

# Joymeeting 使用手册-Windows & MacOS

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## 1. 下载安装 Joymeeting

### 1.1 下载方式

#### 1.1.1 通过邀请邮件

#### 1.1.2 点击链接

Windows: <http://storage.jd.com/joymeeting-app/app/JoyMeeting.exe>

MacOS: <http://storage.jd.com/joymeeting-app/app/JoyMeeting.dmg>

## 2. 登录 Joymeeting

输入参会人手机号→获取验证码→点击登录按钮



The image shows a JoyMeeting login window. At the top, there is a header bar with the JoyMeeting logo and window controls. The main title is '登录' (Login). Below the title, there is a text input field containing '+86'. Underneath this, there is a label '请输入六位验证码' (Please enter a 6-digit verification code) and a button '发送验证码' (Send verification code). At the bottom right, there is a button labeled '登录' (Login).

### 3. 加入会议

输入会议号和密码，例如：123456/ xxxxxx

Pay attention: 加会时默认静音和关闭摄像头，可根据参会情况自行打开或关闭；



The image shows a JoyMeeting '加入会议' (Join Meeting) window. It features a dropdown menu and a text input field. Below these, there are two checked checkboxes: '连接麦克风时静音' (Mute when connecting microphone) and '保持摄像头关闭' (Keep camera closed). A blue button labeled '加入会议' (Join Meeting) is at the bottom right.



The image shows a JoyMeeting window for entering the meeting password. The title is '输入会议密码' (Enter meeting password). Below the title, there is a label '会议密码' (Meeting password) and a corresponding text input field. At the bottom, there are two buttons: a blue '加入会议' (Join Meeting) button and a grey '取消' (Cancel) button.

### 4. 进入会议

通过点击打开原声和关闭原声来选择；



## 5. 会议中常用功能

### 5.1 进入视频会议默认的界面

显示音频/视频/邀请/参会者/共享屏幕/聊天/离开会议选项；

### 5.2 静音/解除静音

点击话筒图标选择静音或解除静音；

### 5.3 开启/关闭视频

点击视频图标选择开启或关闭视频；



## 5.4 会议邀请

通过复制屏幕的邀请链接或点击邀请按钮选择邀请方式发送给需要参会的人；两种入会方式，Chrome 浏览器和电话方式入会；



## 5.5 参会者

通过点击参会者按钮，可以直观的看到参会人员；



### 5.5.1 解除静音

通过点击接触静音按钮，可以进行发言，这是屏幕正上方则会显示说话者的信息，同时在参会者列表里说话者的话筒标志也会显示被解除；



### 5.5.2 举手

通过点击举手按钮可以让主持人看到，从而获得发言权；如果不想举手则可通过点击手放下按钮将手放下；



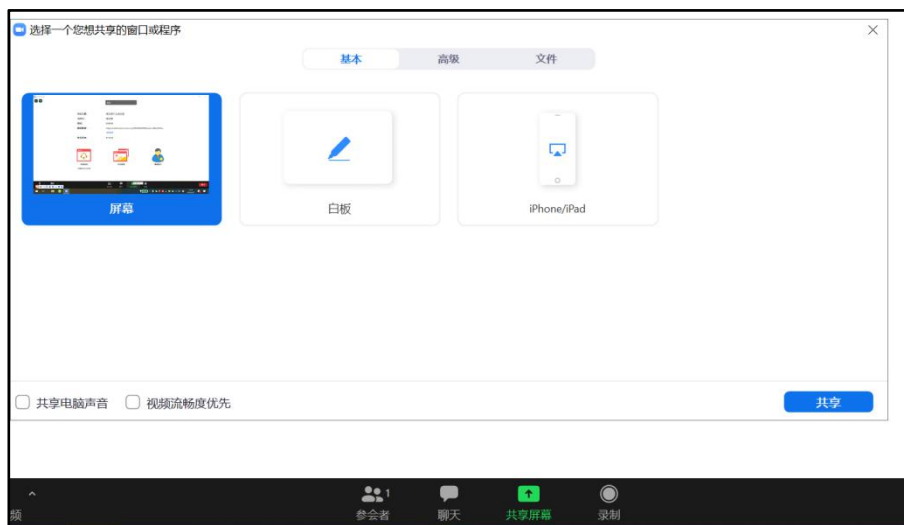
### 5.5.3 获取主持人权限

输入主持人持有的秘钥即可获得主持人权限则可以主持本场会议，拥有一键禁言、聊天自由等权限；



## 5.6 共享

点击共享屏幕按钮，可以根据需求选择共享屏幕/文档/网页/白板/音频/视频等，共享时可在共享的内容上进行标注和编辑，不需要时可停止共享；



## 5.7 聊天

参会者可以通过点击聊天按钮和所有人进行文字沟通，同时也可将聊天内容进行保存；



## 6. 离开会议

参会人若在会议中退出可点击屏幕右下角离开会议按钮离开会议；会议结束后在主持人结束会议之前也可点击离开会议按钮进行离会；



# Joymeeting Specification-Windows & MacOS

[查看中文版](#)

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## 1. Download Joymeeting

### 1.1 Download ways

#### 1.1.1 Inviting email

#### 1.1.2 Link

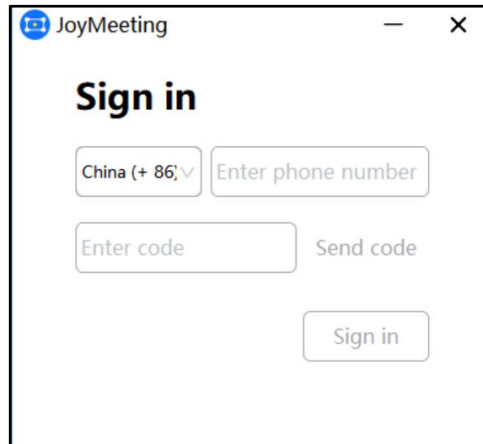
Windows: <http://storage.jd.com/joymeeting-app/app/JoyMeeting.exe>

MacOS: <http://storage.jd.com/joymeeting-app/app/JoyMeeting.dmg>



## 2. Sign in Joymeeting

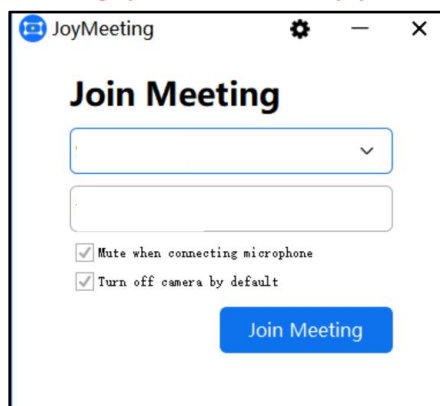
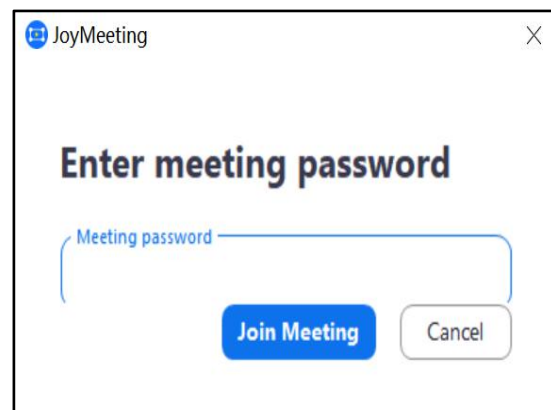
Input phone number → Receive verification code→Click sign in button

A screenshot of the JoyMeeting 'Sign in' window. It features a title bar with the JoyMeeting logo and window controls. The main heading is 'Sign in'. Below it, there is a dropdown menu for country codes with 'China (+ 86)' selected, followed by a text input field for 'Enter phone number'. Below that is another text input field for 'Enter code' and a 'Send code' button. At the bottom right is a 'Sign in' button.

## 3. Join meeting

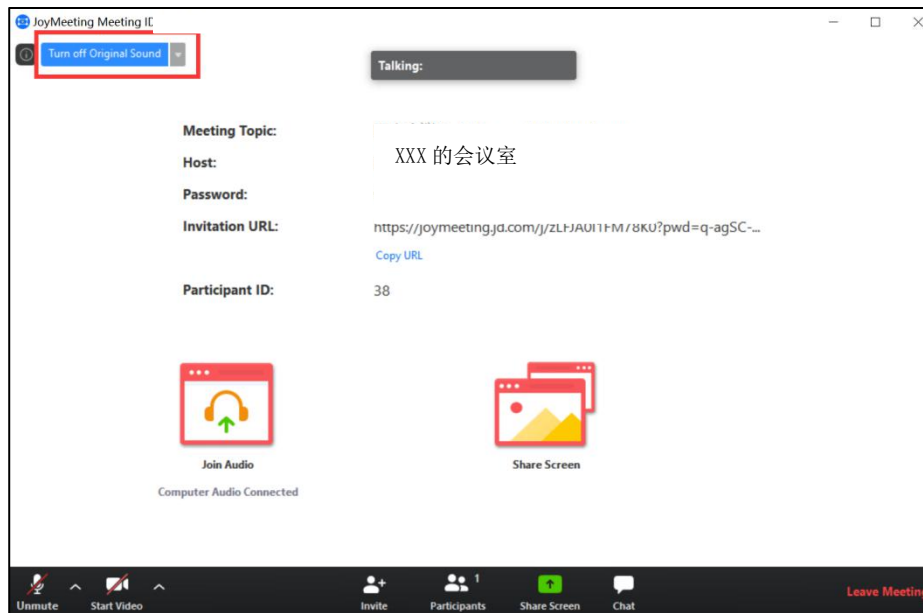
Input meeting number and password, for example: 123456/ xxxxxx

Pay attention : audio and video are turned off by default when you join meeting ,you can open by yourself.

A screenshot of the JoyMeeting 'Join Meeting' window. It has a title bar with the JoyMeeting logo, a settings gear icon, and window controls. The heading is 'Join Meeting'. There are two text input fields for meeting details. Below them are two checked checkboxes: 'Mute when connecting microphone' and 'Turn off camera by default'. A blue 'Join Meeting' button is at the bottom right.A screenshot of the JoyMeeting 'Enter meeting password' window. It has a title bar with the JoyMeeting logo and window controls. The heading is 'Enter meeting password'. Below it is a text input field with a blue label 'Meeting password' and a blue line indicating the password length. At the bottom are two buttons: a blue 'Join Meeting' button and a white 'Cancel' button.

## 4. Enter meeting

Open or close original sound by yourself.



## 5. Common function

### 5.1 Come into default interface

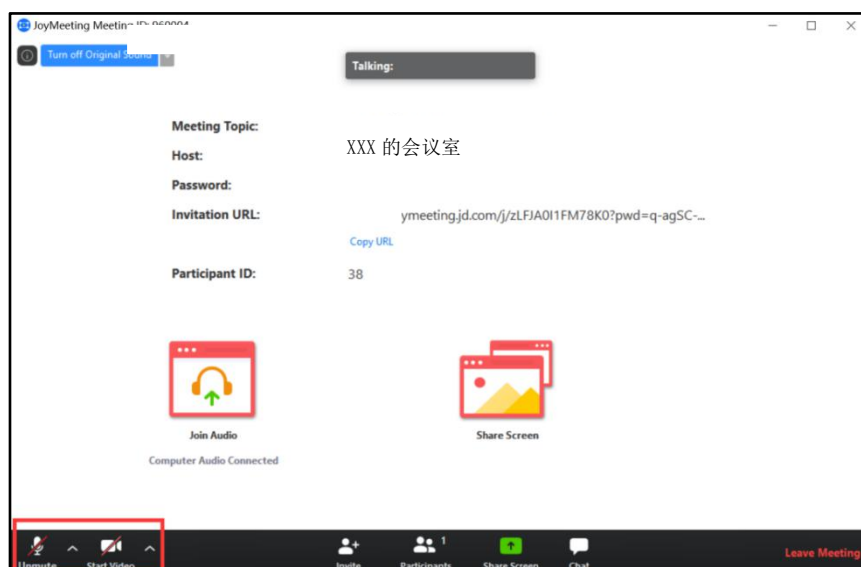
Display audio/video/invite/participants/share screen/chat/leave option.

### 5.2 Mute/Unmute

Mute or unmute by clicking microphone icon.

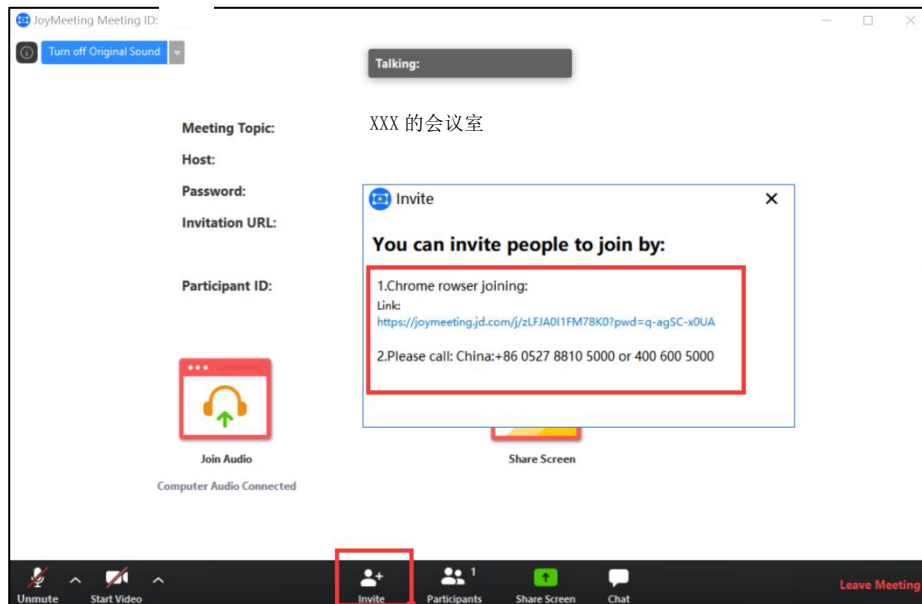
### 5.3 Turn on/off video

Turn on/off video by clicking video icon.



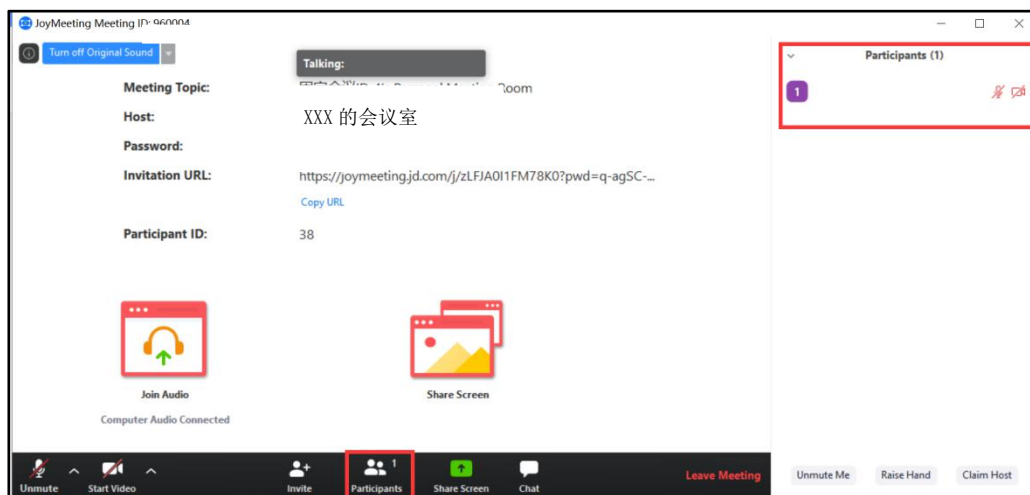
## 5.4 Invite

Join meeting via copying link on screen or clicking invite button:there are two ways as belows: Chrome or dial in phone number to invite.



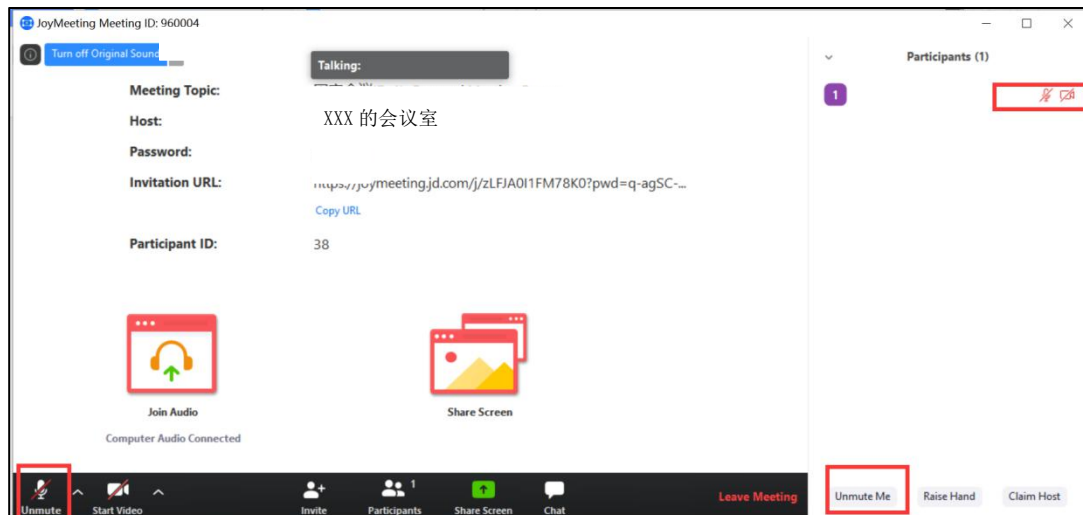
## 5.5 Participants

Click participants button,you can see participants list.



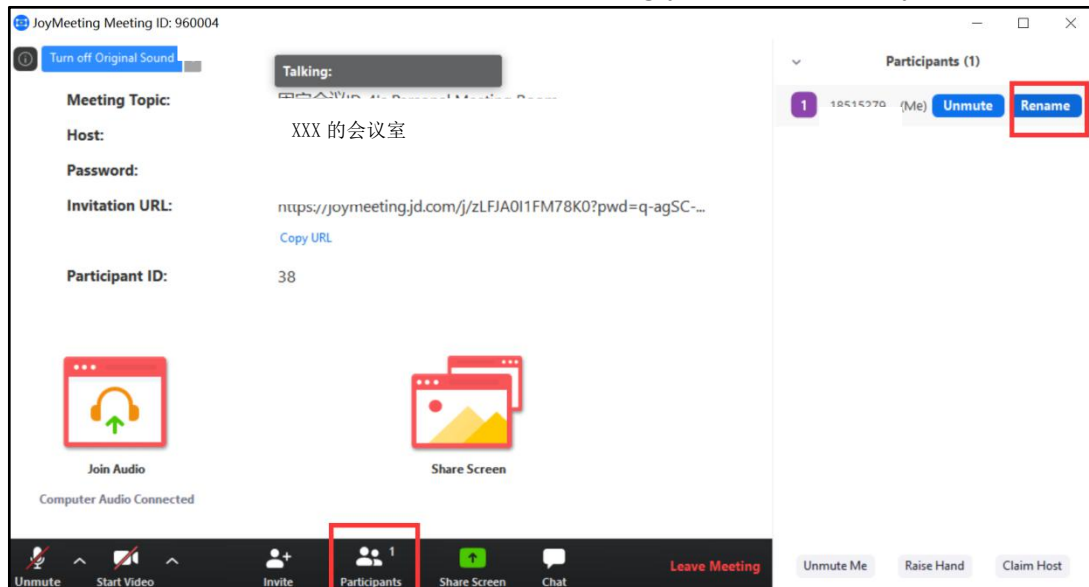
### 5.5.1 Unmute

Make statement via clicking unmute button(as belows three places),you can speak freely. On the contrary three places can also unmute.



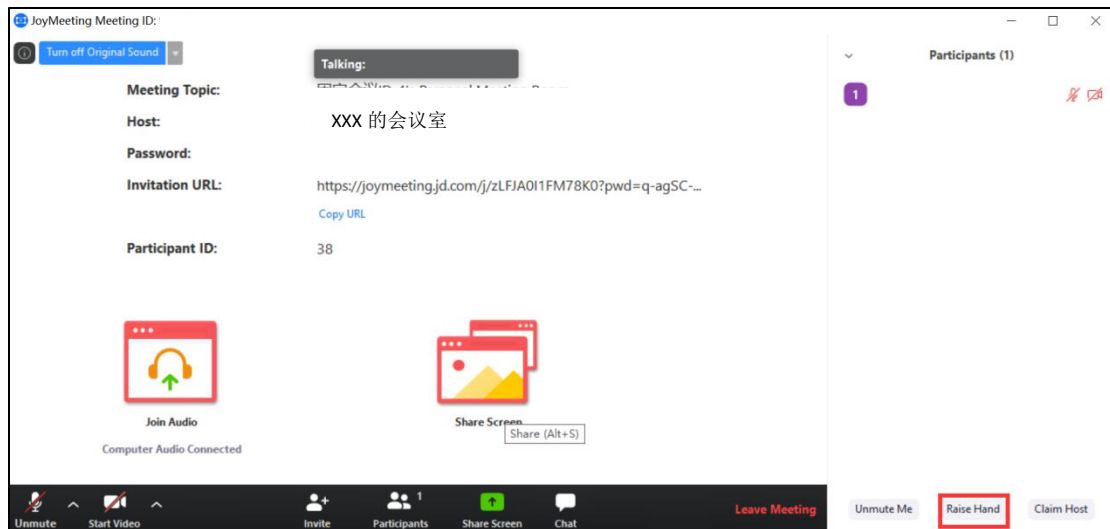
## 5.5.2 Rename

You can rename in the participants list according your demand for yourself.



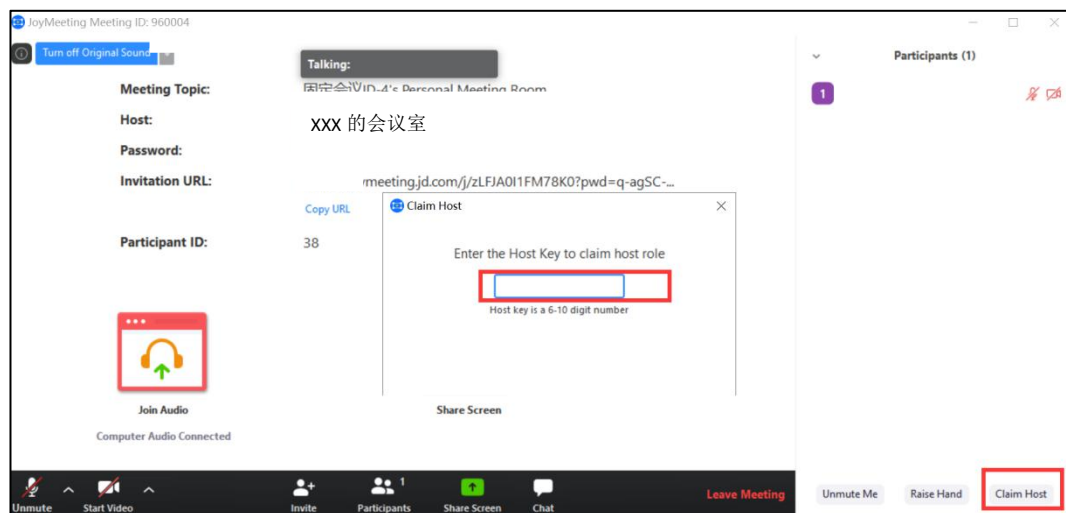
## 5.5.3 Raise hand

you can get speech right when clicking raise hand button; otherwise put down your hands.



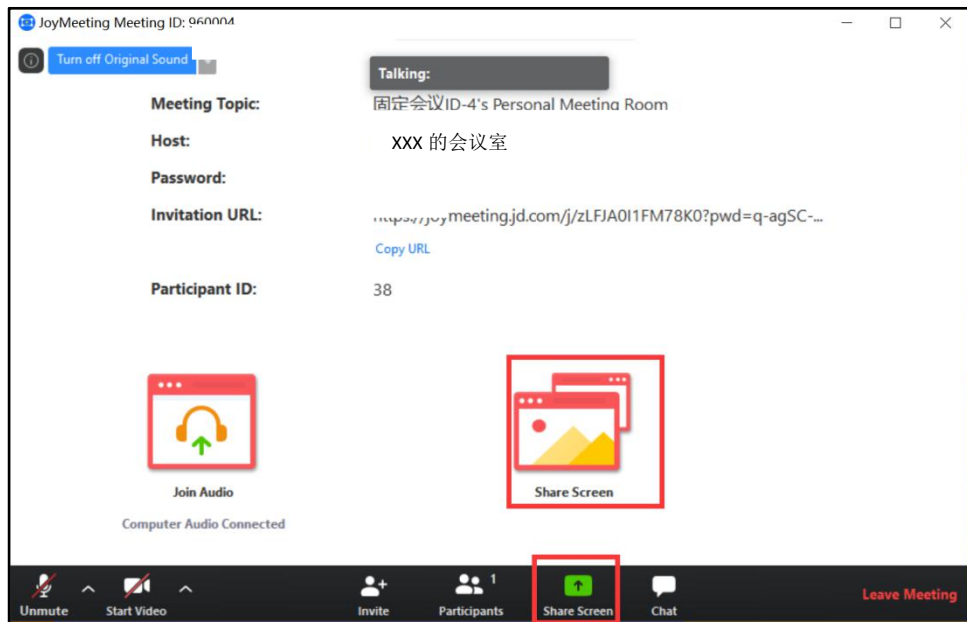
## 5.5.4 Get host authority

Clicking Claim host button and enter Host Key get host authority, then you can mute and chat freely;



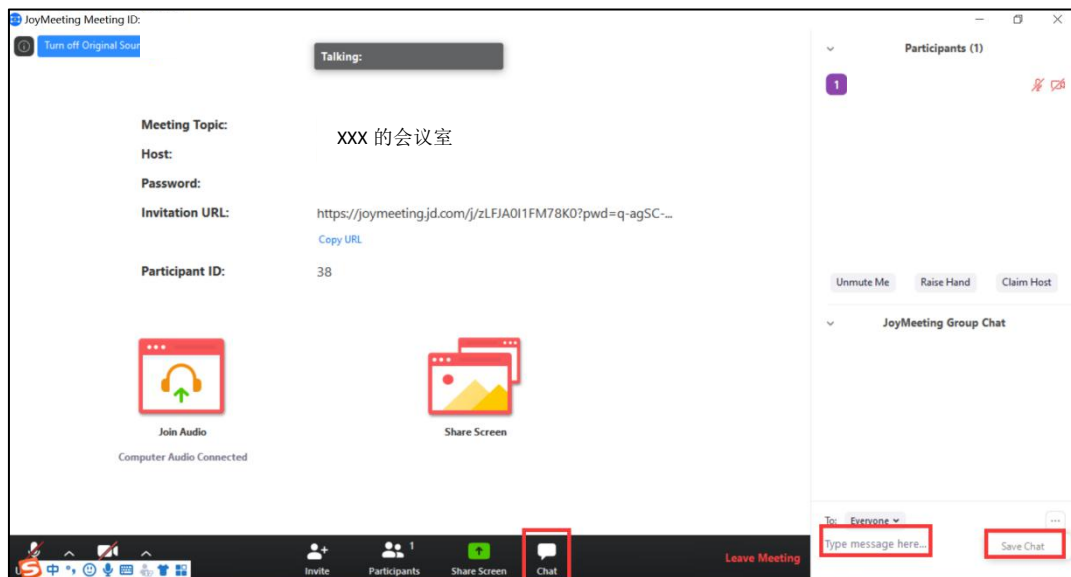
## 5.6 Share

There are two ways to share as below, not only you can share screen/ document/ web url/ white board/audio/video etc are allowed., but also label and edit freely when sharing.



## 5.7 Chat

Participants not only can chat freely when clicking chat button and input message to all, but also save chatting content;



## 6. Leave meeting

Find out and click Leave Meeting at lower right corner you can leave during meeting.

