



Anywhere, Any Device, Anytime,

JioMeet
Self Help Guide - Android



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JioMeet Installation

- ☐ Open Play Store
- ☐ Search JioMeet
- ☐ Install the JioMeet application



Sign Up using E-mail ID

- ❑ Open JioMeet application
- ❑ Tap on “Sign Up” option
- ❑ Enter First & Last Name
- ❑ Enter the E-mail ID
- ❑ Click on “Sign up”
- ❑ After Sign Up, user will receive E-mail from no-reply@jiomeet.com
- ❑ Click on "Verify"
- ❑ Set the Password

This is a screenshot of the JioMeet mobile application's sign-up screen. The status bar at the top shows the time as 10:40 AM, signal strength, and battery level at 92%. The app's header is dark blue with a back arrow, the text "Sign Up", and a "Next" button. The form contains four input fields: "Enter email / Mobile no.", "First Name", and "Last Name". Below these is a checkbox labeled "I agree to Terms & Conditions".This is a screenshot of the JioMeet mobile application's verification screen. The status bar at the top shows the time as 10:41 AM, signal strength, and battery level at 92%. The app's header is dark blue with a back arrow, the text "Sign Up", and a "Next" button. An orange banner at the top says "We sent an email to verify your account." Below this, the text "Didn't receive email? Check your spam folder." is displayed, followed by a "Resend Email" link and a "Sign In" button.



Sign Up using Mobile Number

- ❑ Open JioMeet application
- ❑ Tap on "Sign Up" option
- ❑ Enter First & Last Name
- ❑ Enter the Mobile Number
- ❑ Click on "Next"
- ❑ Enter the OTP received on entered Mobile Number
- ❑ Click on "Sign Up"

This is the first screen of the JioMeet sign-up process. It has a dark blue header with a back arrow, the text "Sign Up", and a "Next" button. Below the header, there are three input fields: "Enter email / Mobile no.", "First Name:", and "Last Name:". At the bottom, there is a radio button icon followed by the text "I agree to [Terms & Conditions](#)".This is the second screen of the JioMeet sign-up process. It has a dark blue header with a back arrow, the text "Sign Up", and a "Next" button. Below the header, there is an orange banner with the text "We sent an OTP to verify your account.". Underneath the banner, there are two buttons: "Enter OTP" and "Resend OTP".

Sign In using E-mail ID



- ❑ Open JioMeet application
- ❑ Click on "Sign In"
- ❑ Enter the verified E-mail ID & Password

This is a screenshot of the JioMeet mobile application's "Sign In" screen. The status bar at the top shows the time as 10:42 AM, battery level at 92%, and a data speed of 8.0KB/s. The app's header is dark blue with a back arrow and the text "Sign In". Below the header is a light gray input field with the placeholder text "Enter email / Mobile no.". At the bottom of the input field is a blue button with the text "Proceed".This is a screenshot of the JioMeet mobile application's "Sign In" screen, showing the password entry step. The status bar at the top shows the time as 10:42 AM, battery level at 92%, and a data speed of 35.4KB/s. The app's header is dark blue with a back arrow and the text "Sign In". Below the header is a light gray input field with the placeholder text "Password". To the right of the input field is a small blue eye icon. At the bottom of the input field is a blue button with the text "Sign In". Below the button is a link that says "Forgot Password?".

Sign In using Mobile Number



- ❑ Open JioMeet application
- ❑ Click on "Sign In"
- ❑ Enter the Mobile Number
- ❑ Click on "Proceed"
- ❑ Enter the OTP received on entered Mobile Number
- ❑ Click on "Sign In"



Sign In using Company Email Id



- ❑ **Open JioMeet application**
- ❑ **Tap on “Sign In” option**
- ❑ **Enter your organization Email ID**
- ❑ **Click on “Proceed”**





Join as a Guest

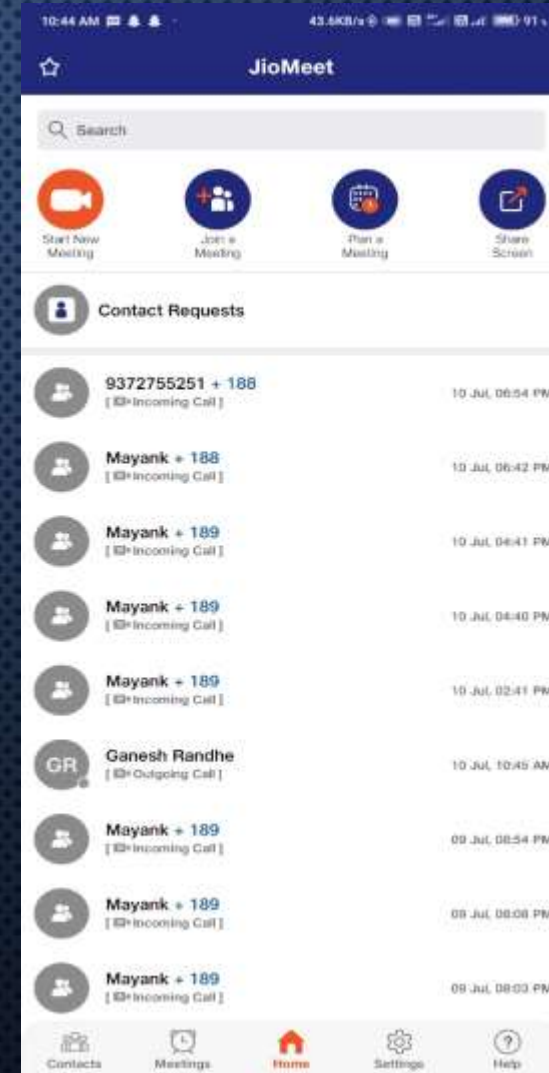
- ❑ Enter the Meeting ID/Link
- ❑ Enter Name
- ❑ Choose the preferences
 - ❑ **Turn off my microphone:** Select this option if you want to join the meeting with muted microphone.
 - ❑ **Turn off my video:** Select this option if you want to join a meeting without video.
- ❑ Click on “Join Meeting” option

A screenshot of a mobile app interface for joining a meeting. The screen has a dark blue header with a back arrow and the text "Join a Meeting". Below the header, there is a "Meeting ID" input field. Underneath that is a section titled "Join with a personal link name" with an "Enter your Name" input field. A large grey button labeled "Join Meeting" is positioned below the name field. A small text note says "If you received an invitation link, tap on the link to join the meeting." Below this is a section titled "JOIN OPTIONS" containing two toggle switches: "Turn off my microphone" and "Turn off my video". Both switches are currently turned off.



Dashboard/Home Screen

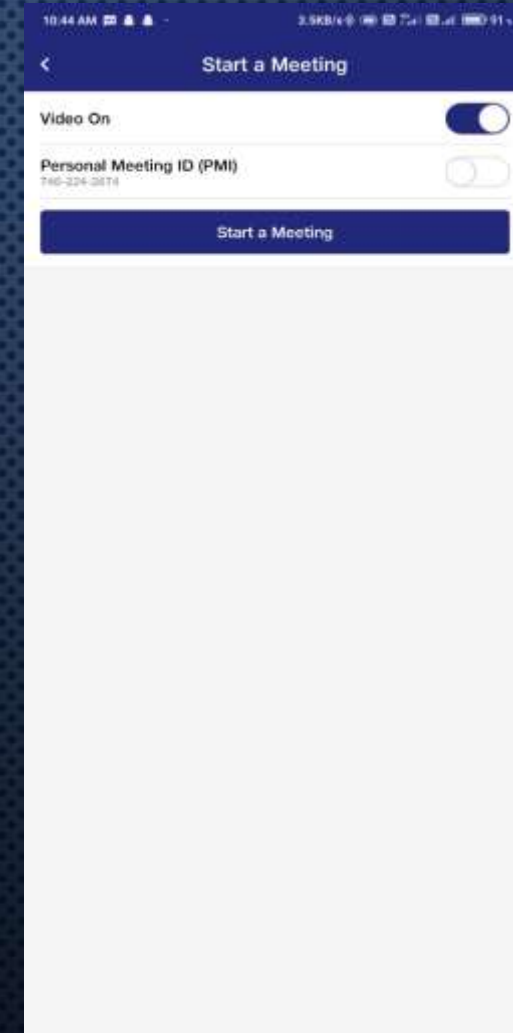
- ❑ **Start New Meeting**
 - ❑ To Start Instant Meeting
- ❑ **Join Meeting**
 - ❑ To Join Instant or Scheduled Meeting
- ❑ **Plan a Meeting**
 - ❑ Schedule a Meeting
- ❑ **Share Screen**
 - ❑ Join Instant or Scheduled Meeting & Start Share Screen directly
- ❑ **Search**
 - ❑ Search Contacts/Channels/Chat
- ❑ **Settings**
- ❑ **Help**





Start New Meeting

- ❑ Go to Dashboard/Home screen
- ❑ Click on New Meeting
- ❑ Once inside Call go to “Participants”
 - ❑ Click on Invite
 - ❑ **Invite JioMeet Contacts:** Invite your JioMeet Contacts to the Meeting.
 - ❑ **Email:** Invite someone using any Email client.
 - ❑ **VC Room:** Invite pre onboarded VCs to the Meeting.
 - ❑ **Copy URL:** Copy the Meeting URL, paste & share it using any mail client.





Join a Meeting

- ❑ Enter the Meeting ID/Link
- ❑ Choose the preferences
 - ❑ **Don't Connect to Audio:** Select this option if you want to join a meeting with your microphone as muted.
 - ❑ **Turn off My Video:** Select this option if you want to join a meeting without video.
- ❑ Click on "Join" option

A screenshot of the Jio app's 'Join a Meeting' screen. The screen has a dark blue header with the title 'Join a Meeting'. Below the header, there is a text input field for the meeting ID or link, followed by a 'Join Meeting' button. Below the button, there is a note: 'If you received an invitation link, tap on the link to join the meeting.' Underneath, there are two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video', both currently turned off. At the bottom of the screen, there is a numeric keypad with digits 1-9, 0, and a back arrow button.

Plan a Meeting(1/2)



- ❑ Go to Dashboard/Home
- ❑ Click on “Plan a Meeting”
- ❑ Fill the meeting
 - ❑ Topic
 - ❑ Choose Date and Time
 - ❑ Set the Duration of the Meeting
 - ❑ Select Video options for Host and Participant
 - ❑ **Don't Allow Guest Users:** Only registered JioMeet users can join a meeting
 - ❑ **Allow participants only from my organization:** Only participants of your organization can join the meeting
 - ❑ **Add to calendar:** Meeting gets added to calendar

A screenshot of the 'Plan a Meeting' screen in the JioMeet app. The screen has a dark blue header with 'Cancel', 'Plan a Meeting', and 'Done' buttons. Below the header, the meeting title is 'Kamalnath Irukulla's JioMeet Meeting'. The form includes fields for 'Date' (16/07/2020), 'From' (10:58 AM), 'To' (11:28 AM), 'Time Zone' (GMT +5:30, Indian Standard Time), and 'Repeat' (None). Below these is a section titled 'MEETING OPTIONS' with four toggle switches: 'Host Video On' (on), 'Participants Video On' (on), 'Don't Allow Guest Users' (on), and 'Allow participants only from my organization' (off). At the bottom, there is an 'Advanced Options' section with a toggle for 'Add to Calendar' (off).



Plan a Meeting(2/2)

☐ Advanced Options

- ☐ **Enable Waiting Room:** Participants join in a waiting Room. Host can admit participants one by one.
- ☐ **Allow Join before Host:** Participants can't join the meeting before Host starts meeting.
- ☐ **Automatically Record Meeting:** Feature not enabled.

☐ Click on “Done”

The screenshot shows the 'Plan a Meeting' screen in the JioMeet app. At the top, there are three buttons: 'Cancel', 'Plan a Meeting', and 'Done'. Below this is the meeting title 'Rameshwar Rukulla's JioMeet Meeting'. The meeting details are as follows:

Field	Value
Date	18/07/2020
From	10:59 AM
To	11:29 AM
Time Zone	GMT +0:30, Indian Standard Time
Repeat	Never

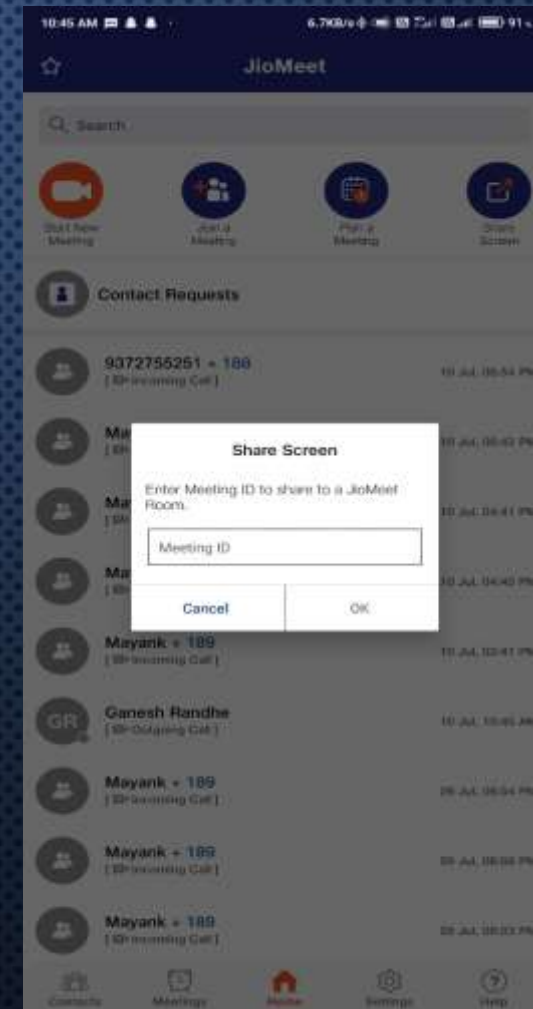
Below the meeting details is a section titled 'MEETING OPTIONS' with several toggle switches:

Option	Status
Host Video On	Off
Participants Video On	Off
Don't Allow Guest Users	Off
Allow participants only from my organization	Off
Enable Waiting Room	Off
Allow Join Before Host	On
Automatically Record Meeting	Off
Add to Calendar	Off



Share Screen

- ❑ Go to Dashboard/Home
- ❑ Click on “Share Screen”
- ❑ Enter Meeting ID
- ❑ Click on “Share Screen”





Contacts(1/7)

- ❑ **Go to Contacts tab**

- ❑ **My Contacts**

- ❑ **Starred:** View favorite Contacts/Channels.

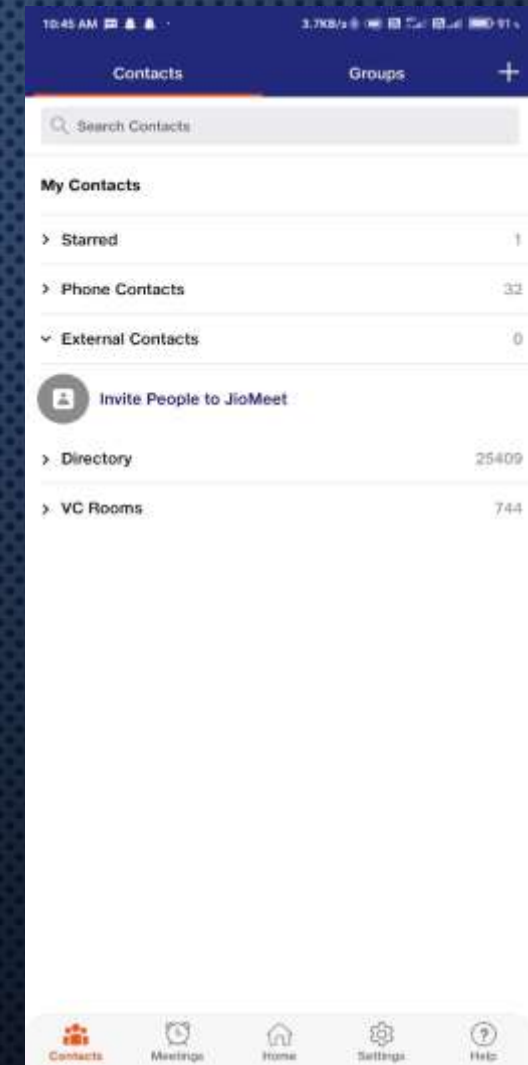
- ❑ **External:** View External Added Contacts or Pending requests.

- ❑ **Add an External Contact:** Add registered JioMeet users to your contacts by sending the request.

- ❑ **Directory:** View users within your organization.

- ❑ **VC Room:** View pre on boarded VC rooms within your organization.

- ❑ **Dial Out to VC Room:** Manually enter the IP address & dial out to VC Room.





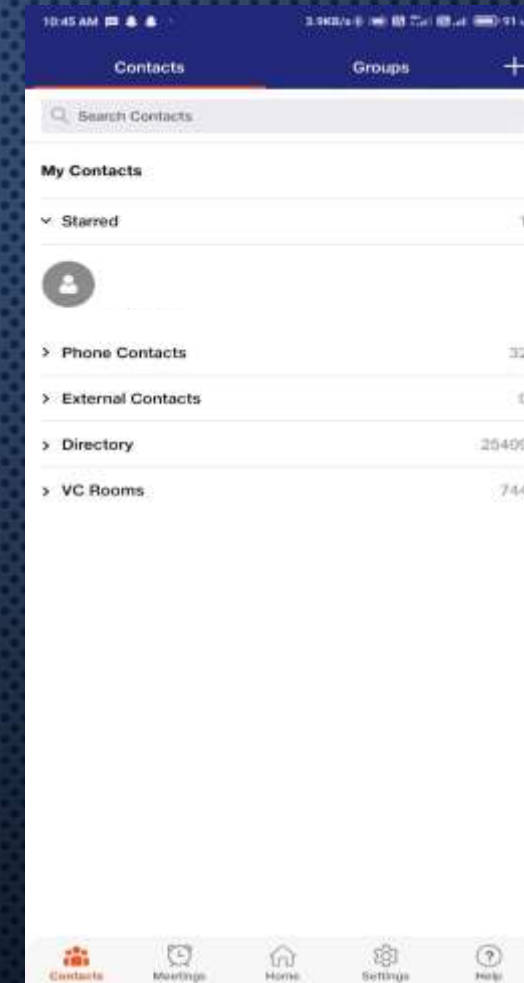
Contacts(2/7)

How to Star a Contact:

- ❑ Go to “Contacts” tab
- ❑ Select any Contact or VC
- ❑ Tap on “Star” option

Note:

- ❑ Starred contacts can be viewed under "Contacts & Chat" tab → Starred" header

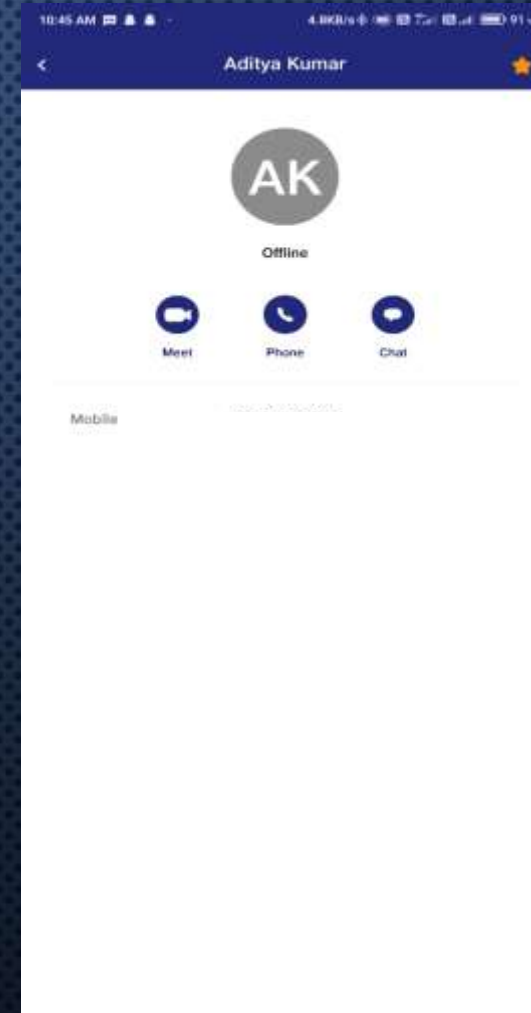




Contacts(3/7)

How to Start an Ad-hoc Meeting:

- ❑ Go to “Contacts” tab
- ❑ Select any Contact or VC or Channel
- ❑ Click on “Meet” option





Contacts(4/7)

How to manually dial out to a VC Room:

- ❑ Go to “Contacts” tab
- ❑ VC Room
 - ❑ Dial Out to a VC Room
 - ❑ Select the VC type (SIP/H.323)
 - ❑ Enter IP address
 - ❑ Click on “Start Meeting”

A screenshot of a mobile application interface for dialing out to a VC Room. The screen has a dark blue header bar with the text "Dial out to VC Room" in the center. To the left of the header is a "Cancel" button, and to the right is a "Start Call" button. Below the header, the screen is white. It features a section titled "Type of VC Room" with two radio button options: "SIP" (which is selected) and "H.323". Below these options is a text input field with the placeholder text "Enter IP address".



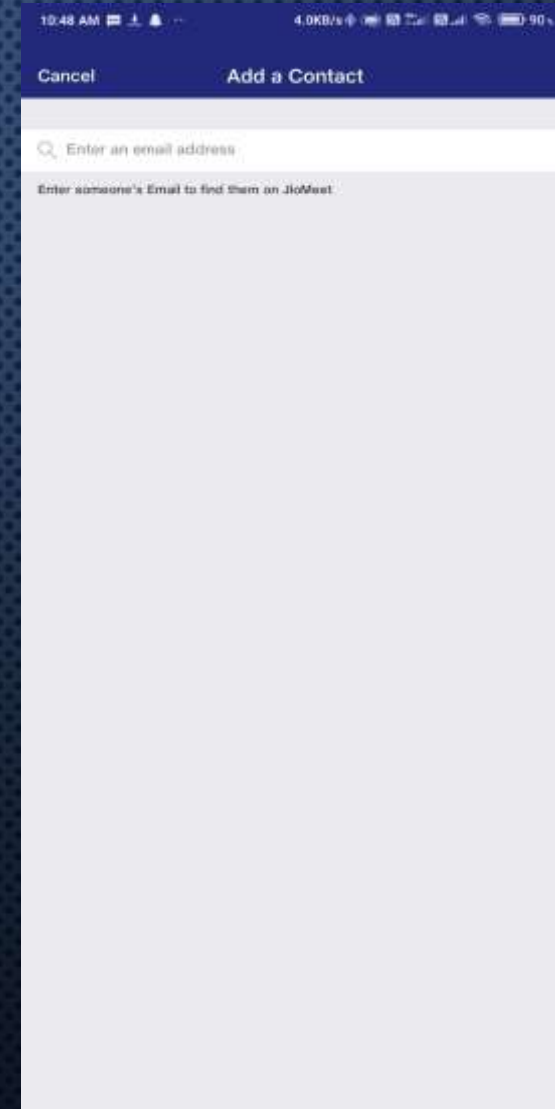
Contacts(5/7)

How to Add an External contact:

- ☐ Click on “+” icon
- ☐ Click on “Add a Contact”
- ☐ Enter the Email ID of the Contact whom you would like to Add.
- ☐ Click on “Add Contact” & invitation will be sent
- ☐ Once request is approved then such user will be visible under “External Contact”

Note:

- ☐ Only registered JioMeet contacts can be added.
- ☐ Invite External Contacts via Mobile number is not applicable.





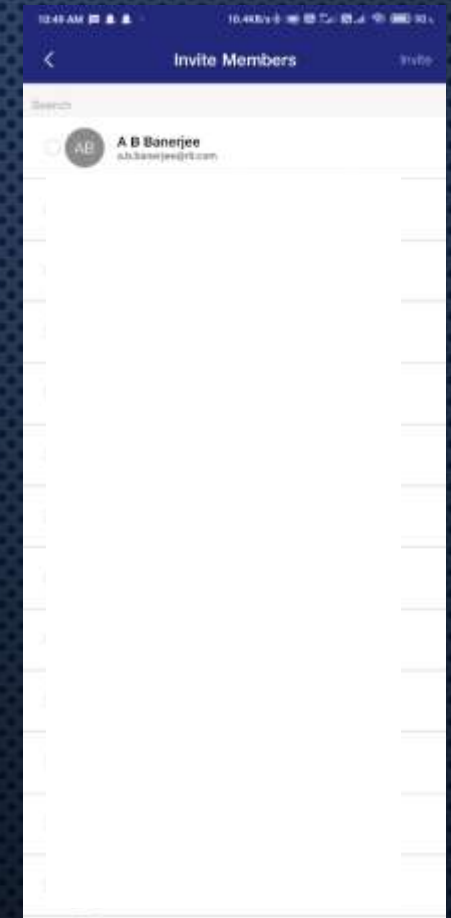
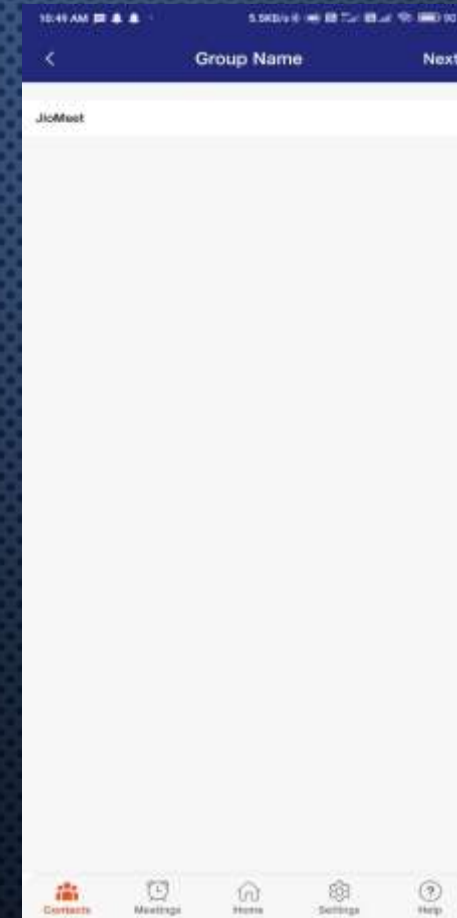
Contacts(6/7)

How to Create a Group:

- ☐ Click on “+” icon
- ☐ Click on “Create a Group”
- ☐ Invite members

Note:

- ☐ Only registered JioMeet contacts can be added.
- ☐ 3 members including you are required to create a Channel.

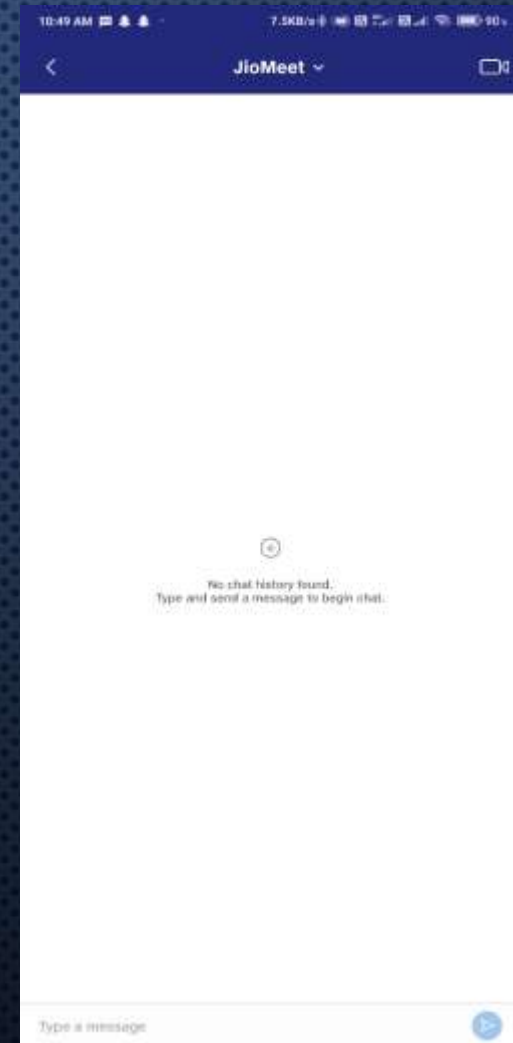




Contacts(7/7)

How to initiate a Group Meeting:

- ❑ Go to “Contacts” tab
- ❑ Tap on “Groups” header
- ❑ Select any Group
- ❑ Tap on “Meet” button





In-Meeting Controls(1/2)

The host controls will appear at the bottom of your screen, except for End Meeting with appears at the top of your screen, next to the Meeting ID.

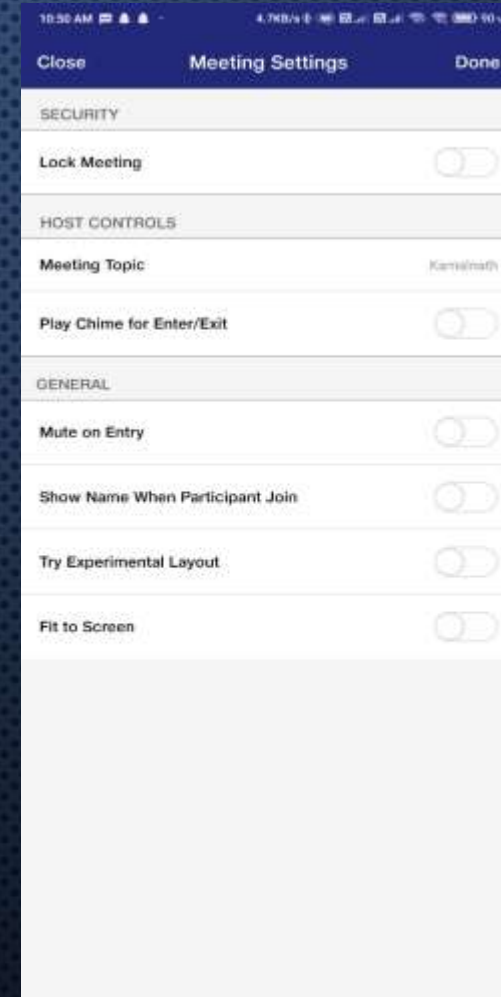
- ☐ **Mute/Unmute:** Mute or unmute your microphone.
- ☐ **Start/Stop Video:** Start or stop your own video.
- ☐ **Share Content:** Start sharing your screen.
- ☐ **Participants:** View the participants list and manage participants.
- ☐ **More:** There are additional settings available under **More**.
- ☐ **Lock Meeting:** Prevent any new participants from joining the meeting.





In-Meeting Controls(2/2)

- ❑ **Mute on Entry:** Mute all participants when they join.
- ❑ **Play Enter/Exit Chime:** Choose if you would like to play a chime when new participants enter/exit the meeting.
- ❑ **End** (only available to the host): End or leave the meeting.

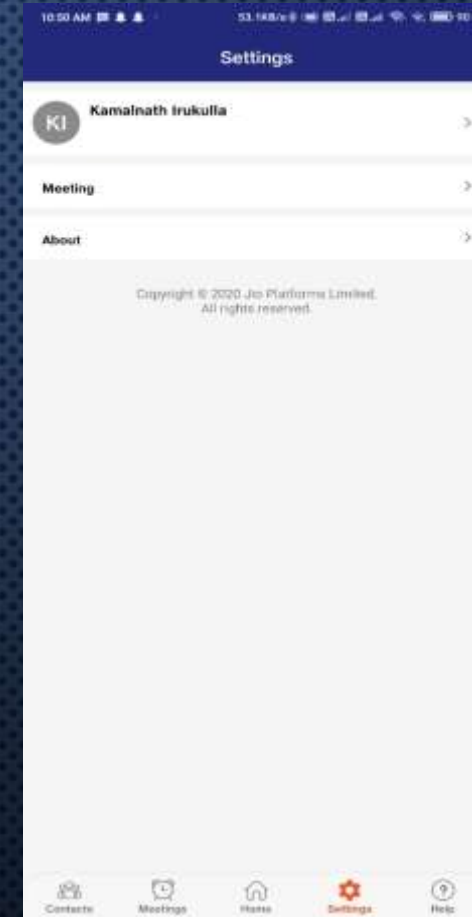




Settings

Tap **Settings** to view meeting settings.

- ❑ Tap your name to change your profile picture, name, and password.
- ❑ **Meetings:** Change settings for enabling/disabling your microphone, speaker, or video when you join a meeting.
- ❑ **About:** View the app version and send feedback.





Settings(1/3)

❑ My Profile

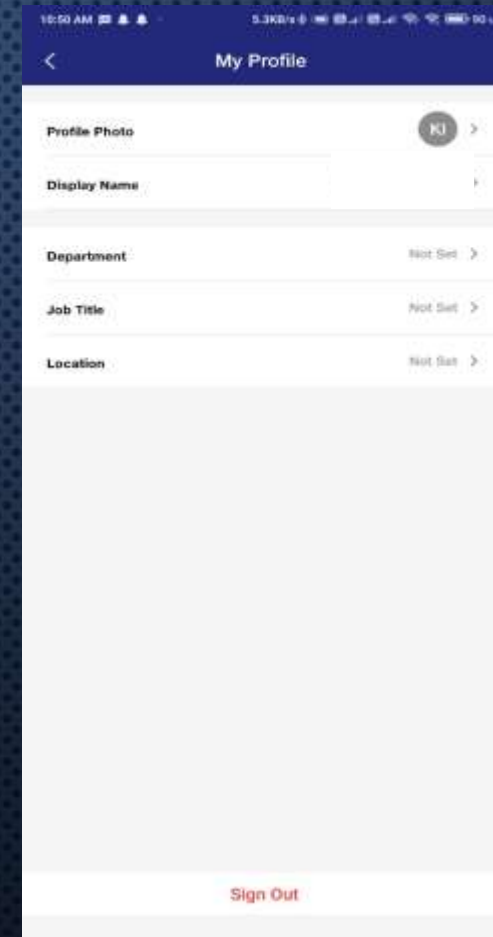
❑ Name and Email Address

- ❑ Click on your name and email address to edit some basic profile settings or sign out from the JioMeet app.

- ❑ **Profile Photo:** Use your phone's camera to take a new profile photo or upload a photo from your phone.

- ❑ **Display Name:** Edit your name used in JioMeet.

❑ Sign Out

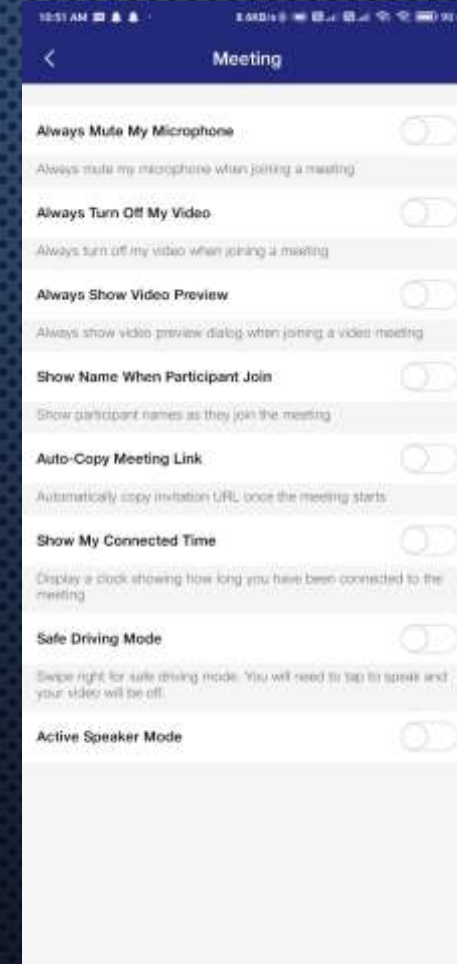




Settings(2/3)

❑ Meeting

- ❑ **Always Mute My Microphone:** Always mute my microphone when joining a meeting. You can unmute if the host allows.
- ❑ **Always Turn Off My Video:** Always turn off my video when joining a meeting. You will be able to start your video after joining the meeting.
- ❑ **Show My Connected Time:** Display the total time you have been in the current meeting.
- ❑ **Driving Mode:** Allows you to swipe right while in a meeting to enter safe driving mode. You will need to tap to speak and your video will be off.

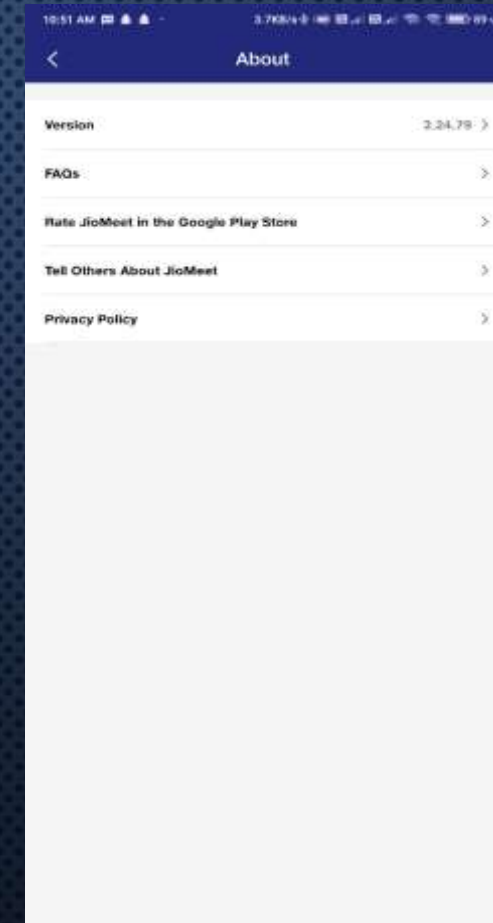




Settings(3/3)

❑ About JioMeet

- ❑ **Version:** View the JioMeet app version number
- ❑ **FAQs:** Frequently Asked Questions
- ❑ **Tell Others About JioMeet:** Send an email or message to invite others to use JioMeet.
- ❑ **Rate JioMeet in the App Store:** Open the Play Store to rate JioMeet.
- ❑ **Privacy Policy:** View the JioMeet Privacy Policy





Thank You...!!