WeLink/WeMeeting User Guide

WeLink/WeMeeting Interpretation User Guide

Content

1.PC (recommended)

2.Mobile

1.0

PC (recommended)
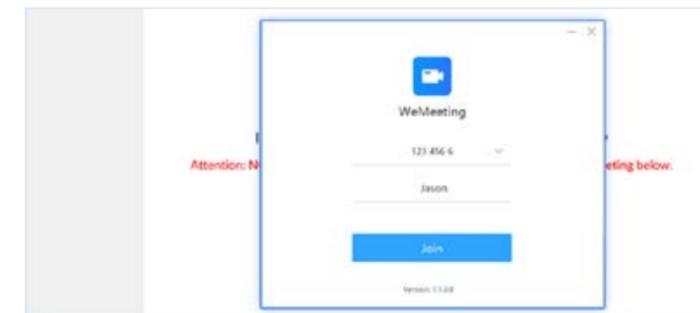
1.1
Procedure for installing the WeMeeting

Step 1:
Click the "**Join (External)>>**" link in the meeting invitation email.

Step 2:
Click "**Download & Install Now**" to install the conference application.

Step 3:
Open the application, enter the Conference ID and your name, and click "**Join**".

Step 4:
Now you have joined the conference.

1.2
Choose Interpretation

a.

Click the Globe icon [icon] at the bottom, and choose English or Chinese channel. Put on your earphones to listen or to speak. If you are speaking in or listening to Chinese, please select "Chinese channel". If you are speaking in or listening to English, please select "English Channel". If you don't need translation, please select "Off".
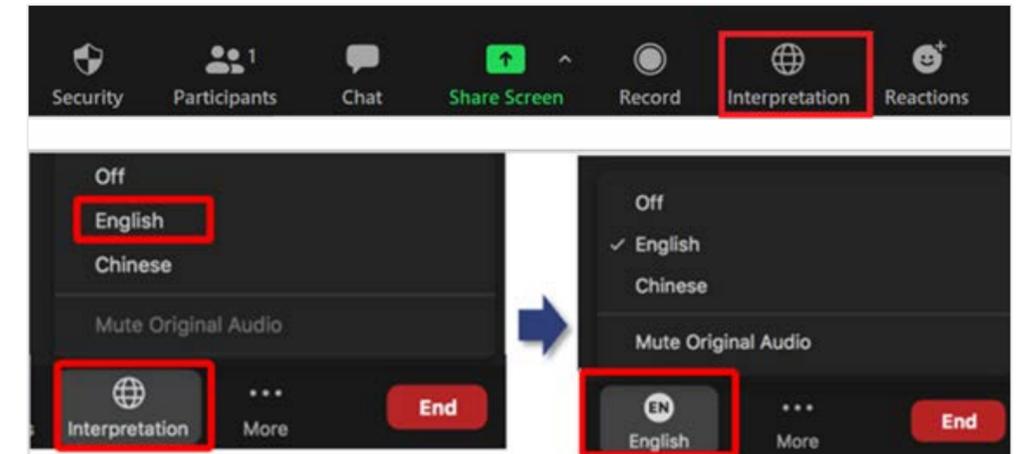
b.

You are advised to use Firefox or Chrome instead of Internet Explorer

c.

Mute yourself when you are not speaking.

d.

View multiple shared screens
If multiple screens are shared in the meeting, users can choose any one of them by clicking "View Options" on the control bar on top, and select in "Shared screens".
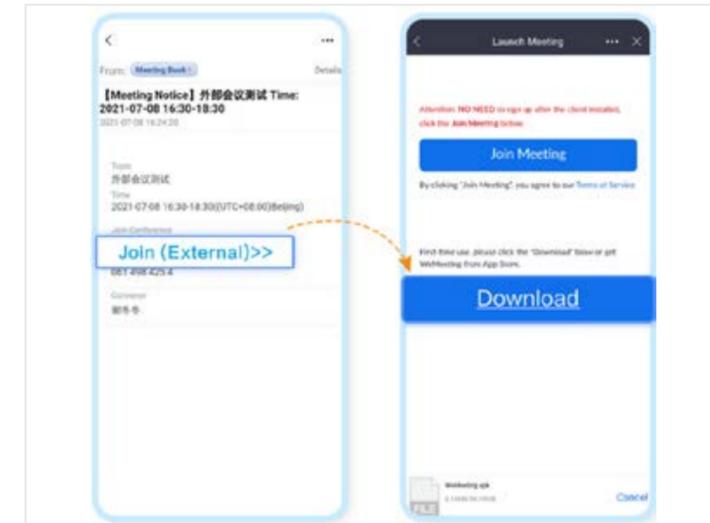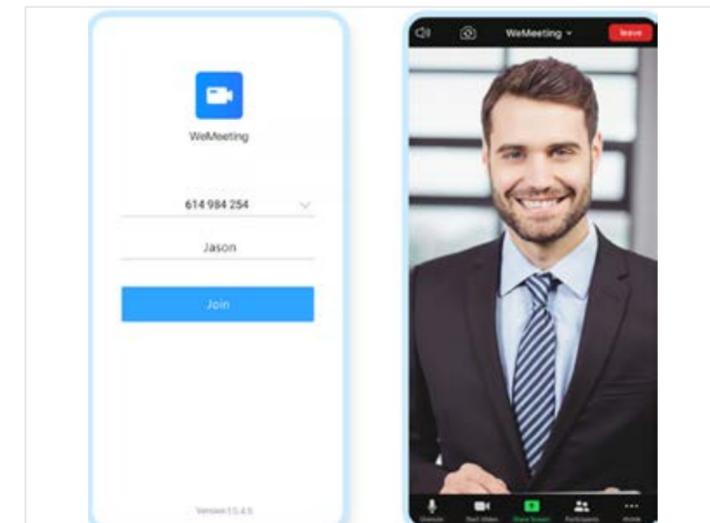
2.0
Mobile

2.1
Procedure for installing the WeMeeting

Step 1:
Click the "**Join (External)>>**" link in the meeting invitation email, and you will see the prompt to download WeMeeting. Click "**Download**".

Step 2:
Enter the Conference ID and your name, and click "**Join**".

2.2
Choose Interpretation

a.
Click on the "**... More**" icon at the bottom right corner, choose "**Language Interpretation**", Put on your earphones to listen or to speak. If you are speaking in or listening to Chinese, please select "**Chinese channel**". If you are speaking in or listening to English, please select "**English Channel**". If you don't need translation, please select "**Original Audio**".

b.
View multiple shared screens: Not supported on mobile client. Users can only view the first screen shared.