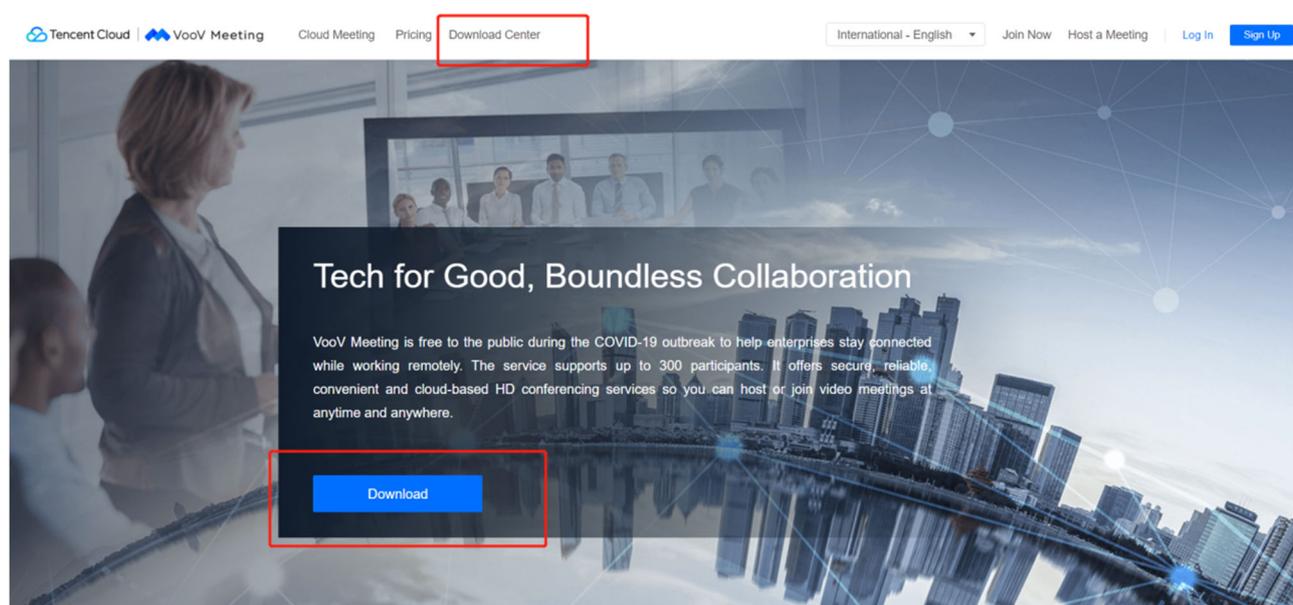


Instructions on VooV Meeting

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

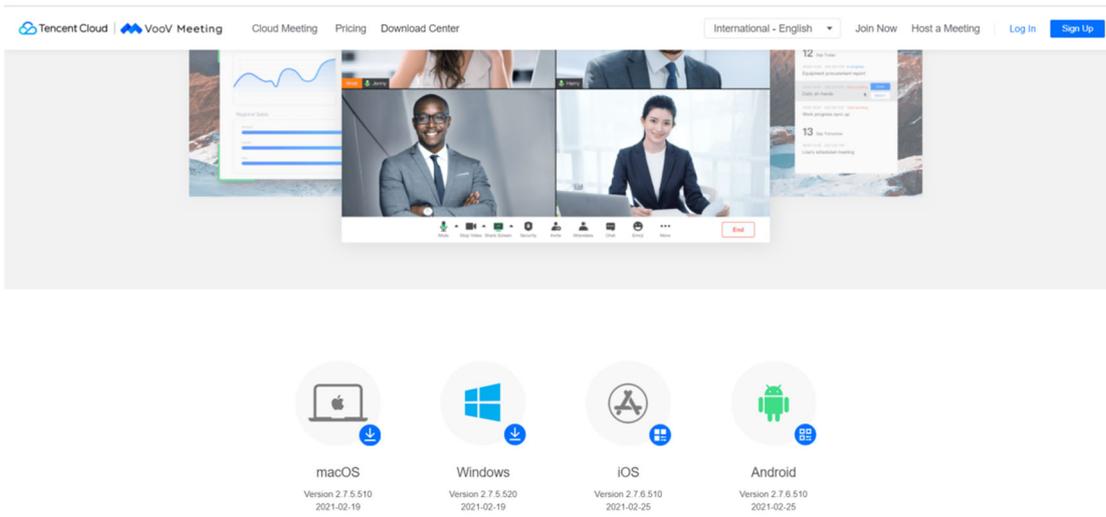
Part I Installation

1. Open the official website (<https://voovmeeting.com>), 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.)

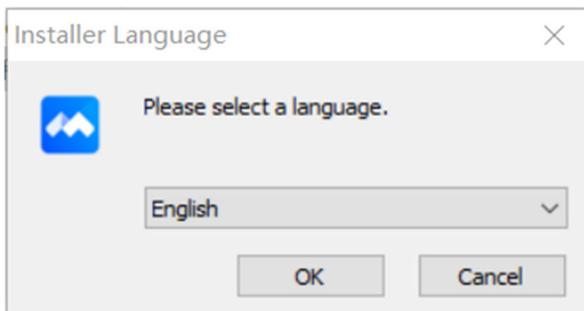


- You will get this file after successfully download the exe. file.

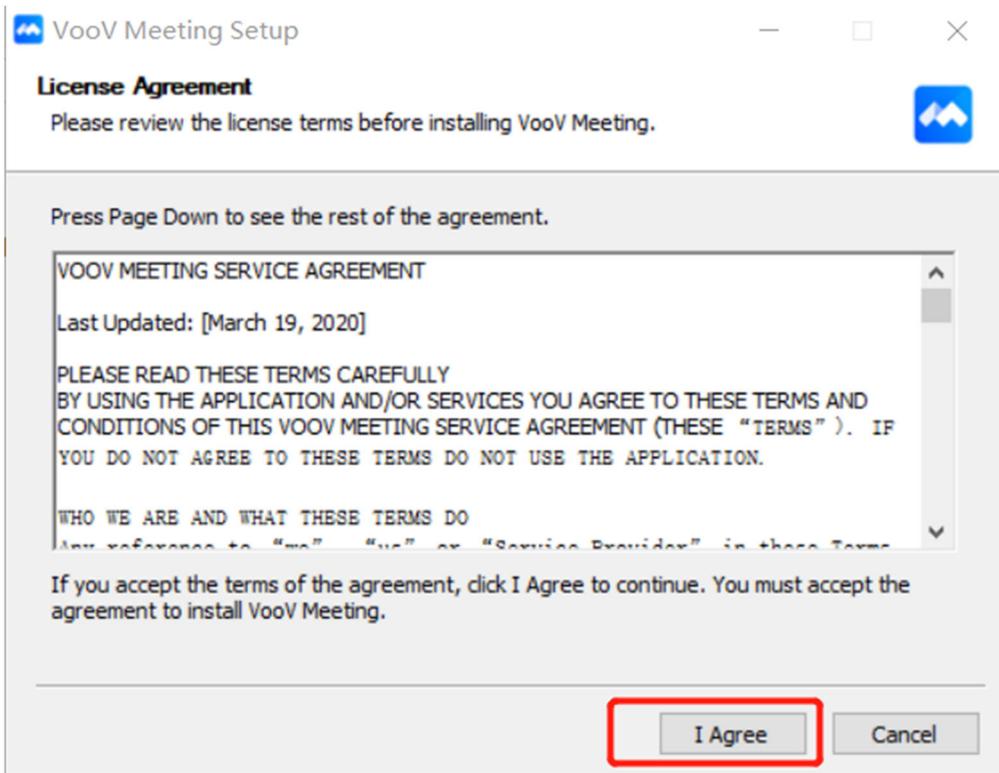
 VooVMeeting_1410000197_2.7.5.520.publish.exe

2021/3/9 14:56

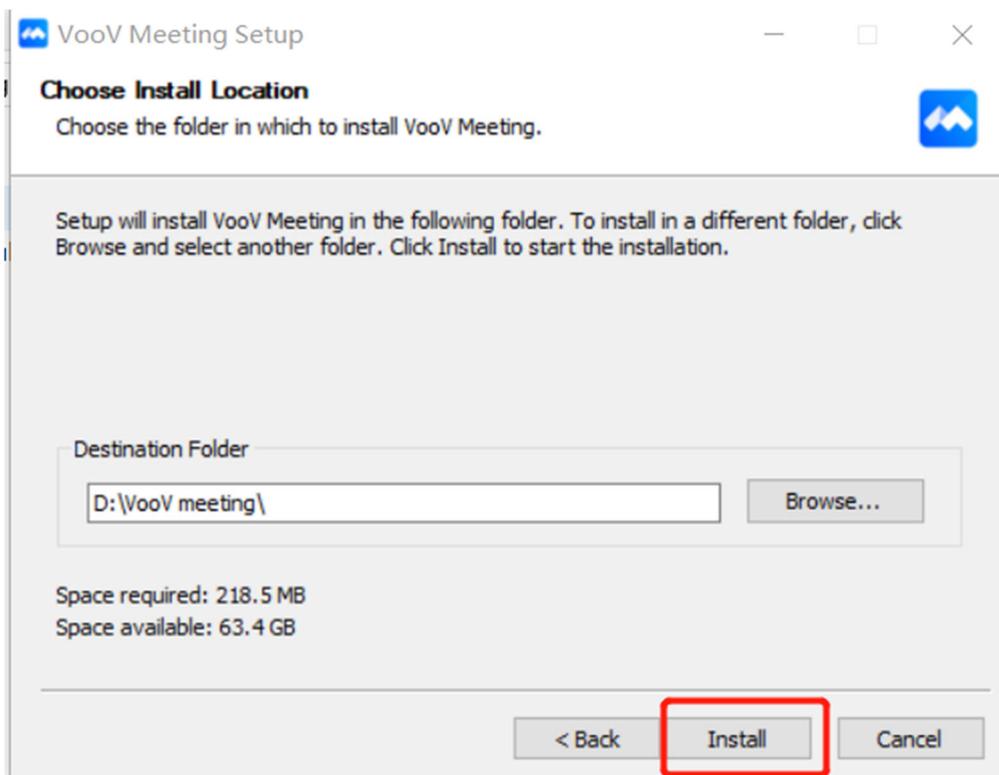
3. Double click the exe. file, and select English language.



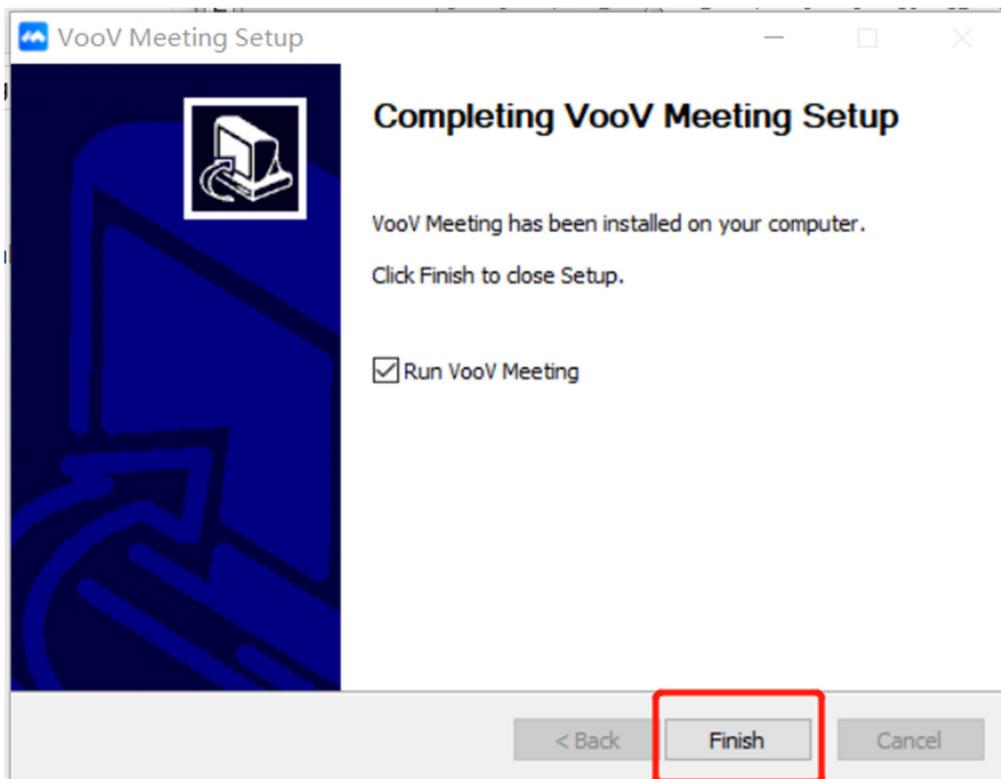
4. Click "I Agree".



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



6. Click “Finish” to complete the installation of VooV Meeting.



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”.

Service Agreement and Privacy Policy

Welcome to VooV Meeting! We take your privacy and personal information seriously. Please be sure that you read and fully understand our [Service Agreement](#) and [Privacy Policy](#).

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.

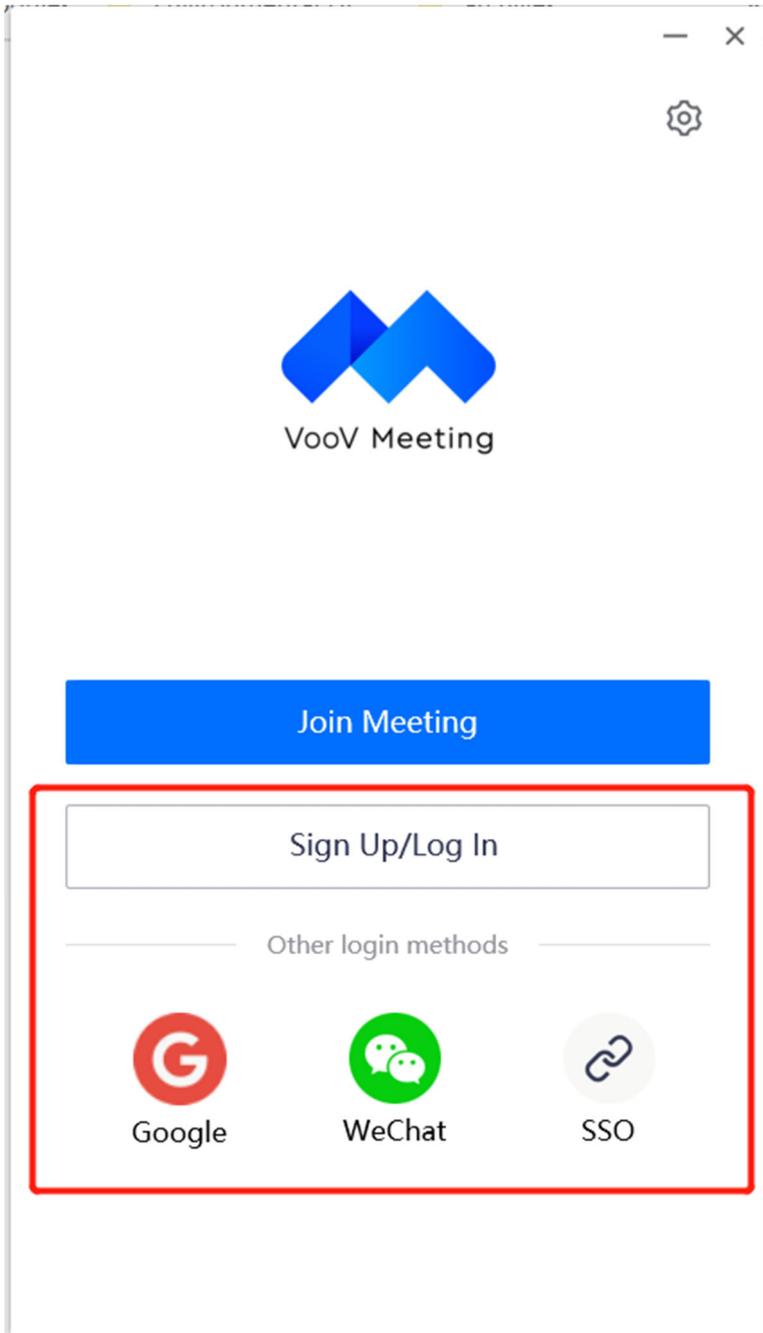
You can review the Service Agreement and Privacy Policy for more information and click Agree to start using our services.

Not Now

Agree

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.

 Sign in with Google

Choose an account

to continue to voovmeeting.com



 Use another account

To continue, Google will share your name, email address, language preference and profile picture with voovmeeting.com. Before using this app, you can review [voovmeeting.com's privacy policy](#) and [Terms of Service](#).

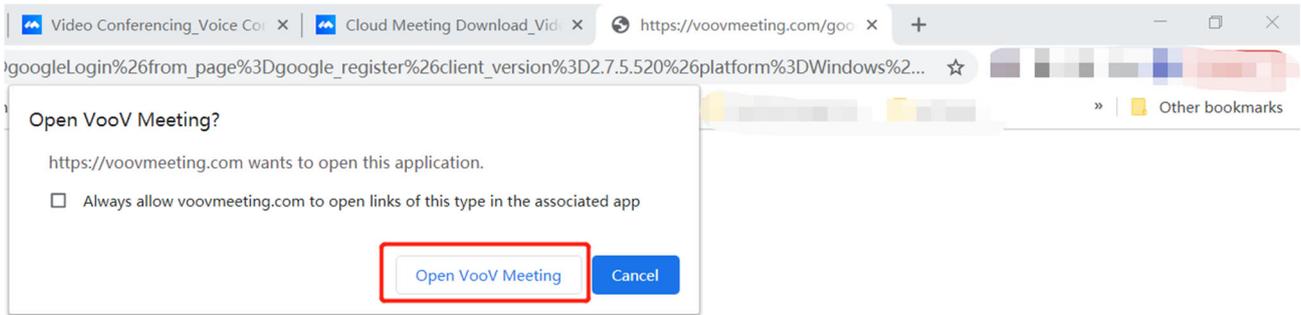
English (United Kingdom) ▼

[Help](#)

[Privacy](#)

[Terms](#)

4. Click "Open VooV Meeting".



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 are primarily located

Date of birth

Please enter your date of birth to optimize your VooV Meeting experience. We do not store this information.

Next

6. Click “Agree”.

DATA PROCESSING AGREEMENT

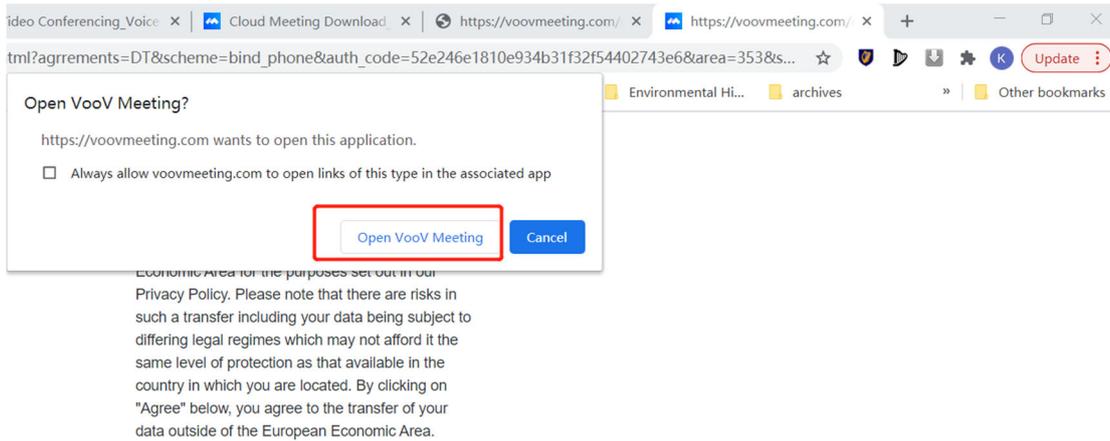
I acknowledge and agree to the Data Processing Agreement located at [DPA](#)

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.



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.
- 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 number.

Mobile

+ 353 | Enter mobile number

Verification Code

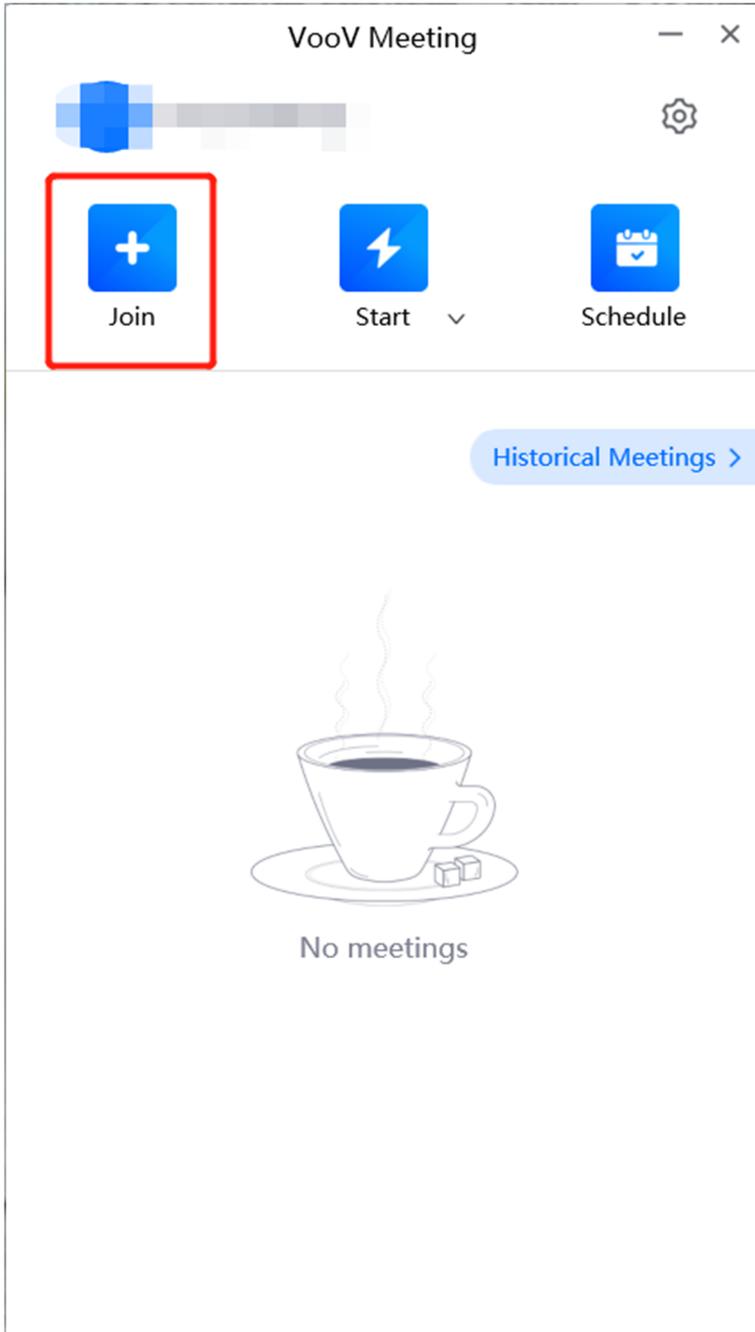
Enter code

Next

I have read and agree to [Service Agreement](#) and [Privacy Policy](#)

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 ID

Your Name

Meeting Settings

Connect Audio

Turn On Video When Joining a Meeting

Join Meeting

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

Join Meeting — ×

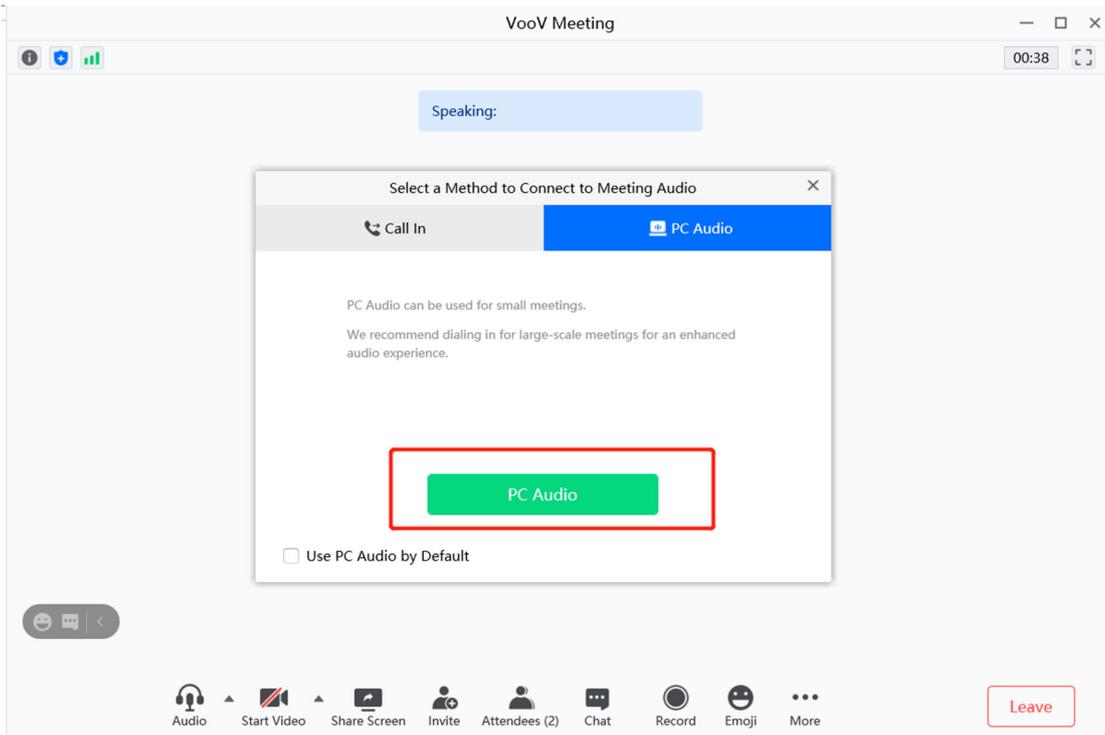
Meeting ID

Your Name

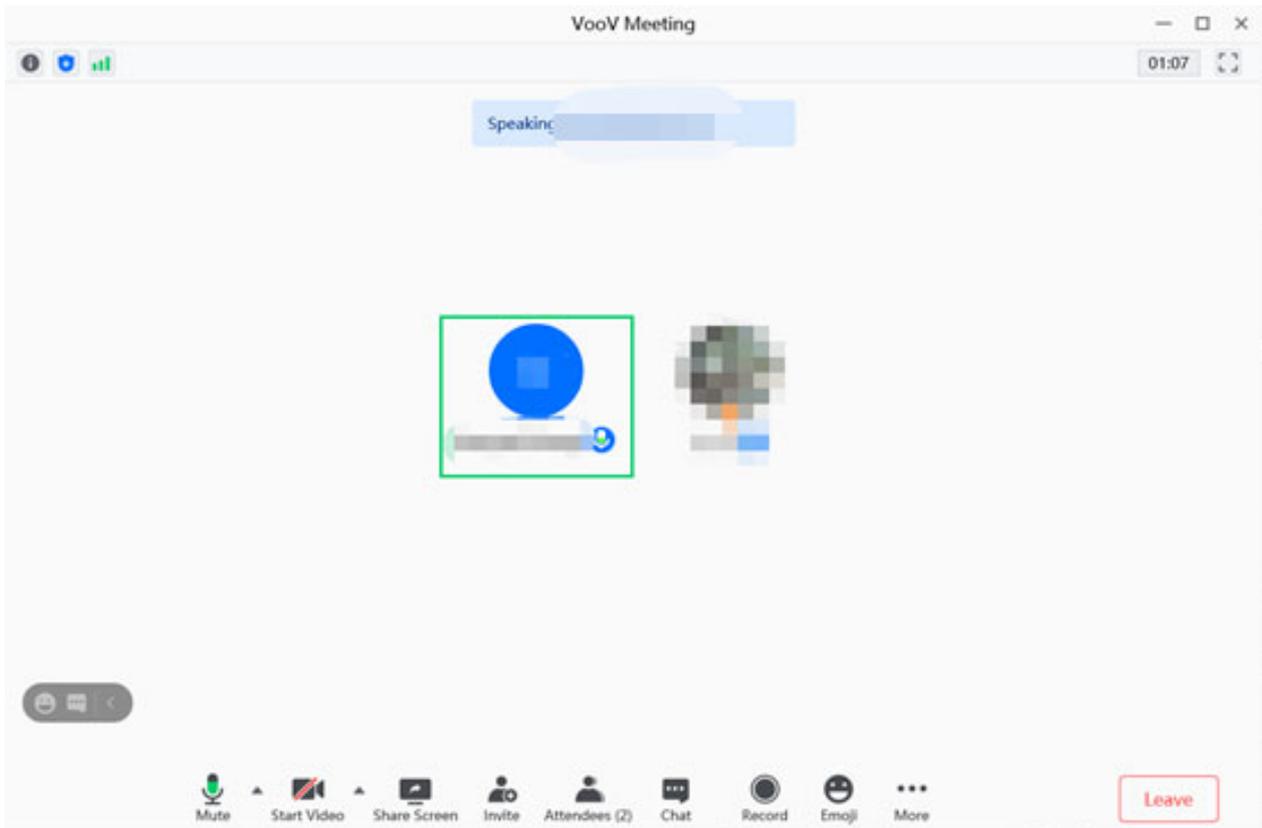
Meeting Settings

Meeting Password

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



14. Now, you can use the VooV Meeting.



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



Leave