Huawei Cloud Meeting

Getting Started

 Issue
 04

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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

Huawei Cloud Meeting	Overview							Buy Meeting Resource
Overview	Enable Huawei Cloud Meeting							
	Huawei Cloud Meeting provides all-scenario, dev	ice-cloud synergy videocor	ferencing for intelligent communication and collabo	oration.				
	Enable Service							
	My Resources							Q
	Cloud Meeting Room	0	IdeaHub Access Account	0	Huawei Professional Meeting Terminal Access Account	0	Third-Party Terminal Access Account	0

Figure 1-2 Entering the enterprise name

Huawei Cloud Meeting	Overview	Bry Meeting Resource
Overview	Enable Huawei Cloud Meeting	Enable Service
	Huawei Cloud Meeting provides all-scenario, device-cloud synergy videoconferen	* Enterprise Email Address
	Enable Service	* Verification Code Send Code
	My Resources	* Enterprise Name Q
	Cloud Meeting Room 0	I have read and agree to the Huswer Cloud Meeting Service Agreement and Privacy Statement.
		Center

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

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

Huawei Cloud Meeting	Overview	×	Buy Meeting Resource
-	Enable Huawei Cloud Meeting	S Meeting Enabled	
Overview	Huavel Cloud Meeting provides all-scenario, device-cloud synergy videoconferencing for	Enable IdeaManager to manage apps on IdeaHubs?	
	Enable Service	Idealanger is an integrated terminal management solution for idealanger, method the terminal management and maintenance	
	My Resources	needs in massive terminal access scenarios. It aims to provide end-to-end operation and management capabilities, effectively heterop cuptomers improve coencilon and maniferance efficiency	Q
	Cloud Meeting Room 0 IdeaH	and reduce operation and maintenance costs. Inited-Party Terminal Access Account Once enabled, the upo will obtain the following permissions: Third-Party Terminal Access Account O	is Account 0
		Obtaining device prove info Obtaining device prove info	
	k	Yoyu do hot evable devallansjer vyvu cannot activete × Meknink. Yyvu need to use lidenhu, tyvu need to evable lideablansjer Veer more dutels	
		I agree to part the stove permission to SeaManager. I have read and agree to the Third Party Service Agreement. Agreement.	
		Carcel	

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

Huawei Cloud Meeting	Overview						Access Management Platform	Buy Meeting Resource
Overview	My Resources							Q
Applications	Cloud Meeting Room	0	IdeaHub Access Account	0	Huawei Professional Meeting Terminal Access Account	0	Third-Party Terminal Access Account	0
POC Requests								

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

Figure 1-5 Enterprise information

	Enterprise Resources		Manage Renewals Buy Resources	Corp Name Te:
Meetings ~	Cloud Meeting Rooms	Concurrent Parties 0	User accounts 1000	Corp ID Free Edition
External Contacts Meeting Settings	SmartRooms Connectors	0	Huzweil Terminal Access Accounts-1000p	Popular Functions
My Profile	0	0	0	Add Users Set Meetings
ministrator	Huarwel Terminal Access Accounts-720p	Third-Party Hard Terminal Access Accounts	SmartRooms Access Accounts	Manage Rooms Manage Hardwar
Home Enterprise Management ~	Smart TV Access Accounts	Live Broadcast Ports 0	Recording Storage Space (OB) 0	
Meeting Room Devices 👻 📍				Add Administrators
Meetings ~	Live concurrent number 0			
Advanced Settings ~				
	Statistics			
		Meeting Duration Today (min) 0 0 Active Users Today	Concurrent Participants 0	
	Daily Meeting Sessions Daily Meeting Duration Daily Me	etings Daily Active Users		
	Daily Meeting Sessions		Past Week Past Month Past Year	

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

Huawei Cloud Meeting Ma	inagement Platform				Host Meeting	ik Center 🔰 🧭 Quick Links	(中文 English L
Individual B Meetings ~	Enterprise Management / Users Users You can create or batch impr	ort departments, and invite users one by	one or in batche				
My Recordings	Departments Import Export	Users User Invitations	Applications				E Set Invitation
Meeting Settings		Invite Import E	xport Remove			a	Name or email addresses
My Profile		Name	Department	Email Address	Personal Cloud Meeting ID	Status	Operation ©
dministrator						Normal	Edit Remove More
Home						Normal	Edit Remove More
Enterprise Management						Normal	Edit
Users *						Normal	Edit Remove More

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

Figure 2-2 Specifying user details

Invite User	
Name	Name
* Email Address	Email address
* Department	550
Contact No. in Directory ③	Sequence number in the directory \lor
Job Title	Job title
Remarks	Remarks
	Invite Cancel

----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.

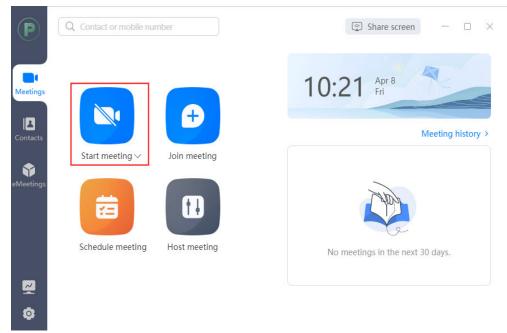


Figure 3-1 Starting a meeting on the desktop client

• 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.

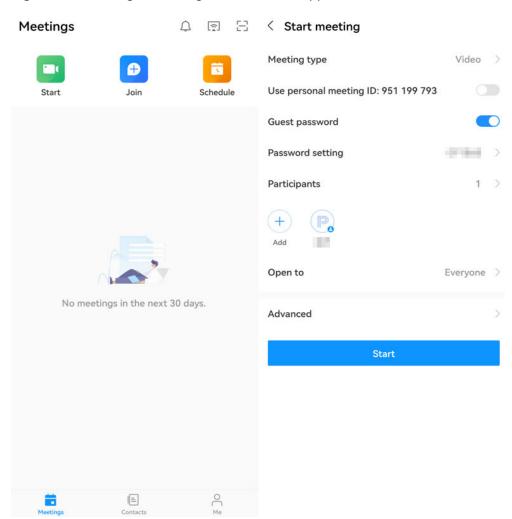


Figure 3-2 Starting a meeting on the mobile app

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

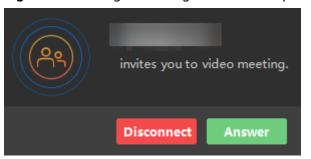


Figure 3-3 Joining a meeting on the desktop client

• Mobile app

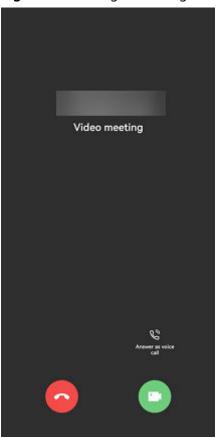


Figure 3-4 Joining a meeting on the mobile app

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

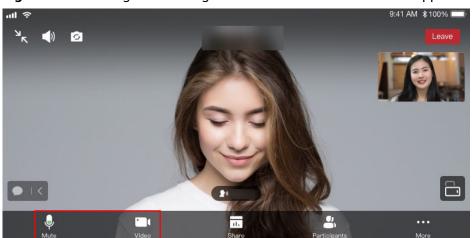


Figure 3-6 Enabling or disabling audio and video on the mobile app

- 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.

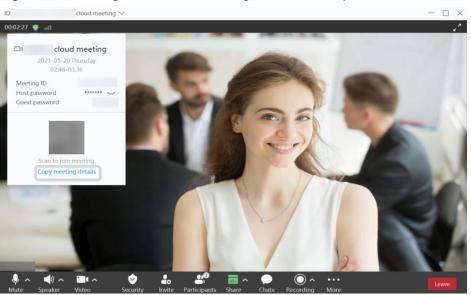


Figure 3-7 Inviting others to a meeting on the desktop client

Mobile app

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

Path \$100° C Participants (1) C Search No speakers C Mel Host C More all Ummute all More Cancel

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 \times 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



D 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.

3	5	5
ul ≎ V	9:41 AM	\$ 100%
~	🔮1 (D. 123-455-782	Leave
	Constanting of the	
	-	
	~ ~	
1/1	12	
- Katal		A REAL PROPERTY
all sold		
2 m		
	11.8 1	
1	Leave or end meeting	1?
	Assign host & leave	
	Leave	
	End for all	
	Cancel	

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**.

Enterprise Management / Users						
Users You can create or batch impo	ort departments and users.					
Departments Import Export	Users User Invitations	Applications				B Set Invitation
	Add Import Ex	port Remove				Q. Name, account, or email address
-0	Name	Department	Email Address	Personal Cloud Meeting ID	Status	Operation ©
-0					 Normal 	Edit Remove Mo
					Normal	Edit Remove Mo

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.

dividual	Enterprise Management / Cloud Meeting	ng Rooms				
Meetings ~	Cloud Meeting Rooms	You can allocate subscribed cloud meeting rooms to users o	r hard terminals.		AI	I∨ Q cloud meeting ID, owner
My Recordings						III Card
External Contacts	Name	Cloud Meeting ID	Concurrent Parties	Expires	Hard Terminal Soft Client	Operation
Meeting Settings	Name	Cititut Meeting ID	Concertent Parates	Extraco	Haro reminar	Operativit
My Profile		0 _a			Recycle Allocate	Disable
dministrator		l_			Recycle Allocate	Disable
Home		la			Allocate	Recycle Disable
Enterprise Management		la			Allocate Allocate	Disable
Users						

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

epartments	Select a	user		Q Name
and star with the		Name	Department	Mobile Number Email Address
		100	Internet.	41103
2.4		100	and some	manufacture and
	۲	-	*******	-01000
		100	the second secon	10.000
		140	entropy.	
		10.0	#1.5 #1.8**	-0.000
		100	Distance.	10100
		1.11	10.000	49474
			Total: 16 < 1	2 > 10 / page \lor Go to

----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

						All V	
							III Card View
Name		Cloud Meeting ID	Concurrent Participants	Expires	Hard Terminal	Soft Client	Operation
	l_				Allocate	Reclaim	Disable
	l_				Allocate	Allocate	Disable

----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

Truawer cloud meeting manag			
ividual			
Meetings ^	* Meeting Topic		
My Meetings	* Meeting Type	Video Voice	
Create Meeting	* Time	Now Specific time Recurring	
Meeting History		2023/02/23 🗂 11:30 🕓	
Meeting Templates			
My Recordings	Time Zone	(GMT+08:00) Beijing, Chongqing, Hong Ko∨	
External Contacts	* Meeting Duration	1 hour V - 00 minutes V	
Meeting Settings	Description	You can add the agenda, meeting place, and precautions.	
My Profile			/ 0/200
ministrator	Participants (1)	Add Participant	
Home			0
Enterprise Management ~			
	Open To	Everyone V	
Meeting Room Devices ~	(
Meetings v	Meeting Resource	07 (25 participants)	
Advanced Settings v	Meeting ID	07 (25 participants)	
		Enable guest	
		Chave guest	
	Meeting Notification	🛃 Email 🛛 🔽 Calendar email	
	Advanced Parameters ~		
		Create Cancel	

• 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**.

	2 Contact or mobile number	Share screen − □ ×
Meetings Contacts	Schedule mee	Meeting settings Max participants ⑦ 07(25Size) Meeting ID ⑦ Meeting ID ⑦ Random Security Guest password Open to Everyone Open to Everyone Advanced settings Meeting type Video
		Cancel Save
ø		

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**.

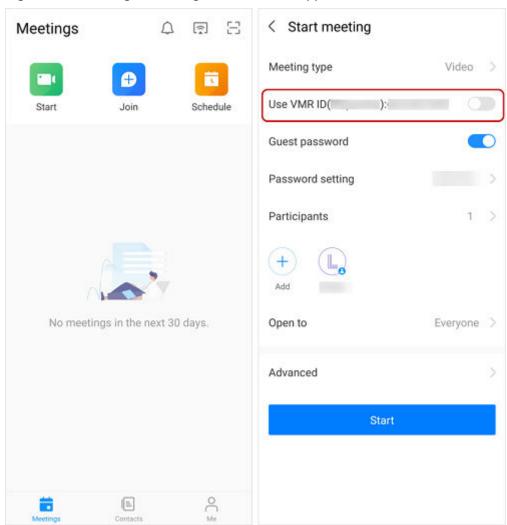


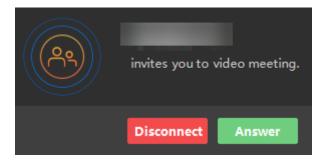
Figure 4-8 Creating a meeting on the mobile app

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

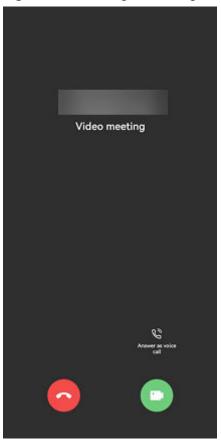


Figure 4-10 Joining a meeting on the mobile app

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.

D 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

Meeting Control Status ## Automatic continuous presence R Mi	Add Participant									×	
1	Corp Contacts Hard Term	inals Ext	ernal Contacts		Q. Enter a name.		Selected		Clear List		\$
Add Participant Cal	Department		Name	Department	Join-Meeting Method		Name	Join-Meeting P	Vethor	sing	Meeting Settings
Participants	10.1		Over .	10.04047	Soft client	·	0	Client	8		
All (1) Absent (1)	-0		-	more and	Soft client	~	8	Client	Ð	e: All	
Name ¢			***	website?		~				ails	
			100	and every		~					
			100	and every							
			1.01	and states							
				Total Records:	16 < 1 2 > Go	10			< (1) >		
	Other Participant Name					Add					

- 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

icipants						
All (1)					Terminal type: All $\qquad \lor$	Q Display name or account
Name 0	Operation	Status in Meeting	Type	Network	Details	
	% 10 L :		Video	at	In meeting	
	[æ] Vie	r by Host				
	T Pir	on Top				
	<u>/</u> Re	ame				
	All	w Recording				
		e to Share				
		as Host				
	요, se	as co-host				
	(Mo	e to waiting room				
	🔊 Dis	onnect				
	Till Re	nove				

- 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 \checkmark in the **Operation** column of the row containing the participant.

Status 📰 Default screen 🌲 Unmute	All					6
Add Participant	Call Participant	Unmute All	Nute All	Configure Continuous Presence	Start Cloud Recording	tos Meeting Settings
licipants						
All (1)					Terminal type: All	V Q. Display name or account
Name 0		Operation	Status in Meeting	Type	Network Details	
		🔌 😗 🕭 :		Video	.all In meeting	

• 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.

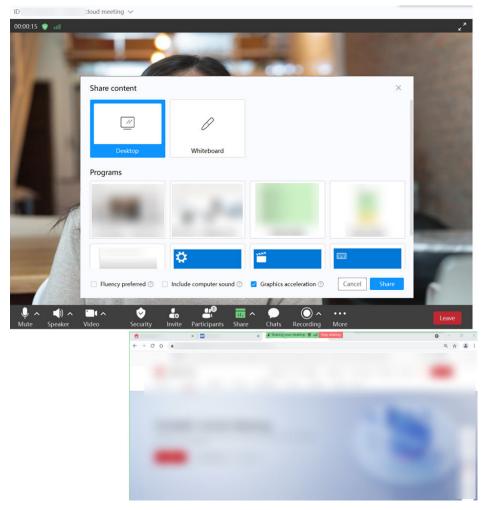


Figure 4-14 Sharing content

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**.

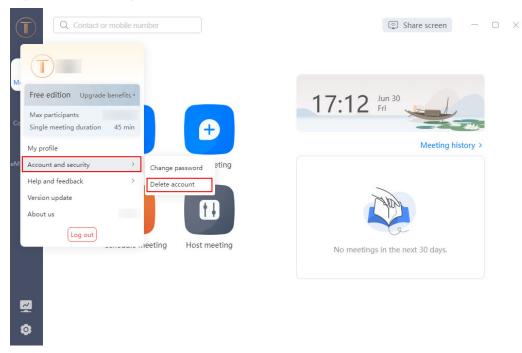


Figure 5-1 Deleting an account

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

<complex-block>

Figure 5-2 Dismissing an enterprise

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

Huawei Cloud Meeting Mark	agement Platform	Online Subscription	Host Meeting Consulting 🖸 Task Center 🥥 Quick Links 中文 English 🏐 🔤 -
Individual	Enterprise Management / Registration Details / Dismiss Enterprise		
🖾 Meetings 🗸 🗸	O Dismiss Enterprise		
My Recordings			
External Contacts			
🖽 Meeting Settings		Verify Identity	×
A My Profile			
Administrator		To ensure your account security, verify your identity first.After the enterprise is dismissed, the page is refreshed.	
û Home			
BT Enterprise Management A	After a Huawei Cloud Mer		ual users.
Users	Before dismissing your en	Ventication Code UVentication code Send Code	ded services. These resources will be unavailable after the enterprise is dismissed.
Enterprise's External Cont	You have transferred file		and service. These resources this be unavailable and the encipties of dustriated.
Cloud Meeting Rooms	- Your enterprise is not inv		
Registration Details		OK Cancel	
Administrators			
🖴 Meeting Room Devices 👻			
Meetings ~			
88 Apps			
Advanced Settings ~			

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.

Huawei Cloud Meetin	g Management Platform	Host Meeting Consulting 관광 Task Center 바닷 English ()
Individual	Meetings / My Meetings My Meetings	All V Q Meeting topic, needing 40, or schedular
My Meetings Create Meeting Meeting History Meeting Templates My Recordings My Recordings More Management Meeting Room Devices Meeting Room Devices Meetings		You do not have any meetings to join.

Figure 5-4 Dismissed enterprise

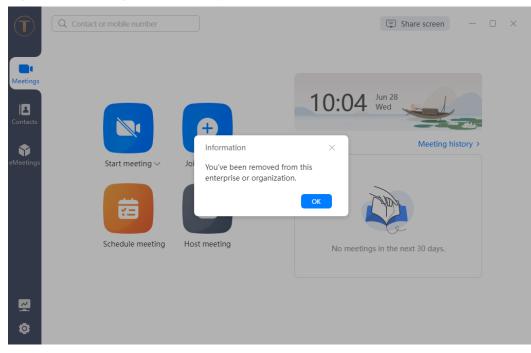


Figure 5-5 Message about enterprise dismissal



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

Huawei Cloud Meeting M	anagement Platform				Host Meeting Consulting	🖸 Task Center 中文 English 🕕
ndividual	My Profile					
Meetings ~ My Recordings	Free Edition	Meeting Resource -party cloud meeting n	oom Max Meeting Duration minutes			
Meeting Settings My Profile		Name		Edt		
Administrator	Change Profile Picture	Huawei Cloud account				
Enterprise Management		Email Address		Edt		
Meeting Room Devices		Login Password		Edg		
Meetings		Personal Cloud Meeting ID Enterprise	None	Meeting Settings		
		Delete Account				

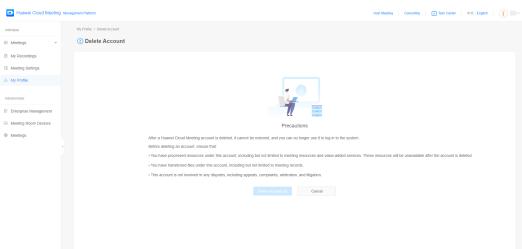
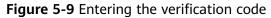


Figure 5-8 Reading the account deletion information



Huawei Cloud Meeting Management Platfo	item	Host Meeting Consulting 🕑 Task Center 中文 English 🕕 🛒
	de / Delete Acceset	
My Recordings Meeting Settings My Profile		
Adversitator E Enterprise Management Meeting Room Devices Meetings	Verify Identity To ensure your account security, verify your identity first. After your account is deleted, you will be logged act. Verification Mode Enail address Verification Code ① Worthoution code Send Code This account is not	vegitem. services. These resources will be unavailable after the account is deleted.

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.

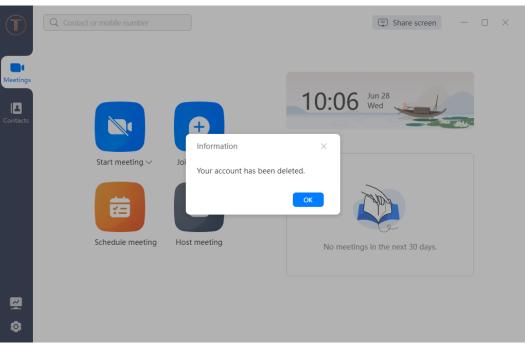


Figure 5-10 Message about successful account deletion displayed on the client

----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**.