Instructions on VooV Meeting

Here are steps regarding how to install VooV Meeting and join an online meeting on this software.

Part I Installation

1. Open the official website (<u>https://voovmeeting.com</u>), and click either "Download" or "Download Center" (Please see the red rectangles in the screenshot.)



2. Choose either macOS or Windows version, and download the exe. file.

• The following steps are based on Windows version of VooV Meeting.)



• You will get this file after successfully download the exe. file.

VooVMeeting_1410000197_2.7.5.520.publish.exe

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3. Double click the exe. file, and select English language.

Installer L	anguage	\times
	Please select a language.	
	English	\sim
	ОК	Cancel

4. Click "I Agree".

Press Pag	Down to see the rest of	the agreement.		
VOOV ME	TING SERVICE AGREEME	INT		^
Last Upda	ted: [March 19, 2020]			
PLEASE R BY USING CONDITIO	EAD THESE TERMS CARE THE APPLICATION AND/ ONS OF THIS VOOV MEET OT AGREE TO THESE TE	FULLY OR SERVICES YOU AGREE ING SERVICE AGREEMENT RMS DO NOT USE THE APP	TO THESE TERMS / (THESE "TERMS" PLICATION.	AND). IF
WHO WE A	RE AND WHAT THESE TE	RMS DO	dor" in those	v
If you acc	ept the terms of the agre	ement, click I Agree to cont	tinue. You must ac	cept the

5. Choose a destination file to install this software, and click "Install".

🗠 VooV Meeting Setup		_		\times
Choose Install Location Choose the folder in which to install VooV	Meeting.			**
Setup will install VooV Meeting in the follov Browse and select another folder. Click In	ving folder. To install in stall to start the installa	a different fold tion.	ler, dick	
Destination Folder				
D:\VooV meeting\		Brow	wse	
Space required: 218.5 MB Space available: 63.4 GB				
	< Back	Install	Can	icel

6. Click "Finish" to complete the installation of VooV Meeting.

🗠 VooV Meeting Setup			_		×
	Completi	ing VooV	Meeting S	Setup	
	VooV Meeting Click Finish to a	has been install close Setup.	ed on your comp	uter.	
	Run VooV M	leeting			
R					
		< Back	Finish	Cano	el

Part II How to join an online meeting on VooV Meeting

When you first run VooV Meeting, you will go through a few steps to sign up and log in to your account.

1. After opening the newly installed software, you will see the following interface. Click "Agree".

We will store and use your personal information in strict accordance with the laws, and we will not give it to any third party for use without your consent. We use industry-leading security measures to protect your personal information. You can review the Service Agreement and Privacy Policy for more information and click Agree to start	Welcome t personal ir you read a and Privac	o VooV Meeting formation serio nd fully underst y Policy.	g! We take yo usly. Please b and our Servi	ur privacy and e sure that ce Agreement
using our services.	We will sto strict accor to any third use industr your perso You can re Policy for r using our s	ore and use your clance with the d party for use w ry-leading secur nal information view the Service more informatio services.	personal info laws, and we vithout your o ity measures f Agreement a n and click Ag	ormation in will not give it onsent. We to protect and Privacy gree to start

2. There are a few ways to sign up/log in, including mobile number, Google account, WeChat and SSO.

• The following steps are based on a **Google account.**



3. After you click "Google", the following interface will appear on the Chrome. Click the selected account.

	Choose an account
	to continue to voovmeeting.com
К	
0	Use another account
To co langu voov	ontinue, Google will share your name, email address, lage preference and profile picture with meeting.com. Before using this app, you can review meeting.com's privacy policy and Terms of Service

4. Click "Open VooV Meeting".

Video Co	ferencing_Voice Cor 🗙 📔 🌇 Cloud	Meeting Download_Vide ×	S https://v	oovmeeting.com/goo ×	+		-	٥	\times
googleLogin	26from_page%3Dgoogle_registe	er%26client_version%3D	2.7.5.520%26	platform%3DWindow	rs%2 ☆				
Open Voc	/ Meeting?					»	, Othe	er bookm	narks
https://ve	ovmeeting.com wants to open this	application.							
🗆 Alwa	s allow voovmeeting.com to open link	s of this type in the associate	ed app						
	[Open VooV Meeting	Cancel						

5. After you click "Open VooV Meeting", a new website will appear on Chrome. Select your location and Date of birth, and click "Next".

* "Primary Location": For example, if you are living in Ireland, you can select "Ireland".

* "Date of birth": The birthday does not need to be consistent with your authentic birthday. Google and VooV Meeting just want to make sure that all of their users are over 18 years old. Otherwise, they need help from their parents. Therefore, any date can work if it can justify that you are over 18 years old.

Sign Up	
Primary Location	
	
Please select the country/region where you a primarily located	re
Date of birth	
Please enter your date of birth to optimize yo VooV Meeting experience. We do not store th information.	our nis

6. Click "Agree".



I acknowledge and agree to the Data Processing Agreement located at DPA



7. Click "Agree".

DATA TRANSFER

VooV Meeting is a product offered by First App Holdings Limited, a Hong Kong company who will process your data outside of the European Economic Area for the purposes set out in our Privacy Policy. Please note that there are risks in such a transfer including your data being subject to differing legal regimes which may not afford it the same level of protection as that available in the country in which you are located. By clicking on "Agree" below, you agree to the transfer of your data outside of the European Economic Area.



8. Click "Open VooV Meeting" again.

ideo Conferencing_Voice 🗙 📔 🚾 Cloud Meeting Download_ 🗙 📔 😵 https://voovmeeting.	com/ × 🔥 https	s://voovmeeting.co	m/ × +	- 🗆 ×
tml?agrrements=DT&scheme=bind_phone&auth_code=52e246e1810e934b31f32	f54402743e6&are	a=353&s ☆	Ø D	🛃 🛊 K Update 🔅
Open VooV Meeting?	Environmental	Hi 📙 archive	es	» 🔒 Other bookmarks
https://voovmeeting.com wants to open this application.				
Always allow voovmeeting.com to open links of this type in the associated app				
Open VooV Meeting Cancel				
Economic Area for the purposes set out in our Privacy Policy. Please note that there are risks in	_			
such a transfer including your data being subject to				
differing legal regimes which may not afford it the				
same level of protection as that available in the				
country in which you are located. By clicking on				
data outside of the European Economic Area.				
Disagree <u>Agree</u>				

9. After you see the interface of VooV Meeting, you need to bind your VooV Meeting account with your mobile number.

1) Input your mobile number, and click "Send" to get a verification code.

<u>Agree</u>

2) Input the verification code.

3) Tick "I have read and agree to Service Agreement and Privacy Police"

4) Click "Next".

<	_	×
Bind Mobile Number First time users need to bind a mobile nu	mber.	
Mobile + 353 Enter mobile number		
Verification Code		ר
Enter code	Send	
Next		
I have read and agree to Service Ag Privacy Policy	reement and	

10. You will finally see the normal interface. Click "Join".

* If it is not the first time for you to use VooV Meeting, you will normally start an online meeting from this step.



11. Input "Meeting ID", and click "Join Meeting".

	Join Meeting	_
Meeting ID		
Enter meeting	g ID	•
Your Name		
Meeting Setting	s	
🗹 Connect Aud	dio	
	Join Meeting	

12. Input "Meeting Password", and click "Join".

Join Meeting	—
Meeting ID	
	0 -
Your Name	



13. After successfully entering the online meeting, you will see the following interface. Click "PC Audio".

	VooV Meeting	— 🗆 ×
0 0 al		00:38 []
	Speaking:	
	Select a Method to Connect to Meeting Audio	
	😂 Call In 📃 PC Audio	
	PC Audio can be used for small meetings.	
	We recommend dialing in for large-scale meetings for an enhanced audio experience.	
	PC Audio	
	Use PC Audio by Default	
Audio S	Start Video Share Screen Invite Attendees (2) Chat Record Emoji More	Leave

14. Now, you can use the VooV Meeting.

	VooV Meeting	- 🗆 ×
0 0 al		01:07 []
	Speaking	
0 = <	Mute Start Video Share Screen Invite Attendees (2) Chat Record Emoji More	Leave

• The following is a screenshot of the functions on VooV Meeting.

