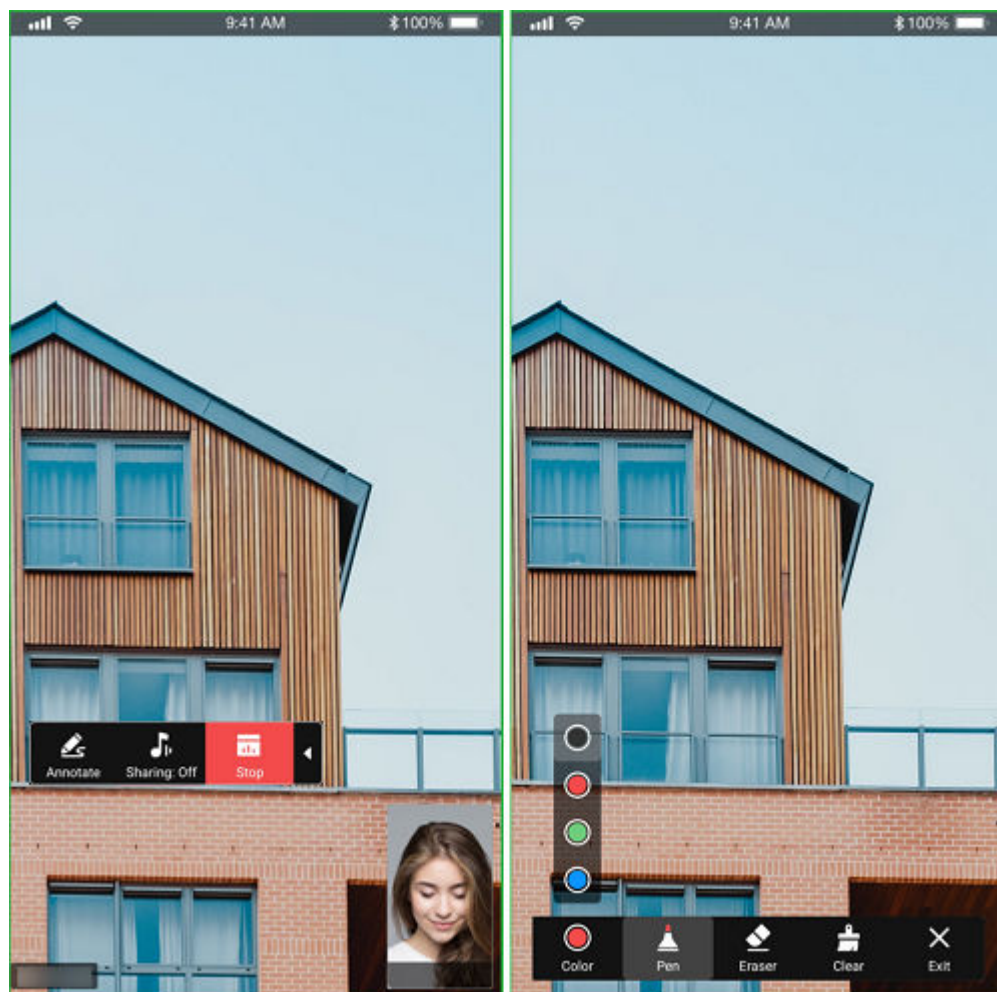
- For details about device requirements, see [Which Devices Can Share Device Audio?](#)

## Pinching the Screen to Zoom In

When sharing a screen in a meeting, pinch the shared screen to make the content clearer.

## Annotating a Shared Screen

When viewing a shared screen, touch **Annotate** to add annotations on the shared screen.



## 2.6 Simultaneous Interpretation

---

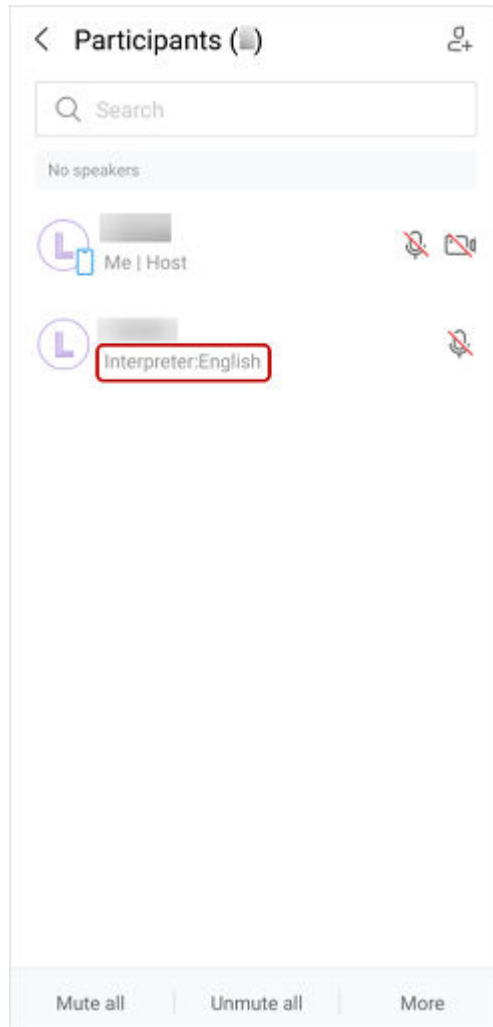
 CAUTION

Simultaneous interpretation is available only in a specific version. If you want to try this function, send an email to [hcmeeting@huaweicloud.com](mailto:hcmeeting@huaweicloud.com) or contact Huawei sales.

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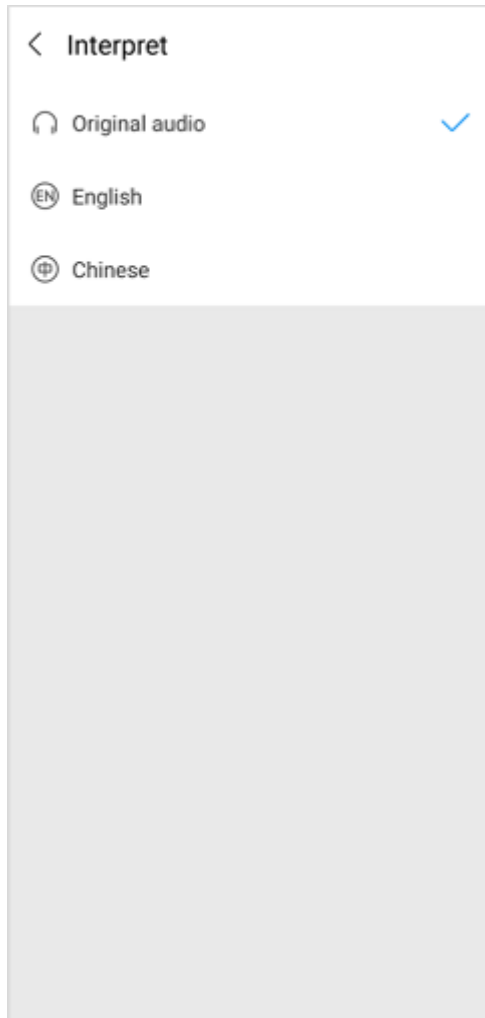
### Viewing Interpreters

In the **Participants** list, you can view interpreters and the language they interpret.



## Listening to an Interpretation Channel as a Participant

You can select an interpretation channel to listen to.



 **NOTE**

- If you cannot find the language you want to listen to on the **Interpret** screen, contact the host to check whether the corresponding interpreter is available.
- If you are an interpreter, use the Huawei Cloud Meeting desktop client for simultaneous interpretation.

## 2.7 Enterprise SSO Login

If your enterprise has an authentication system, you can enable SSO login to allow enterprise members to log in to the Huawei Cloud Meeting client through the authentication system.

 **NOTE**

For details about how to configure enterprise SSO login, see [How Do I Configure SSO Login for My Enterprise?](#)

**Step 1** Open the Huawei Cloud Meeting mobile app.

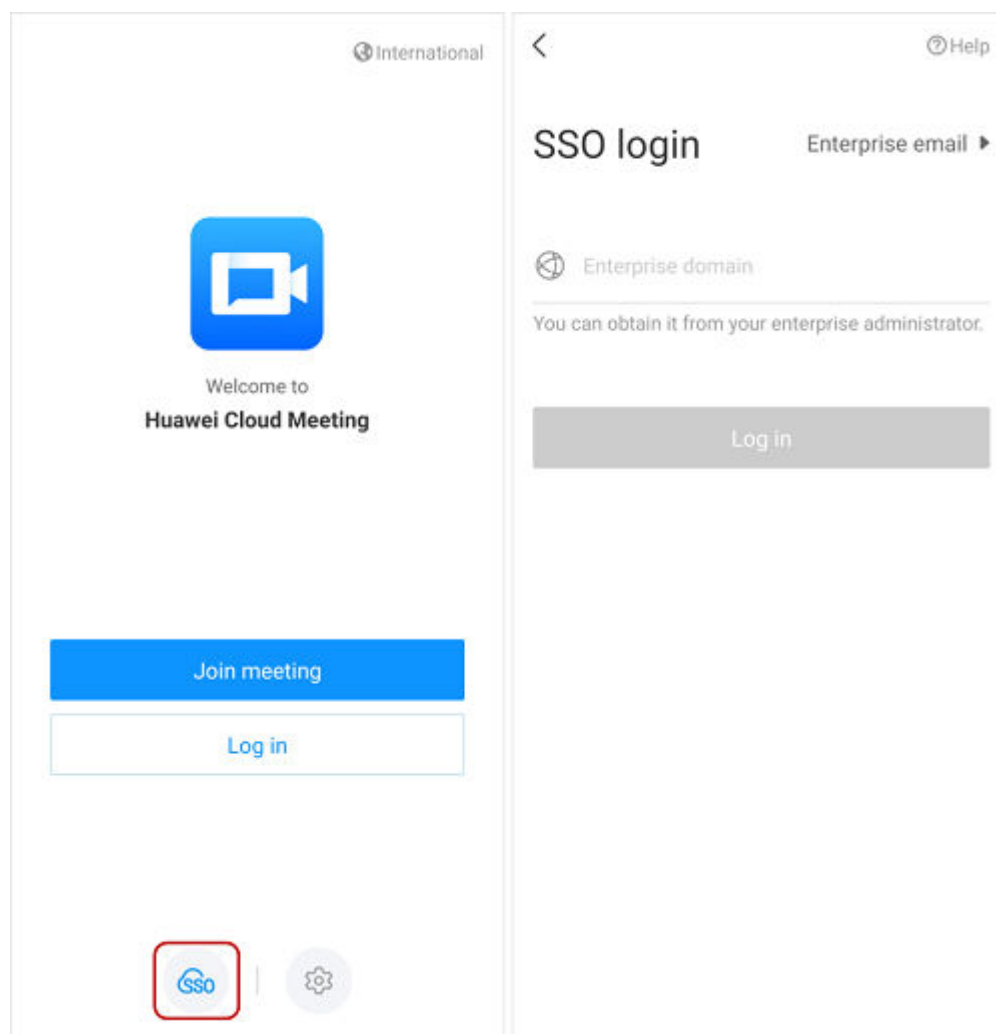
**Step 2** Click or touch **SSO** at the bottom.

**Step 3** Enter the enterprise domain name, or click or touch **Enterprise email** in the upper right corner and enter the enterprise email address.

**Step 4** Touch **Log in** to redirect to the authentication page.

**Step 5** Enter the account and password. After the enterprise authentication is successful, the home screen of the Meeting app is displayed.

**Figure 2-1** Enterprise SSO

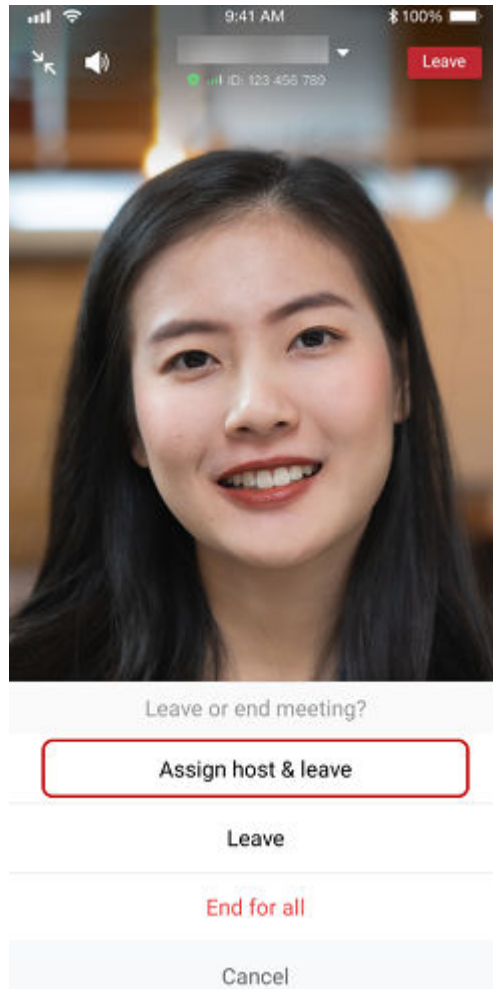


----End

## 2.8 Leaving a Meeting

- **Leave:** Any participant including the host can leave a meeting. After a participant leaves, the meeting still goes on.
- **End for all:** Only the host can end a meeting. After a meeting ends, all participants leave the meeting.
- **Assign host & leave:** The host transfers the host role to a participant and leaves the meeting. The meeting still goes on.

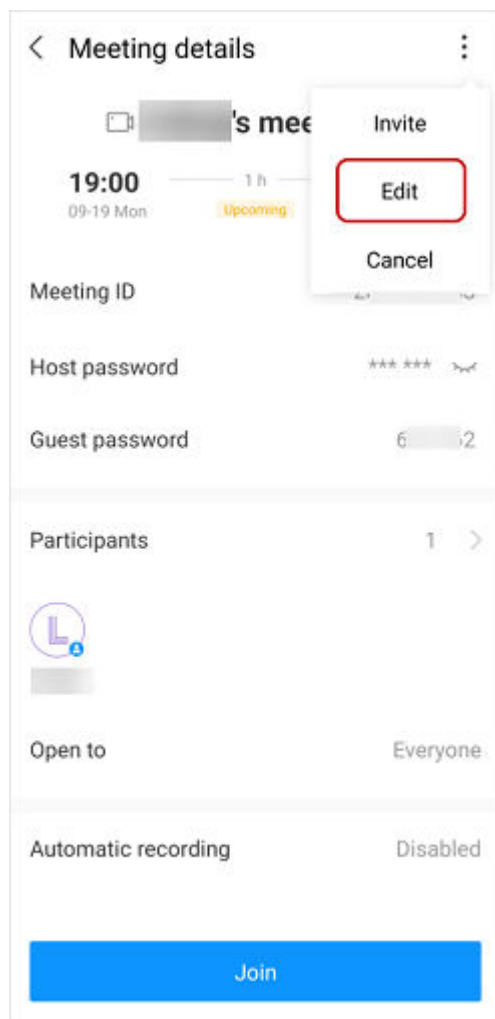




The preceding figure shows the screen for the host to leave or end a meeting. Participants can only leave a meeting.

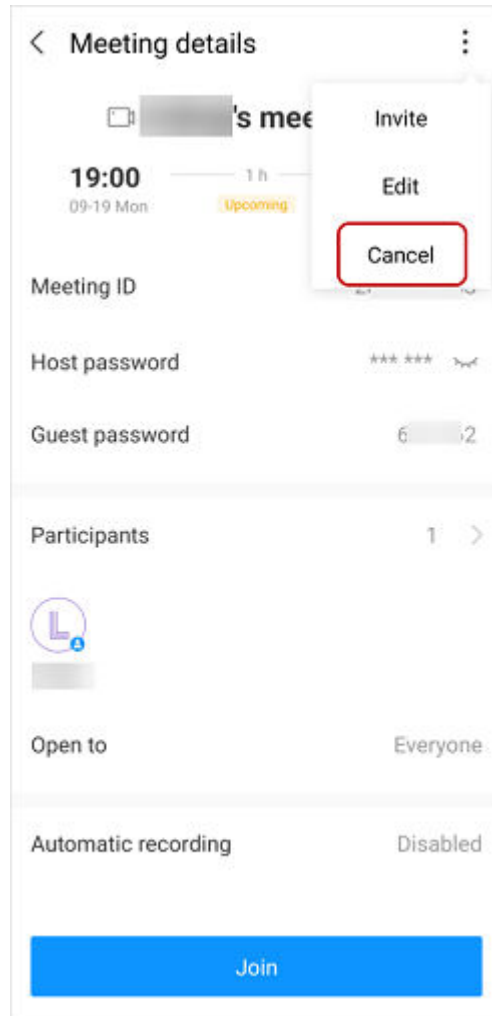
## 2.9 Editing a Meeting

Before a meeting starts, you can edit the meeting details, including the topic, time, duration, type, and participants allowed to join the meeting. You can also allow or disable recording and invite participants to the meeting.



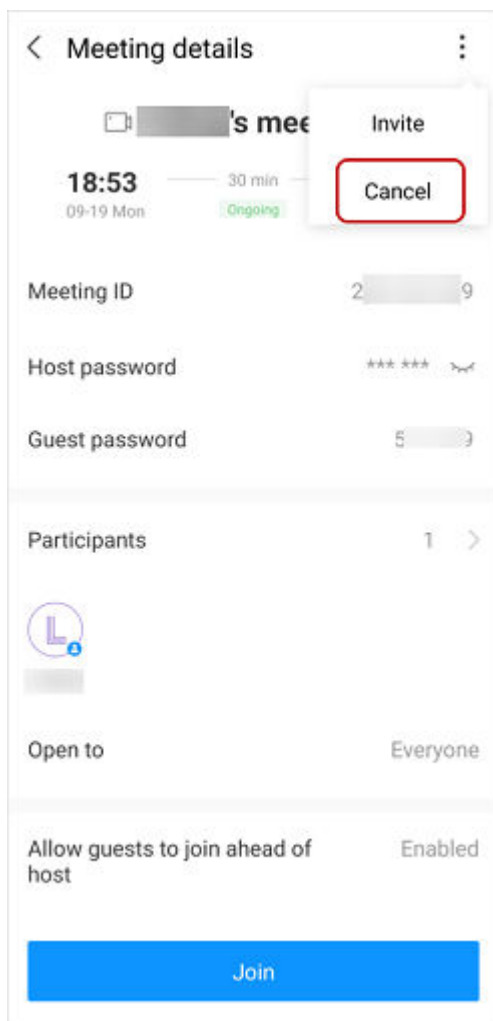
## 2.10 Canceling a Meeting

- You can cancel a meeting on the app. To cancel a scheduled meeting, find the meeting in the meeting list and touch it to access the **Meeting details** screen. Then touch the icon in the upper right corner and choose **Cancel** from the drop-down list.
- After you cancel a meeting, all participants will be notified of the update by email.



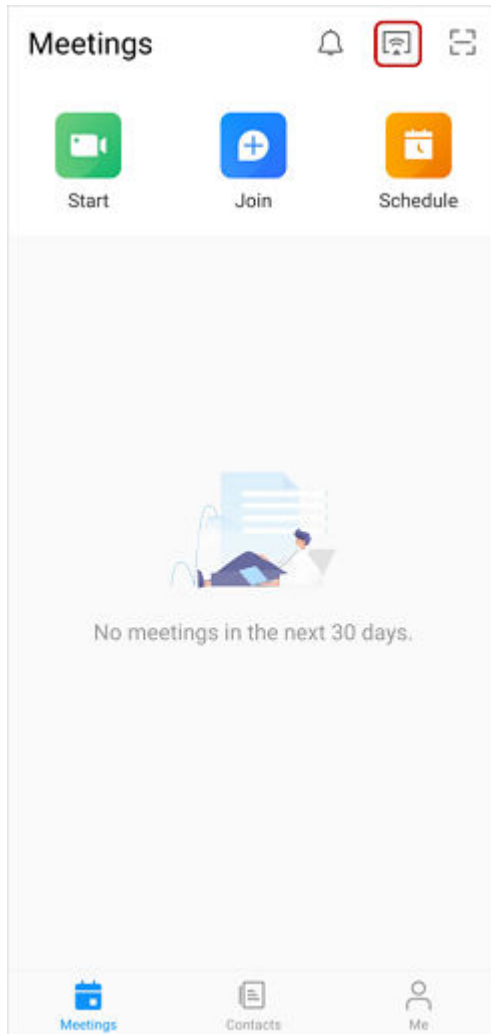
## Canceling an Ongoing Meeting

You can cancel an ongoing meeting on the meeting details screen.



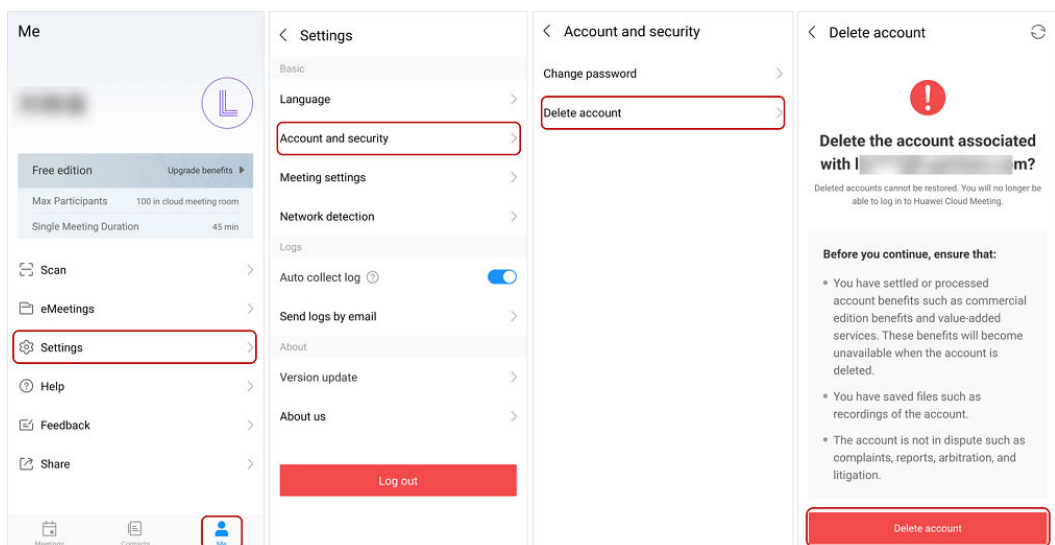
## 2.11 Projection

Enter the projection code on a large screen to project your mobile phone screen to the large screen.



## 2.12 Deleting an Account

You can quickly delete your account on the app.



 **NOTE**

If your account is not bound to an email address, complete the information on the Huawei Cloud Meeting Management Platform as prompted and then delete the account.