



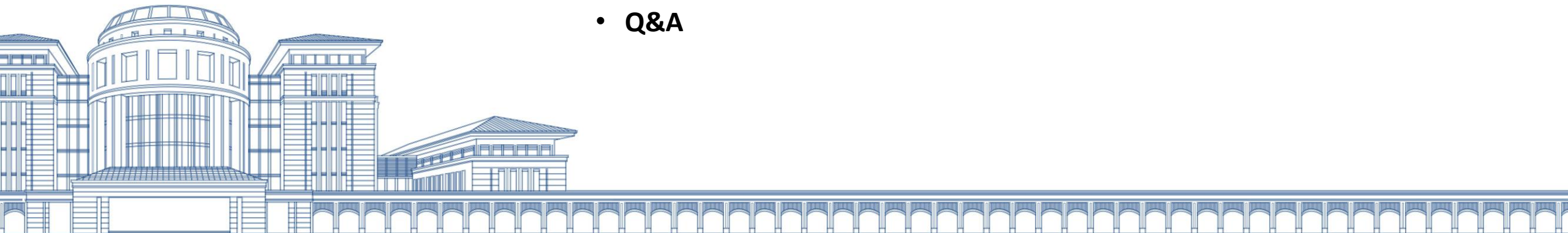
澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Briefing on Web Conferencing Service



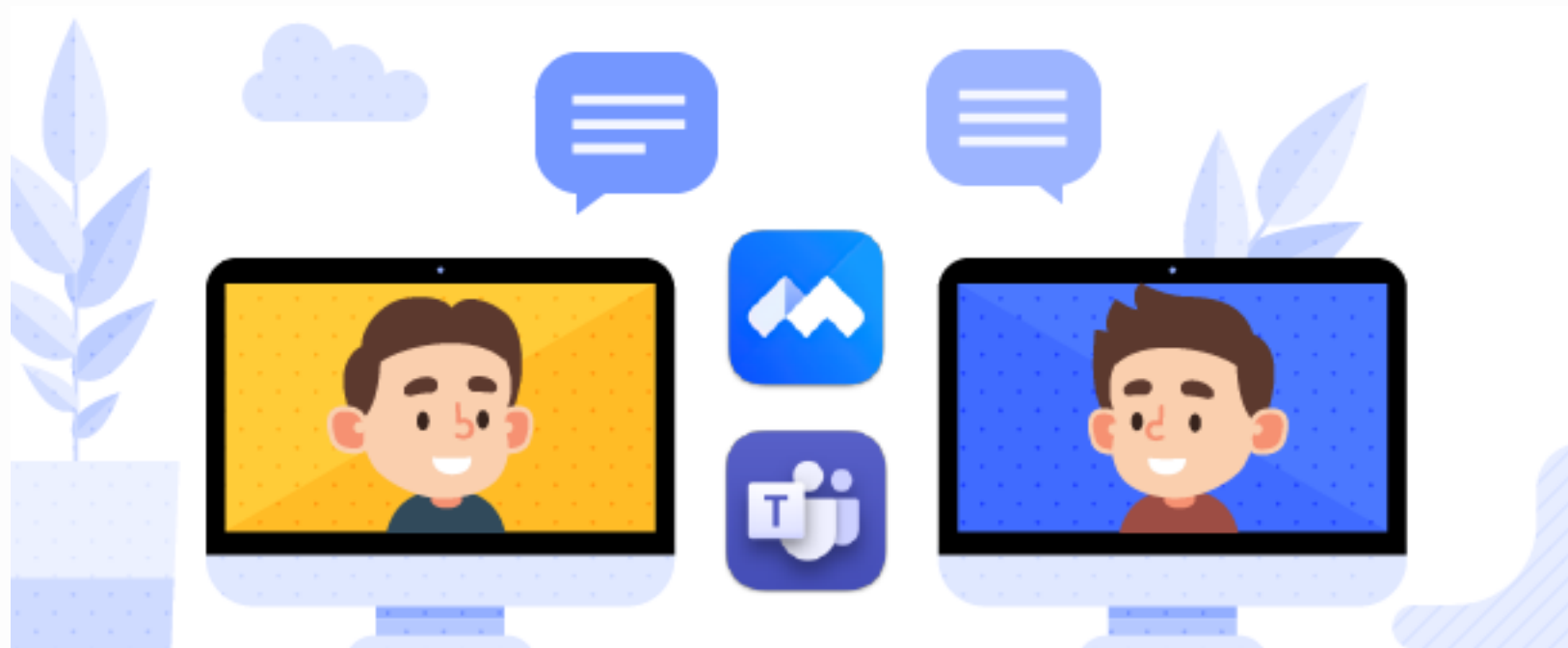
AGENDA

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 - Hosting and Joining a meeting
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 - Recording
 - Captioning
 - Meeting Control
- **Microsoft Teams**
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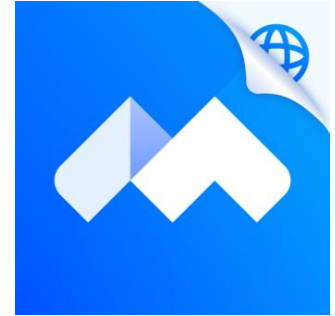


Introduction

- ICTO subscribed **Microsoft Teams** and **VooV/Tencent Meeting** that allows user to hold meeting, interview, conference or virtual classroom.



Introduction



- **VooV Meeting** is the international edition of **Tencent Meeting**.
- **Tencent Meeting** provides **more comprehensive features** than **VooV Meeting**.
- **Tencent Meeting** clients can join meeting created by **VooV Meeting** clients **and vice versa**.

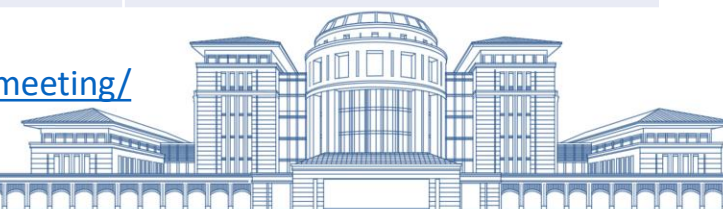


Comparison

Comparison	VooV Meeting	Tencent Meeting	Microsoft Teams
Subscription Scheme	Concurrent License for all(Limited)		Campus License for all
Support the Windows, Mac, Android and iOS	Yes	Yes	Yes
Participant capacity	300 participants	300 participants	300 participants
Time limit per standard meeting	Up to 24 hours	Up to 24 hours	Up to 30 hours
Cloud Recording	Yes, with unlimited storage	Yes, with unlimited storage	Yes, Up to 10Gb per user
Local Recording	Yes	Yes	No
Captioning	Yes, with translation	Yes, with translation	Yes, only in English
Polling	No	Yes	Yes, via third party app
Connection quality in China	Good	Good	Poor
Account Types	Individual account	Individual account (China mobile phone number / Wechat account is required)	Individual / Department account

Features Comparison List:

<https://faq.icto.um.edu.mo/what-are-the-features-of-voov-meeting-tencent-meeting-and-teams-meeting/>



Account Types

- Microsoft Teams in UM

- a) Individual account

1. Licenses applied to UM users in default. Such as [yc12345@um.edu.mo](#).
2. Can only **schedule** meeting **via outlook**.

- b) Department account

1. Request to ICTO Help Desk to create a department account. Such as [teams.icto@um.edu.mo](#).
2. Can **schedule** meeting **via Teams client and outlook**.



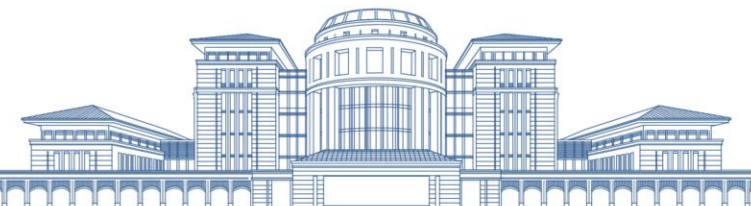
- VooV/Tencent Meeting in UM

- a) Individual account only

1. You need to apply the account via [UMPASS Manage Account page](#).
2. You can use your domain account to log in to **VooV Meeting** and **Tencent Meeting** after registration, **but China mobile phone number / Wechat account is required** for accessing **Tencent meeting**.



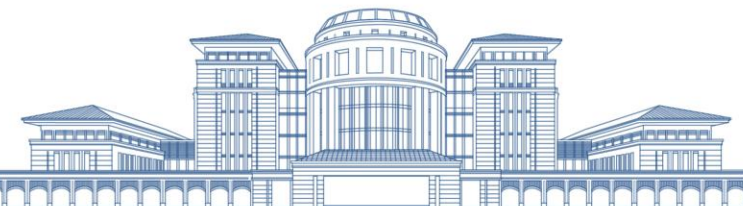
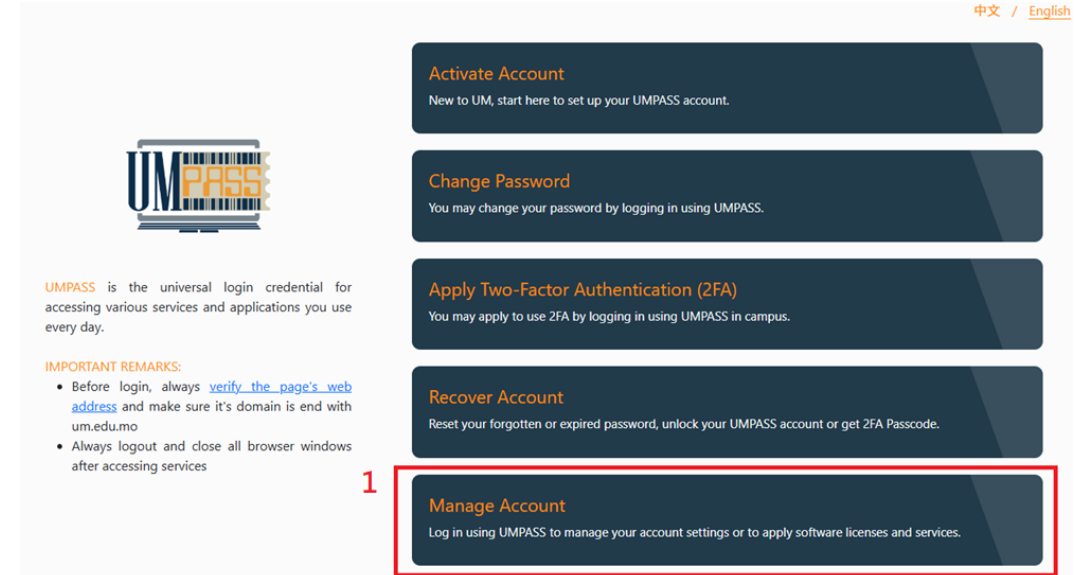
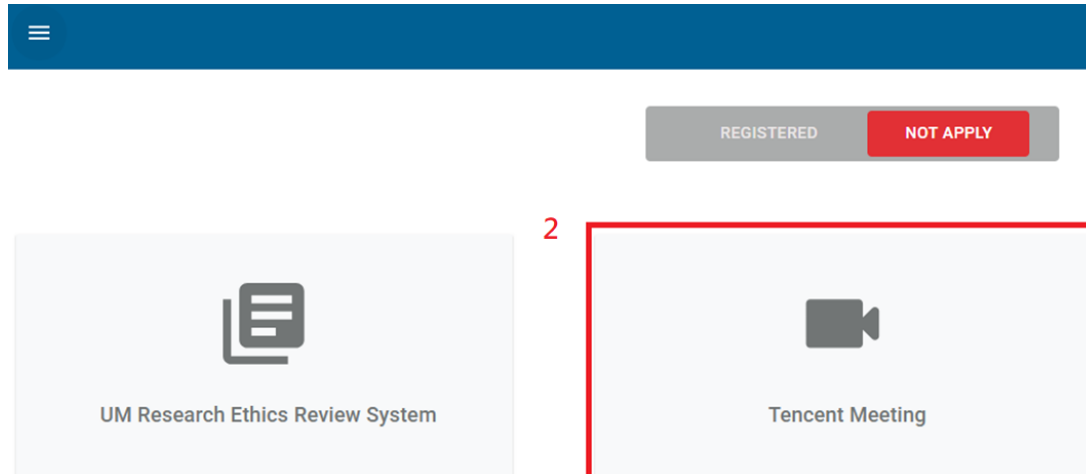
VooV and Tencent Meeting



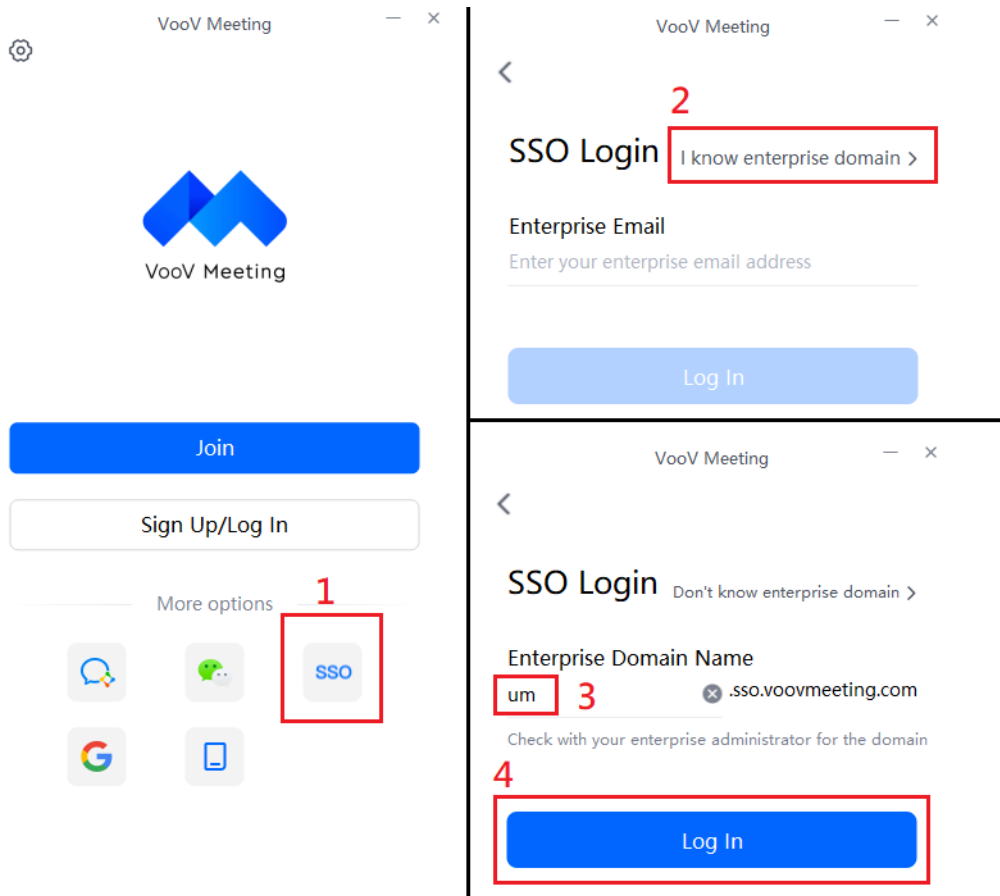
VooV and Tencent Meeting

Apply for Account (VooV/Tencent)

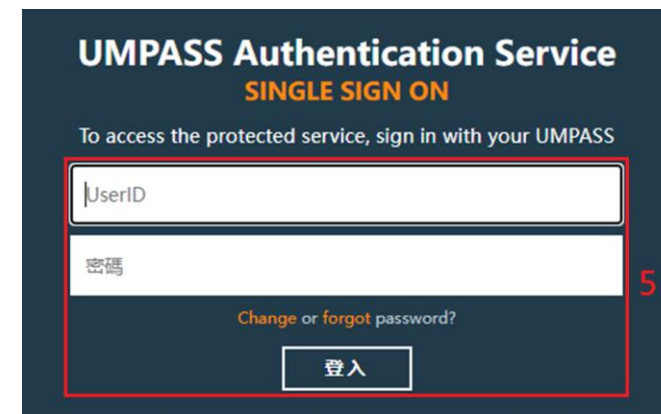
- 1) Login to UMPASS page (<https://umpass.um.edu.mo/>), Select “**Manage Account**” and login with your UMPASS.
- 2) Click “NOT APPLY” tab, select “**Tencent Meeting**” and agree the user terms.
- 3) Account will be created in **VooV/Tencent Meeting within 2 hours** due to data synchronization.



Signing in to VooV / Tencent Meeting:



- Login to the clients through UMPASS (**after your account was created**).
 1. Click “SSO” after you start the client.
 2. Choose “I know enterprise domain”
 3. Input “um”
 4. Click “Log In”
 5. Sign in with your UMPASS account and password.



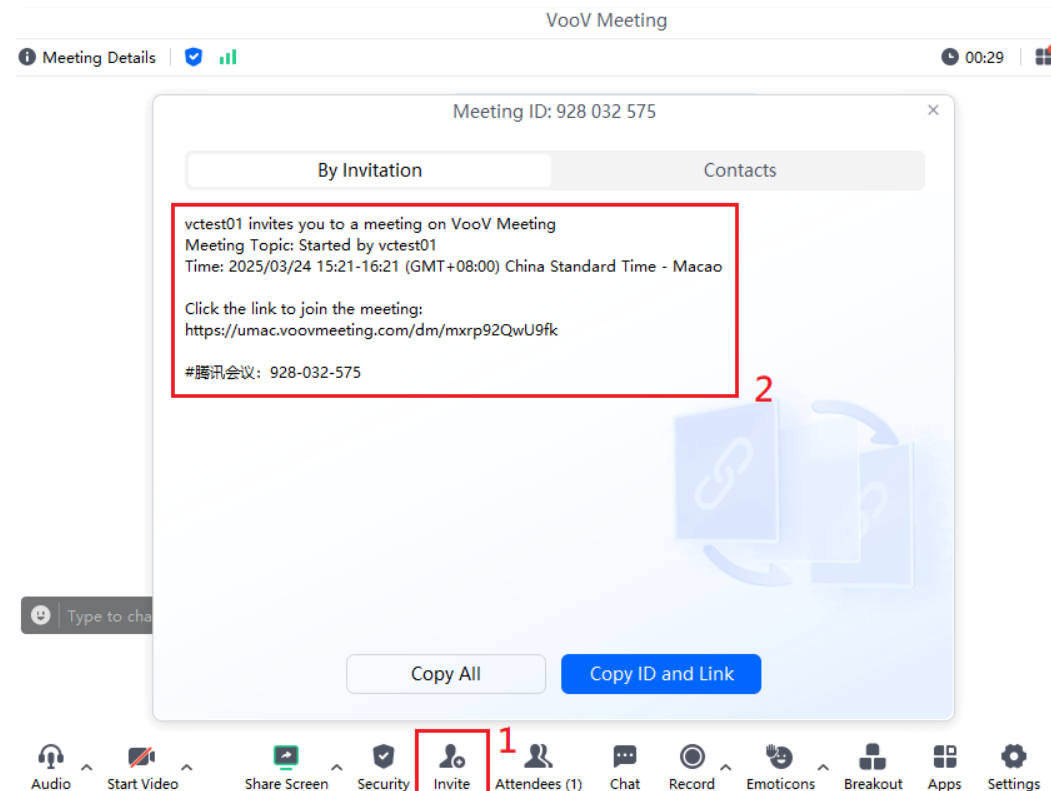
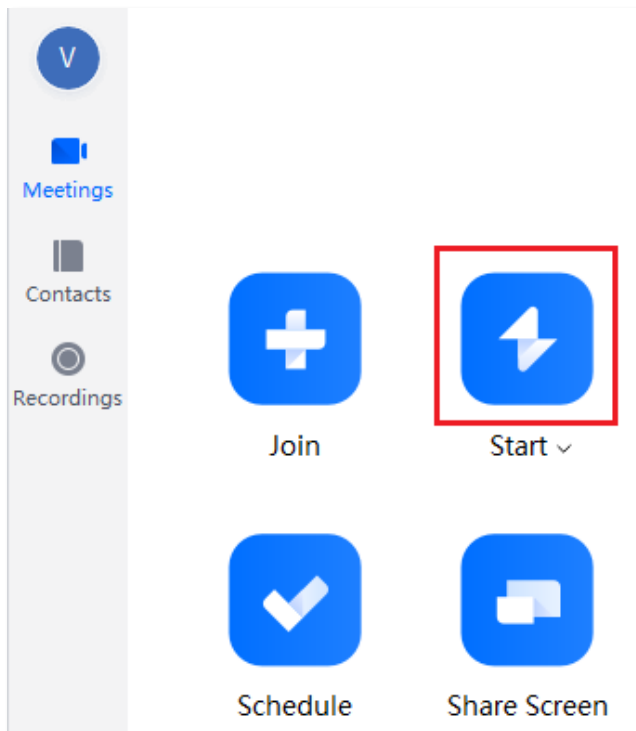
Signing in to VooV / Tencent Meeting

- If you want to use **Tencent Meeting client (not VooV)**, it requires users to link their **personal WeChat account** or a **Mainland China mobile number**. In contrast, VooV Meeting does not.
- For first time to sign in to **Tencent Meeting**, it will guide to link your **Mainland China mobile number** or your personal **WeChat account (this UI only display in Chinese)**



Hosting and Joining a meeting

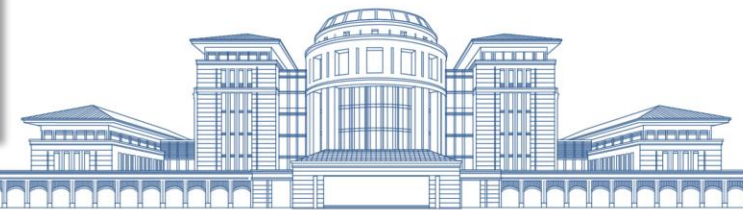
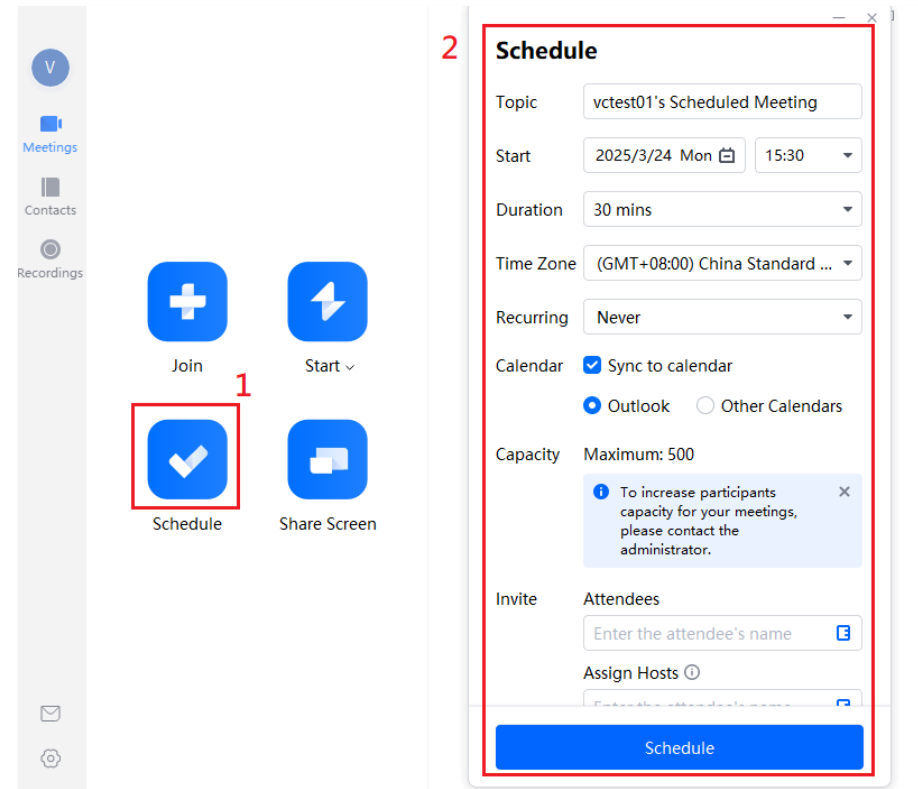
- Hosting an Instant Meeting
 - Open the **VooV/Tencent Meeting** client and click "**Start**" to quickly host a meeting.
 - To invite participants, copy the meeting details and share them with others.



Hosting and Joining a meeting

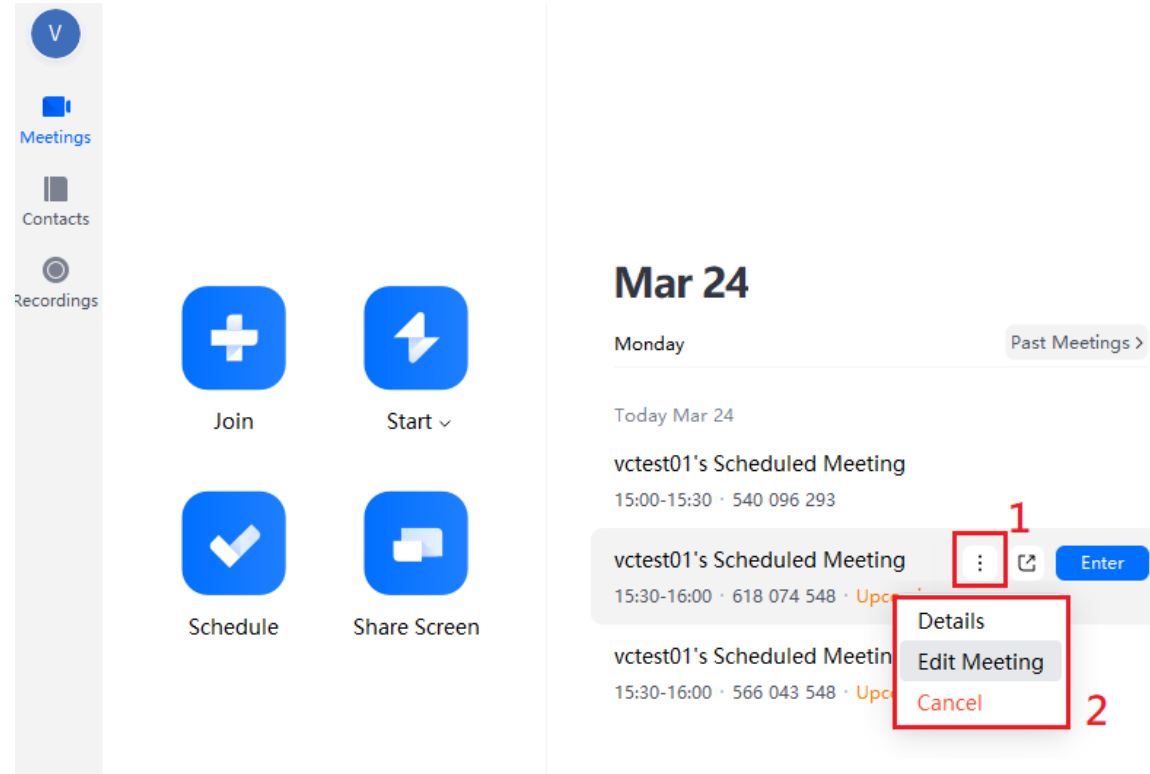
- Host a Schedule Meeting

1. To schedule a meeting, Open the VooV/Tencent Meeting client and click **“Schedule”**.
2. It will show a pop-up window for scheduling meeting, select your meeting options and click **“Schedule”** to schedule your meeting.



Hosting and Joining a meeting

- Host a Schedule Meeting
 - After you scheduled a meeting, you can also view and edit the setting for your scheduled meeting:



Hosting and Joining a meeting

- Host a Schedule Meeting
 - Waiting room:
 - The waiting room feature allows the host to control when a participant joins the meeting. It allows you to enable waiting room when you schedule a meeting (or enable it during a meeting).

Schedule

Capacity Maximum: 500

To increase participants capacity for your meetings, please contact the administrator.

Invite Attendees

Enter a name to search

Assign Hosts ⓘ

Enter a name to search

Security All

☐ Meeting Password

☒ Enable Waiting Room

☒ Attendees can join before host

☐ Host Key ⓘ

☐ Watermark

Mute Mute attendees upon entry

☐ Enable ☐ Disable ☒ Enable ...

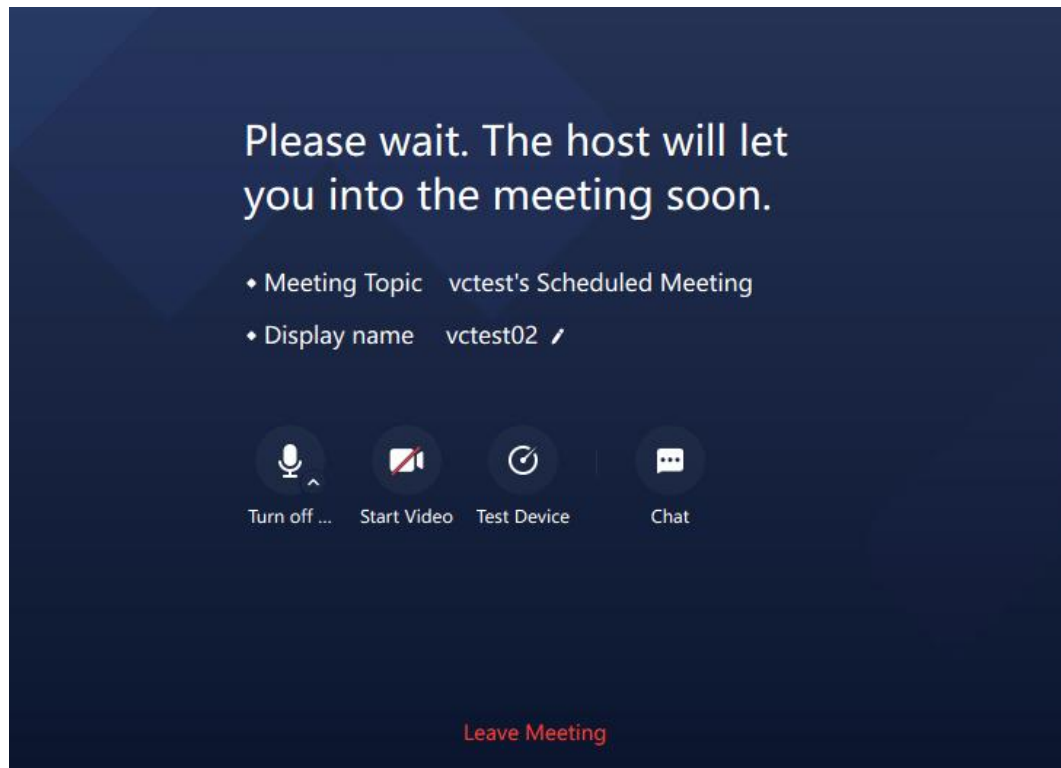
Record ☐ Auto Recording

Schedule

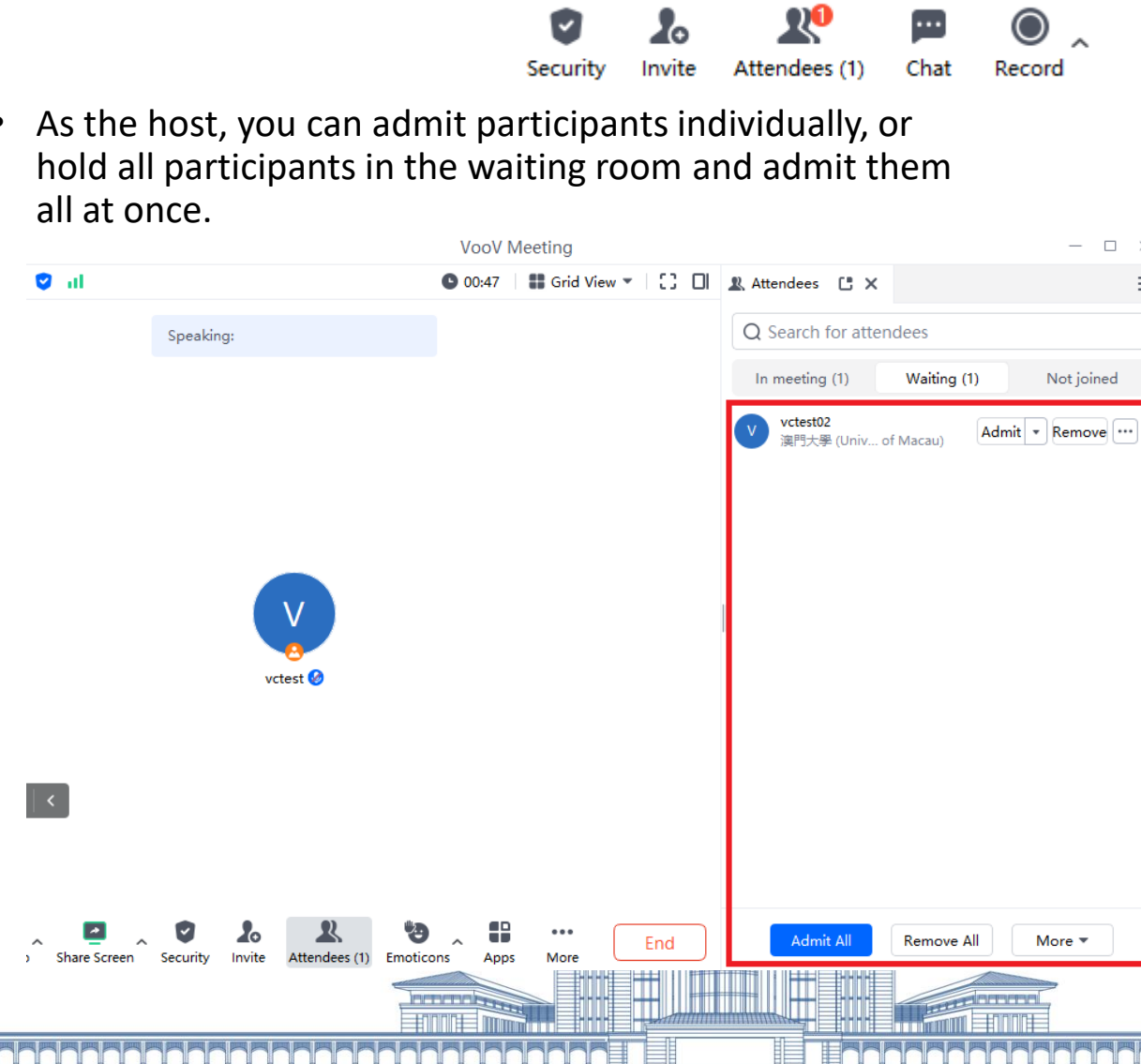
Hosting and Joining a meeting

- Waiting room:

- When a participant joins the meeting which enabled waiting room. It will show the screen like this and required the host to admit.



- As the host, you can admit participants individually, or hold all participants in the waiting room and admit them all at once.



Hosting and Joining a meeting

- Join Meeting

- (Option 1) Joining a Meeting via Meeting ID:

1. Click “Join” after you start the client.
2. Input the Meeting ID, edit your information and click “Join”.
3. Input the Meeting Password and Click “Join” if password is required.

The screenshot illustrates the Zoom mobile app interface for joining a meeting, divided into three numbered steps:

- Step 1:** The main menu is shown with a sidebar on the left containing 'Meetings', 'Contacts', and 'Recordings'. The central area features four large blue buttons: 'Join' (with a plus icon), 'Start' (with a lightning bolt icon), 'Schedule' (with a checkmark icon), and 'Share Screen' (with a screen icon). The 'Join' button is highlighted with a red box.
- Step 2:** The 'Join' screen is displayed. It includes a 'Meeting ID' field with the value '123 456 789', a 'Your Name' field with the placeholder 'Name', and a checkbox for 'The device always uses this name to join meetings.' Below these are 'Meeting Settings' with checkboxes for 'Connect Audio' (checked), 'Turn On Video' (unchecked), 'Turn On Mic' (checked), and 'Beauty Filter' (checked). A link 'Click here to set and view beauty filters' is present. At the bottom, a large blue 'Join' button is highlighted with a red box.
- Step 3:** The 'Join' screen transitions to a 'Meeting Password' screen. It features a password input field with the placeholder 'Enter password', a 'Cancel' button, and a blue 'Join' button highlighted with a red box.



Hosting and Joining a meeting

- Join Meeting

- (Option 2) Joining a Meeting via Shareable Link:

1. You may receive the meeting invitation link via email or other channels, please simply click the link to join the meeting.
2. Your default browser will direct to a page for joining a meeting, then you can click “**Join Now**” to join the meeting on time.

vctest01 invites you to a meeting on VooV Meeting
Meeting Topic: vctest01's Scheduled Meeting
Time: 2025/02/20 15:00-15:30 (GMT+08:00) China Standard Time - Macao

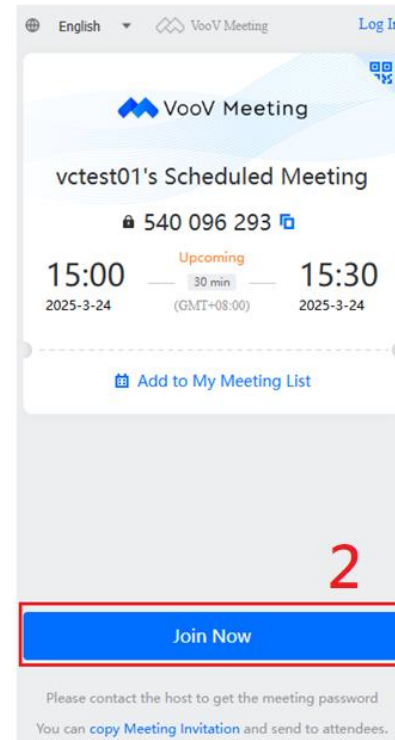
Click the link to join the meeting or to add it to your meeting list:

<https://umac.voovmeeting.com/dm/6KUe6bIBl1>

1

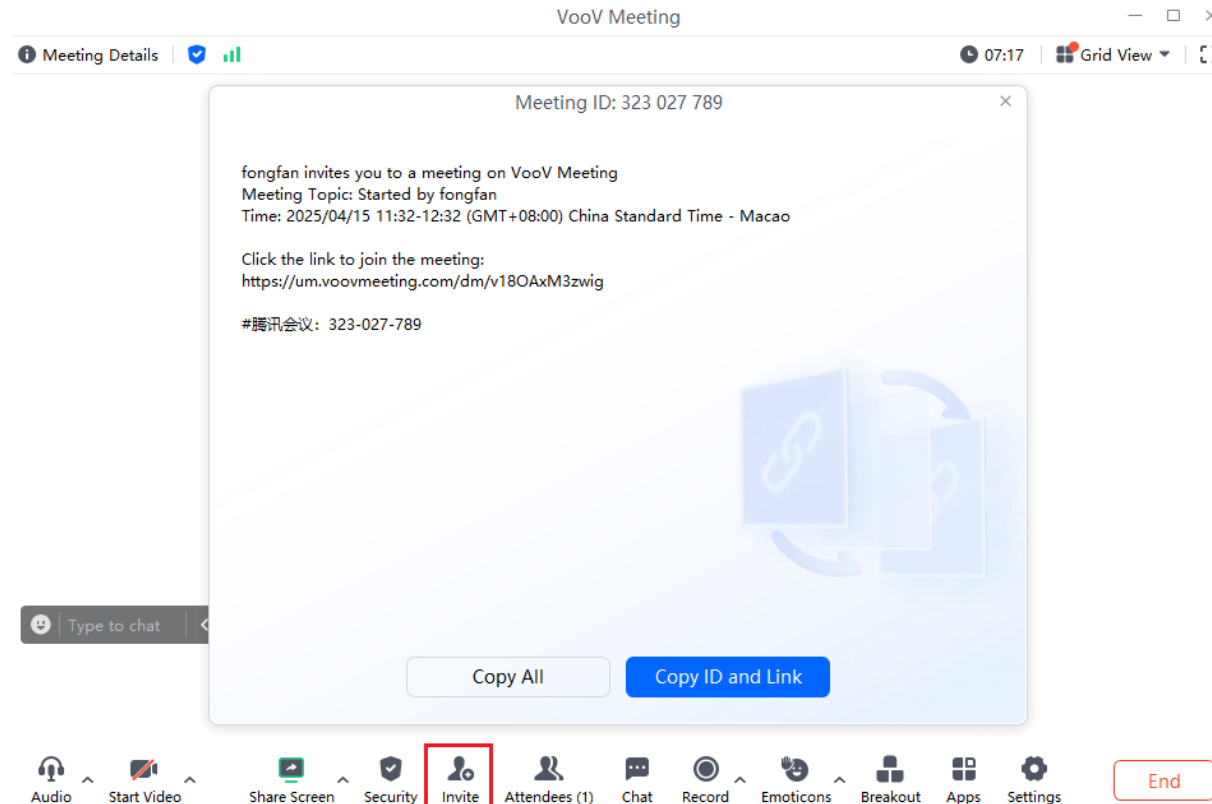
#腾讯会议：540-096-293

Meeting Password: 112233



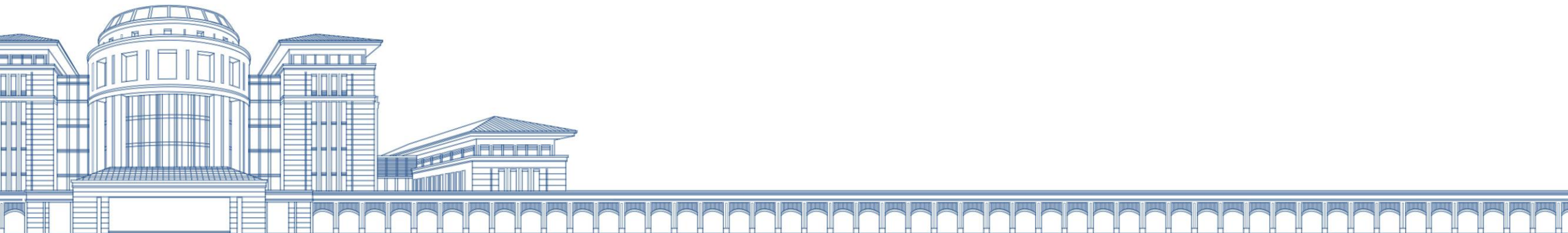
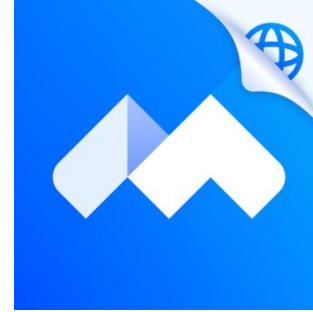
Hosting and Joining a meeting

- Join Meeting
 - Get the invitation during the meeting:



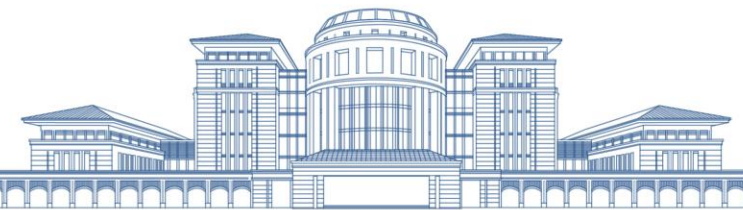
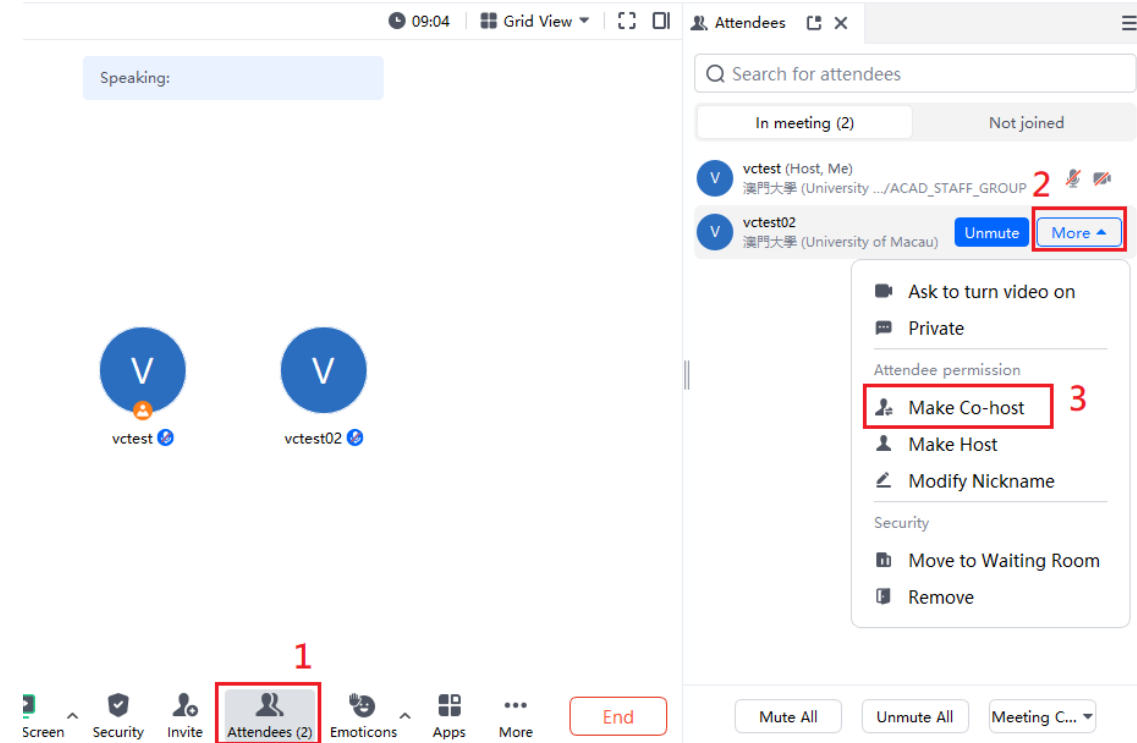
Features Overview

- Co-host
- Screen Sharing
- Recording
- Captioning
- Meeting Control



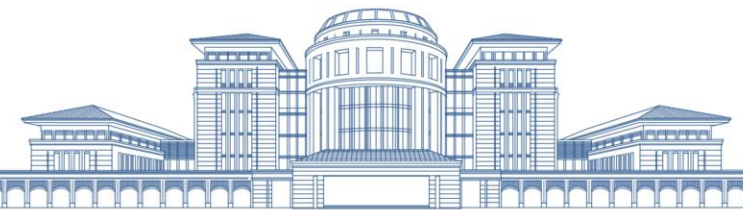
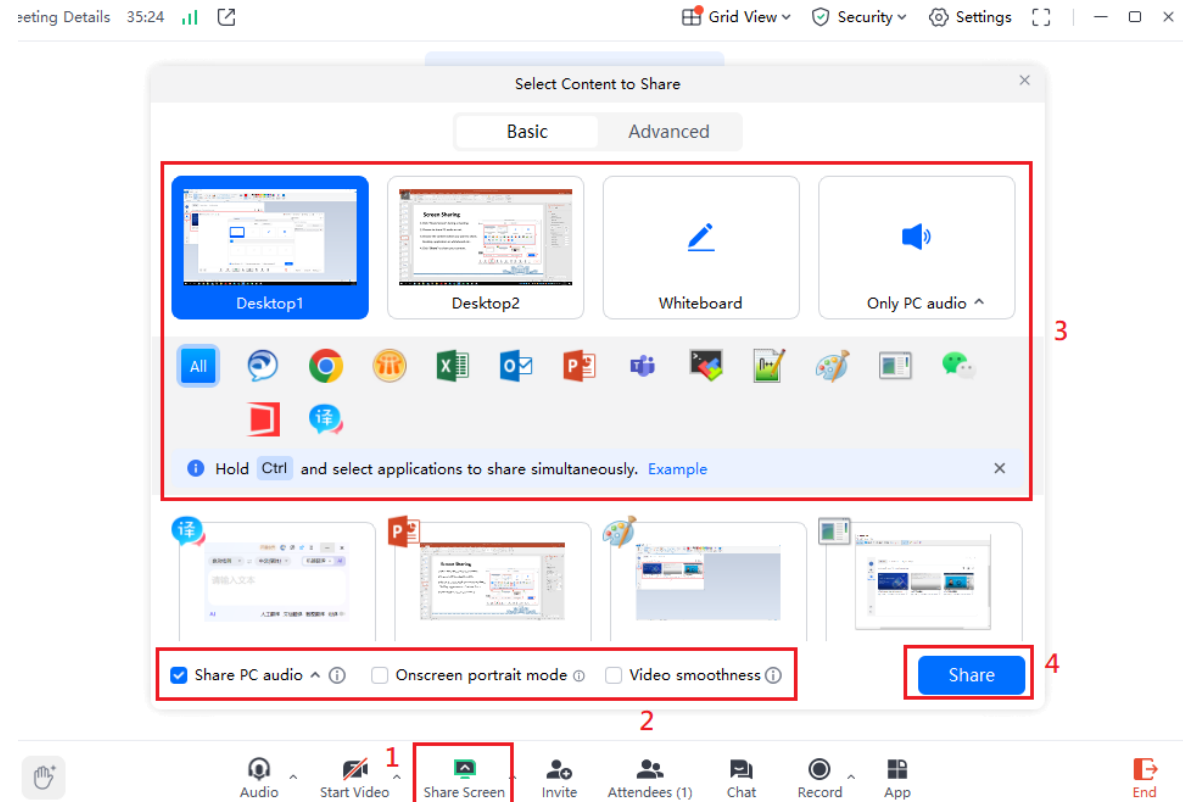
Co-host

- Hosts can share hosting privileges with participants during a meeting, allowing the co-hosts to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording:
 1. To quickly assign a co-host, click “**Attendees**” during a meeting.
 2. Select a participant and click “**More**”.
 3. Click “**Make Co-host**” to assign the participant to co-host.



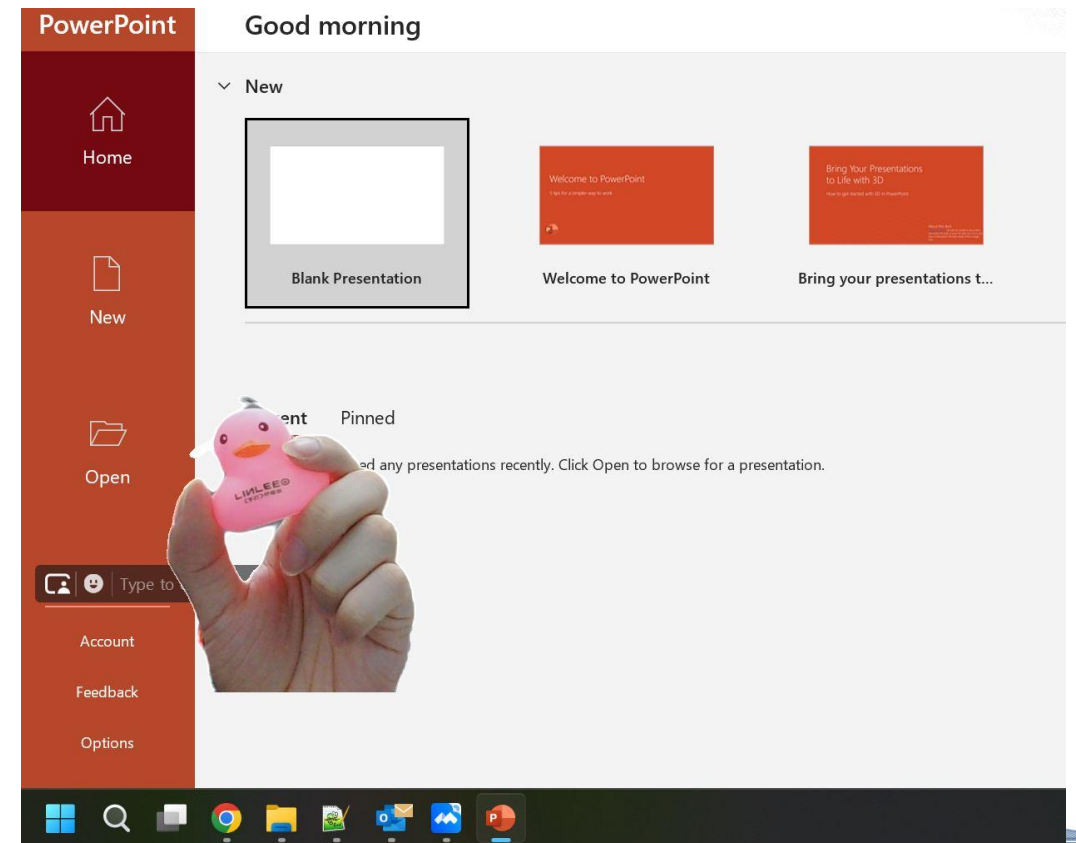
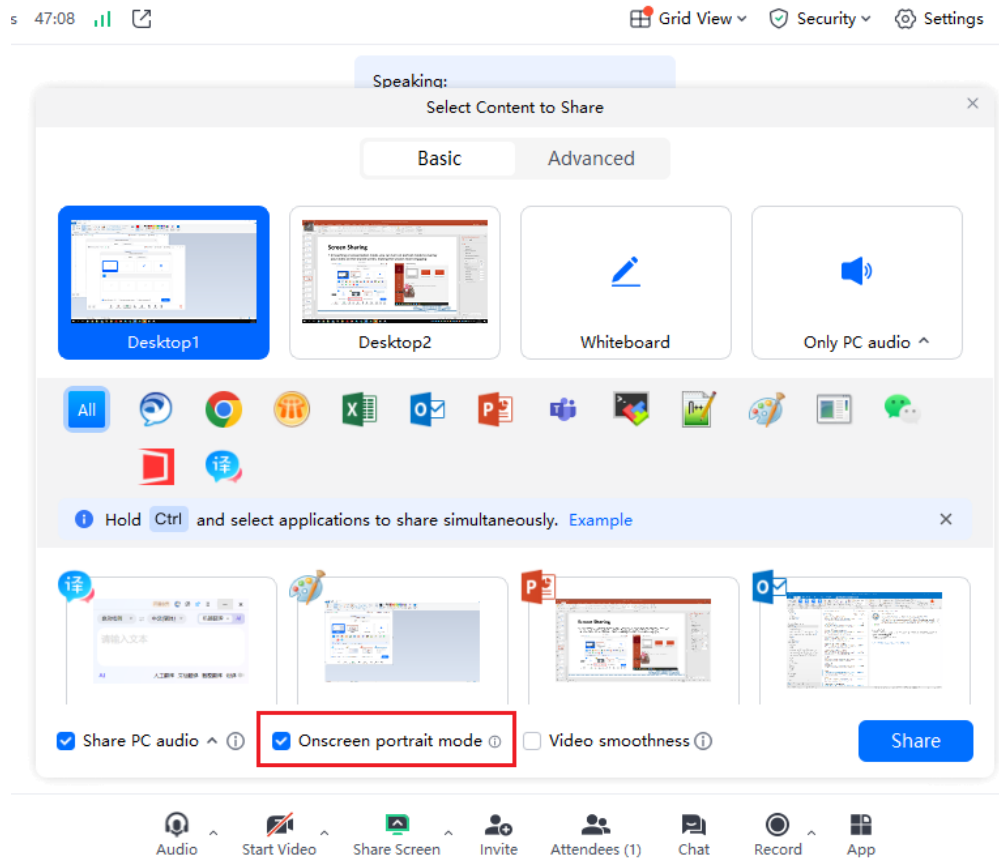
Screen Sharing

1. Click “Share Screen” during a meeting.
2. Choose to **share PC audio or not**.
3. Choose the content which you want to share, like Desktop, application or whiteboard etc..
4. Click “**Share**” to share your content.



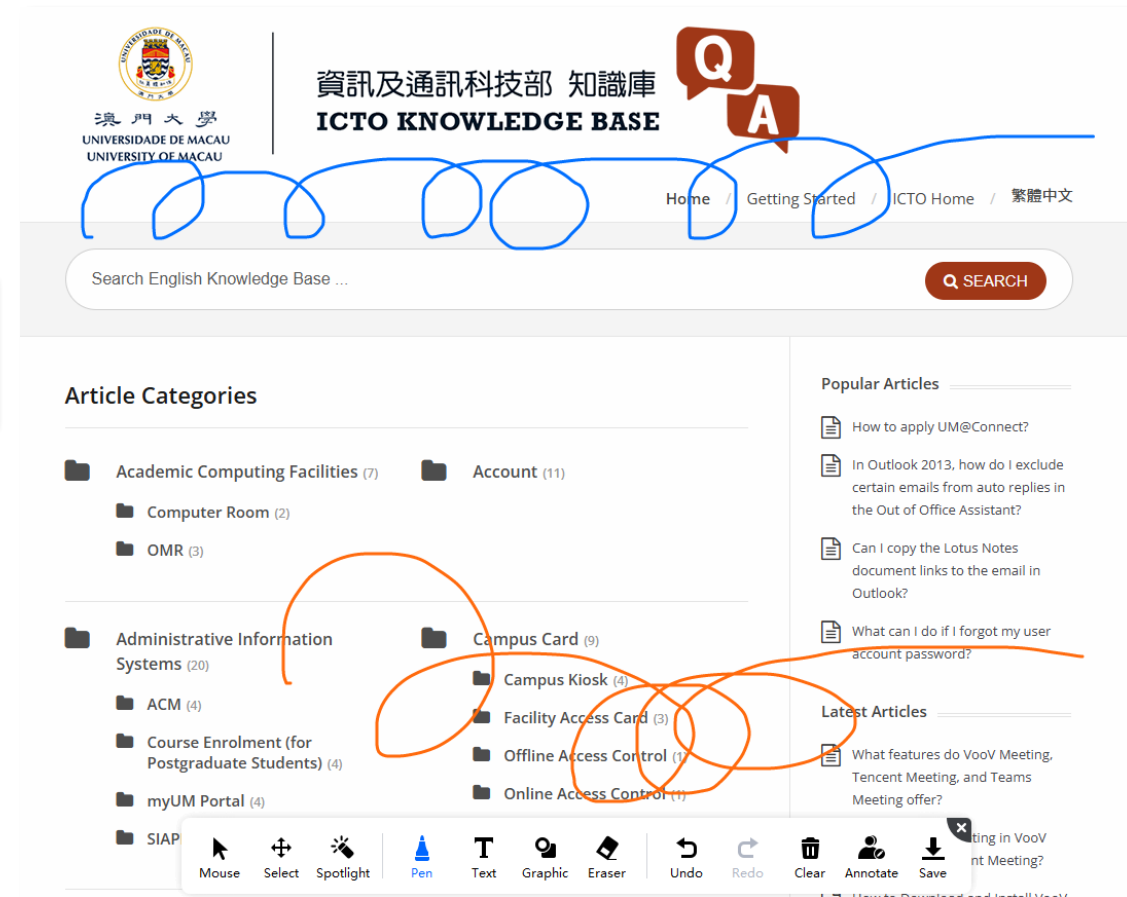
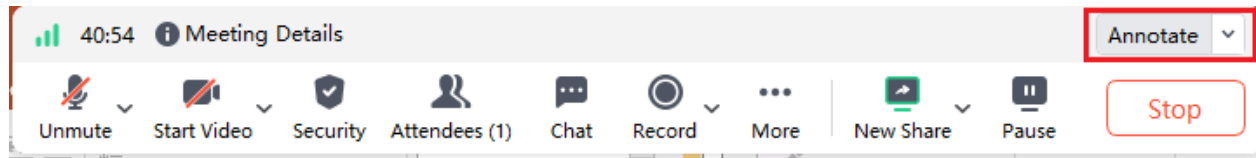
Screen Sharing

- In teaching or presentation mode, you can turn on portrait mode to overlay your video on the shared screen, making the session more engaging:



Screen Sharing

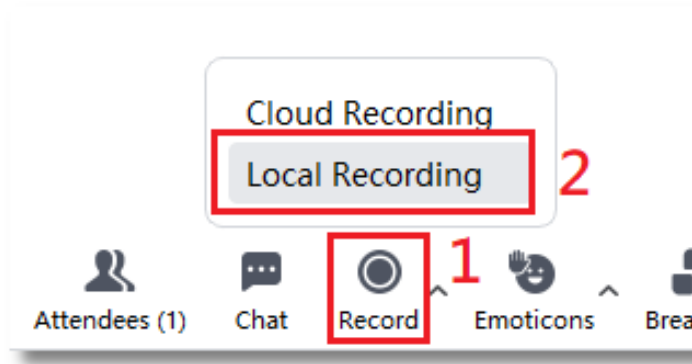
- While sharing your screen, you can enable **Annotate** and click the triangle next to **Annotate** button on the top toolbar to allow attendee annotations and show annotator names (on by default).



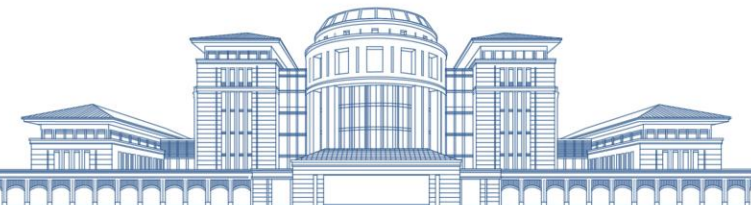
Recording

- Local Recording
 - VooV Meeting and Tencent Meeting support local recording function, allowing users to save meeting content directly to their local devices. You can enable it when you host a meeting.

1. Start and host your meeting
2. Enable local recording in "Record" menu.



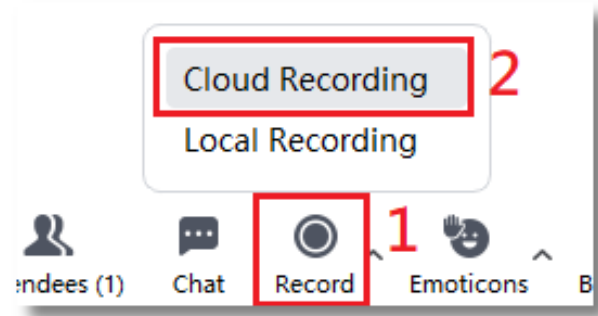
3. Your recording will be saved in local disk after you end you meeting.



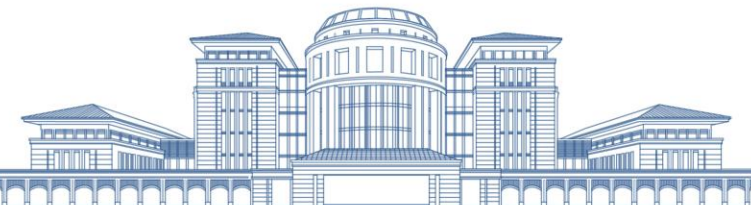
Recording

- Cloud Recording
 - **VooV Meeting** and **Tencent Meeting** offer unlimited cloud recording storage. You can enable cloud recording when hosting a meeting.

1. Start and host your meeting
2. Enable Cloud recording in "Record" menu.

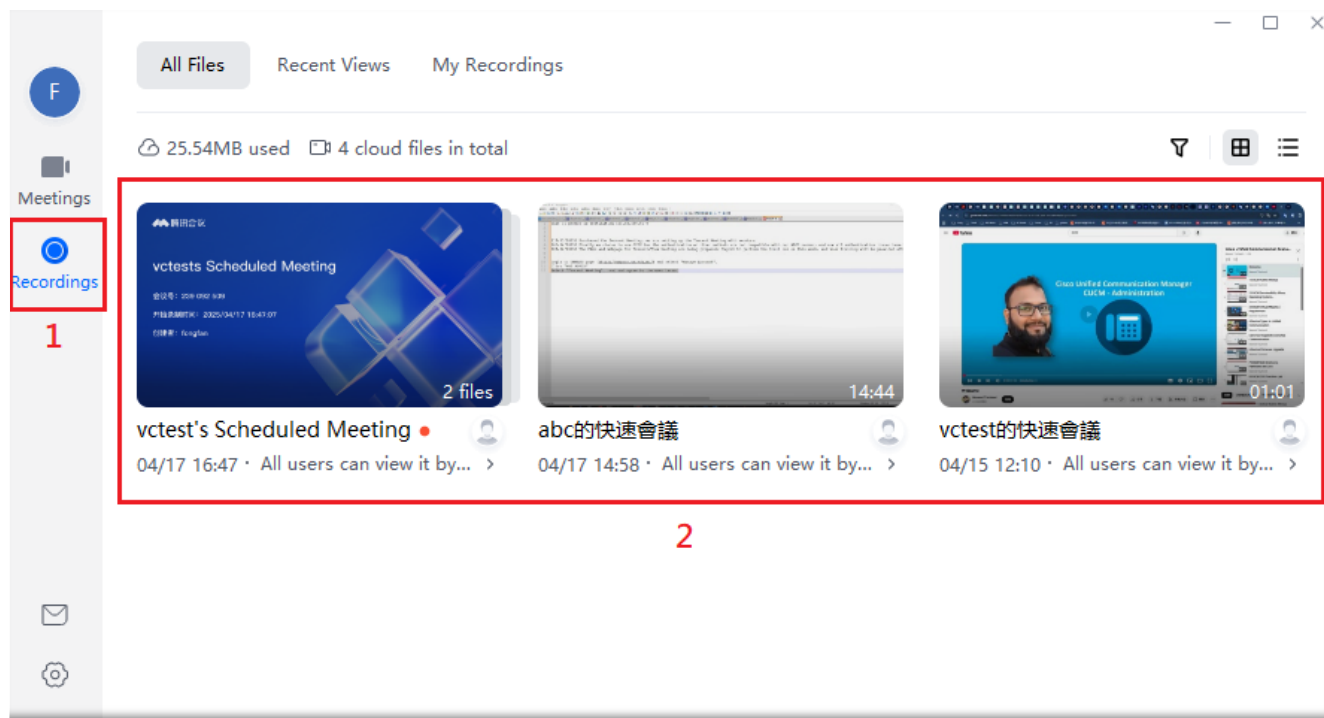


3. Your recording will be saved in cloud after you end you meeting.



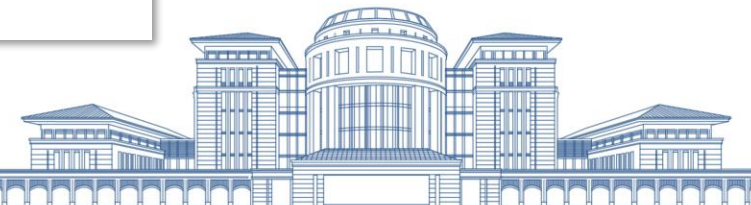
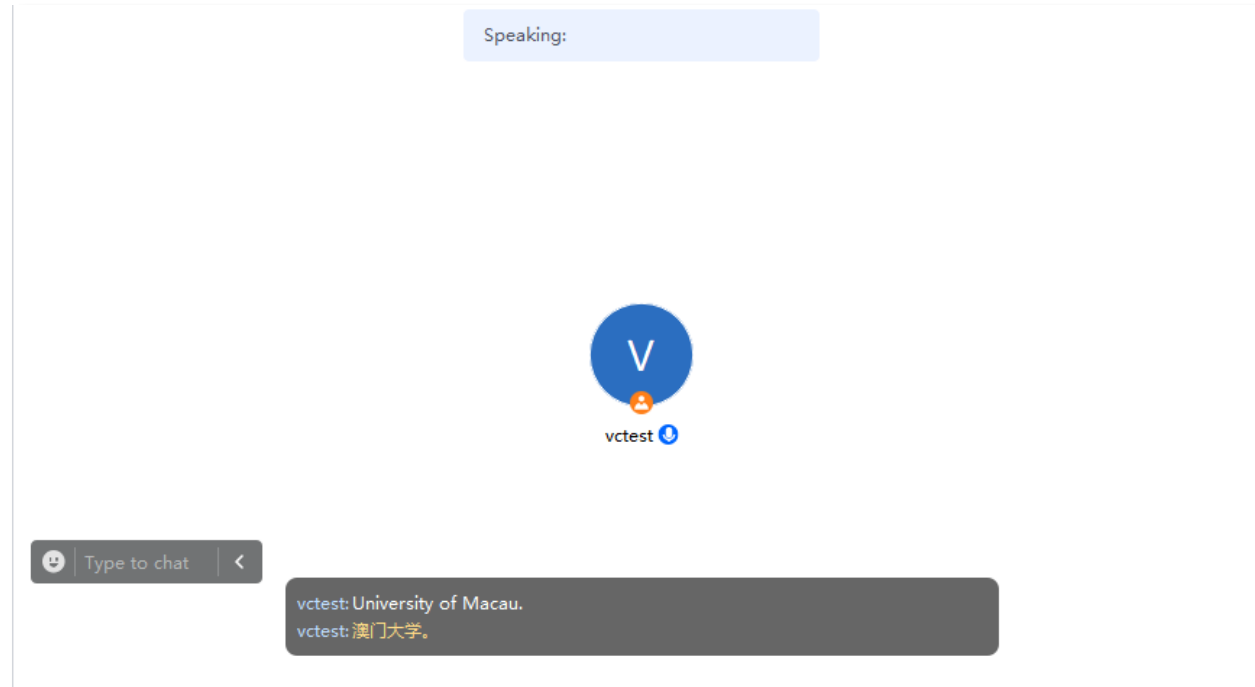
Recording

- Manage recording files
 1. After you end your meeting, go to the Recordings menu from main page.
 2. View and manage your local & cloud recording files.



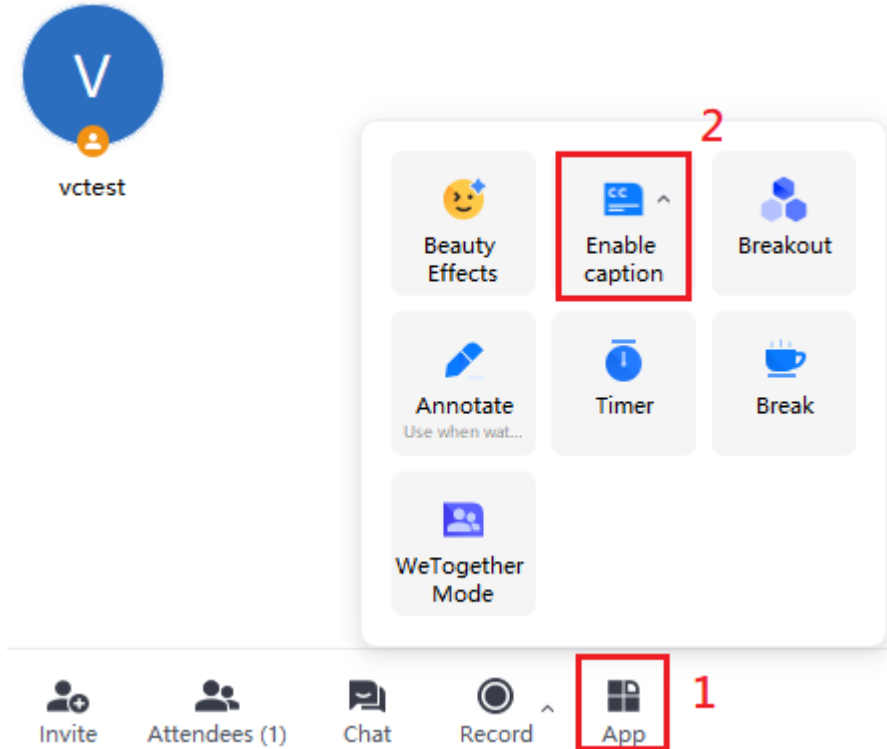
Captioning

- Both **VooV Meeting** and **Tencent Meeting** support real-time caption generation function, it can present real-time captions and **translate to different languages**.
- It only displays to the user who enables it.



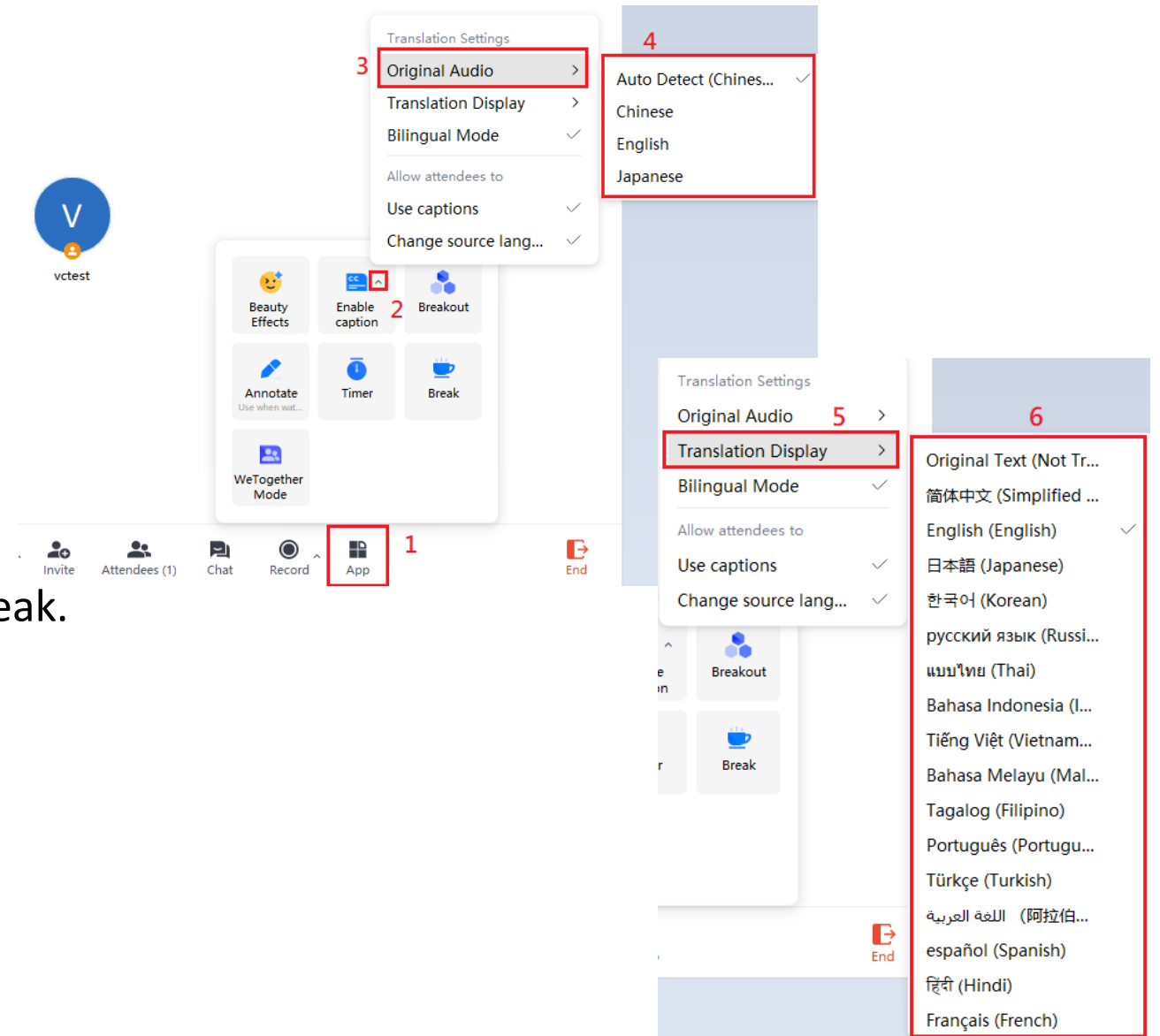
Captioning

- To enable caption:
 1. Click “**Apps**” when you host/join a meeting.
 2. Click “**Enable captions**”



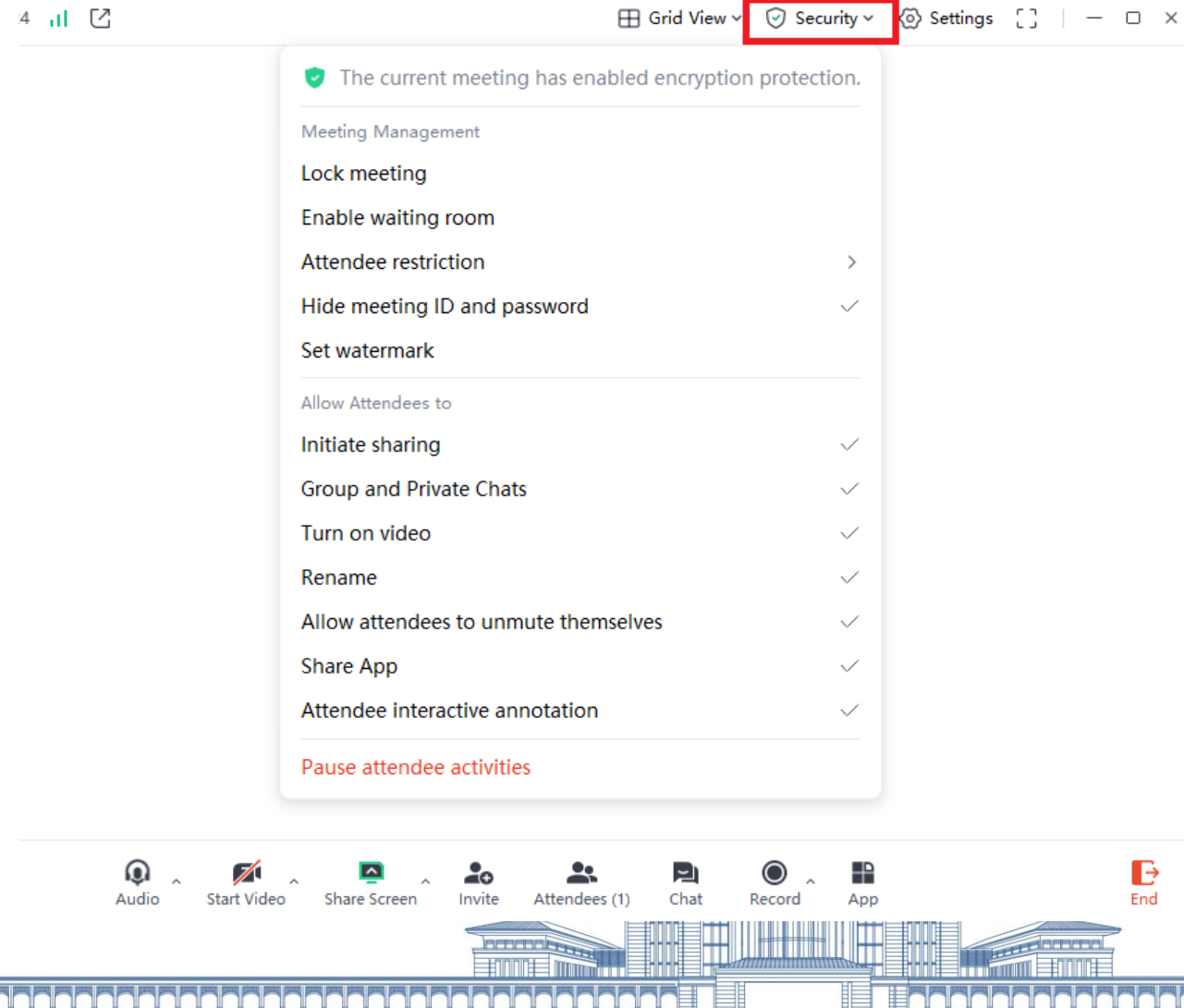
Captioning

- To enable translation after you enable captions:
 1. Click “**App**”.
 2. Click “^” near the “**Enable captions**”.
 3. Choose “**Original Audio**”
 4. Select the language which presenter speak.
 5. Choose “**Translation Display**”.
 6. Select the language which you want to translate to.



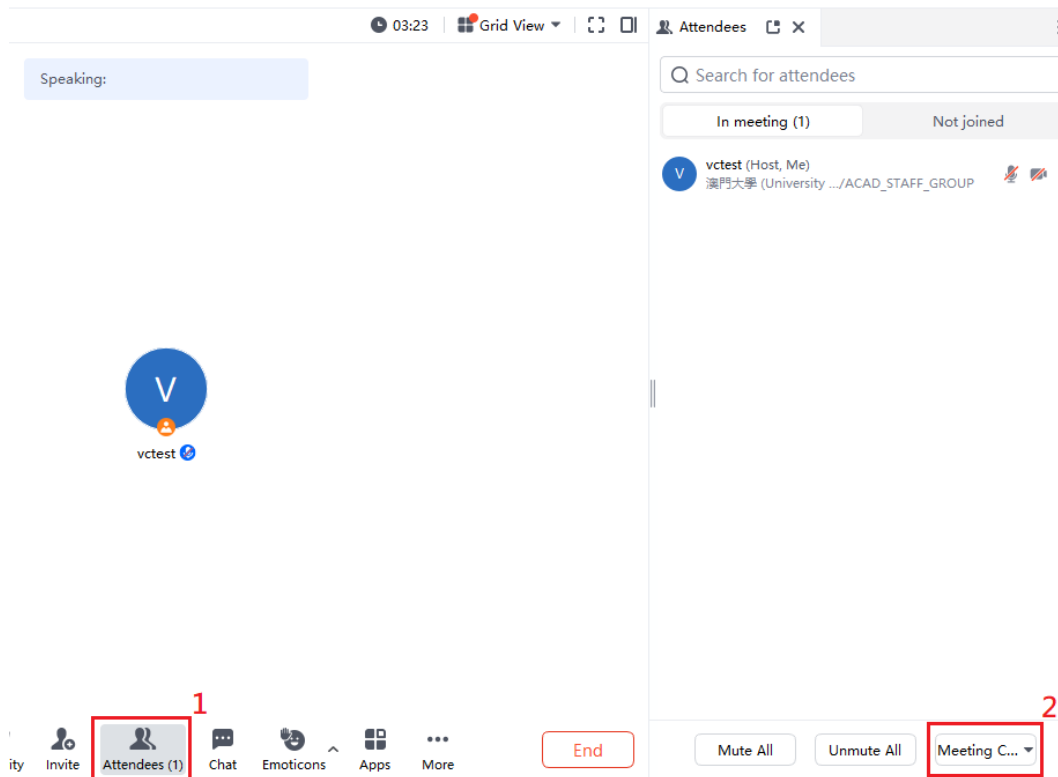
Meeting Control - Security

- Click “**Security**” during a meeting, it will show a list which allow you to set the security options like Lock Meeting, Enable Waiting Room etc..



Meeting Control - Attendees

- Click “**Attendees**” and click “**Meeting Controls**” during a meeting, it will show a list which allow you to control about attendees. Like start video, unmute themselves etc..

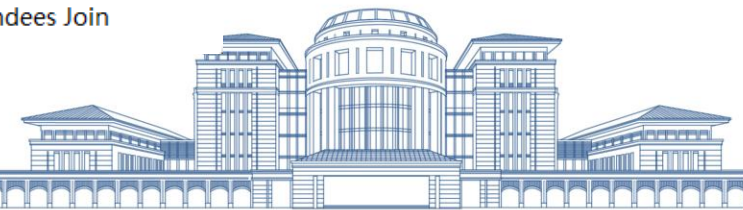


In-Meeting Settings

- ✓ Allow attendees to start video
- ✓ Allow attendees to rename themselves
- ✓ Allow attendees to unmute themselves
- ✓ Allow attendees to raise hands
- ✓ Allow emojis and reactions

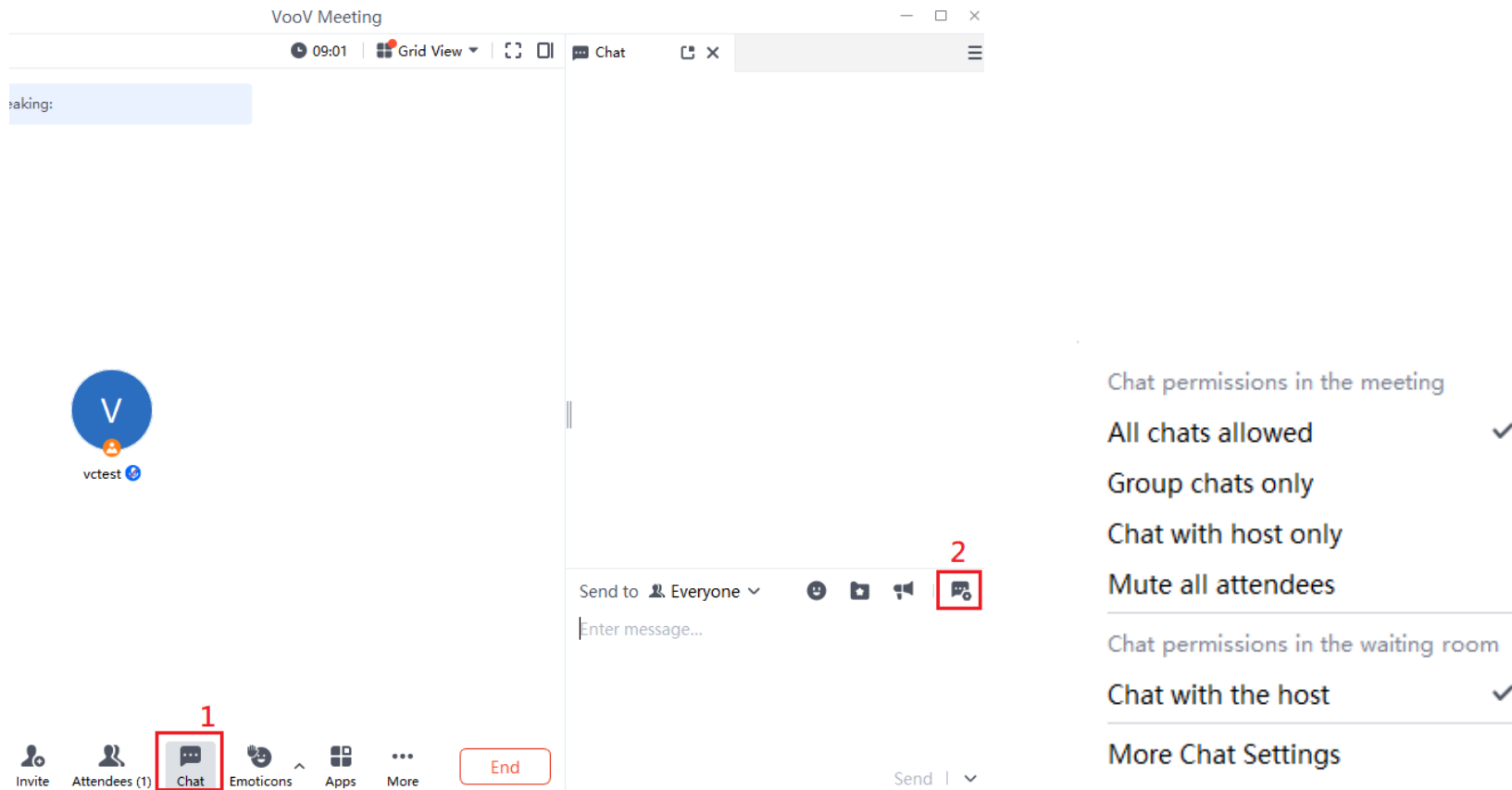
Join Settings

- Attendees Allowed >
- Lock Meeting
- Enable Waiting Room
- Mute attendees upon entry >
- Play Chime When Attendees Join

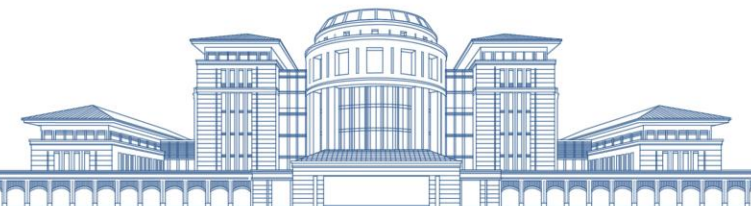


Meeting Control - Chat

- To control the chat permission for attendees:
 1. Click “**Chat**” when you host a meeting.
 2. Click the icon about chat setting. Then you can control the chat permission like “**mute all attendees**”.

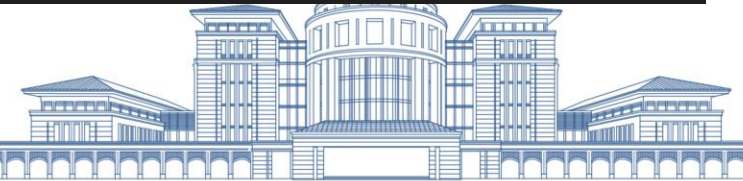
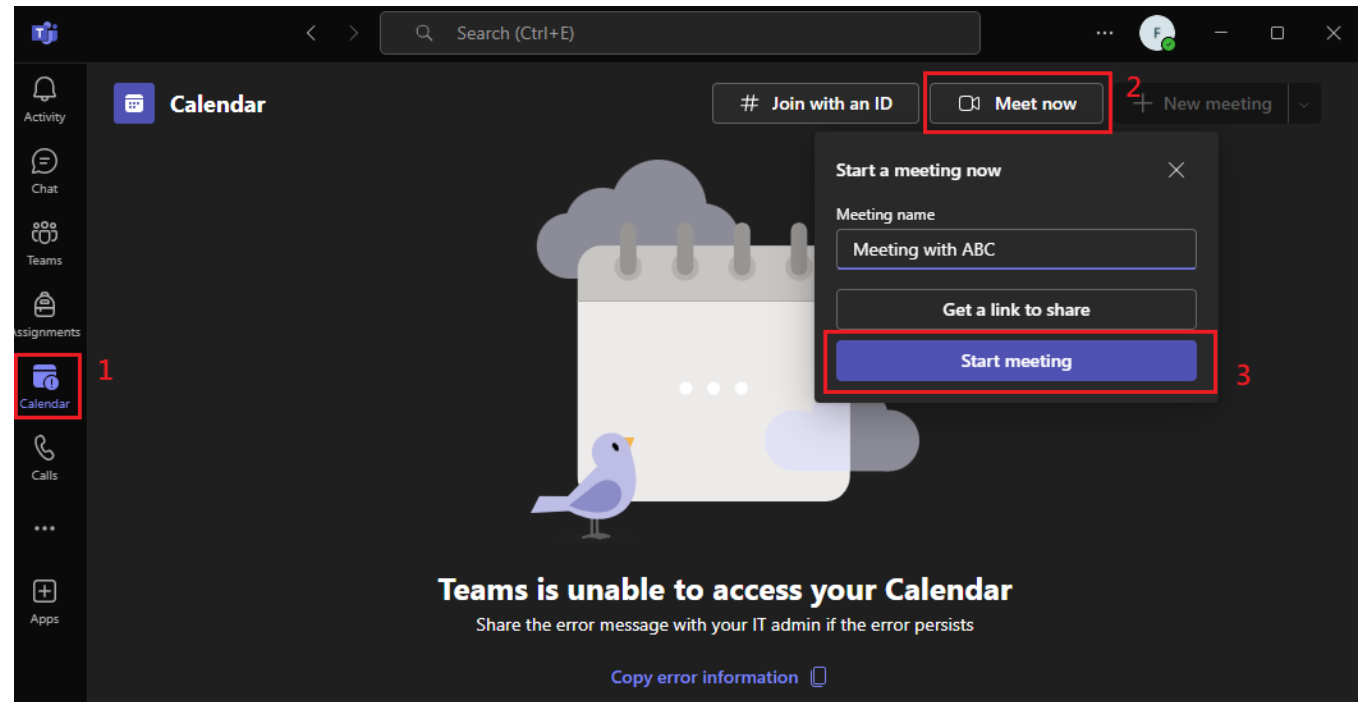


Microsoft Teams



Microsoft Teams

- **Hosting a meeting**
 - **Instant meeting** through Microsoft Teams client
 1. Click the “**Calendar**” button.
 2. Click the “**Meet now**” button.
 3. Start the instant meeting.

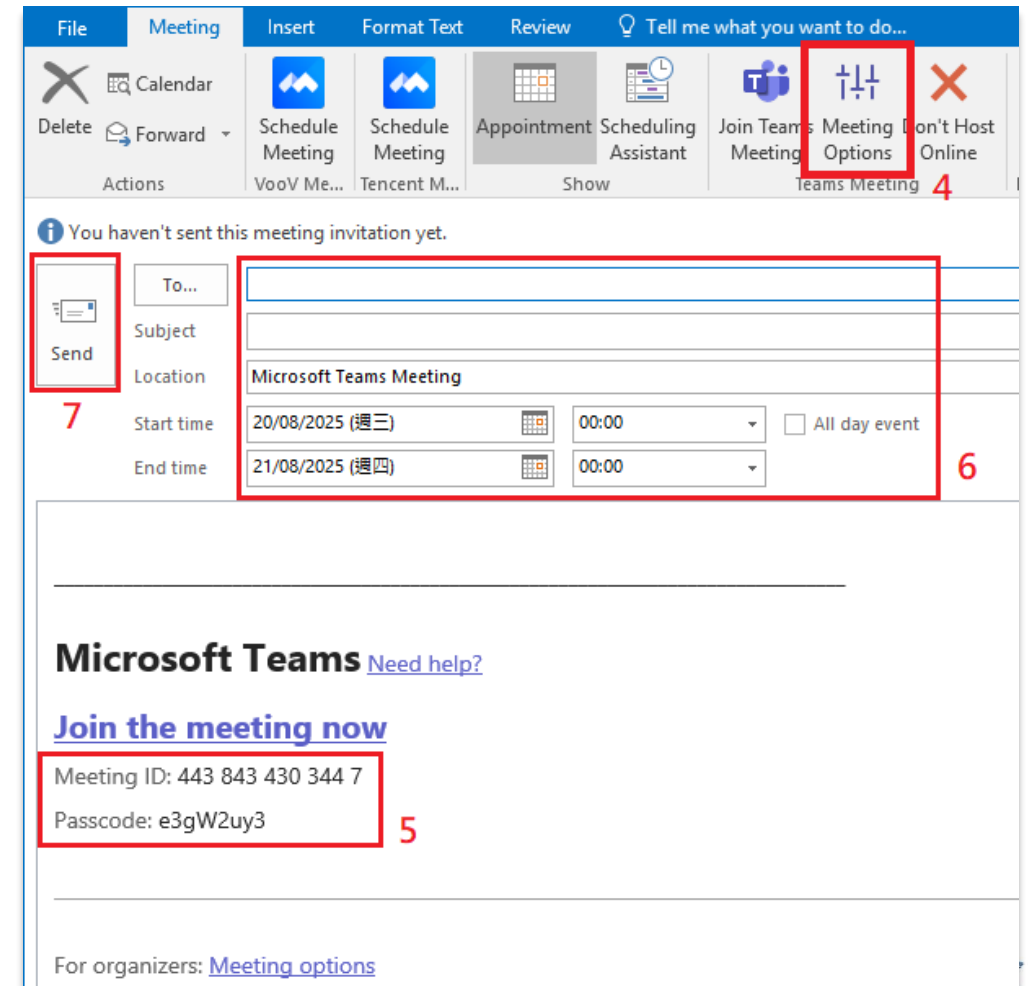
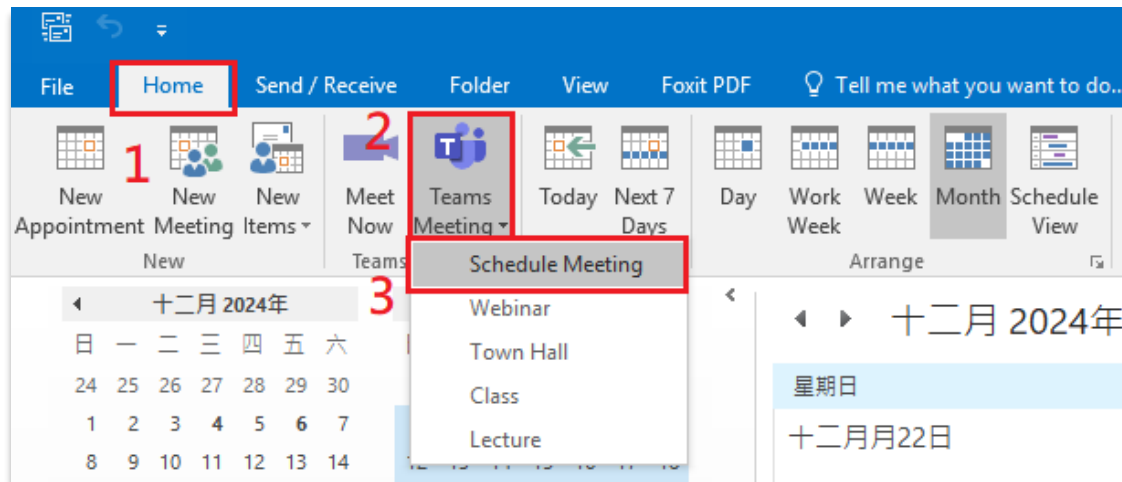


Microsoft Teams

- **Hosting a meeting**

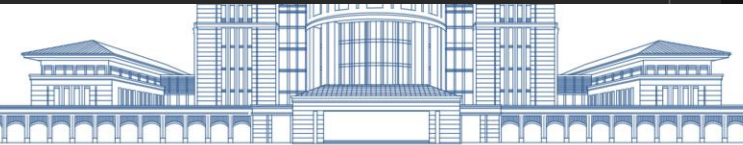
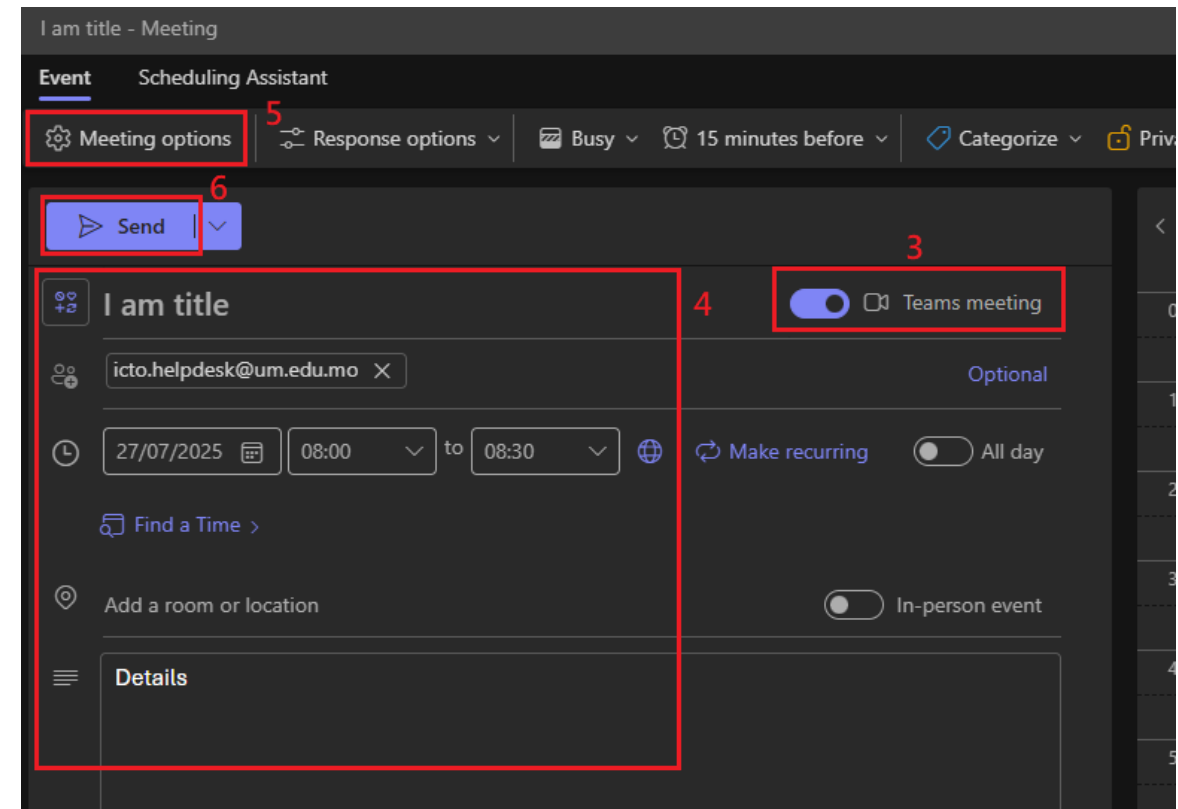
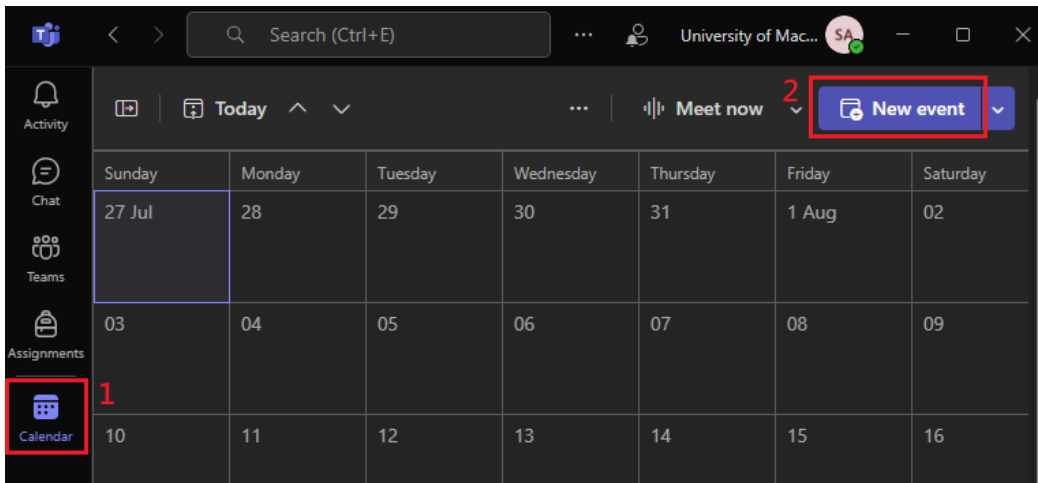
- Using **Individual account** to **schedule meeting** via Outlook:

1. Open your outlook calendar -> “Home”.
2. Select the “**Teams Meeting**”.
3. Select the “**Schedule Meeting**”
4. Click “**Meeting Options**” to setup the rules for your meeting room (optional)
5. Review the Meeting ID & Passcode
6. Draft your invitation
7. Send your invitation



Microsoft Teams

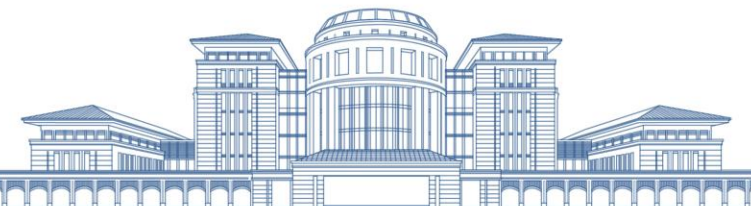
- **Hosting a meeting**
 - Using **Department account** to **schedule meeting** via Teams client:
 1. Click “Calendar” after start the Teams client.
 2. Click “New event”.
 3. Enable “Teams meeting”.
 4. Draft your invitation
 5. Click “**Meeting Options**” to setup the rules (optional).
 6. Send your invitation



Microsoft Teams

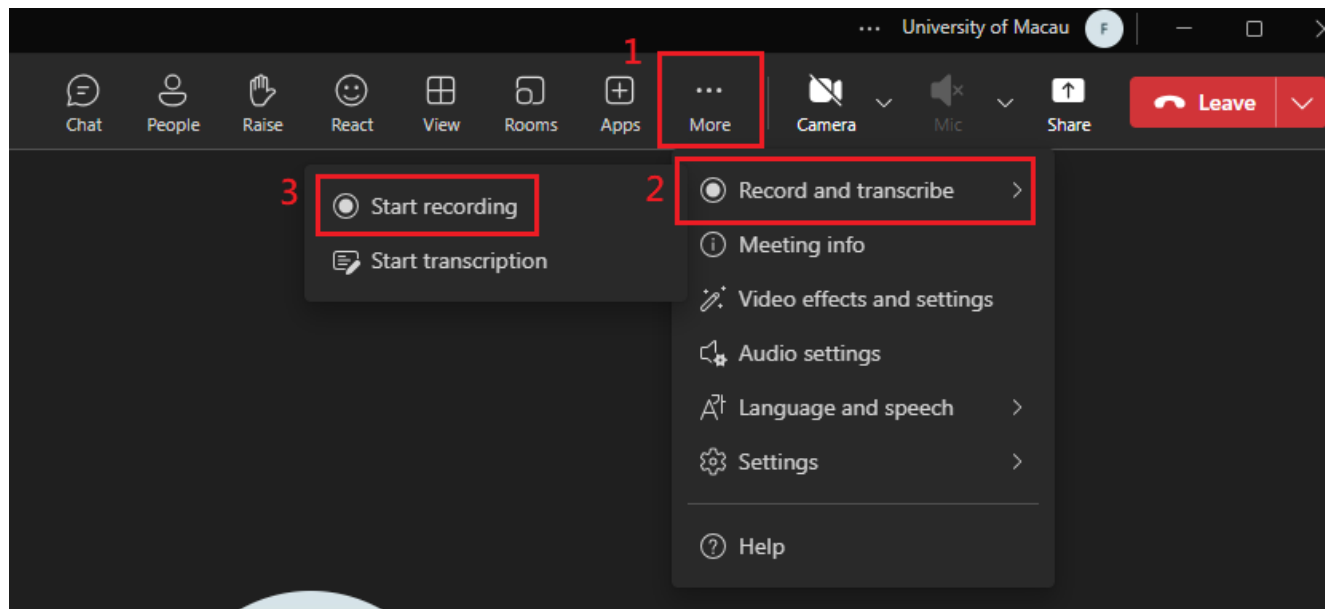
- **Cloud Recording**

- Microsoft Teams **do not support local recording.**
- All UM users can use the cloud recording feature.
- **10GB** storage in **OneDrive** (Save path of cloud recording).



Microsoft Teams

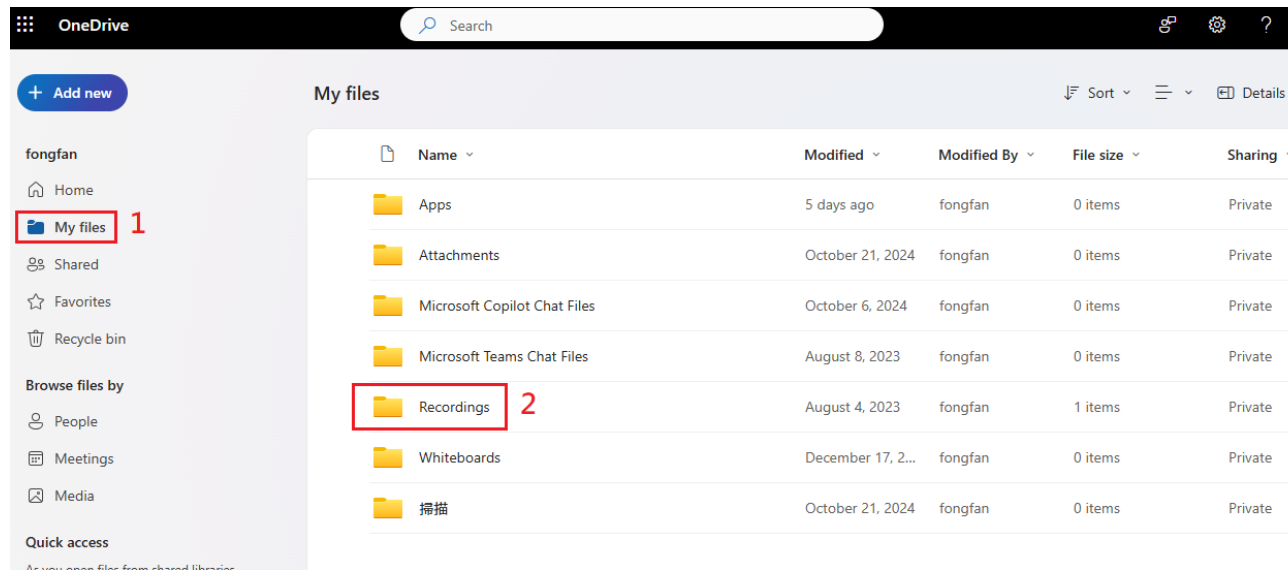
- **Cloud Recording:**
 - To enable **cloud recording** when you host a meeting:
 1. Click “**More**” to show more features in list.
 2. Select “**Record and transcribe**”.
 3. Start the **cloud recording**; it will be uploaded to **OneDrive** after the meeting ends.



Microsoft Teams

Cloud Recording:

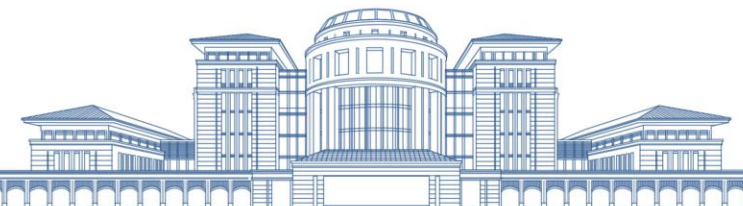
- You can find your Teams **cloud recording** files in **OneDrive** after meeting ends:
 - Login to **OneDrive** with your UM mail and PW (<https://onedrive.live.com/login>).
 - The recording files will be saved in the “My files” -> “Recordings” folder.



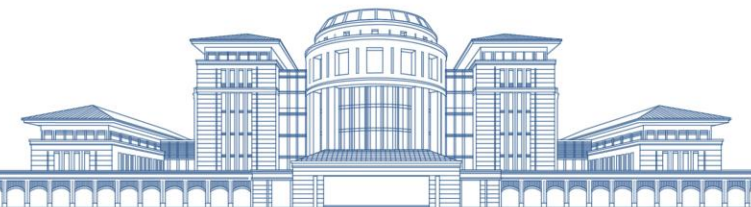
If your OneDrive storage is full, an error message appears.

The recording will be temporarily saved in asynchronous media storage.

If not downloaded within 21 days, the recording will be deleted.



Q&A



Thank You!

