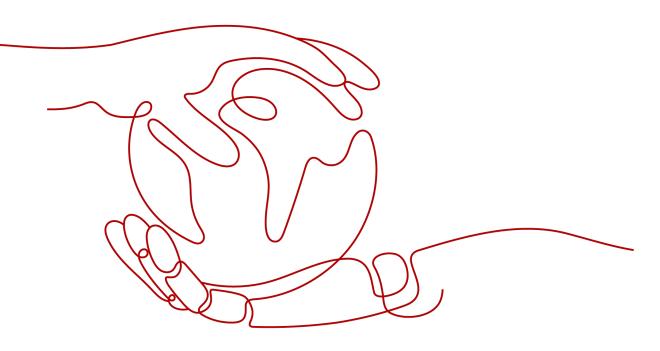
Huawei Cloud Meeting

Client User Guide

 Issue
 06

 Date
 2024-11-18





HUAWEI TECHNOLOGIES CO., LTD.

Copyright © Huawei Technologies Co., Ltd. 2024. All rights reserved.

No part of this document may be reproduced or transmitted in any form or by any means without prior written consent of Huawei Technologies Co., Ltd.

Trademarks and Permissions

NUAWEI and other Huawei trademarks are trademarks of Huawei Technologies Co., Ltd. All other trademarks and trade names mentioned in this document are the property of their respective holders.

Notice

The purchased products, services and features are stipulated by the contract made between Huawei and the customer. All or part of the products, services and features described in this document may not be within the purchase scope or the usage scope. Unless otherwise specified in the contract, all statements, information, and recommendations in this document are provided "AS IS" without warranties, guarantees or representations of any kind, either express or implied.

The information in this document is subject to change without notice. Every effort has been made in the preparation of this document to ensure accuracy of the contents, but all statements, information, and recommendations in this document do not constitute a warranty of any kind, express or implied.

Contents

1 Desktop Client	1
1.1 Downloading and Logging In to the Client	1
1.2 Creating a Meeting	
1.3 Joining a Meeting	
1.4 Controlling a Meeting	
1.5 Sharing Content and Annotating on the Shared Content	
1.6 Enterprise SSO Login	61
1.7 Simultaneous Interpretation	
1.8 Outlook Plug-in	
1.9 Hosting a Meeting	67
1.10 Leaving a Meeting	
1.11 Editing a Meeting	
1.12 Canceling a Meeting	
1.13 Projection	
1.14 Deleting an Account	71
2 Mobile App	73
2.1 Downloading and Logging In to the App	73
2.2 Creating a Meeting	
2.3 Joining a Meeting	
2.4 Controlling a Meeting	
2.5 Sharing Content and Annotating on the Shared Content	
2.6 Simultaneous Interpretation	
2.7 Enterprise SSO Login	
2.8 Leaving a Meeting	
2.9 Editing a Meeting	
2.10 Canceling a Meeting	
2.11 Projection	
2.12 Deleting an Account	

Desktop Client

1.1 Downloading and Logging In to the Client

Recommended Computer Configuration

The following table lists OS requirements.

Туре	Minimal Requirements	Recommended Configuration
Windows client	Windows 10 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.

Туре	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

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

Downloading and Logging In to the Client

Download the Huawei Cloud Meeting desktop client and install it as prompted.

NOTE

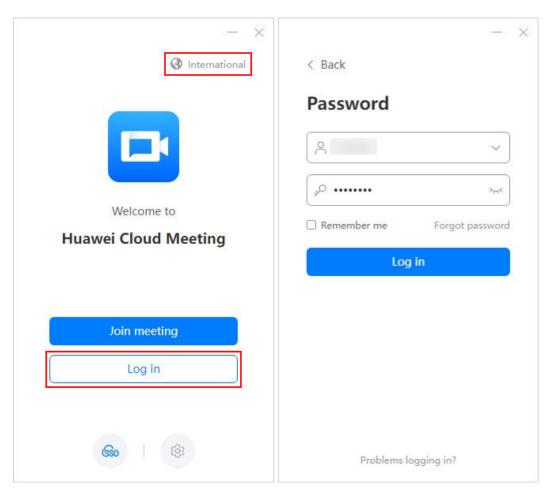
Download the client from the official website. If you obtain a client installation file from an unofficial channel, check the software validity.

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.

- ×	- ×
③ International	< Back
Welcome to Huawei Cloud Meeting	Basic Server settings Address Port Proxy settings
Join meeting Basic Collect logs About us Network detection	Auto Custom CA certificate verification Auto update
قع (So	Save

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.

Q. Contact or mobile number	(♠) Share screen - □ ×
Meetings	4
	15:02 Dec 13 Wed
\$	Meeting history >
eMeetings Start ✓ Join	
Schedule Host	No meetings in the next 30 days.
0	

- 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**.

Start time 2023-12-20 Wed 15:30 1 hour 0 minute Repeat (GMT+08:00) Beijing, Chongqing, Hong Kon Meeting resource ⑦ Meeting ID ⑦ Start ∨ Start ∨ Open to Everyone Participants (1) Add
Q CONtact of Moder Number □ Repeat (GMT+08:00) Beijing, Chongqing, Hong Kon Meeting resource ⑦ Meeting ID ⑦ Start ∨ ○ Start ∨ ○ Open to Everyone Participants (1) + ●
Meeting resource Meeting ID Start > Start > Open to Everyone Open to
Start ~ Open to Everyone ~ O Waiting room (Participants (1) Schedule
Start → Security Start → Open to Everyone → ⑦ □ Waiting room 0 Participants (1) + ↓
Participants (1) Schedule
Schedule Participants (1)
Advanced settings Meeting type O Video O Voice
Record automatically (2)
Meeting notification
🗹 Email 🛛 🗹 Calendar email

- 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.

	Contact or mobile number	Schedule meeting	× ₂ >
<u> </u>		Торіс	
		· · ·	
eetings		Start time Duration	
8		2023-08-30 Wednesday 11:30	iinute 🗸
ntacts		GMT+08:00) Beijing, Chongqing, Hor	ig Kon 🗸
etings	Start meeting \checkmark	Max participants 🔿 Meeting ID 📀	
		cloud meeting room V O 😨 🔿 Randon	n
	E	Security	
	Schedule meeting	Guest	
		Open to Everyone \checkmark 🗇 Waiting	room 🕐
2		Participants (1)	_
≥		Cancel	Schedule

D 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.

Start time		D	uration
2023-12-21 1	'hur 11:00	E) (1 hour 0 minute $$
Repeat	(GMT	+08:00) Beijing, Ch	ongqing, Hong Kon
Meeting resou	nce () N	Neeting ID ③	🗇 💿 Random
Security			
Password		2444	
Open to	Everyone	v 0	Uwaiting room ③
Participants (1)		
Advanced sett Meeting type	ings	/oice	
Add Advanced sett	ings • Video • V	/oice	
Add Advanced sett Meeting type	ings		
Add Advanced sett Meeting type	ings Video \ omatically ③ is to join ahead of ho		
Add Advanced sett Meeting type Record auto Allow gues	ings Video Video V omatically (?) is to join ahead of ho anytime A	ist	
Add Advanced sett Meeting type Record autor Allow guess Join meeting Meeting notif	ings Video Video V	ist	
Add Advanced sett Meeting type Record auto Allow guess Join meeting	ings Video V omatically ③ ts to join ahead of ho anytime A	ist	
Advanced sett Advanced sett Meeting type Record autor Allow guess Join meeting Meeting notif	ings Video N omatically ③ ts to join ahead of ho anytime A 5 min 10 min 15 min	ist	

- Scheduling a meeting with a fixed ID

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

Start time			ſ	Duration
2023-12-21	Thur 11:00		8	1 hour 0 minute $$
Repeat		(GMT+08:00)	Beijing, Cl	hongqing, Hong Kon
Meeting reso	urce 🕐	Meeting	ID 💿	
	~	0		🗇 🔿 Random
Security				
Password			~)	
Open to	Everyone		~ 0	⑦ □ Waiting room ⑦
Participants (+ Add	1)			
Advanced set	tings O Video			
	omatically ③			
CHARGE CONTRACT OF CONTRACT	its to join ahead	of host		
Meeting noti	Featiers			

• 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.

Contact or mobile muni		Upcoming Thur, Dec 21, 2023	* 🛈 🖾	Contact or mobile number		Upcoming
Meetings Contacts		(5) 11:30-12:30 (GMT+08:00) Scheduled by Meeting ID	Litertings Contacts	Arme, phone number, or email address My favorites	Selected (0) Cancel all	
ekkenings Start v		Host passw Guest passw Open Io Everyone Wilting room Disabled	ettionetinge.	Corporate directory Meteting terminal External contacts My external contacts		
Schedule	Host	Participants			Cassel	
0		Record auto Disabled More Edit Imite Juin	©		Record auto Disabled More Edit	Invite Join

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

	Q Contact or mobile number	Schedule meeting			×	×
		Торіс				
Meetings		Start time	Du	ration		
		2023-12-18 Mon 15:30	Ē (I hour 0 minute $~~$ \sim		
Contacts		✓ Repeat (GN)	IT+08:00) Beijing, Cho	ngqing, Hong Kon 🗸		
•		Every week (Mon) End by Jan	uary 29, 2024, Meetin	gs: 7		
eMeetings	Start \smallsetminus	Recur Weekly V	Every 1 🗸 wee	k Mon ^		
		End by 2024-01-29 Mon		🗆 Sun		
	一一一一一			Mon		
				U Tues		
	Schedule	Meeting resource ⑦	Meeting ID 🕐	Thur		
		~	0 0	• 🗌 Fri		
				Sat		
		Security				
٢				Cancel Schedule		

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

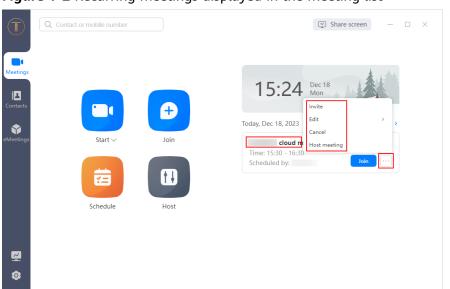
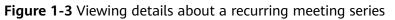


Figure 1-2 Recurring meetings displayed in the meeting list



C Co Meetings	ontact or mobile number		Recurring Upcoming Image: Mon, Dec 18, 2023 Image: State
Contacts eMeetings	Start ~	(+) Join	Scheduled by Meeting ID
	Schedule	Host	Guest passw Everyone Everyone Disabled
8			Participants

	Q Contact or mobile number		G Share screen − □ ×
Contacts	Start ~	Information Cancel this meeting? Cancel all meetings in the current cancel Cancel CK	Dec 18 Mon Invite Edit >> > Host meeting
0			

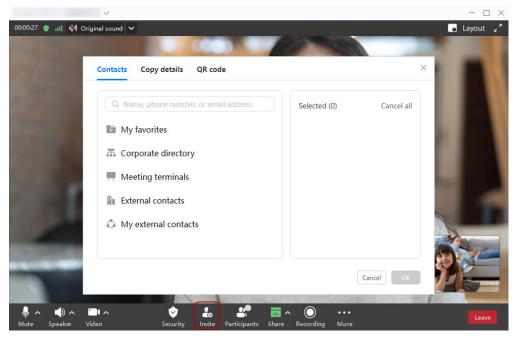
Figure 1-4 Canceling one or all recurring meetings

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.

Meetings	Q Contact or mobile number	Schedule Open to	Contacts	_	×□×	×
Contacts	Start ~	Participan Heriticipan Add Advanced Meeting ty Record Allow c Join meeti	External contacts	Cancel	Selected (1)	Cancel all
8		Meeting n		Cancel	Car	OK

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

Q. Contact or mobile number	Schedule meeting	×	
Contacts Contac	Repeat Max participants ⑦ Security Guest Guest Open to Everyone Participants (1) Ad	Contacts Q. Name, phone number, or email address < External contacts . Select all Image: Contact to the select all to the select al	X Selected (1) Cancel all
©			Cancel

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

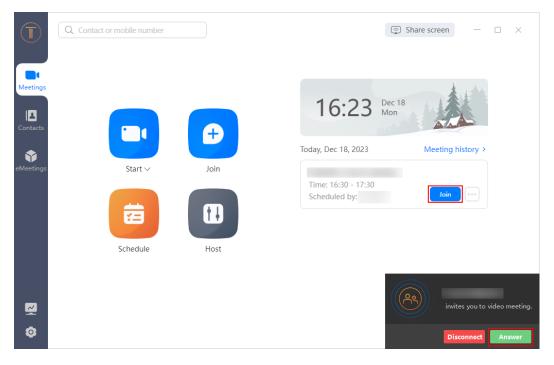
contacts and click Add in the upper right corner and add an enterprise's external contact on the Management Platform.

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.

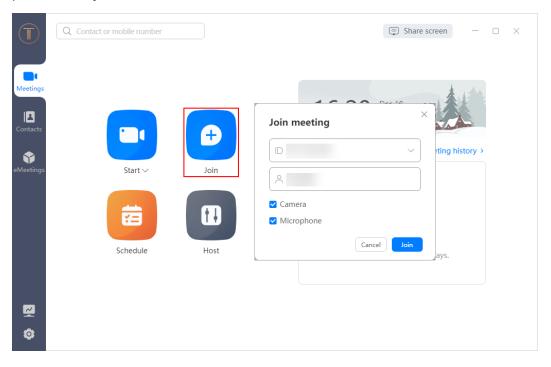
To enable **Auto answer** on the desktop client, click in the lower left corner of the client home screen. In the displayed **Meeting settings** dialog box, select **Auto answer** under **General > Calling > Answer mode**.



Using the Meeting ID

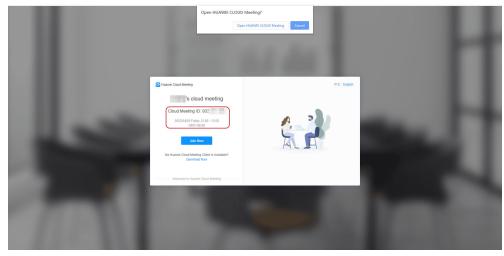
If you are not added as a participant in a meeting, you can use the meeting ID and password to join the meeting.

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.

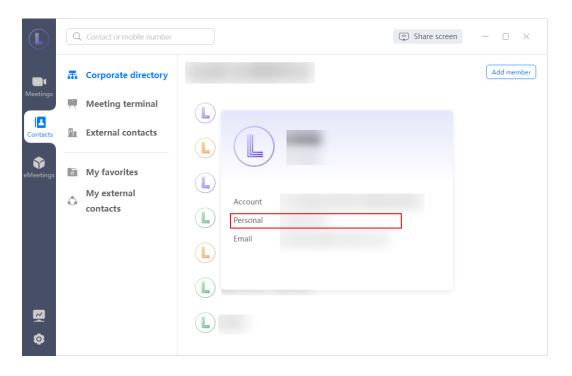
- ×	- ×
International	< Back
Welcome to Huawei Cloud Meeting	Join meeting Inter meeting ID and your name displayed in meeting ID Meeting ID ~ Microphone
Join meeting	Join
Log in	
630 (2)	

Using the Personal Meeting ID

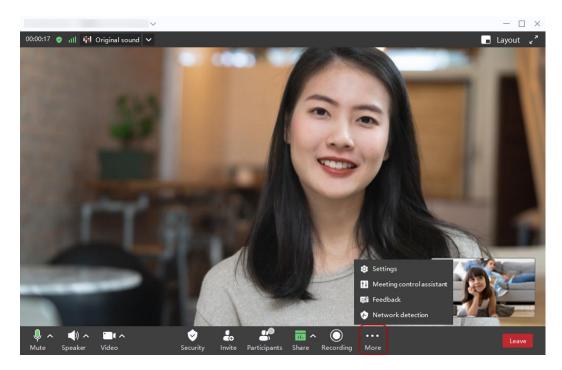
If you have configured meeting resources, you can search for and call the personal meeting ID of a contact in the search bar, or call the personal meeting ID on the contact details screen, and enter the password to join a meeting.

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

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



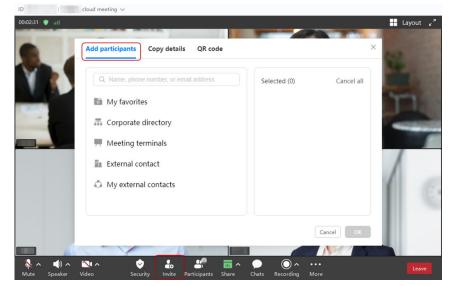
The preceding figure shows the meeting control screen for the host. The **Invite** button is not available on the meeting control screen for guests.

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	Supported
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
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
Transferring the host role	Supported	Unsupported
Becoming a co-host	Unsupported	Supported

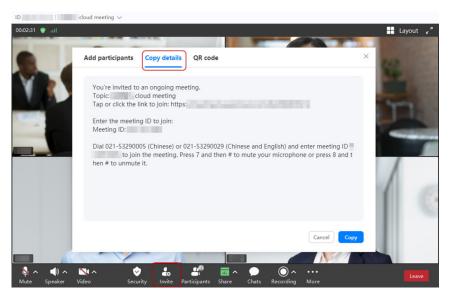
Operation	Host	Guest
Starting or pausing recording	Supported	Supported
Setting continuous presence (presenter, gallery, and PiP)	Supported	Unsupported
Locking the meeting	Supported	Unsupported
Locking sharing	Supported	Unsupported
Enabling or disabling feedback detection	Supported	Supported
Detecting 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.

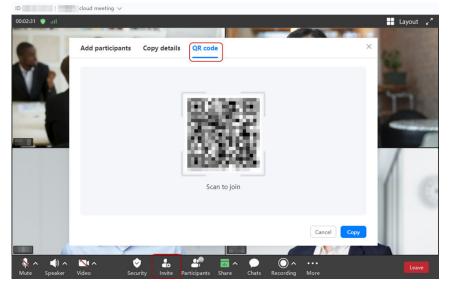


- Method 2: Choose Invite > Copy details to send an invitation.



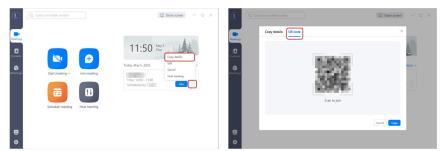
Method 3: Share the meeting QR code when using the Windows client.
 During a meeting:

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.

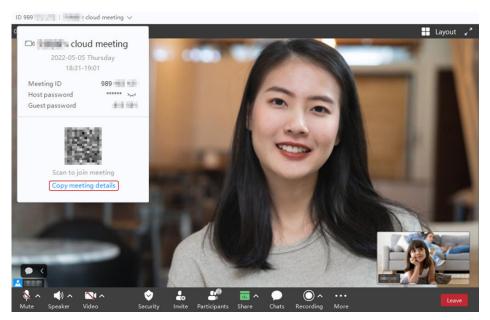


The invited guest can join the meeting as prompted.

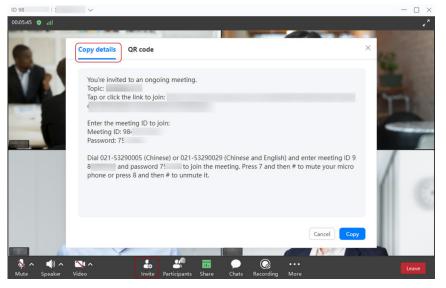
	2022-05-05 Thur 22:30-23:15	
Meeting ID)	
Guest pas	sword	
	Share	
	Join	
	John	
HUA	WEI CLOUD Meeting	

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.

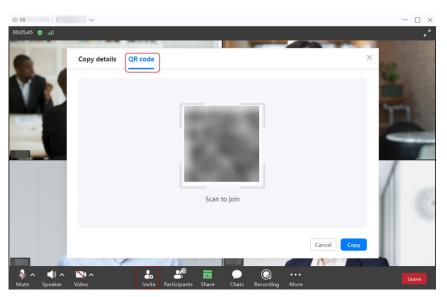
- Method 4: Click the meeting topic in the upper left corner and share the meeting information or QR code with others.



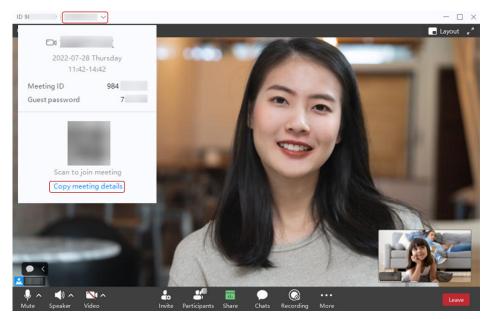
- Guests
 - Method 1: Choose **Invite** > **Copy details** to send an invitation.



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

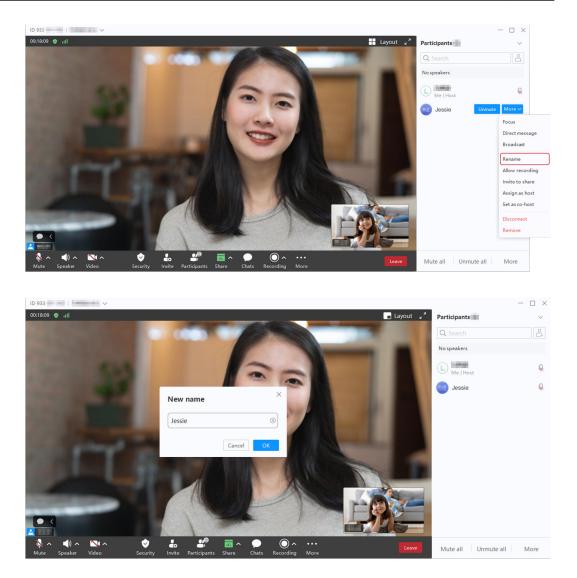


 Method 3: Click the meeting topic in the upper left corner and share the meeting information or QR code with others.



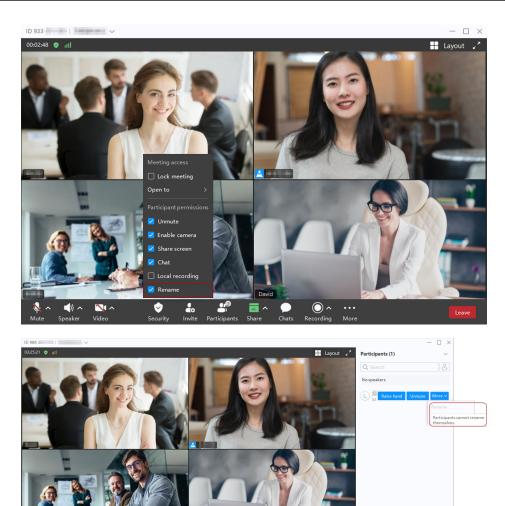
Renaming Participants

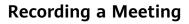
The host can change the names of other participants.



Configuring Rename Permissions

The host can configure whether participants can change their names.





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 ¹¹ 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.

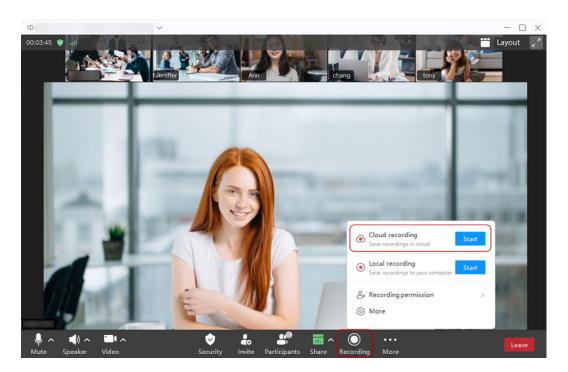
- When a co-host starts cloud recording, the host will receive a recording notification.
- Audio, video, and shared content can be recorded.
- After the meeting ends, you will receive an email containing a link. You can watch or download the MP4 recording by clicking the link or on the **My Recordings**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

D 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 **playerofflineweb \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.

	Q Contact or mobile number	🗊 Share screen 🚽 🗆 🗙
Meetings Contacts eMeetings	Contact or mobile number	Meeting settings Max participants ⑦ Meeting ID ⑦ Random Security Guest password
8 ¢	Schedule meeting	Open to Everyone Advanced settings Meeting type Video Voice Automatic recording Cancel Save



My Recordings	Recordings						Q Topic, meeting ID, or scheduler
S External Contacts							
	Delete					2022/04/01	2022/05/23 🛱
	Торіс	Scheduled By	Cloud Meeting ID	Start Time 👙	Duration	File Size (MB)	Operation
A My Profile			10 C C	2022/04/12 10:44	100		Share More
2							

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.

D 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.

D 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

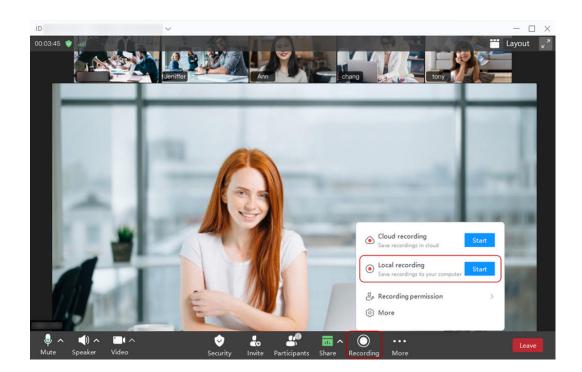
- Currently, only the Windows client supports this function.
- The audio recording is in .m4a format and can be viewed in the local recording file.
- Setting the recording content

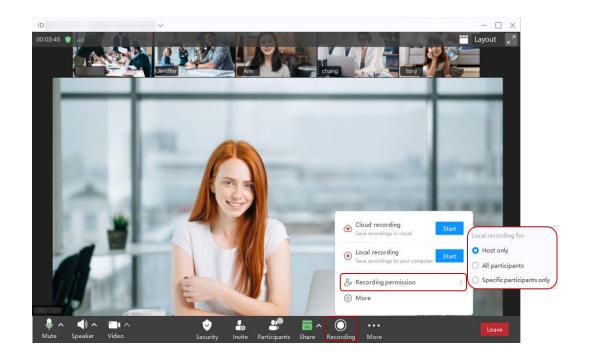
In the meeting control bar, choose **Recording** > **More**. In the displayed window, set the content to record.

- 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.

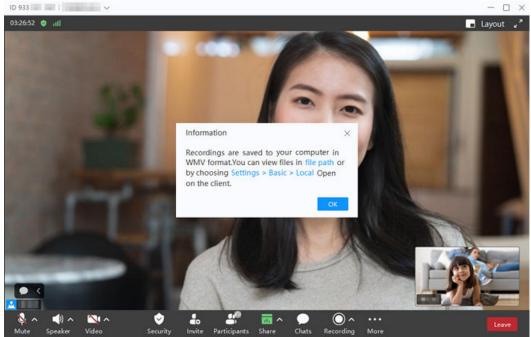
Before a meeting, click on the lower left corner of the home screen on the desktop client, choose **Recording** on the left, and set recording content in the **Recording content** area.

• 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)**.

	ontact or mobile number	😒 Share screen – 🗆 🗙
Meetings Contacts eMeetings	Meeting settings General Jack Audio Video Screen Recording	Shortcut keys Hotkey conflict notify If enabled, you'll be notified when setting conflicts with other software shortcuts. Open main panel Activate search Previous (gallery) Pageup Next (gallery) Pagedown
8	Shortcut keys	Restore defaults

Viewing Historical Meetings

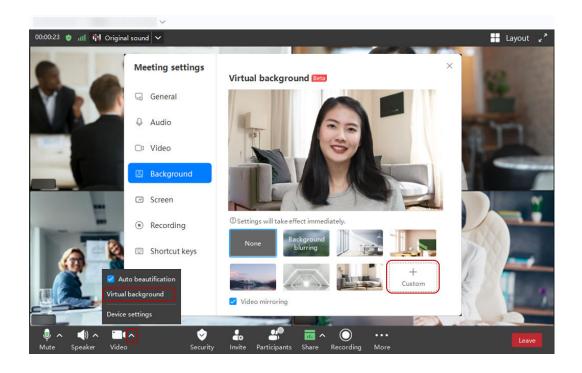
On the **Meeting history** screen of the client, you can schedule a meeting again. You can view more historical meetings on the Huawei Cloud Meeting Management Platform.

	Q Contact or mobile number	(a) Share screen	-	\times
	Meeting history	Meeting history ⑦ Call records		
Meetings	Whiteboard minutes	February Feb 25 11:46		>
		Feb 25 11:21		>
eMeetings		Feb 24 18:42		>
		Feb 24 17:35		>
		Feb 24 11:51		>
		Feb 24 10:00		>
~		Feb 23 15:19		>
0		You can view more 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.



D 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 CoreTM 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 CoreTM 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.

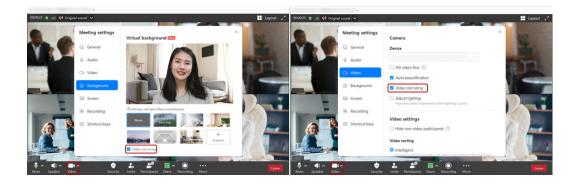
- GPU
 - Sixth-generation to ninth-generation Intel Iris® Plus graphics card, Intel® Atom graphics card, Intel® HD graphics card, or Intel Xe processor
 - (The graphics card is integrated on the processor and released after 2010.)
 - Intel Iris[®] Xe MAX (independent graphics card released in 2020)
- 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.

	Meeting settings		<
		Device	
	General	✓ Detect	
	🗅 Video	Level	
		Volume	
	Q Audio		ng history
5	Recording	Advanced	1
	Shortcut keys	Audio mode	
	E Shorteut keys	PC V	
		✓ Noise reduction ⑦	
		Suppress feedback Beta 🕜	s.
			51
		Using the original sound will disable sound enhancements (such as	-
		feedback suppression and noise reduction).	

• Before a meeting

• During a meeting



Enabling HD Video

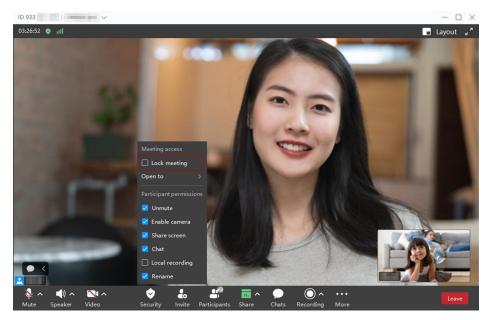
You can enable HD video to improve the video resolution to 720p on the macOS client.

Enable HD video first under Meeting settings > Video.

	Meeting settings		×
ngs	General	Camera Device	
ts	🗅 Video	~ ·	1
5	Q Audio	 ✓ HD video first ⑦ ✓ Auto beautification 	ng history >
ngs	Recording	✓ Video mirroring	
	Shortcut keys		
		Video settings	
		\Box Hide non-video participants \oslash	
		Video sorting	s.
		 Intelligent Speakers and participants with videos are preferentially displayed. 	
		O Default	

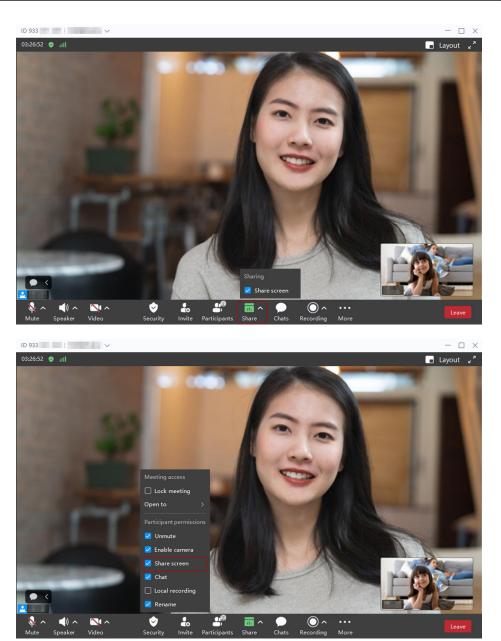
Locking a Meeting

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.



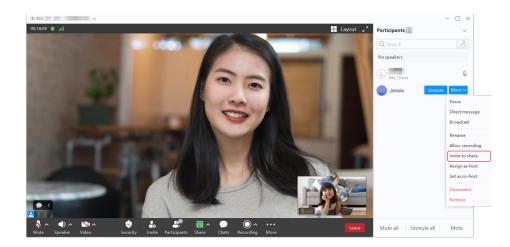
Locking Sharing

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.

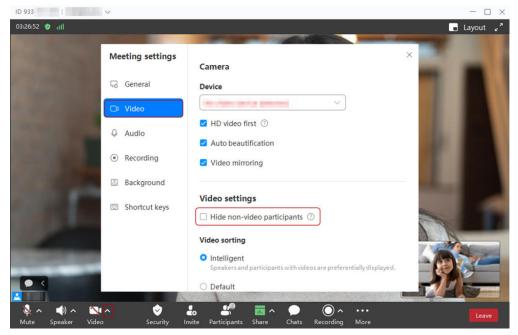


Hiding Non-Video Participants

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

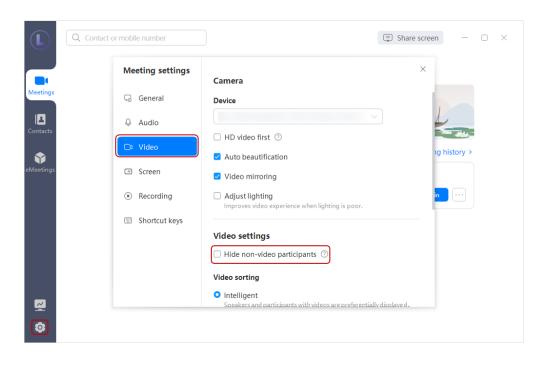
Method 1

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.

Q Co	ntact or mobile number	(a) Share screen	
	Meeting settings	Camera	
ĺ	Q Audio	Video sorting Intelligent Speakers and participants with videos are preferentially displayed.	
	C Video	 Default Participants screens are be sorted by name. Participant statuses and names 	
	Recording Shortcut keys		
		Always show Auto hide s.	
		Max screens in gallery view on a monitor 4 9 16 25	

Setting Continuous Presence

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

- 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



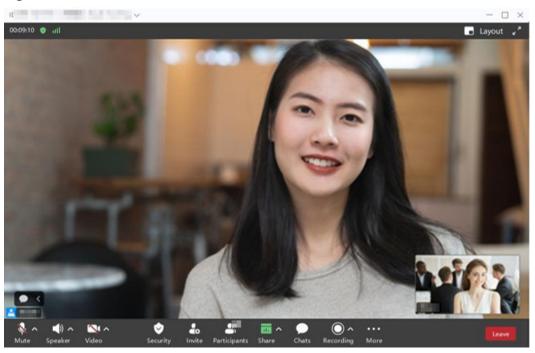


Figure 1-7 PiP view

Figure 1-8 Presenter view

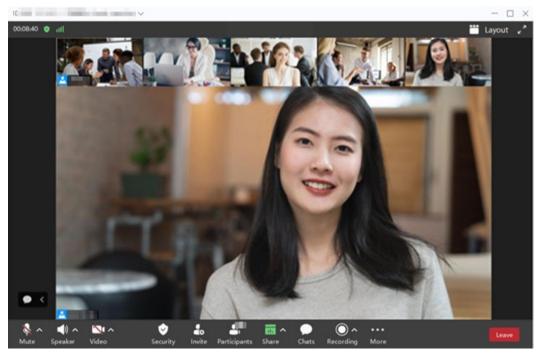
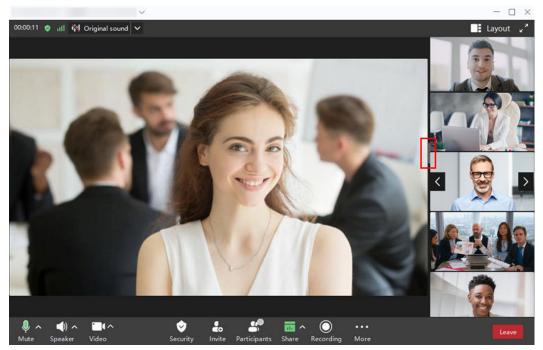




Figure 1-9 Floating view

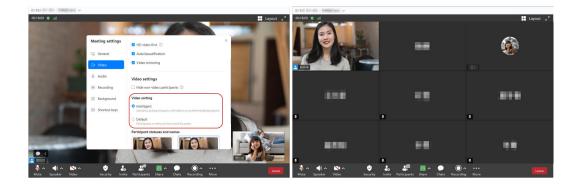
Figure 1-10 Side-by-side view



Enabling Intelligent Video Sorting (Windows)

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

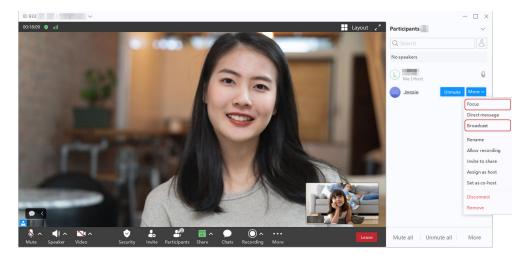
Click the arrow next to **Video** and choose **Device settings** > **Video**. In the **Video sorting** area, select **Intelligent**. Then feeds of speakers and participants with videos will be preferentially displayed.



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.

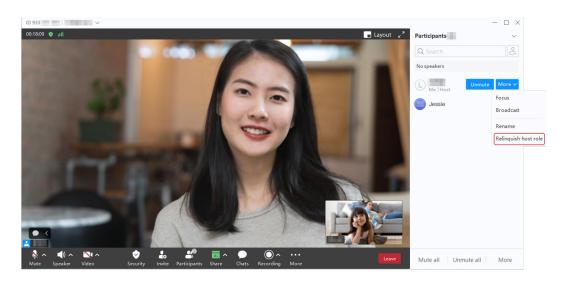
• The host can lower hands raised by guests. The host cannot raise a hand.



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.

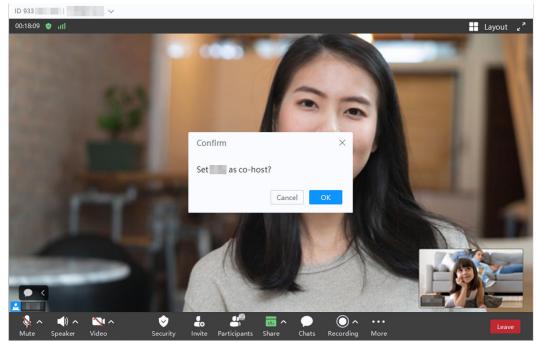
- 1. The host right-clicks a participant who will be the new host.
- 2. The host chooses **Assign as host**.



Co-Hosts

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





NOTE

- Co-hosts can set the audio, video, chat, recording, and sharing permissions of guests, rename them, and remove them from the meeting.
- Only the host can set a participant as a co-host.

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 unmuting 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.

	Q Contact or mobile number		()	Share screen — 🗆 🗙	
Meetings			1110 Nov 4	1	
Contacts		Join meeting	× J Mon	- CE	
eMeetings	Start∨	ID Meeting ID		Meeting history >	
	一	✓ Camera ✓ Microphone			
	Schedule		Cancel Join ings in the	e next 30 days.	
2					
٢					

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.

Meeting settings	×
🗔 General	Microphone Device
Q Audio	Detect
🗅 Video	Level ng history >
🖾 Screen	Volume Auto adjust microphone volume
Recording	Press and hold space key to temporarily unmute
💷 Shortcut keys	Press space key twice to mute or unmute
	Speaker
	Device
	Detect
	l evel

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

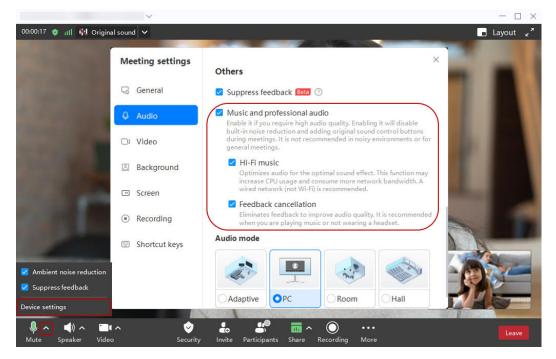
Music and Professional Audio

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.



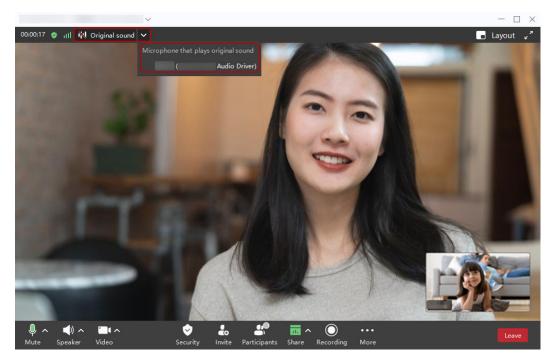
Step 4 After **Music and professional audio** is enabled, the **Original sound** button is added to the upper left corner of the meeting screen.

Click the button to disable or enable the original sound.

Click \bowtie 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 is 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.

	\sim		$ \Box$ \times
00:00:13 🧔 📶 🕅 Original sou	ind 🗸		
	eeting settings	Screen	
Ģ		Always show toolbar Display Without screen sharing (Curr During screen sharing	
C	v Video	Primary 1	
		Switch	
•	Contractions Screen		
E	3 Shortcut keys	 Settings Meeting control assistant Feedback 	
📮 🦆 🔨 🜓 A 📉 A Mute Speaker Video	Security	Network detection Image: State of the second seco	Leave

----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.

	\sim		
00:00:23 🥑 📶 📉 Origina	al sound 🗸		Η Layout 🖌
	Meeting settings	X	42
	General	Device	
	Q Audio	Detect	the local division in which the
	🗅 Video	Level Volume	1
	Background	Auto adjust microphone volume	
-	Screen	Press and hold space key to temporarily unmute	
-	Recording	Press space key twice to mute or unmute	
(A 2	Shortcut keys	Speaker	
Ambient noise reduction		Device	1
🗹 Suppress feedback		Detect	1 1
Device settings	9Er-	lave	
Ų へ ◀) ∧ 🛄 Mute Speaker Video	· · · · · · · · · · · · · · · · · · ·	Lo Lo nuite Participants Share Recording More	Leave

----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**.

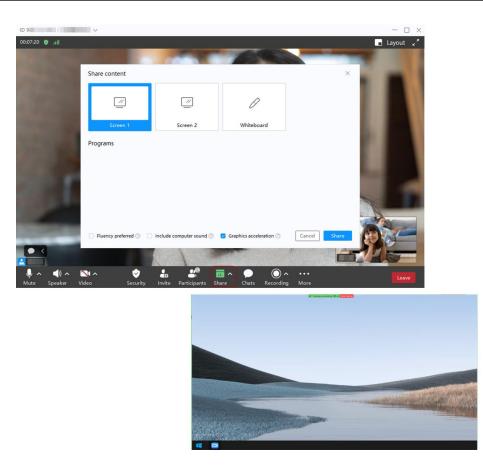


----End

1.5 Sharing Content and Annotating on the Shared Content

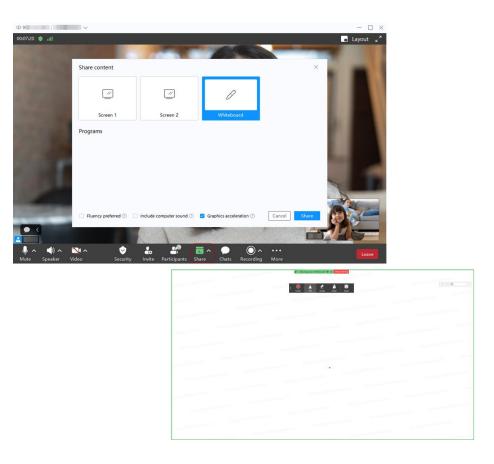
Sharing Screens

- 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.



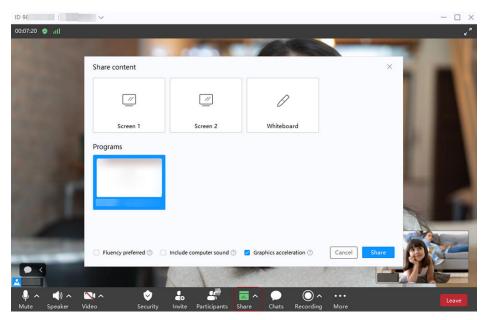
Sharing a Whiteboard

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

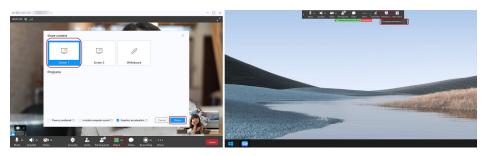
When you view the shared content in the PiP view, the small screen automatically displays the video of the participant who speaks the loudest.





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

NOTE

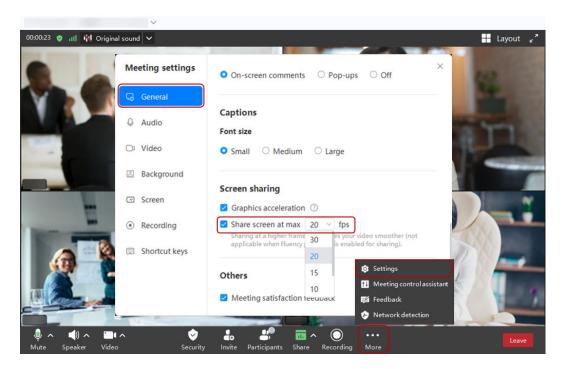
Remote support can be enabled on clients running macOS 10.14 or later.

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 (*M*).

----End



NOTE

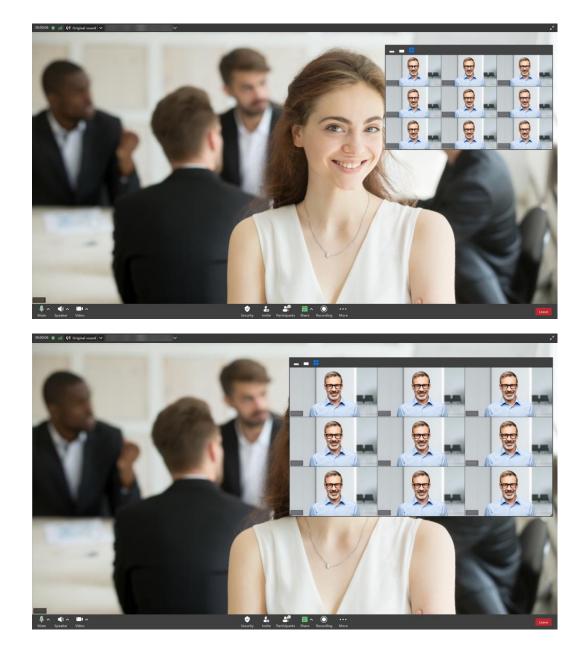
- This function is disabled by default. After it is enabled, the screen sharing frame rate does not exceed the configured value.
- If you select **Fluency preferred** when sharing a screen, this function does not take effect.
- During video sharing, a high frame rate is recommended to improve video smoothness.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

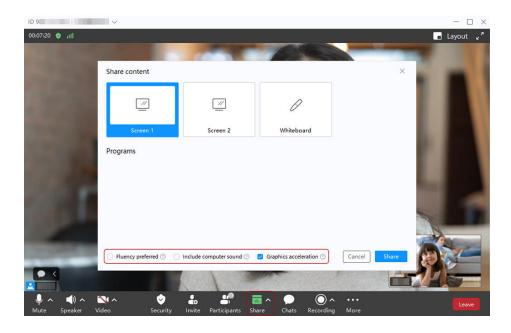
- **Step 1** Click **Share** in the meeting control bar to share a screen.
- **Step 2** On the sharing screen, drag the floating window to adjust its size.

----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.

- ×	100
International	< Back
	SSO login
	© Enterprise domain
Welcome to	You can obtain it from your enterprise administrator.
Huawei Cloud Meeting	
	Log in
Join meeting	
Log in	
600	Problems logging in?

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.

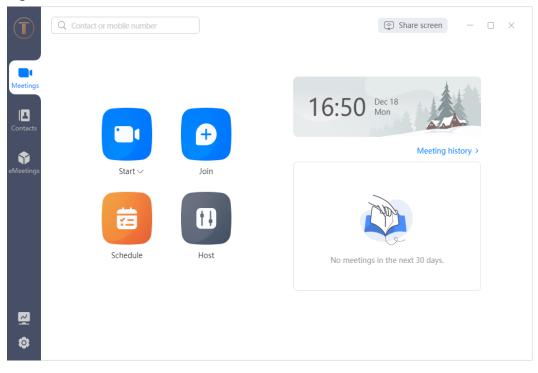


Figure 1-12 Client home screen

----End

1.7 Simultaneous Interpretation

Simultaneous interpretation is available only in a specific version. If you want to try this function, send an email to 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

 \cap

left, select a language in the speaking channel **under a start** interpreting.

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



- 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.

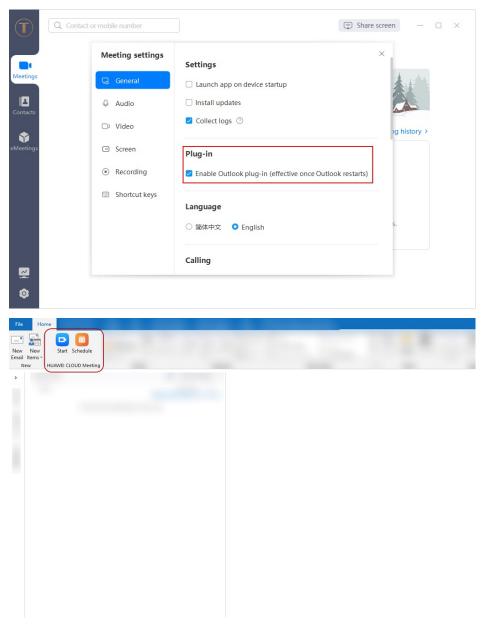


1.8 Outlook Plug-in

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.

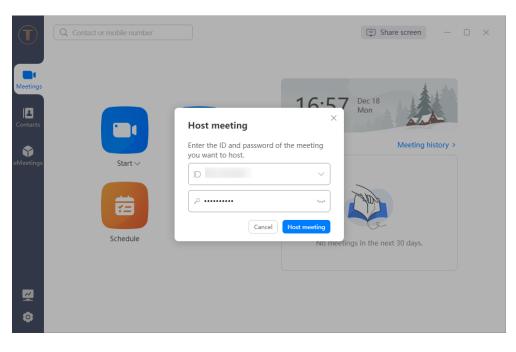
	HUAWEI CLOUD Meeting-Schedule meeting $ imes$
	Max participants 💿
	Concurrent participants V
	Meeting ID ③
	 Personal Random
	Security
	Suest password
	Open to Everyone V
	 ☐ Automatic recording ⑦ ☑ Allow guests to join ahead of host Join 5 min v before it 7 Cancel Save
Meeting Calendar Forward ~ Actions HU	Cancel WVEI CLOUD Meeting
То	
Subject	s cloud meeting
Location	

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.

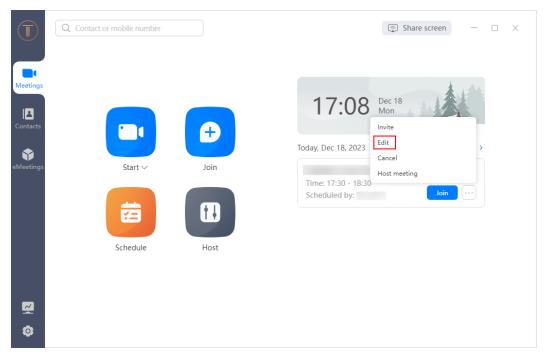


The preceding figure shows the screen for the host to leave or end a meeting. Guests can only leave a meeting.

1.11 Editing a Meeting

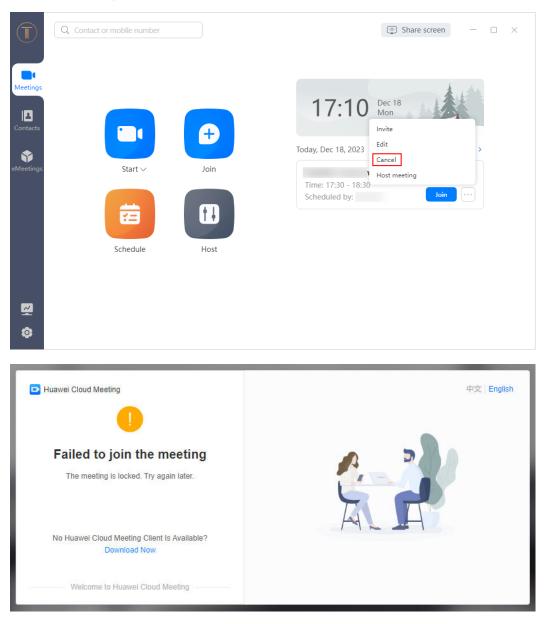
Before a meeting starts, you can edit the meeting details, including the topic, time, duration, type, and participants allowed to join the meeting. You can also allow or disable recording and invite participants to the meeting.

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**.

	Contact or mobile number		II Ongoing	×
Meetings			 Thur, Dec 21, 2023 14:12-14:42 (GMT+08:00) 	
Contacts		(+)	Scheduled by Meeting ID	
eMeetings	Back 🗸	Join	Host passw ********* 😽 Guest passw	
	苗	t.	Open to Everyone Waiting room Disabled	
	Schedule	Host	Participants	
			Cancel Recc Host meeting	
0			More Edit Invite E	Back

1.13 Projection

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

	Q				Sha	are screen –		×
Meetings Contacts			ection coo	de ⑦ the same network	×	Meeting history	>	
eMeetings	S	1	2	3				
		4	5	6				
		7	8	9				
		Clear	0	$\langle \times \rangle$				
	Si	A	lphabetic keyp	ad		30 days.		
0								

1.14 Deleting an Account

You can quickly delete your account on the client.

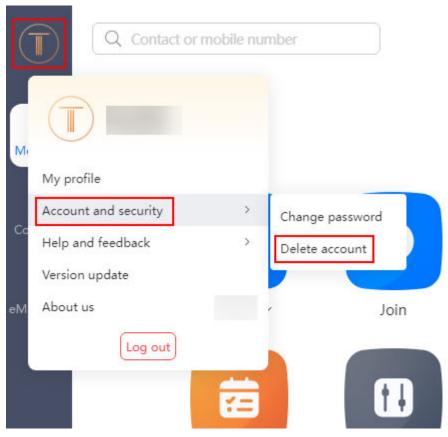


Figure 1-13 Deleting an account on the client

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

Figure 1-14 Deleting the account

Precautions
After a Huawei Cloud Meeting account is deleted, it cannot be restored, and you can no longer use it to log in to the system.
Before deleting an account, ensure that:
· You have processed resources under this account, including but not limited to meeting resources and value-added services. These resources will be unavailable after the account is deleted.
You have transferred files under this account, including but not limited to meeting records.
- This account is not involved in any disputes, including appeals, complaints, arbitration, and litigation.
Delete Account Cancel

2 Mobile App

2.1 Downloading and Logging In to the App

Recommended Configuration

OS requirements

Туре	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

Туре	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:

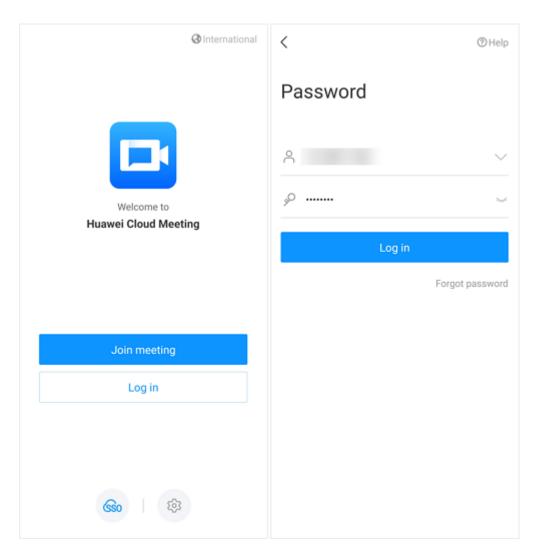
• Scan the QR code below.



- 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

Meetings	Q	r 1	< Start meeting	
	Ð	Ť	Meeting type	Video >
Start	Join	Schedule	Use VMR ID(25 parties):6	0
			Guest password	
			Password setting	E 5 >
			Participants	1 >
\sim			+ Le	
No meeting	gs in the next 30) days.	Open to	Everyone >
			Advanced	>
			Start	
Meetings	Contacts	O Me		

- 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.

D 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.

1 Ξ < Schedule meeting Meetings Topic ¢ Schedule Start .loin Start time 08 10 17:30 Duration 1h > Repeat Meeting type Video > Use VMR ID(25 parties):6 0 No meetings in the next 30 days. Guest password c 3 Password setting Participants 1 Schedule

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.

< Schedule meeting)	< Advanced		< Advanced	
Topic s meeting		Meeting settings		Meeting settings	
		Send email notification		Send email notification	
Start time Duration	08 10 18:00 > 1 h >	Send calendar email		Send calendar email	
Repeat		Allow guests to join ahead	of host	Allow guests to join ahead of he	ost 💽
Meeting type	Video >	Allow early joining by ⑦	anytime >	New settings will apply to all meetin same ID.	
Use VMR ID(25 parties):6	0			Allow early joining by ①	
Guest password		Time zone	GMT+08:00 >		
Password setting	8 0 >			Time zone G	MT+08:00
Participants	1 >				
+ Lo				Allow early joining by	OK
Open to	Everyone >			10	
<u></u>				15	1990 P. 1
Advanced				30 mi	nutes
Schedu	le			anytime	

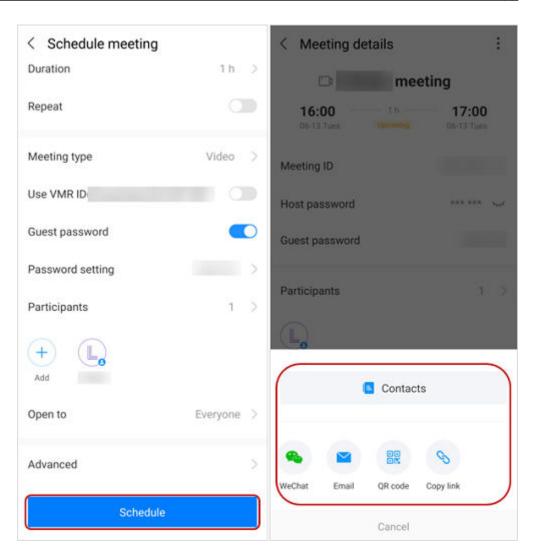
- Scheduling a meeting with a fixed ID

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

< Schedule meet	ing	< Advanced	
Торіс		Meeting settings	
's meeting		Send email notification	
Start time	08 10 17:30	Send calendar email	
Duration	1 h 🗦		
Repeat		Allow guests to join ah	
Meeting type	Video >	New settings will apply to same ID.	all meetings with the
Use personal meeting	ID:	Time zone	GMT+08:00
Guest password	7 7 >		
Participants	1 >		
+ Lo			
Open to	Everyone >		
Advanced	>		
	edule		

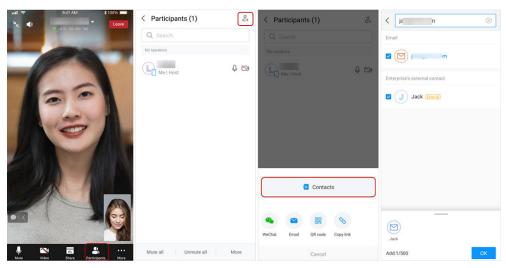
• Inviting participants to a scheduled meeting on the meeting details screen of the iOS app

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.

< je n	\otimes
Email	
🗹 🗹 j 🔤 m	
Enterprise's external contact	
Jack [External]	
Jack	
Add:1/500	ОК

Scheduling Recurring Meetings

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

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

Meetings 🗘 🗟 🖯	< Schedule meeting	< Schedule meeting	< Frequency	
	Topic	Topic	Recurrence	
Start Join Schedule			Recurrence pattern	Weekly >
our our ourour	Start time 08 11 19:00	> Start time 08 11 19:00	> Every	week >
	Duration 1 h	> Duration 1 h	Sun Mon Tues We	ed Thur Fri Sat
	Repeat	Repeat C	a contract participation of the	
	Meeting type Video	> Frequency Every week (Thur)	Every week (Thur)	
	Use VMR ID(25 parties):6 0	End by 09 22, 2022 Meetings: 7		
No meetings in the next 30 days.	Guest password	Meeting type Video		
	Password setting 6 3	> Use VMR ID(25 parties):6 0		
	Participants 1	> Guest password	C	
	+	Password setting		
i • A	Schedule	Schedule	0	к
Meetings Contacts Me		-		
< Frequency	< Frequency	2 Fr	equency	
Recurrence	Recurrence			
		Recurre		
Recurrence pattern	Weekly > Recurrence patter	n Daily >	ence pattern	Monthly >
Every	week > Every	day > Every		month >
Date	Recur	Date		
Sun Mon Tues Wed Thur	Fri Sat Every day	1	2 3 4	5 6 7
		8	9 10 11 1	12 13 14
Every week (Thur)		15	16 17 18 1	19 20 21
		22	23 24 25 2	26 27 28
		29	30 31	
		Recur		
		Every r	nonth (day 11)	
Recurrence pattern				
Recurrence pattern Daily				
	~			

< Schedule meeting	< Advanced	< Meeting details :
Topic	Meeting settings	s meeting leaves
's meeting	Send email notification	19:00 th 20:00
Start time 08 11 19:00	Send calendar email	08-11 Thur Investing D8-11 Thur
Duration 1 h	Advance notification days 1 day	Every week (Thur) Meetings: 7 >
Duration	Participants will receive a notification before a recurring meeting starts.	Meeting ID 2 17
Repeat C		Host password
Frequency Every week (Thur)	Allow guests to join ahead of host	
End by 09 22, 2022 Meetings: 7	Allow early joining by ③ anytime >	Guest Recurring meetings scheduled.
Meeting type Video	Time zone GMT+08:00	Participants 1
Use VMR ID(25 parties):€ 0	Advance notification OK	Contacts
Guest password	6	
Password setting	None	💊 🗳 🔐 S
rassword setting	1 day	WeChat Email QR code Copy link
Schedule	2	
		Cancel

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

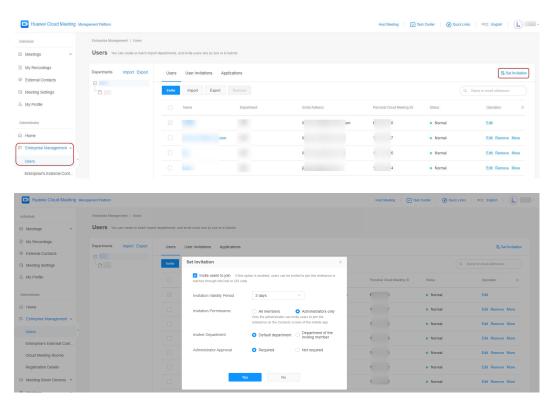
On the meeting details screen, invite others to the meeting through WeChat, email, link, or QR code.

Meetings	0 2 3	< Meeting details	:	< Meeting	details	:
	T	🗅 's mee	Invite	D	's me	eting
Start Join	Schedule	19:00 1 h	Edit	19:00 08-11 Thur		20:00 08-11 Thur
Today Thur	Join	Meeting ID	Cancel	Meeting ID		
20:00 Discheduled by:		Host password	*** *** 544	Host password	i	*** *** >~
		Guest password	0 6	Guest passwo	rd	
		Participants	1 >	Participants		1 >
		L		L,		
		Open to	Everyone		Contac	ts
		Allow guests to join ahead of host	Enabled	%		Ø
i (E)	O Me	Join		WeChat Ema	QR code	Copy link

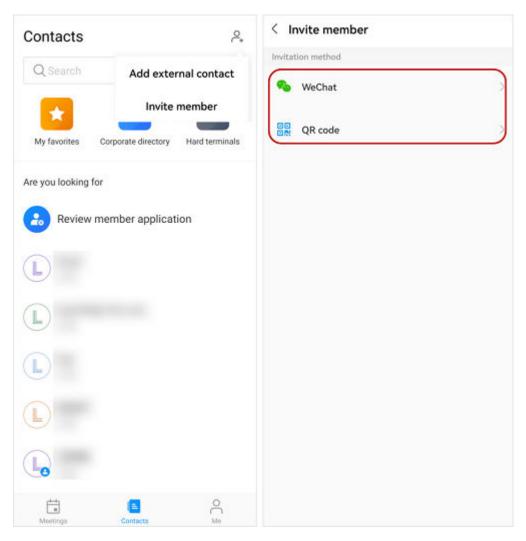
Inviting Users to the Enterprise via WeChat or QR Code

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.

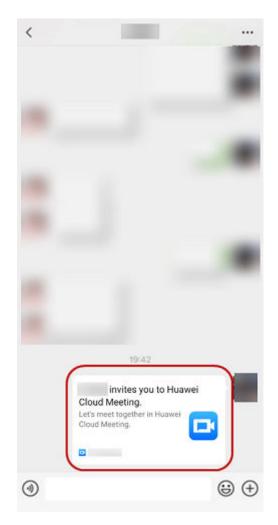
The administrator configures invitation on the Management Platform.



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.

×	Invitation				
🖸 Huawei	Cloud Meeting	中文 English			
	invites	you to			
A (Requ	ired) Real name				
🖾 (Requ	lired) Email address				
O Verific	ation code	Send Code			
(Optional)	Reason for joining				
	Submit, you indicate that yo ervice Agreement and Priva				
🖪 Huawei Cloud Meeti	ing Management Platform			Host Meeting Task C	enter 🖉 Quick Links 中文 English 🔒
Individual	Enterprise Management / Users				
12 Meetings		lepartments, and invite users one by one or in batche			
My Recordings External Contacts	Departments Import Export	Users User Invitations Applications			🛱 Set Invitation
Meeting Settings		Approve Reject Delete			All statuses V Q Name or email address
A My Profile		Name Department to Join	Email Address Applied	Reason Invited By	Status Operation ③
Administrator					
Home Enterprise Management -					
			4		
Users			ST.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

2.3 Joining a Meeting

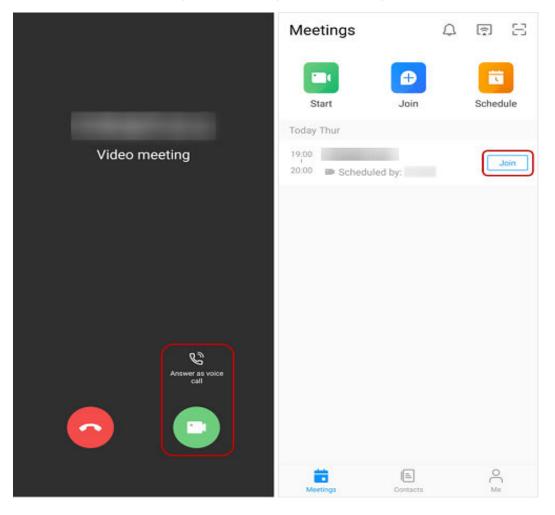
Receiving an Invitation

• 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**.

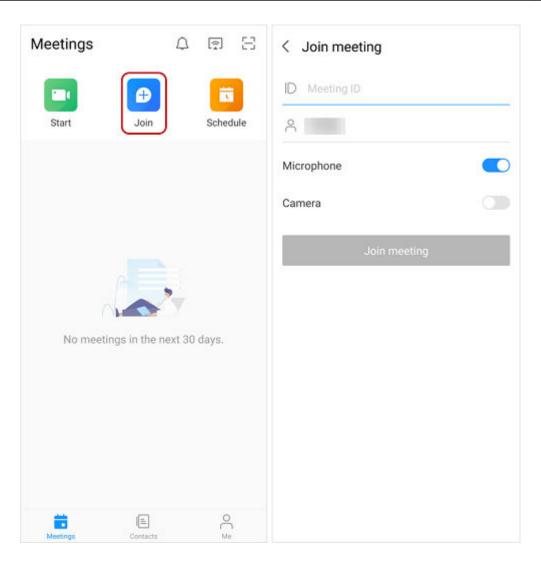
You can answer the invitation call from a meeting only after you start the Huawei Cloud Meeting app and bring it into the foreground.



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.

Meetings	ì	۵	r 1
Start	Join		Schedule
No meeti	ings in the next	t 30 (days.
Moetings	(E) Contacts		O Me

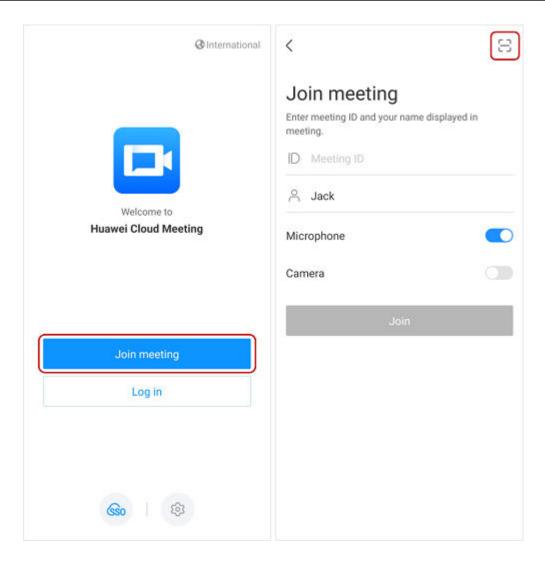
Using the Link

- 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.

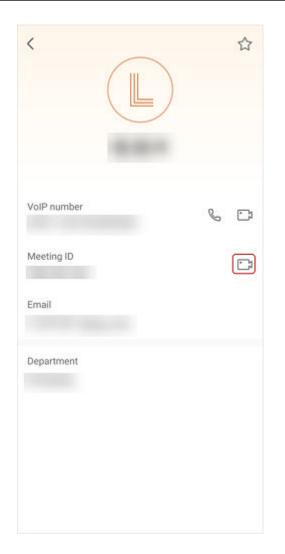


Using the Personal Meeting ID

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.

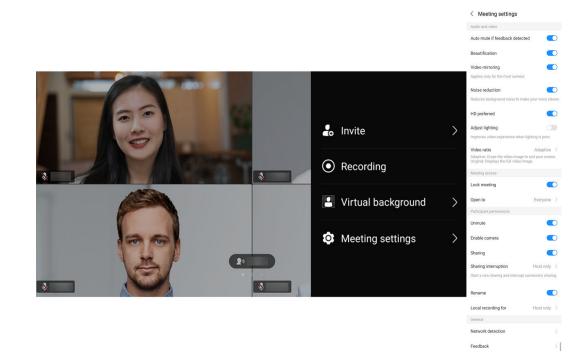
NOTE

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

2 Mobile App

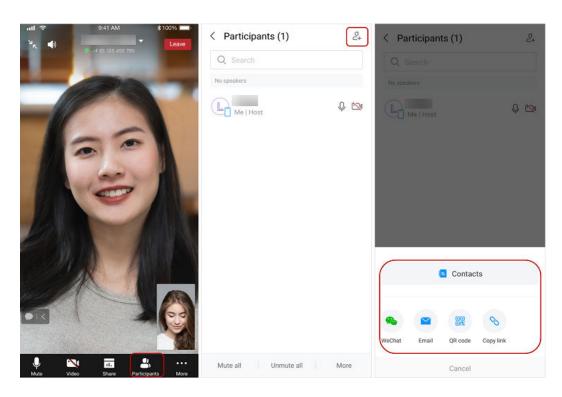


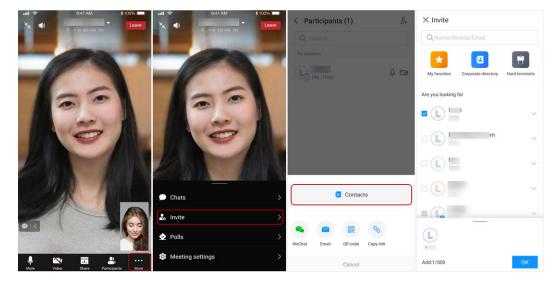
Operation	Host	Guest
Muting or unmuting themselves	Supported	Supported
Muting or unmuting all participants	Supported	Unsupported
Allowing unmuting	Supported	Unsupported
Muting or unmuting the speaker	Supported	Supported
Enabling or disabling the camera	Supported	Supported
Inviting a participant	Supported	Supported
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
Renaming themselves	Supported	Supported

Operation	Host	Guest
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

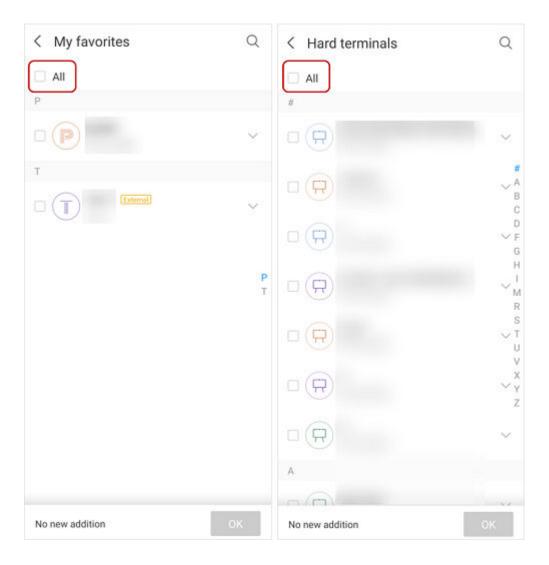
Inviting a Participant

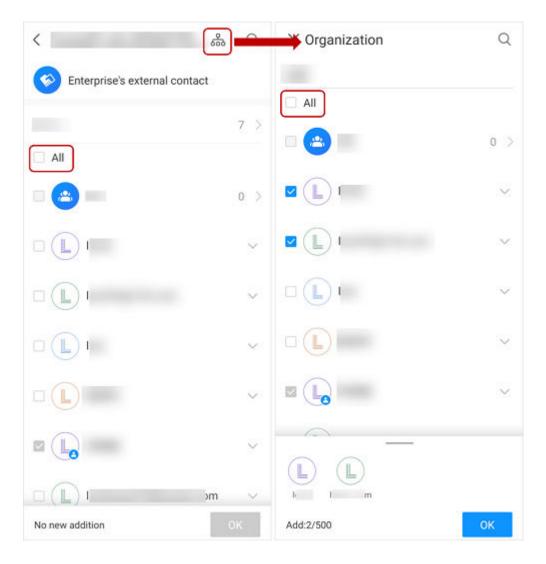
The host can touch **Participants** or choose **More** > **Invite participants** to invite others to the meeting.





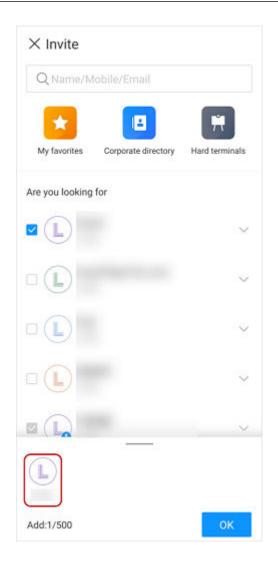
You can select all contacts on the **My favorites**, **Hard terminals**, **Corporate directory**, and **Corporate directory** > **Organization** screens.





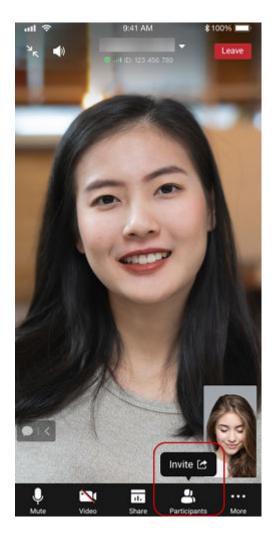
Removing a User to Be Invited

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.

Contacts		
Q Search		
My favorites	Corporate directory	Hard terminals
Are you looking	for	
Review	member applica	tion
L		
L		
L		
Meetings	Contacts	O Me

Recording a Meeting

NOTE

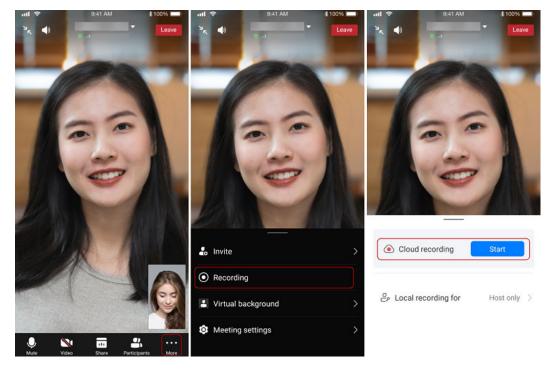
- After an enterprise purchases the recording storage space, users under this enterprise can use cloud recording. For details about how to purchase the recording storage space, see **Buying a Meeting Resource Package**.
- Only the meeting host can use cloud recording. Guests can initiate recording requests.
- 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 **playerofflineweb \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.



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.

< Participants (g+
Q Search	
No speakers	
P	>
🖗 Unmute	
Enable camera	
💬 Direct message	
♥ Broadcast	
🖸 Rename	
Invite to share	
🖉 Assign as host	
🖳 Set as co-host	
Cancel	

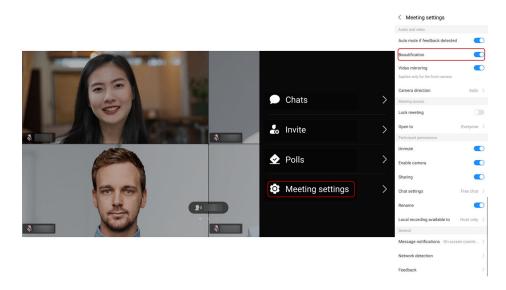
Inviting a Participant to Enable the Camera

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

	< Meeting settings		
< Participants ()	Audio and video		
Q Search	Auto mute if feedback detected		
No speakers	Beautification		
	Video mirroring		
\smile	Applies only for the front camera		
Q Unmute	Camera direction Auto >		
Enable camera	Meeting access		
💬 Direct message	Lock meeting		
♥ Broadcast	Open to Everyone >		
₩ bloadcast	Participant permissions		
C Rename	Unmute		
Invite to share	Enable camera		
Assign as host	Sharing		
Set as co-host	Chat settings Free chat >		
Cancel	Rename 💽		

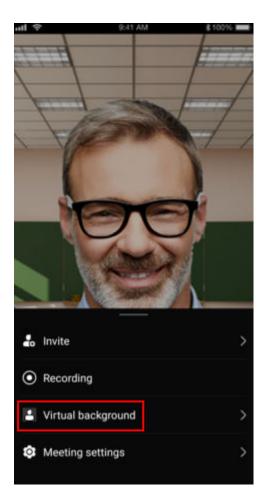
Facial Beautification

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:

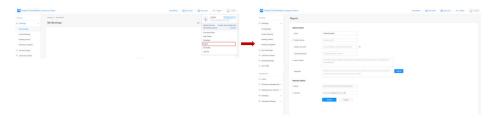
Touch **Participants**, touch the target participant, and choose **Report**. Select an issue, specify the issue details, and touch **Submit**.

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.



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

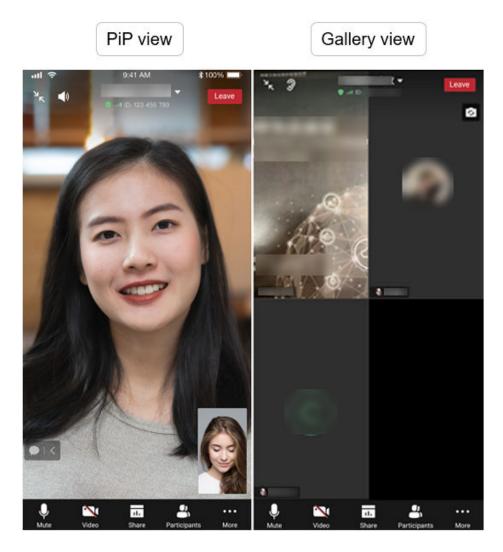
During a meeting, the host can invite others to share a screen or quickly cancel the sharing.

< Participants ()	g.
Q Search	
No speakers	
P	>
₽ Unmute	
Enable camera	
💬 Direct message	
📢 Broadcast	
C Rename	
Invite to share	
Assign as host	
🚰 Set as co-host	
Cancel	

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.

< Participants (0+
Q Search	
No speakers	
	>
0 Unmute	
□1 Enable camera	
්පී Focus	
💬 Direct message	
印 Broadcast	
🖸 Rename	
Invite to share	
🖉 Assign as host	
Cancel	

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.

	Gue	est		Host	
< Participants ()	2	< Participants ()	Ľ	< Participants ()	0 C+
Q Search		Q Search		Q Search	
21		No speakers		No speakers	
Me	\$ 124	Ме	\$ 124		>
Host External	Q 🖄	Host External	0 🕅	Unmute	
				Enable camera	
				Lower hand	
				💬 Direct message	
				DI Broadcast	
				🖾 Rename	
				Invite to share	
				🖉 Assign as host	
Raise hand		Lower hand		Cancel	

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.

< Participants ()	< Participants ()
Q Search	Q Search
No speakers	No speakers
Me Host	Me 🔯
More	
Relinquish host role	
Forbid unmuting	
Lock meeting	
Cancel	Raise hand Apply to be host

Transferring the Host Role

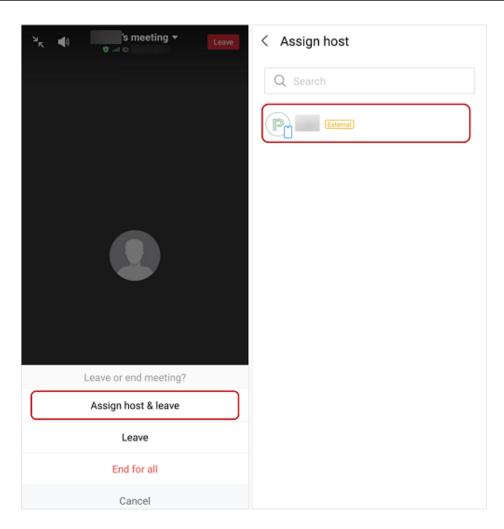
These operations are performed on the **Participants** screen.

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

< Participants (g+
Q Search	
No speakers	
	>
Unmute	
Enable camera	
💬 Direct message	
¶ Broadcast	
🖸 Rename	
Invite to share	
Assign as host	
🖄 Set as co-host	
Cancel	

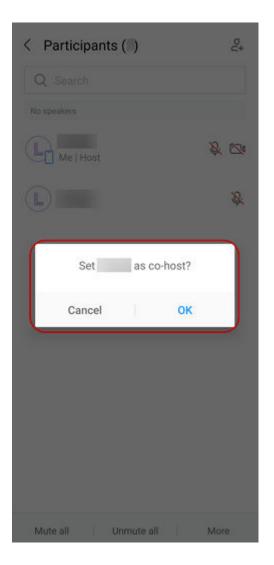
Quickly Transferring the Host Role When Leaving a Meeting

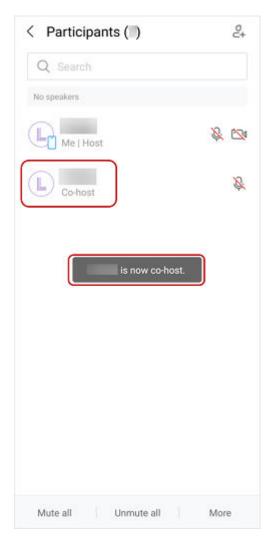
The host can quickly transfer the host role to others when leaving a meeting.



Co-Hosts

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





NOTE

- Co-hosts can set the audio, video, chat, recording, and sharing permissions of guests, rename them, and remove them from the meeting.
- Only the host can set a participant as a co-host.

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.

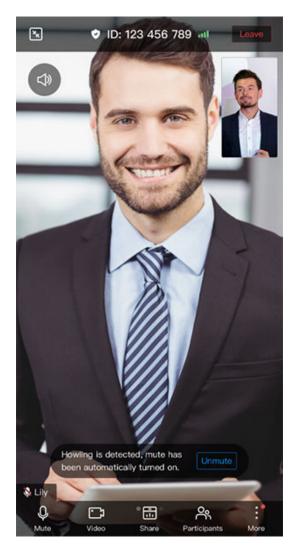
< Participants ()	0+ C+
Q Search	
No speakers	
	>
💬 Direct message	
句 Broadcast	
🖂 Rename	
Invite to share	
🖉 Assign as host	
🖄 Set as co-host	
Disconnect Remove	
Cancel	

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**.

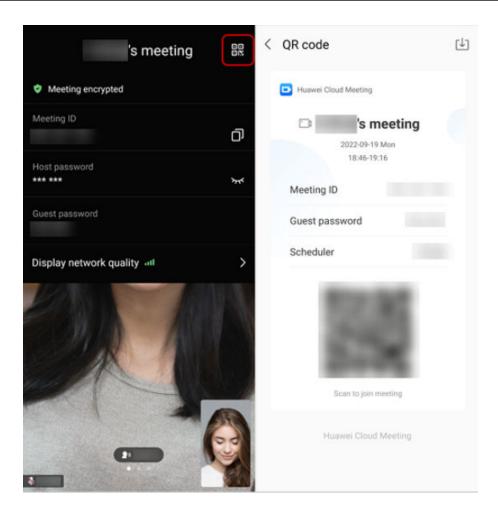
Configuring Rename Permissions

The host can configure whether participants can change their names.

< Meeting settings		< Participants ()	2
Audio and video		Q Search	
Auto mute if feedback detected		No speakers	
Beautification		L	<u>&</u> 🗠
Video mirroring		- I me	
Applies only for the front camera		Host	\$
Camera direction	Auto 🗦		
Meeting access			
Lock meeting		· · · · · ·	
Open to	Everyone >		>
Participant permissions			
Unmute			
Enable camera		Enable camera	
Sharing		🖑 Raise hand	
Chat settings	Free chat 🔿	🖸 Rename	
Rename		Cancel	

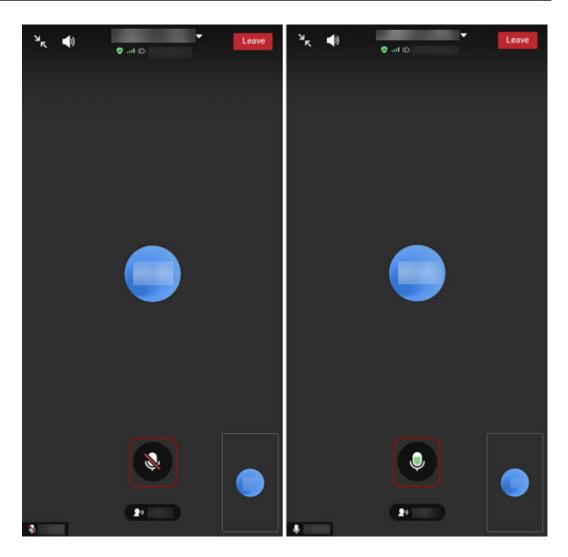
Sharing a Meeting via QR Code

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.

< Meeting settings
Auto mute if feedback detected
Beautification
Video mirroring
Applies only for the front camera
Noise reduction
Reduces background noise to make your voice clearer.
HD preferred
Adjust lighting
Improves video experience when lighting is poor.
Video ratio Adaptive Adaptive: Crops the video image to suit your screen. Original: Displays the full video image.
Video ratio
Original
Adaptive
Cancel

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.

< Meeting settings	
Audio and video	
Auto mute if feedback det	ected
Beautification	
Video mirroring	
Applies only for the front cam	era
Noise reduction	
Reduces background noise to	make your voice cleare
HD preferred	
HD preferred Adjust lighting	
	hen lighting is poor.
Adjust lighting	hen lighting is poor.
Adjust lighting Improves video experience wi	Adaptive >
Adjust lighting Improves video experience wi Video ratio Adaptive: Crops the video ima	Adaptive >
Adjust lighting Improves video experience wi Video ratio Adaptive: Crops the video ima Original: Displays the full vide	Adaptive >
Adjust lighting Improves video experience wi Video ratio Adaptive: Crops the video ima Original: Displays the full vide Meeting access	Adaptive >

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

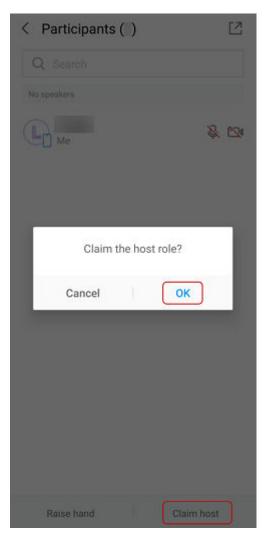
The enterprise administrator can set who can claim the host role on the **Huawei Cloud Meeting Management Platform**.

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**.

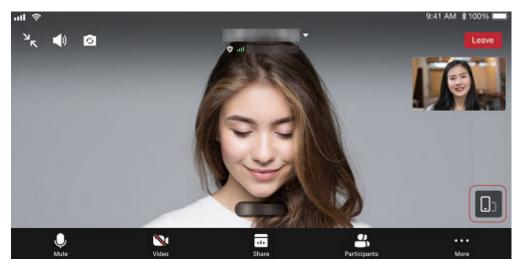
NOTE

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



Rotating the Screen

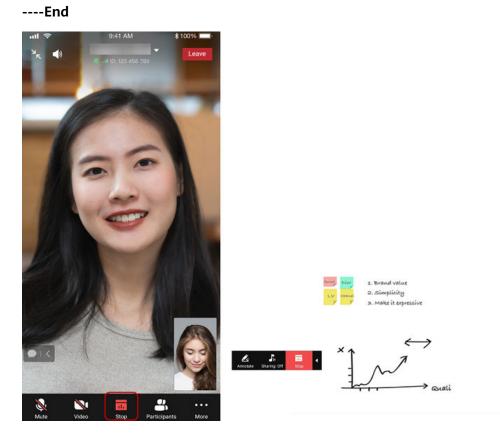
During a meeting, touch the screen rotation button in the lower right corner to switch between landscape and portrait modes.



2.5 Sharing Content and Annotating on the Shared Content

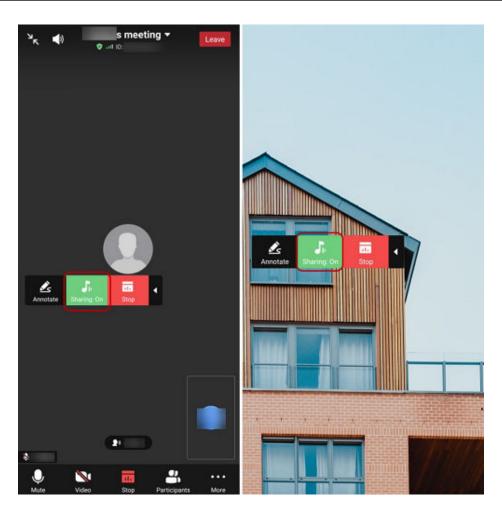
During a meeting, you can share the screen and annotate and co-author the shared content with other participants.

- **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.



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.

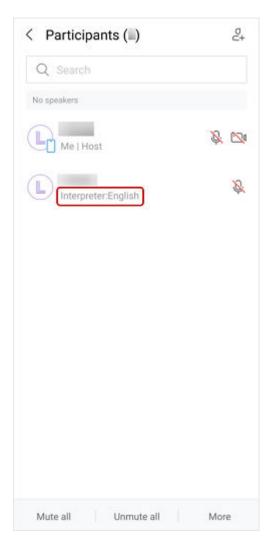


2.6 Simultaneous Interpretation

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

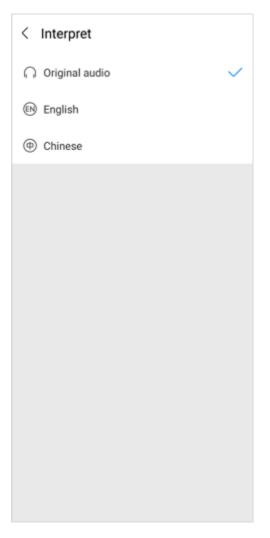
Viewing Interpreters

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.

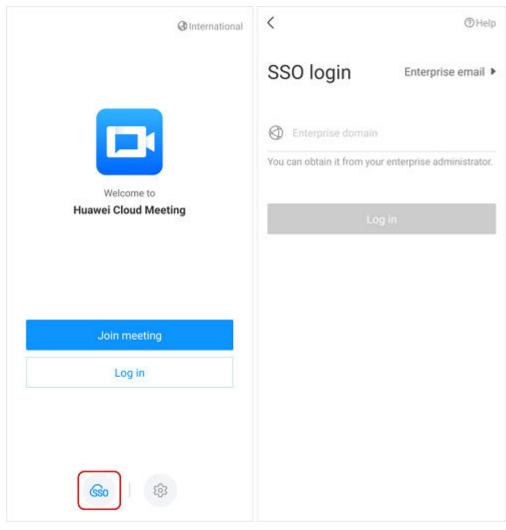
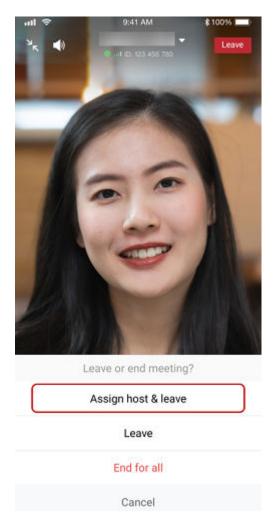


Figure 2-1 Enterprise SSO

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.

< Meeting details	:
🗅 s mee	Invite
19:00 1 h 09-19 Mon Upcoming	Edit
Meeting ID	Cancel
Host password	*** *** > _{bet}
Guest password	6 2
Participants	1 >
L	
Open to	Everyone
Automatic recording	Disabled
Join	

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.

< Meeting details	:
🗅 s mee	Invite
19:00 1h 09-19 Mon Upcoming	Edit
Meeting ID	Cancel
Host password	*** *** 3ml
Guest password	6 2
Participants	1 >
L	
Open to	Everyone
Automatic recording	Disabled
Join	

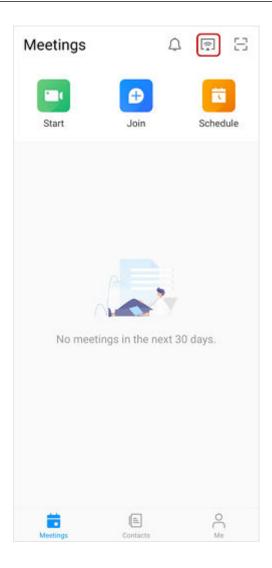
Canceling an Ongoing Meeting

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

< Meeting details	:
🗅 🔤 s mee	Invite
18:53 30 min .09-19 Mon Grigolog	Cancel
Meeting ID	2 9
Host password	*** *** 34
Guest password	5)
Participants	1 >
L	
Open to	Everyone
Allow guests to join ahead of host	f Enabled
Join	

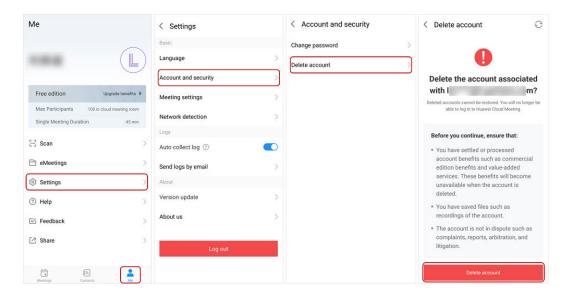
2.11 Projection

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.