



Anywhere, Any Device, Anytime

JioMeet Self Help Guide - iOS

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JioMeet Installation

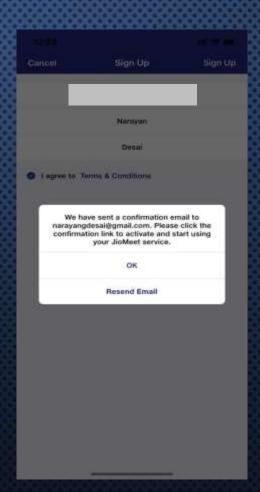


- ☐ Open AppStore
- ☐ Search "JioMeet"
- ☐ Install the JioMeet Application

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 "Activate"
- ☐ Set the Password



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| | Enter email / Mobile no. | |
| | First Name | |
| | Last Name | |
| O I agree to | Terms & Conditions | |
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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"



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Sign In using E-mail ID



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

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Sign In using Mobile Number



Open JioMeet application
 Tap on "Sign In" option
 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 "Sign In"

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| | Forgot Password? | |
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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

| Join with Meeting Link Join a Meeting Join a Meeting Typu received an invitation link, tap on the link again to join the meeting | 2:37 | | #1 ₹ □ |
|---|-------------------|----------------------------------|-------------------|
| Join with Meeting Link Join a Meeting Typu received an invitation link, tap on the link again to join the meeting | Cancel | Join a Meetin | g |
| Join a Meeting Typu received an invitation link, tap on the link again to join the meeting | | Menting ID | |
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| he meeting | | Join a Meeting | |
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Dashboard/Home Screen



- **□** New Meeting
 - ☐ To Start Instant Meeting
- Join a Meeting
 - ☐ To Join Instant or Planned Meeting
- ☐ Plan a Meeting
 - ☐ Plan a Meeting
- □ Share Screen
 - ☐ Join Instant or Planned Meeting & Start Share Screen directly
- □ Search
 - ☐ Search Contacts/Groups/Chat
- Meet & Chat
 - Start Instant Messaging
- **□** 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
 - ☐ **Turn off my Microphone:** 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

2:37 Join a Meeting Cancel Menting ID Join with Meeting Link Join a Meeting JOIN OPTIONS Turn off My Microphone Turn off My Video

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



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| Starts | Today | at 1:20 PM |
| Duration | | 30 mins |
| Time Zone | GMT +5:30, India Sta | ndard Time |
| Repeat | | Never |
| Calendar | | iCalendar |
| MEETING OPTION | us | |
| Host Video On | | |
| Participant Vid | eo On | |
| Enable Waiting | Room | |
| Advanced Opti | ons | |
| | | |
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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.
 - ☐ Don't Allow Guest Users: Only registered JioMeet users can join a meeting
- ☐ Click on "Done"

| Cancel | Plan a Meeting | Done |
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| Duration | | 30 mins) |
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| MEETING OPTIONS | | |
| Host Video On | | |
| Participant Vide | o On | |
| Enable Waiting F | Room | |
| Allow Join Befor | re Host | |
| Don't Allow Gue | st Users | |
| Allow participan | ts only from my organizatio | n I |

Share Screen



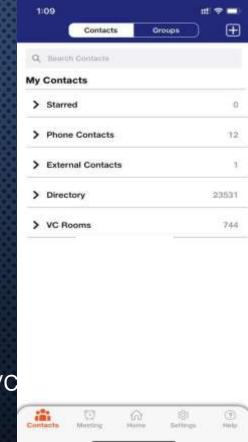
- ☐ Go to Dashboard/Home
- ☐ Click on "Share Screen"
- ☐ Enter Meeting ID
- ☐ Click on "Share Screen"



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)

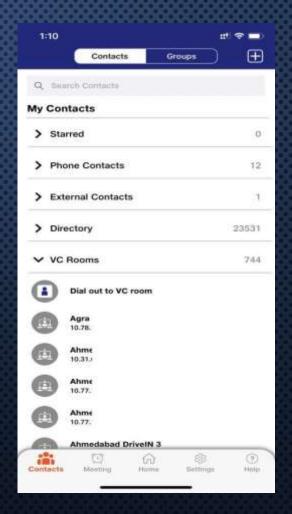


How to Star a Contact:

- ☐ 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"

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| Cancel | Dial out to VC Room | |
| | | |
| Type of VC | | |
| SIP | ○ H.323 | |
| | | |
| Either IP or | tuness | |
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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.





Contacts(7/7)



How to initiate a Group Meeting:

- ☐ Go to "Contacts" tab
- ☐ Tap on "Groups" header
- ☐ Select any Group
- ☐ Tap on "Meet" button



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| < | Application Testing | ជ |
| Group Name | Application | Testing : |
| 4 Members | | |
| Invite Members | | |
| More Options | | |
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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.
- ☐ End (only available to the host): End or leave the meeting.



In-Meeting Controls(2/2)



- Lock Meeting: Prevent any new participants from joining the meeting.
- ☐ 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.

| Cancel | Meeting Settings | |
|-----------------|-----------------------------|--|
| Meeting | | |
| | | |
| Meeting Topic | | |
| Lock Meeting | | |
| When insulated. | New participants carrottyon | |
| Play Chime for | Enter/Exit | |
| Show name wh | en participants join | |
| Mute on Entry | | |

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.

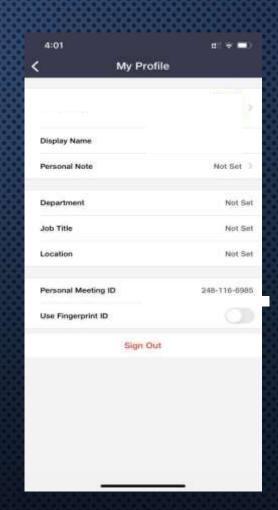


Settings(1/3)



☐ 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-in Password: Change your password.
- ☐ Personal Meeting ID (PMI)
- ☐ 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 left 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 App Store to rate JioMeet.
 - □ Terms and Conditions
 - ☐ Privacy Policy: View the JioMeet Privacy Policy

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|---------------------------|---------|
| About | |
| Version | 3.3.9.6 |
| Tell Others About JioMeet | |
| Rate JioMeet in App Store | |
| FAQs | |
| Terms and Conditions | |
| Privacy Policy | |
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Thank You...!!