**Huawei Cloud Meeting**

# Getting Started

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**HUAWEI TECHNOLOGIES CO., LTD.**

# Contents

# 1 Creating an Enterprise or Organization

After creating an enterprise or organization, you become the administrator of the enterprise or organization and can add and manage members.

**Step 1**  On the **Huawei Cloud Meeting website**, click **Console**.

**Step 2**  Click **Enable Service**, enter the enterprise email address, verification code, and enterprise name, read and agree to the agreements, and click **OK**.

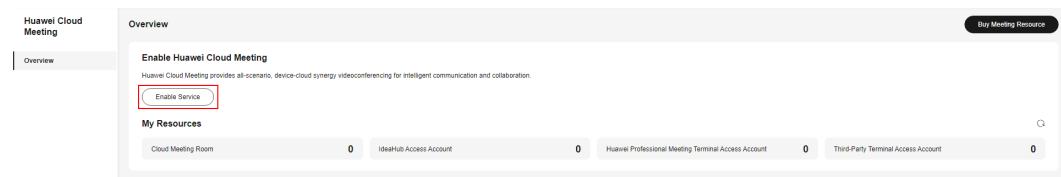**Figure 1-1** Enabling Huawei Cloud Meeting



**Figure 1-2** Entering the enterprise name
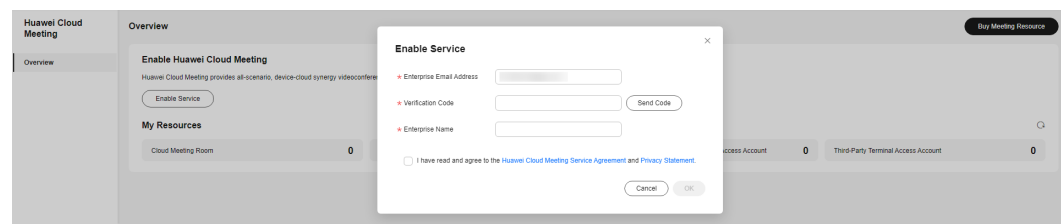


**Step 3**  (Optional) Read and agree to the agreements as prompted and click **Enable** to enable IdeaManager.

📖 **NOTE**

IdeaManager must be enabled before IdeaHub activation and use.

You can also enable IdeaManager when activating an IdeaHub. For details, see **Activation via QR Code**.

**Figure 1-3** Enabling IdeaManager
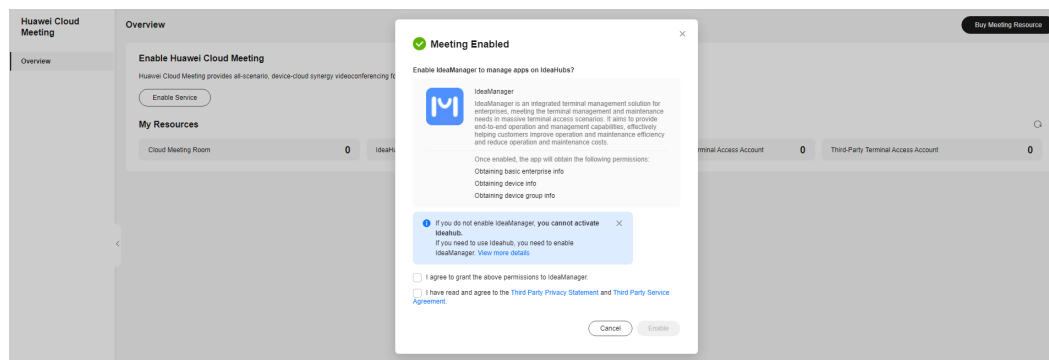


**Step 4**　After the enterprise is created, click **Access Management Platform** to go to the Huawei Cloud Meeting Management Platform.

**Figure 1-4** Accessing the Management Platform



**Step 5**　On the Management Platform, view information about the created enterprise and perform related operations.

**Figure 1-5** Enterprise information



**----End**

# 2 Inviting Colleagues to an Enterprise or Organization

You can invite your colleagues to the enterprise or organization you created. Invitees can easily join the enterprise or organization using the link in the sent email.
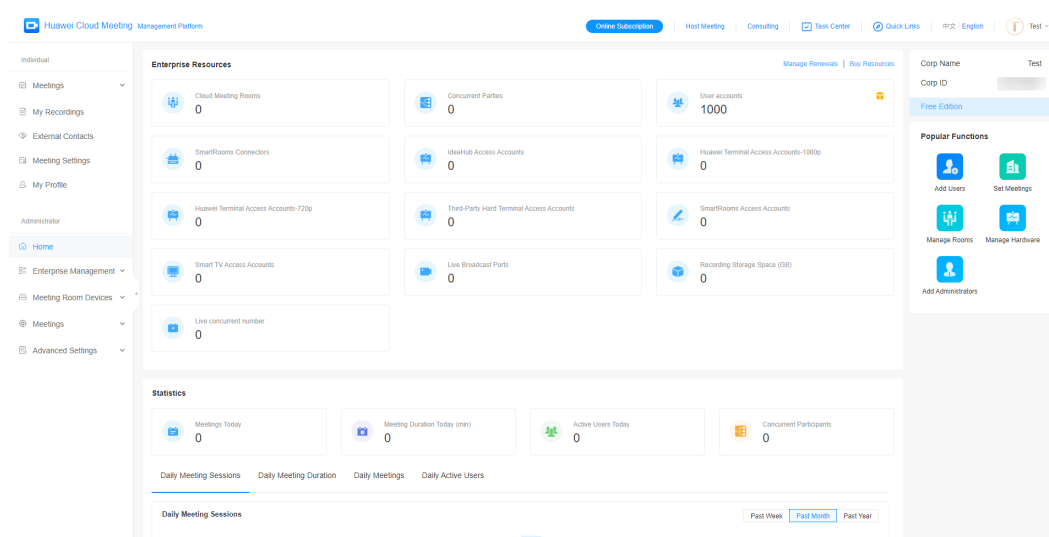
## Inviting a Member as an Administrator

**Step 1** Log in to the **Huawei Cloud Meeting Management Platform**.

**Step 2** In the navigation pane, choose **Enterprise Management** > **Users**.

**Step 3** On the **Users** page, click **Invite**. You can also click **Set Invitation** in the upper right corner to configure related parameters.

**Figure 2-1** Inviting a user to your enterprise
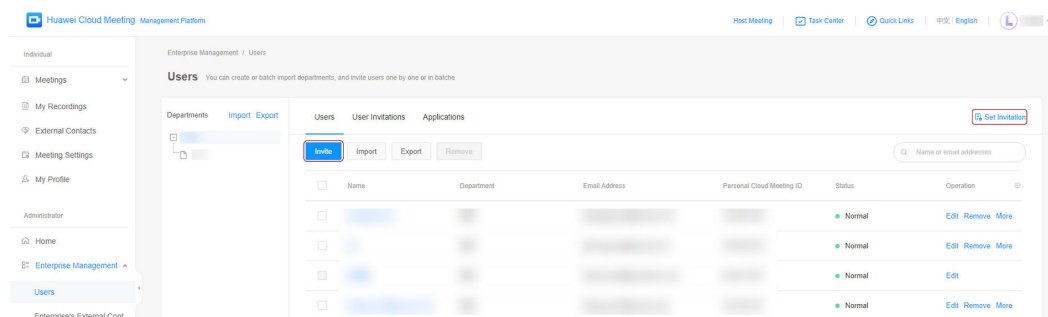


**Step 4** On the **Invite User** page, enter basic user details and click **Invite**.

**Figure 2-2** Specifying user details



----**End**

## Activating an Account as an Invitee

Click the button or link in the invitation email and click **Join enterprise**. After joining the enterprise, you can download the Huawei Cloud Meeting client.

# 3 Using Meeting Functions on a Client

You can create meetings and experience other free meeting functions.

## Creating a Meeting

- Creating an instant meeting on the desktop client

  Click **Start meeting** to immediately initiate a meeting.

  **Figure 3-1** Starting a meeting on the desktop client
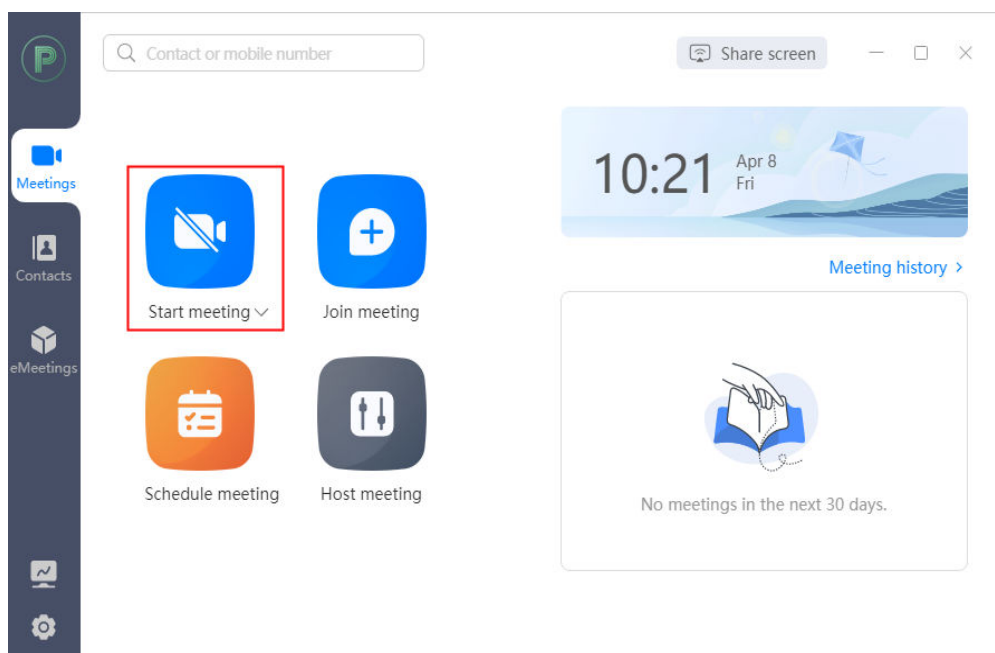
  

- Creating an instant meeting on the mobile app

  Touch **Start** to access the **Start meeting** screen. On the **Start meeting** screen, touch **Start** to immediately initiate a meeting.

**Figure 3-2** Starting a meeting on the mobile app
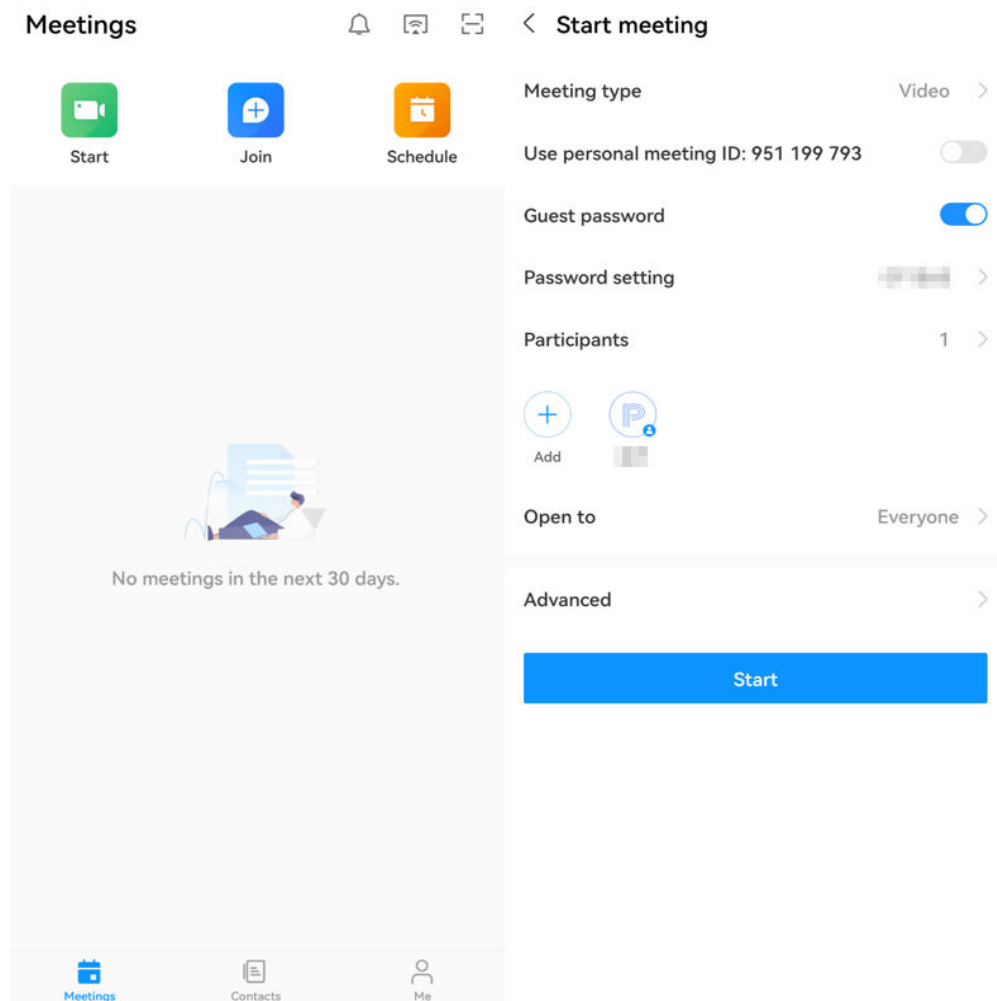


For details, see **Creating a Meeting on the Desktop Client**, **Creating a Meeting on the Mobile App**, and **Creating a Meeting on the Web Page**.

## Joining a Meeting

After an instant meeting is created, the invited participants receive a meeting call.

- Desktop client

**Figure 3-3** Joining a meeting on the desktop client
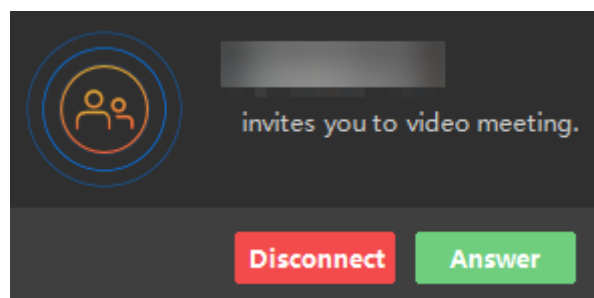


- Mobile app

**Figure 3-4** Joining a meeting on the mobile app
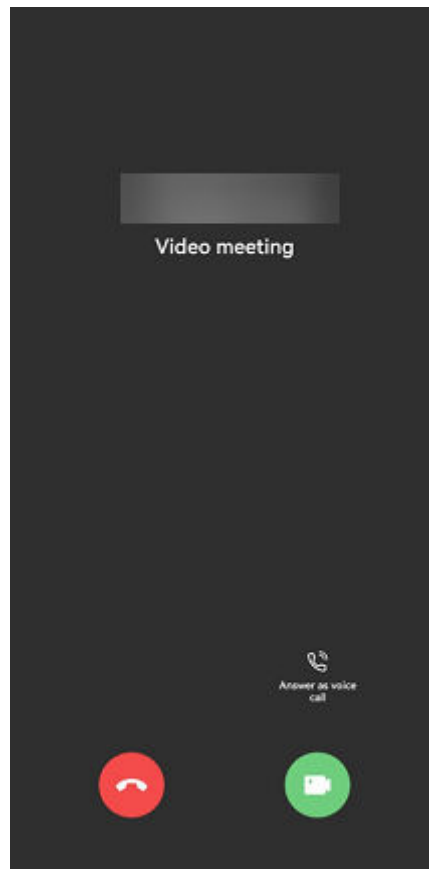


For details, see **Joining a Meeting on the Desktop Client** and **Joining a Meeting on the Mobile App**.

## Controlling a Meeting

- Enabling or disabling audio and video

  During a meeting, you can enable or disable the microphone, speaker, and camera.

  – Desktop client

**Figure 3-5** Enabling or disabling audio and video on the desktop client
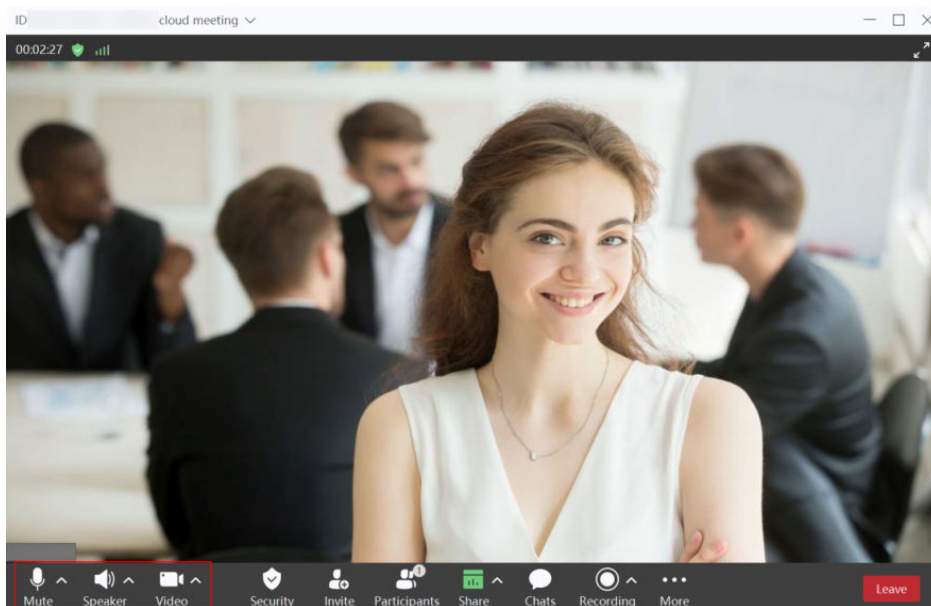


– Mobile app

**Figure 3-6** Enabling or disabling audio and video on the mobile app
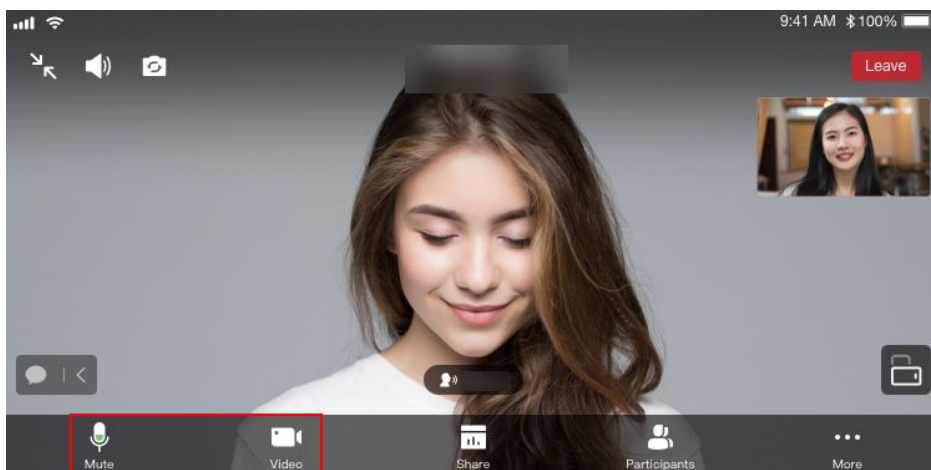


- Inviting a participant
  - Desktop client

    If you are the host, you can click **Invite** to invite others to the meeting, or share meeting details or the QR code with others.

**Figure 3-7** Inviting others to a meeting on the desktop client



– Mobile app

If you are the host, you can touch **Participants** or choose **More** > **Invite** in the meeting to invite others to the meeting.

**Figure 3-8** Inviting others to a meeting on the mobile app
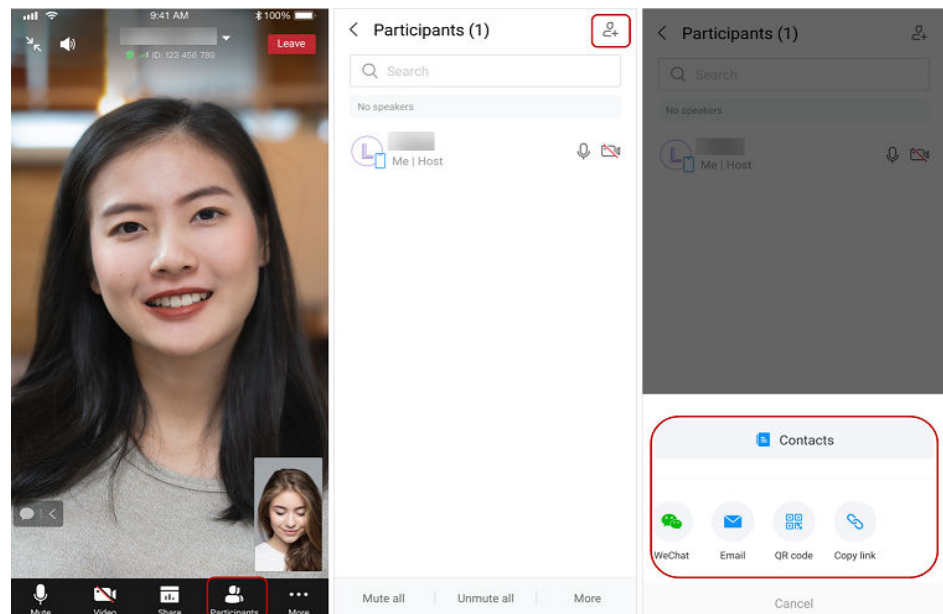


For details, see **Controlling a Meeting on the Desktop Client**, **Controlling a Meeting on the Mobile App**, and **Controlling a Meeting on the Web Page**.

## Leaving a Meeting

The host can end or leave a meeting, and guests can leave a meeting.

● Desktop client

Click ✕ in the upper right corner of the meeting screen or click **Leave** in the lower right corner.

If you are a guest, click **OK** to leave the meeting. If you are the host, perform the following operations:

– **Leave**: The host leaves the meeting and the meeting still goes on.

– **End for all**: The host ends the meeting and all participants leave the meeting.

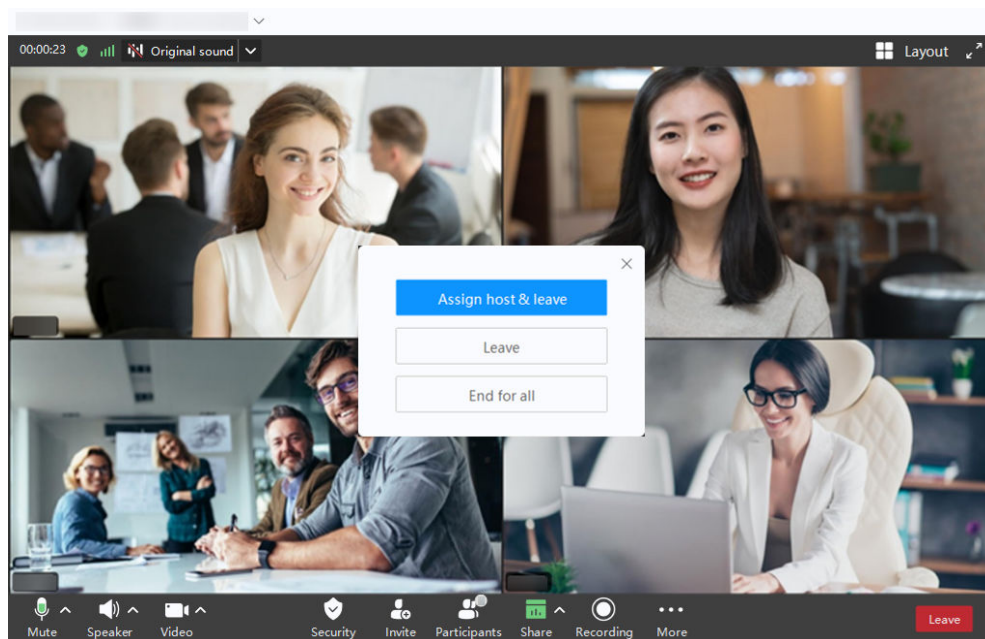– **Assign host & leave**: The host transfers the host role to a participant and leaves the meeting. The meeting still goes on.

**Figure 3-9** Leaving a meeting



☐ **NOTE**

The preceding figure shows the screen displayed to the host.

- Mobile app

  Touch **Leave** in the upper right corner of the meeting screen.

  If you are a guest, touch **OK** to leave the meeting. If you are the host, perform the following operations:

  – **Leave**: The host leaves the meeting and the meeting still goes on.

  – **End for all**: The host ends the meeting and 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.

**Figure 3-10** Leaving a meeting



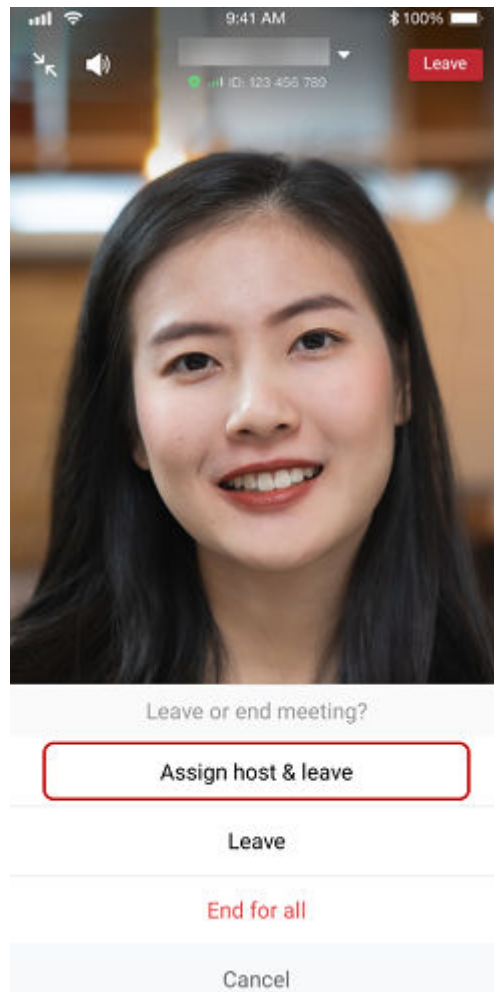📖 **NOTE**

The preceding figure shows the screen displayed to the host.

# 4 Holding Meetings in Cloud Meeting Rooms

After an enterprise purchases a cloud meeting room and assigns an administrator to the cloud meeting room, the administrator can use the cloud meeting room to hold meetings. Other users can join meetings but cannot create them. If an enterprise has multiple cloud meeting rooms, these meeting rooms are independent. Each meeting can use only one cloud meeting room.

**Process**

**Figure 4-1** Process
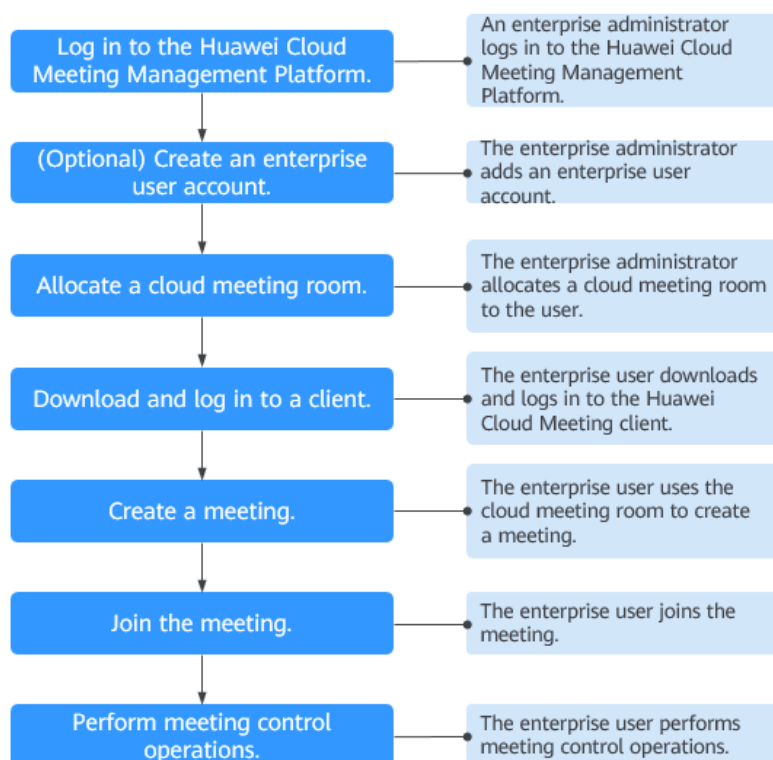
## Logging In to the Huawei Cloud Meeting Management Platform

You can use Internet Explorer 11, Google Chrome 46, Firefox 41, or their later versions to access the **Huawei Cloud Meeting Management Platform**. Choose either of the following login methods:

- Using an enterprise administrator account

  Obtain the enterprise administrator account and password from the email sent by Huawei Cloud Meeting. This account can be used only to log in to the Huawei Cloud Meeting Management Platform. If you need to log in to the Huawei Cloud Meeting client, create a standard user account first.

- Using a Huawei Cloud account

  On the **Huawei Cloud Meeting website**, click **Console**, enter the Huawei Cloud account and password, and click **Log In**. On the Huawei Cloud Meeting console, click **Access Management Platform**.

## (Optional) Creating a User Account

To enable users in your enterprise to use Huawei Cloud Meeting, you must first create accounts for them.

**Step 1** In the navigation pane, choose **Enterprise Management** > **Users** and click **Add**.

**Figure 4-2** Adding a user account
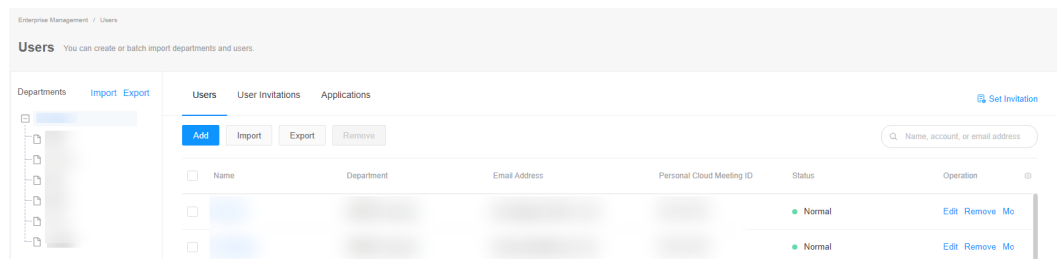


**Step 2** Fill in required information and click **Save**.

**Step 3** The new user is displayed under **Enterprise Management** > **Users**.

**The account details will be sent to the user by email.**

**----End**

You can also import user accounts. For details, see **Managing Users**.

## Allocating a Cloud Meeting Room

To enable a user to be the administrator of a cloud meeting room, allocate a cloud meeting room to that user.

**Step 1** In the navigation pane of the Management Platform, choose **Enterprise Management** > **Cloud Meeting Rooms** and click **Allocate** in the **Soft Client** column in the row containing the target cloud meeting room.
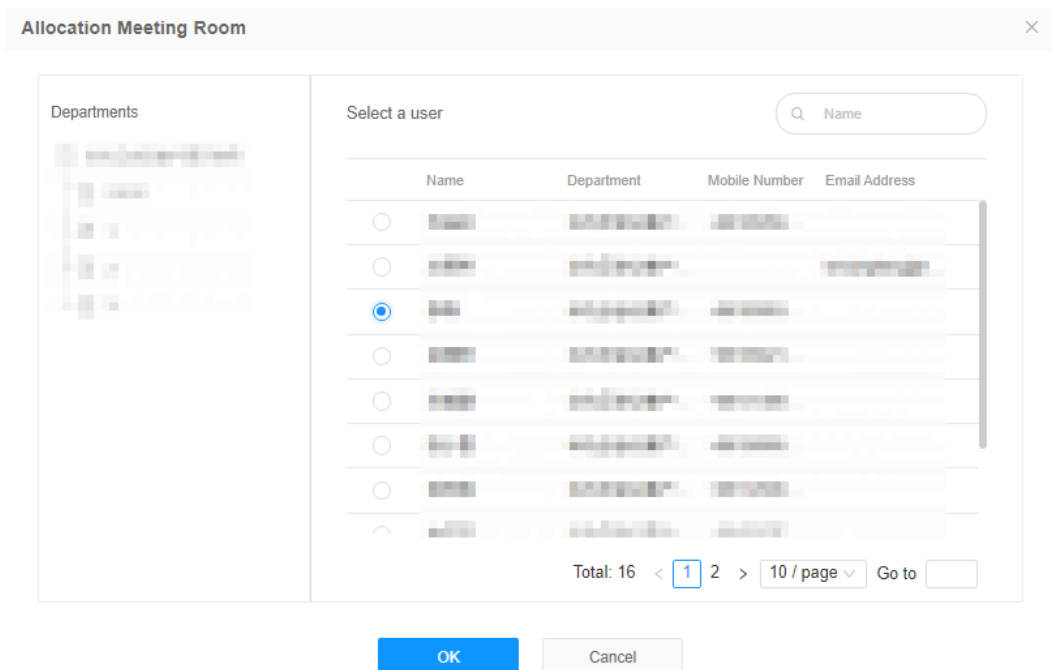
**Figure 4-3** Allocating a cloud meeting room
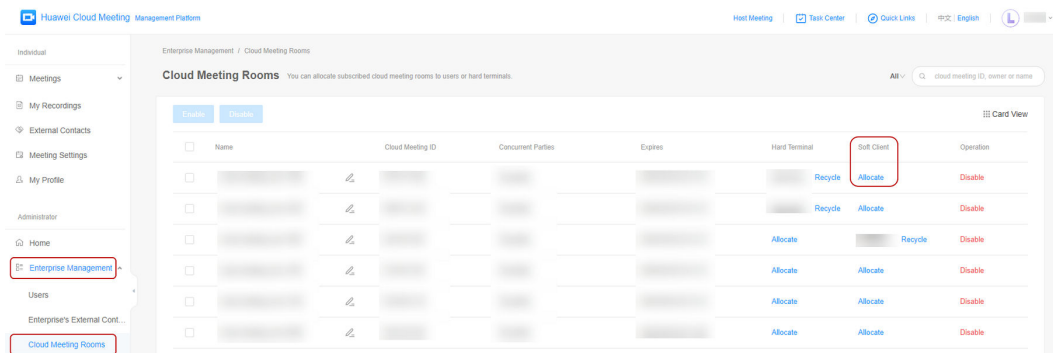


**Step 2** In the displayed dialog box, select a user.

**Step 3** Click **OK** to allocate the cloud meeting room to the user.

**Figure 4-4** Selecting a user



**----End**

For details about operations that an enterprise administrator can perform, see **Enterprise Administrator Guide**.

# Downloading and Logging In to a Client

You can log in to the desktop client or mobile app as the administrator of a cloud meeting room.

**Step 1** Download and install the client.

- Download the desktop client from the **Huawei Cloud Meeting website**.
- Download the mobile app in any of the following ways:

       –    Download the mobile app from the **Huawei Cloud Meeting website**.

       –    Search for and download Huawei Cloud Meeting on AppGallery or App Store.

**Step 2**   Log in to the client using the account of the cloud meeting room administrator specified in **Allocating a Cloud Meeting Room**. The account is the account in the **Soft Client** column displayed in the figure below.

📖 **NOTE**

Only the administrator of the cloud meeting room can use the cloud meeting room to create meetings. Other enterprise users can only join meetings in this cloud meeting room.
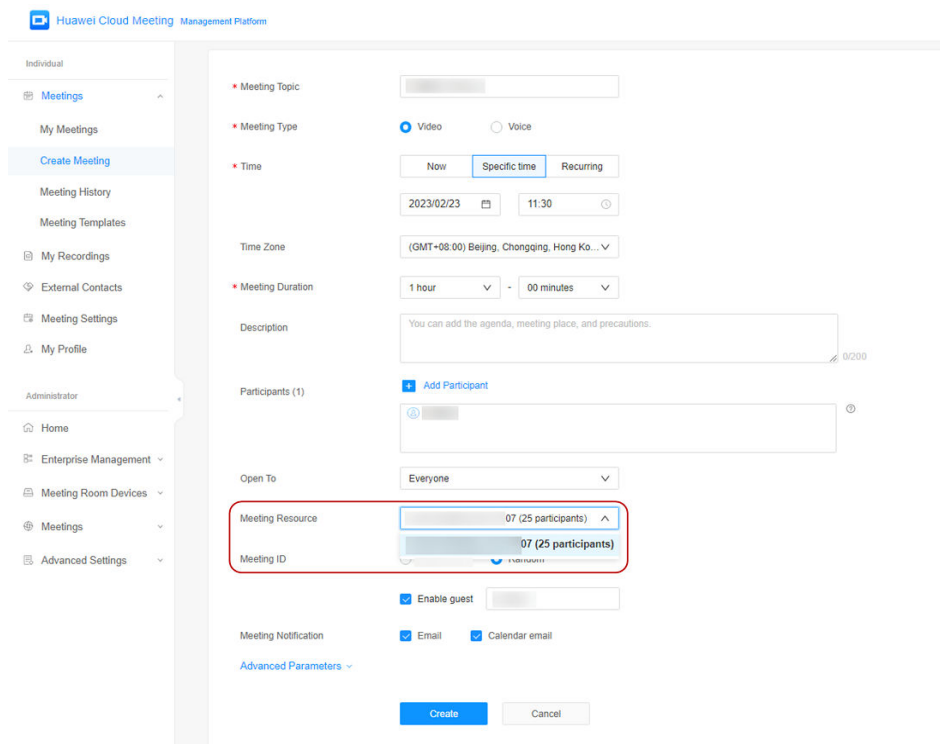
**Figure 4-5** Cloud meeting rooms
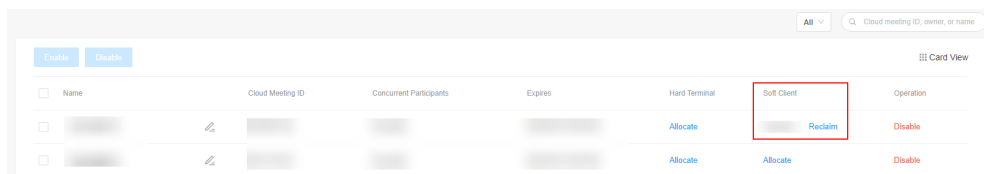

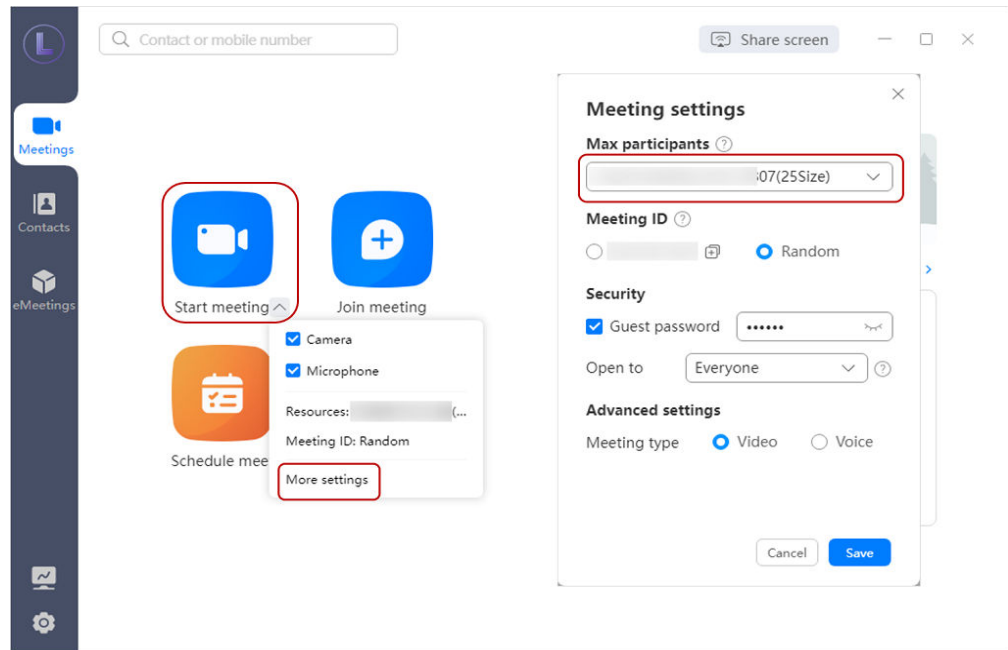
**----End**

## Creating a Meeting

- Using the Huawei Cloud Meeting Management Platform

  a.   Log in to the Huawei Cloud Meeting Management Platform as the cloud meeting room administrator specified in **Allocating a Cloud Meeting Room**.

  b.   On the **Create Meeting** page, set meeting parameters and click **Create**.

  **Figure 4-6** Creating a meeting on the Management Platform

- Using the desktop client

  Click the arrow icon next to **Start meeting** and choose **More settings**. The **Meeting settings** screen is displayed. Select a cloud meeting room under **Max participants**, click **Save**, and click **Start meeting**.

  **Figure 4-7** Creating a meeting on the desktop client

  

- Using the mobile app

  On the **Start meeting** screen, enable **Use VMR**, select a cloud meeting room ID, and touch **Start**.

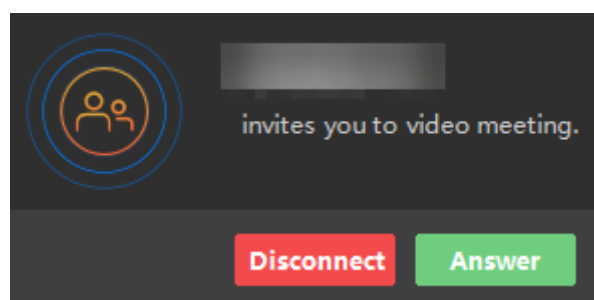**Figure 4-8** Creating a meeting on the mobile app
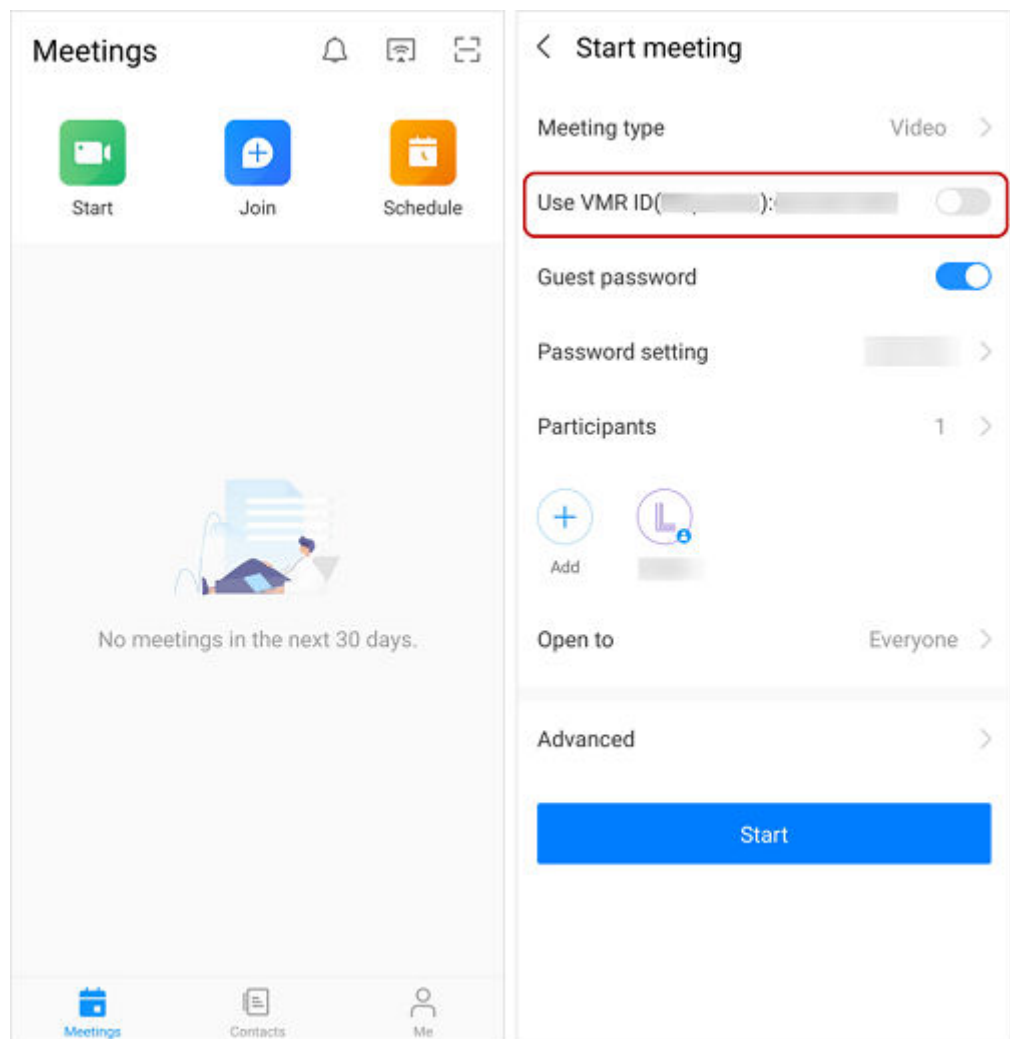


## Joining a Meeting

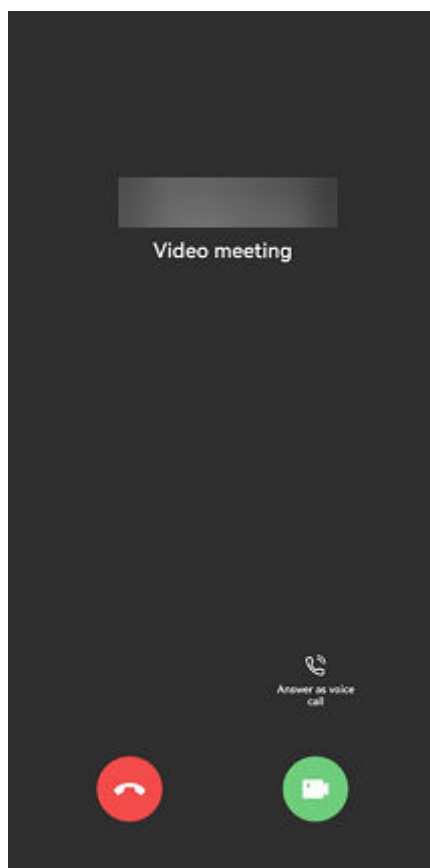After an instant meeting is created, you will receive a call on the Huawei Cloud Meeting client.

- Desktop client

**Figure 4-9** Joining a meeting on the desktop client



- Mobile app

**Figure 4-10** Joining a meeting on the mobile app



For details about other ways to join a meeting, see **Joining a Meeting on the Desktop Client** and **Joining a Meeting on the Mobile App**.

## Controlling a Meeting

On the Huawei Cloud Meeting Management Platform, locate an ongoing meeting under **My Meetings** and click **Meeting Control** to control the meeting.

- Adding a participant
  - Add contacts or hard terminals from the corporate directory and specify **Join-Meeting Method** so they can join the meeting using clients.

    ☐ NOTE

      Departments are displayed on the left navigation tree. You can invite users by department.

  - After the enterprise administrator adds external contacts, you can invite them to the meeting.
  - In the text boxes next to **Other Participant**, enter the name (optional) and number (mandatory) of an external contact or terminal to add it as a participant.

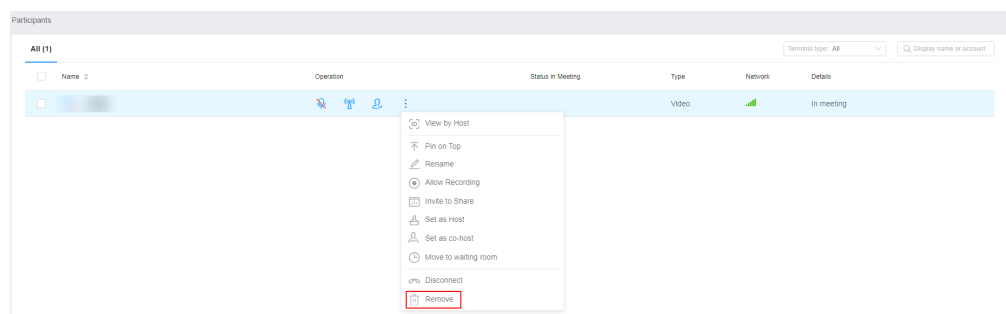**Figure 4-11** Adding a participant
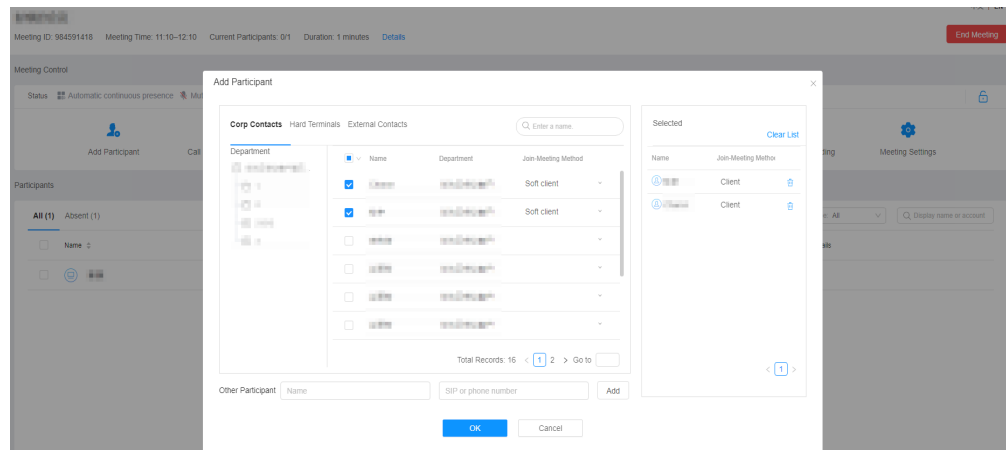


- Removing a participant
  - Right-click the participant you want to remove in the participant list and choose **Remove**.
  - Click 📞 in the row containing the participant you want to remove.
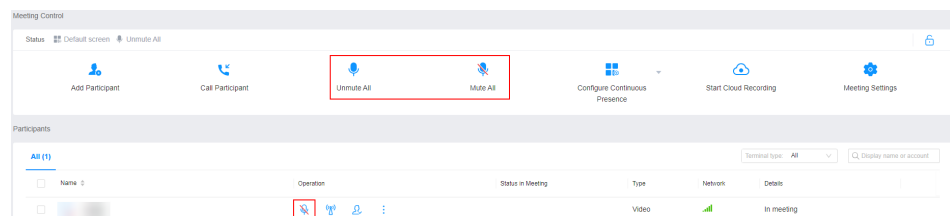
**Figure 4-12** Removing a participant



- Muting or unmuting all participants or a participant
  - You can unmute all participants or a participant.
    - Click **Unmute All** to unmute all participants.
    - To unmute a participant, click 🎤 in the **Operation** column of the row containing the participant.

**Figure 4-13** Muting or unmuting participants



- Sharing content
  Sharing from the desktop client
  Click **Share** on the menu bar at the bottom. Then choose to share your desktop, whiteboard, or program.

**Figure 4-14** Sharing content
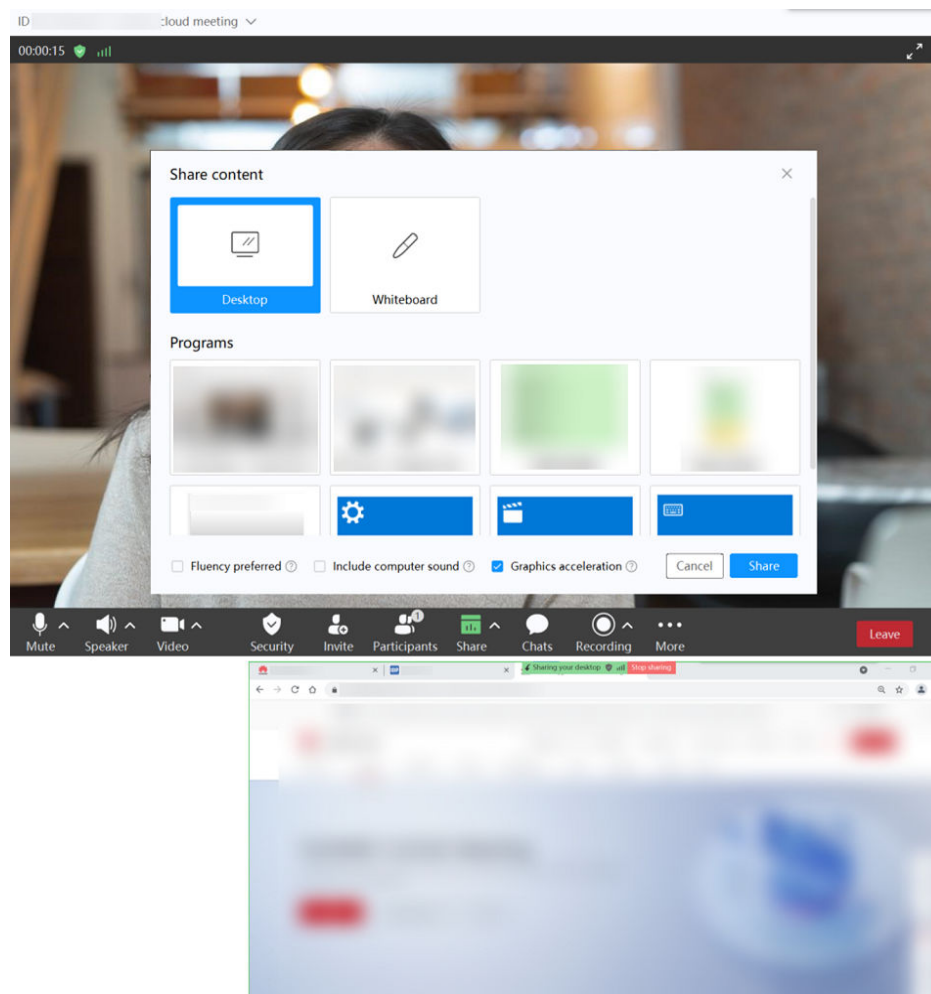


For details about meeting control, see **Controlling a Meeting on the Desktop Client**, **Controlling a Meeting on the Mobile App**, and **Controlling a Meeting on the Management Platform**.

More meeting-related operations are described in the **Meeting Administrator Guide (Web)**, **Desktop Client User Guide**, and **Mobile App User Guide**.

# 5 Dismissing an Enterprise and Deleting an Account

## Dismissing an Enterprise

If you have used the free edition to create an enterprise account, you can dismiss the enterprise on the Huawei Cloud Meeting Management Platform.

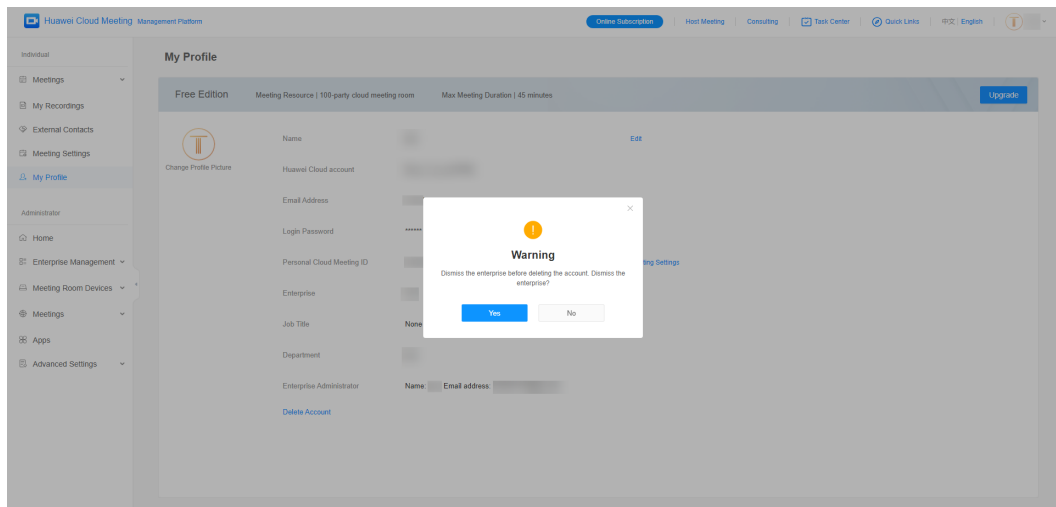**Step 1** Log in to the client.

**Step 2** Click your profile picture in the upper left corner of the home screen and choose **Account and security** > **Delete account**.
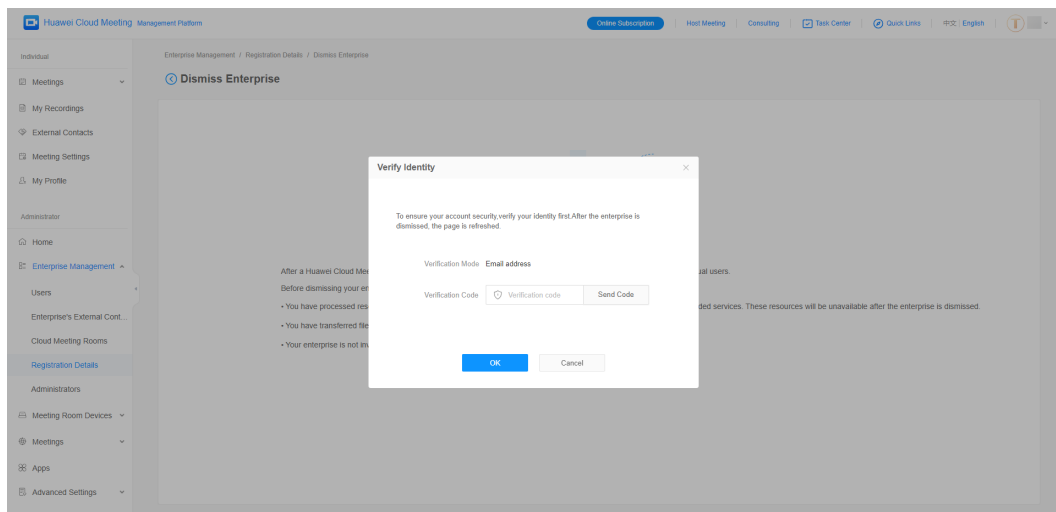
**Figure 5-1** Deleting an account
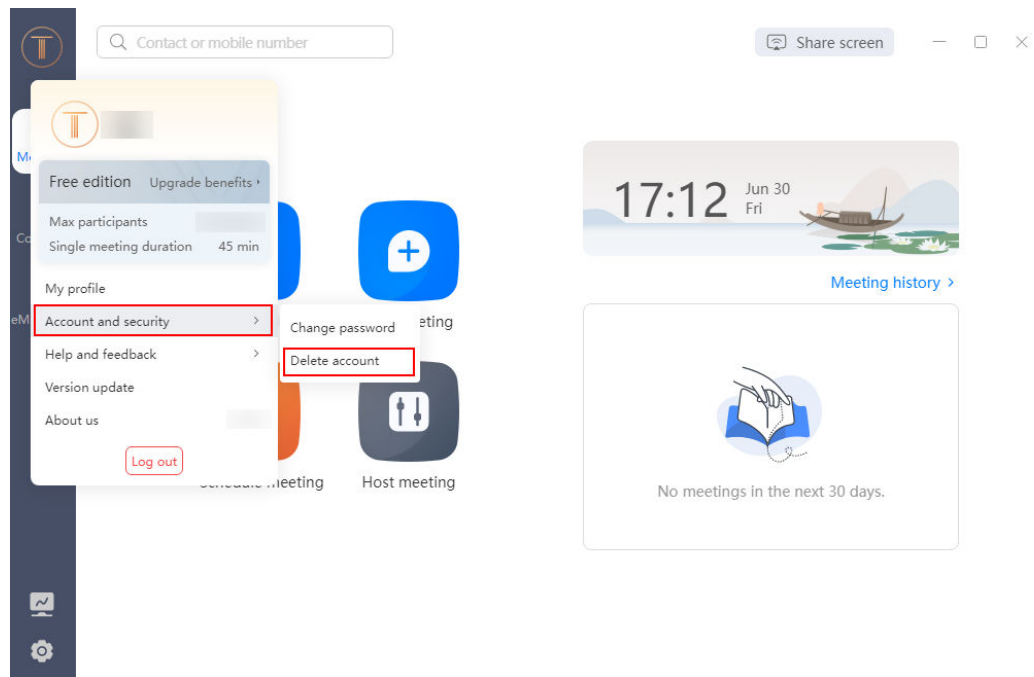


**Step 3** On the Management Platform displayed, select **Yes** in the dialog box of confirming whether to dismiss the enterprise.

**Figure 5-2** Dismissing an enterprise



**Step 4**   Click **Send Code**, enter the sent verification code, and click **OK**.

**Figure 5-3** Entering the verification code



**Step 5**   After your enterprise is dismissed, the page shown in the following figure is displayed. If members in your enterprise have logged in to the Huawei Cloud Meeting client, they will receive a message indicating that they are removed from the enterprise.
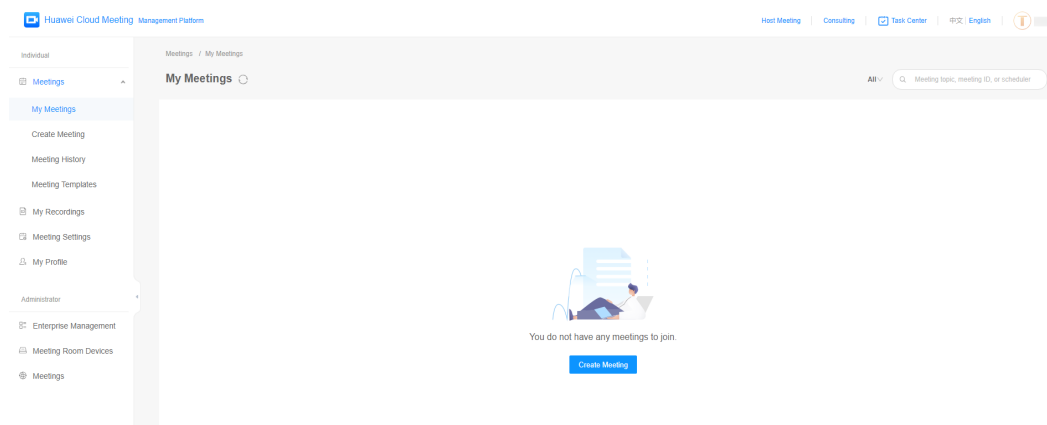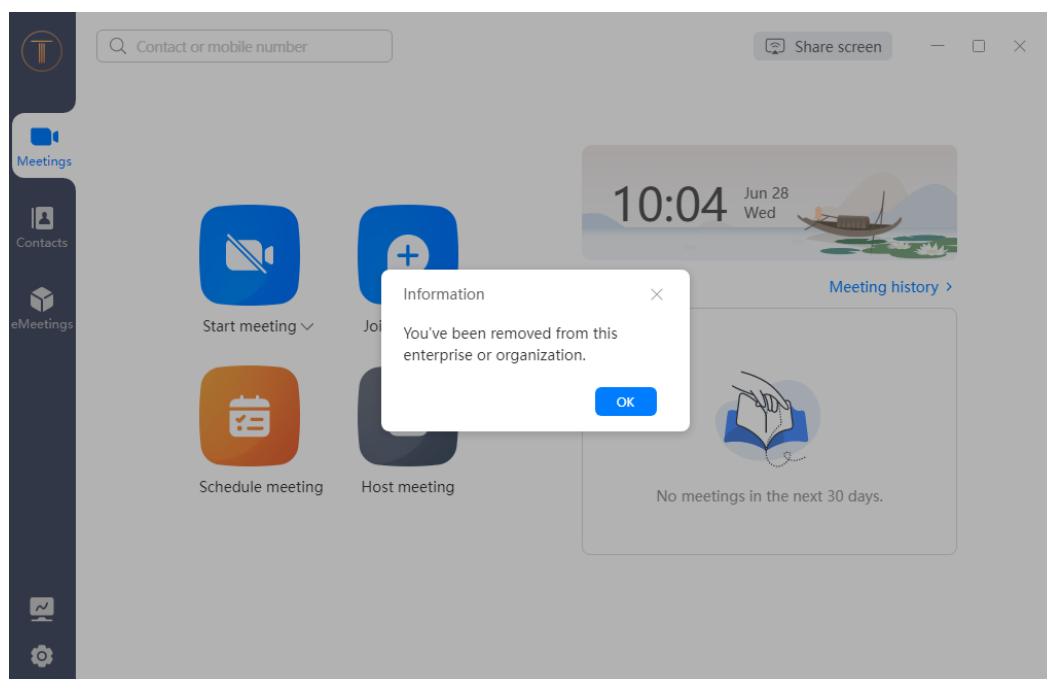
**Figure 5-4** Dismissed enterprise



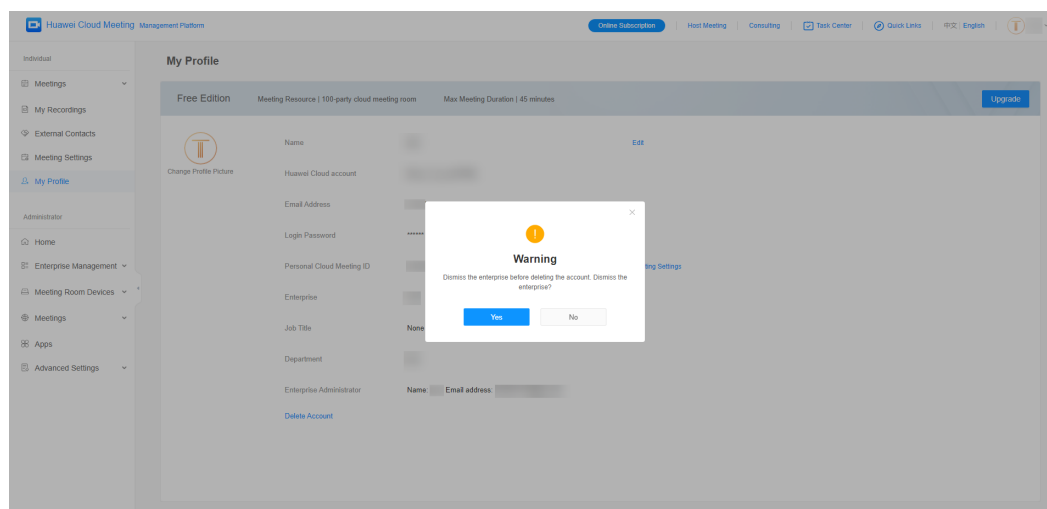**Figure 5-5** Message about enterprise dismissal



**----End**

## Deleting an Account

**Step 1** Dismiss the enterprise if you have created an enterprise using the account to delete. For details about how to dismiss an enterprise, see **Dismissing an Enterprise**.

**Figure 5-6** Dismissing an enterprise



**Step 2** After dismissing your enterprise, choose **My Profile**, and click **More** > **Delete Account**. On the **Delete Account** page, click **Delete Account**.

In the **Verify Identity** dialog box, click **Send Code**, enter the sent verification code, and click **OK**.
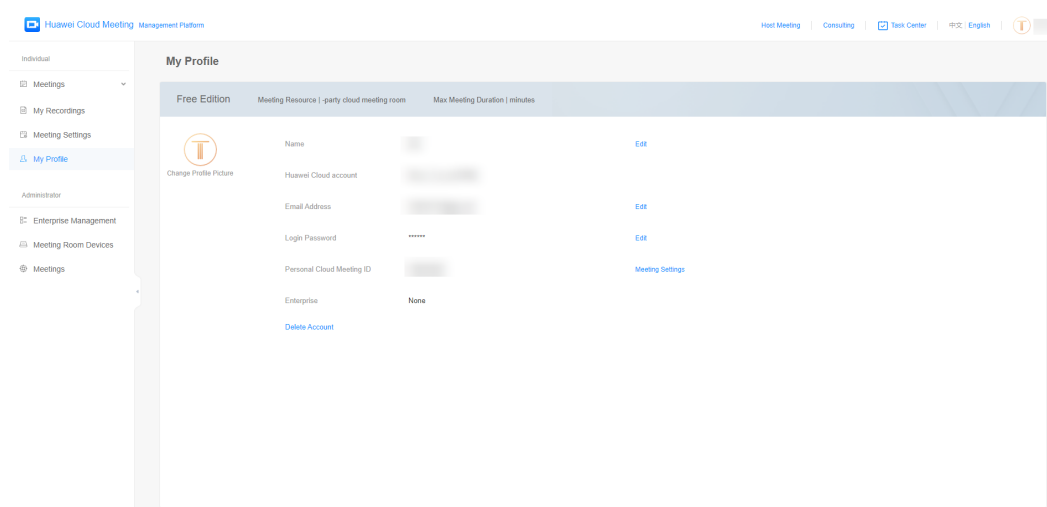
**Figure 5-7** Deleting an account

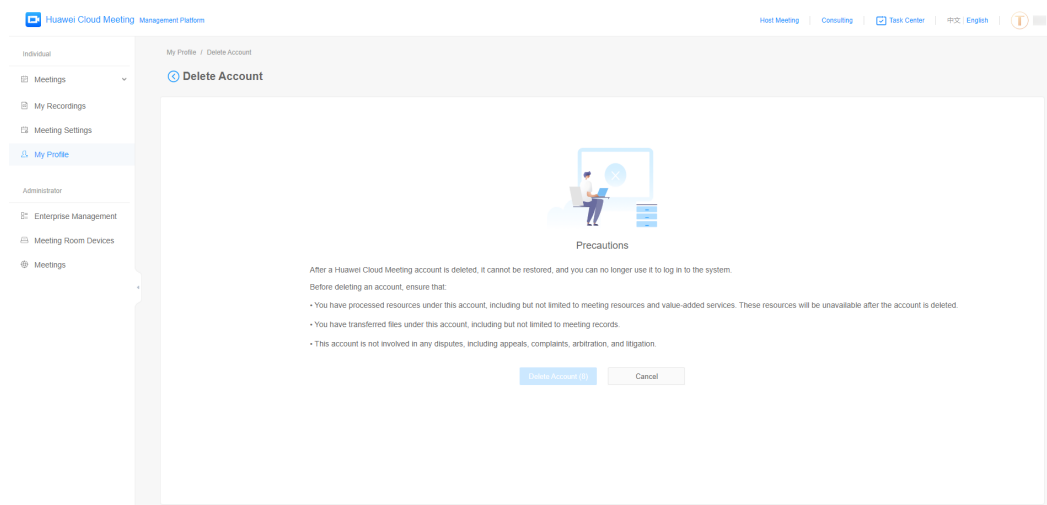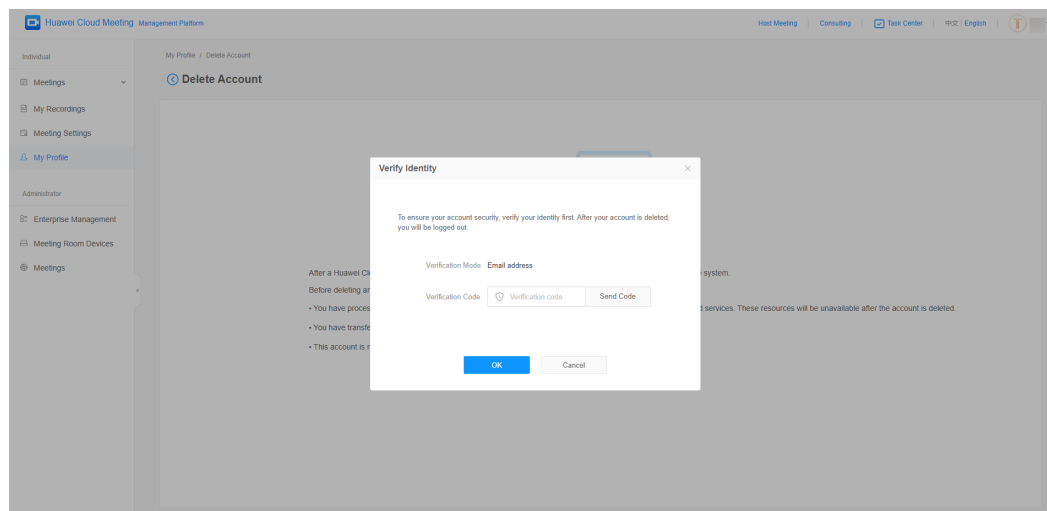**Figure 5-8** Reading the account deletion information



**Figure 5-9** Entering the verification code



**Step 3** You are automatically logged out of the Huawei Cloud Meeting Management Platform and are redirected to the login page. If you have logged in to the Huawei Cloud Meeting client, you will receive a message indicating that your account is deleted.

**Figure 5-10** Message about successful account deletion displayed on the client
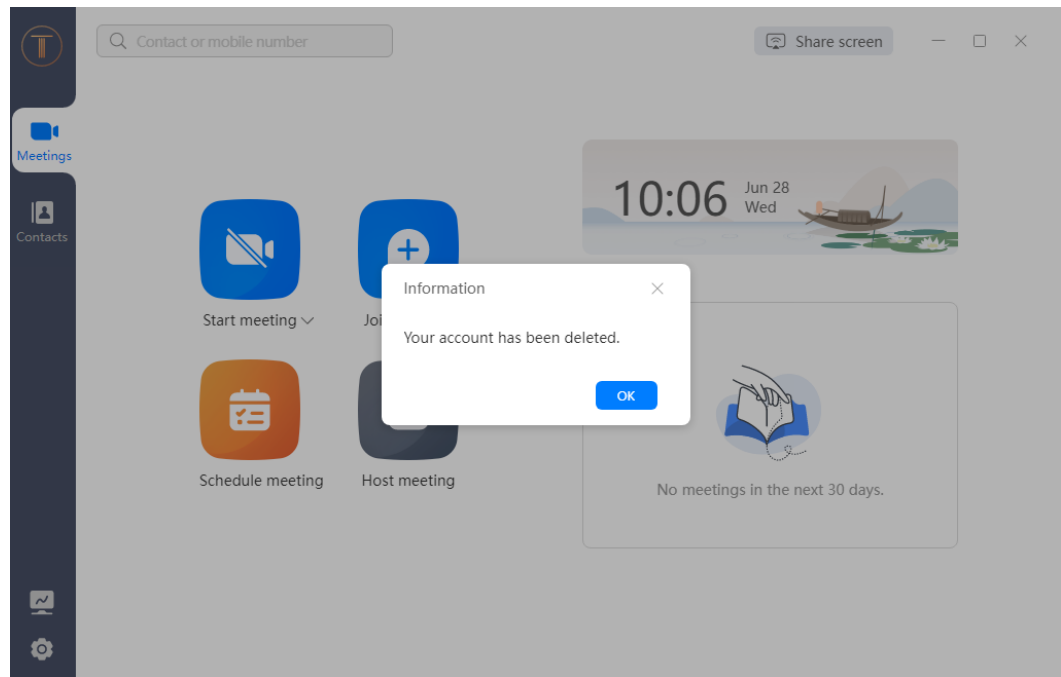


**----End**

📖 **NOTE**

- Enterprise administrators cannot delete their accounts on the Huawei Cloud Meeting mobile app. To delete accounts, log in to the **Huawei Cloud Meeting Management Platform** on a computer.
- For details about how other users delete their accounts on the Huawei Cloud Meeting mobile app, see **Deleting an Account**.