If neither you nor anyone else has created a meeting, the page is blank, as shown in figure 1. If you or someone else has created a meeting, a list of meetings appears, divided into "joined meeting" and "can join meeting".

Click the "+" icon in the upper right corner of the initial meeting page to enter the page of creating a meeting room, as shown in figure 2. In this page, just fill in the name of the meeting. In more information, you can also set the meeting open attribute, call type (call out only, call in only, call in and call out only), meeting number, meeting password, notes, etc.

Click ok to create a meeting room and it will jump directly to the invite member page, as shown in figure 3. You can also choose not to select members, just click cancel, the meeting is also created successfully, but there is only yourself in the room, no other members.

| 1 | 2 | 3 |

After inviting members, jump to the meeting room page, as shown in figure 4, where the meeting creator can invite members, initiate meetings (multiple), call

(single), mute, whisper, delete members, set member roles and other operations.

Click the icon on the right of a single member, and the action menu will pop up, as shown in figure 5, to perform relevant actions on the member. Click the member's avatar to view the member's details. The meeting creator can leave the member.

After selecting the member to initiate the meeting, the call pop-up box will appear on the APP interface of the corresponding member, and click the green answer button, as shown in figure 6.


| 4 | 5 | 6 |

After answering the call, the meeting member enters the meeting, as shown in figure 7. The default video presentation format is 3*3 mode. The function button in the bottom half of the page will disappear automatically after 5 seconds, and the screen will appear again when you click it.

Click the fold icon, and video will shrink in the APP interface. You can drag the position at will, and double click video to enlarge it, as shown in figure 8.
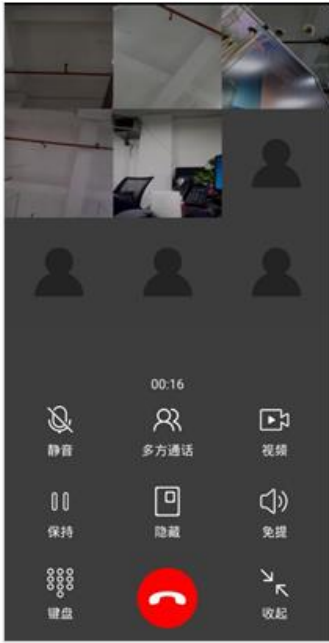
7
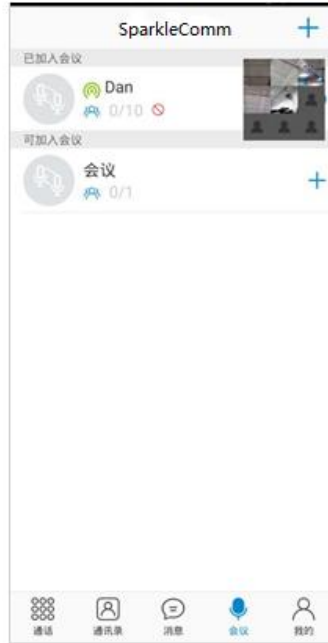
8

In the conference room, click the menu icon in the upper right corner, and the options pop up: invite members and screen the meeting, as shown in figure 9.

Click the invite member button to invite contacts to the meeting.

Click the meeting icon in the meeting room page to enter the meeting details page. The meeting creator can delete the meeting, as shown in figure 10. Meeting members can leave the meeting, as shown in figure 11.

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