JioMeet
Self Help Guide - iOS

Index

JioMeet Installation

- ❑ **Open AppStore**

- ❑ **Search "JioMeet"**

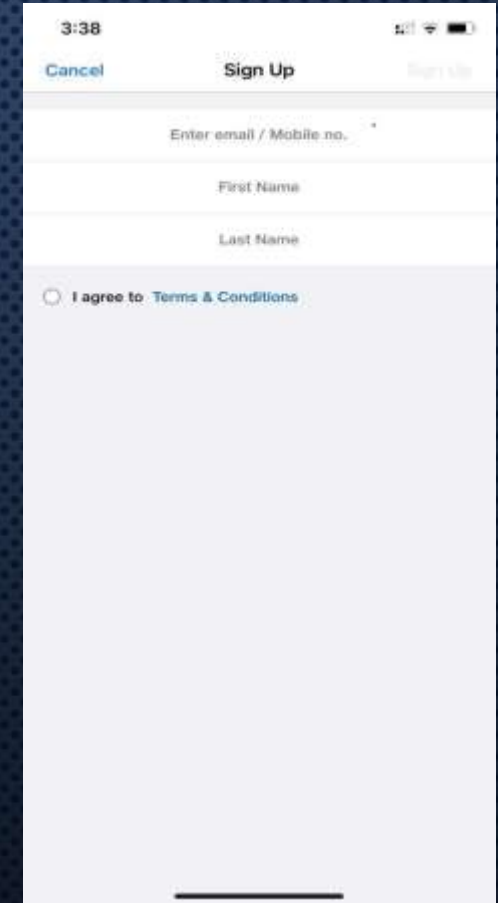- ❑ **Install the JioMeet Application**

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**

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"**
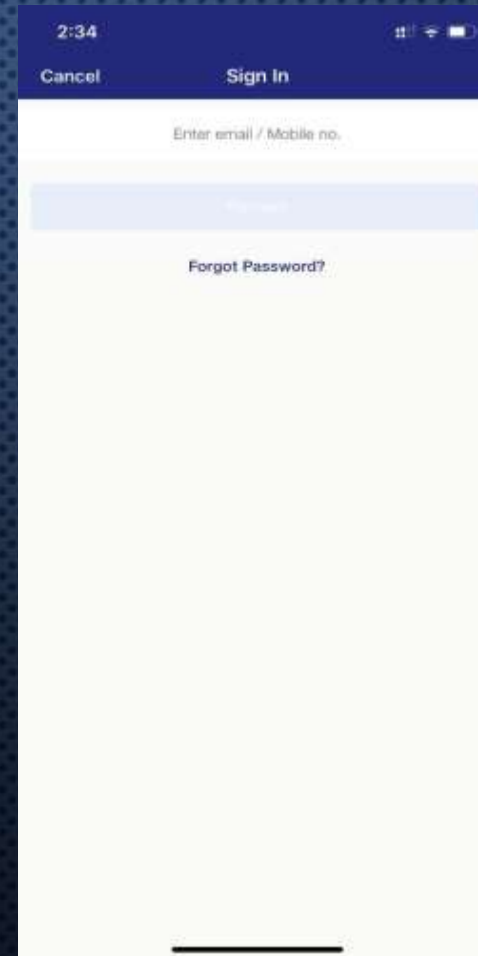
Sign In using E-mail ID

- ❑ **Open JioMeet application**

- ❑ **Tap on "Sign In" option**

- ❑ **Enter the verified E-mail ID & Password**

- ❑ **Click on "Sign In"**

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**

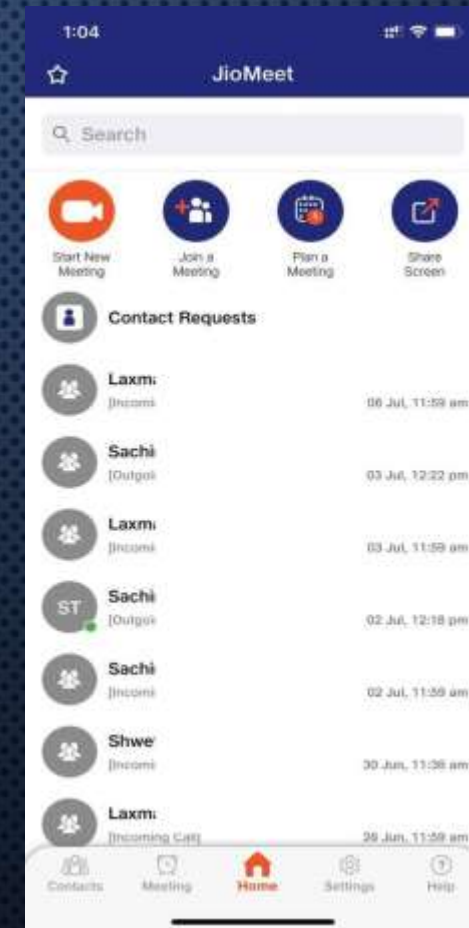❑ **Click on "Sign In"**

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**

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
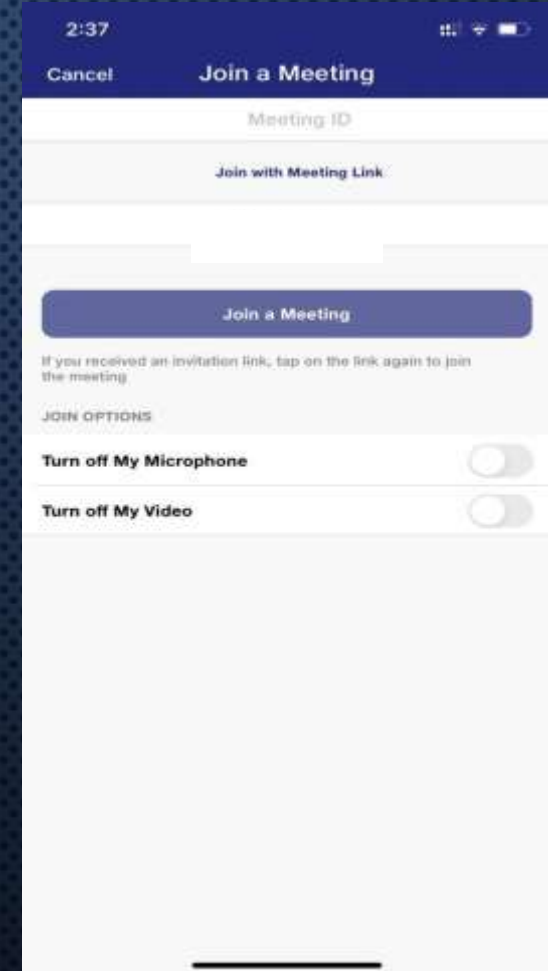
❑ **Settings**

❑ **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.
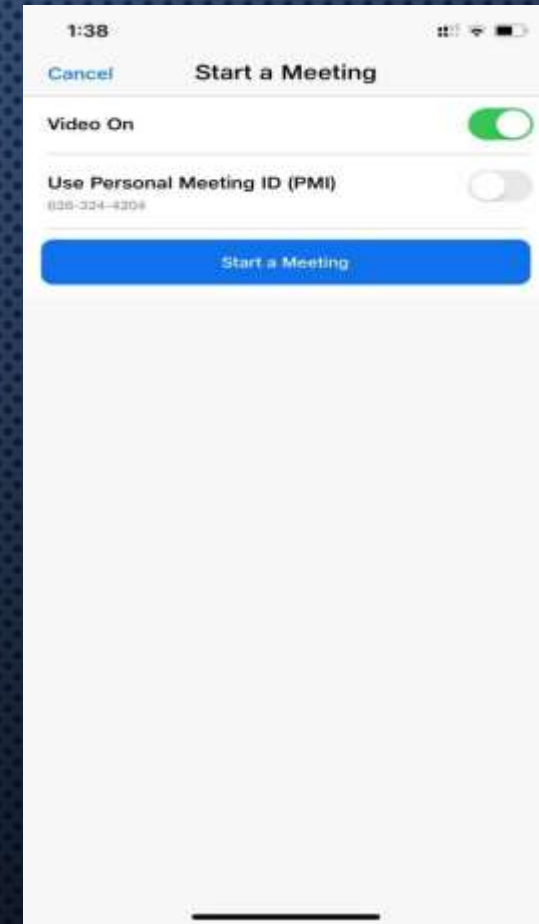
Join a Meeting

❑ **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**

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

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.

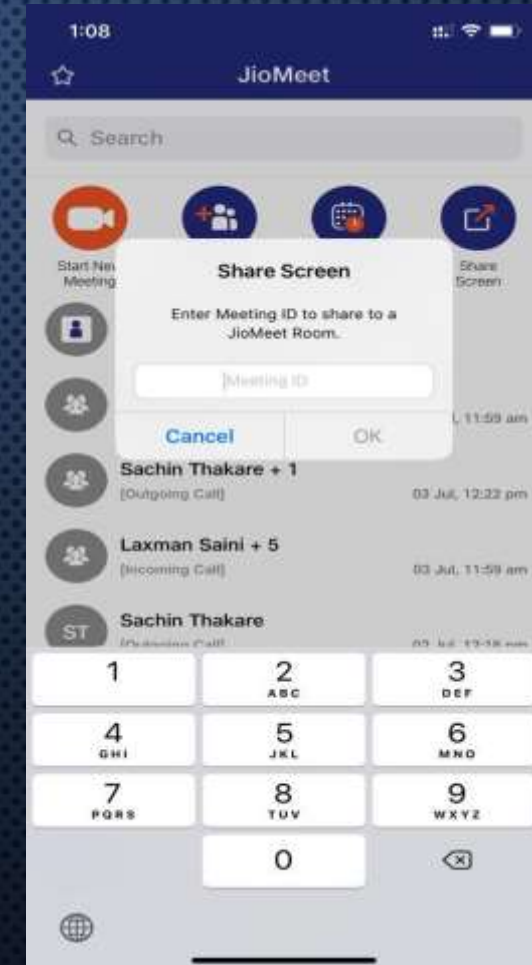   ❑ **Don't Allow Guest Users:** Only registered JioMeet users can join a meeting

❑ **Click on "Done"**

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.
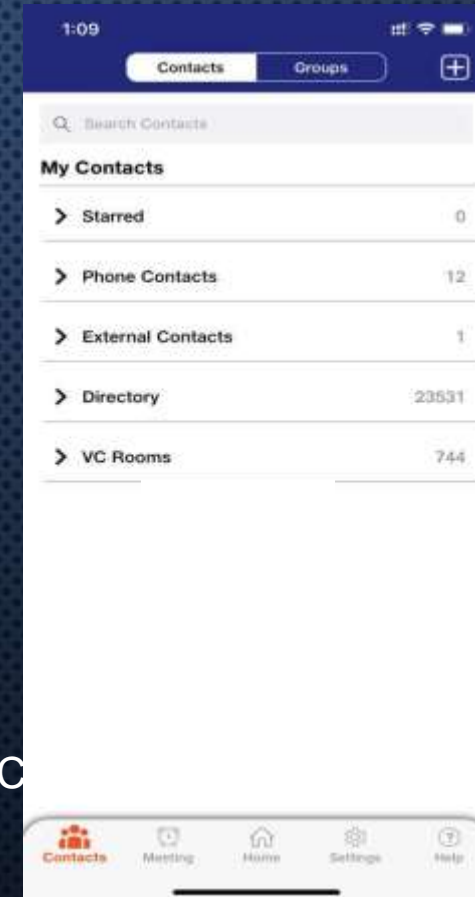
How to Star a Contact:

❑ **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**
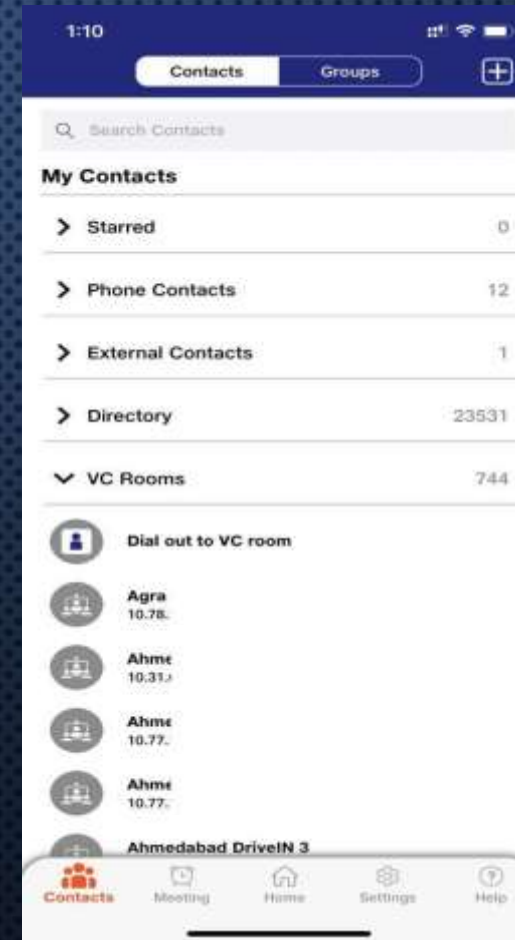
How to Start an Ad-hoc Meeting:

❑ **Go to "Contacts" tab**

❑ **Select any Contact or VC or Channel**

❑ **Click on "Meet" option**

Contents(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"

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.**

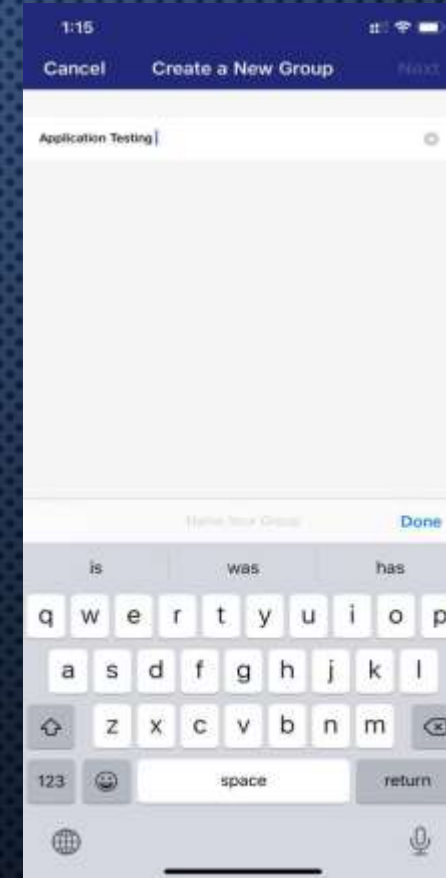❑ **Invite External Contacts via Mobile number is not applicable.**

How to Create a Group:

❑ Click on "+" icon

❑ Click on "Create a Group"

❑ Invite members

Note:
❑ Only registered JioMeet contacts can be added.
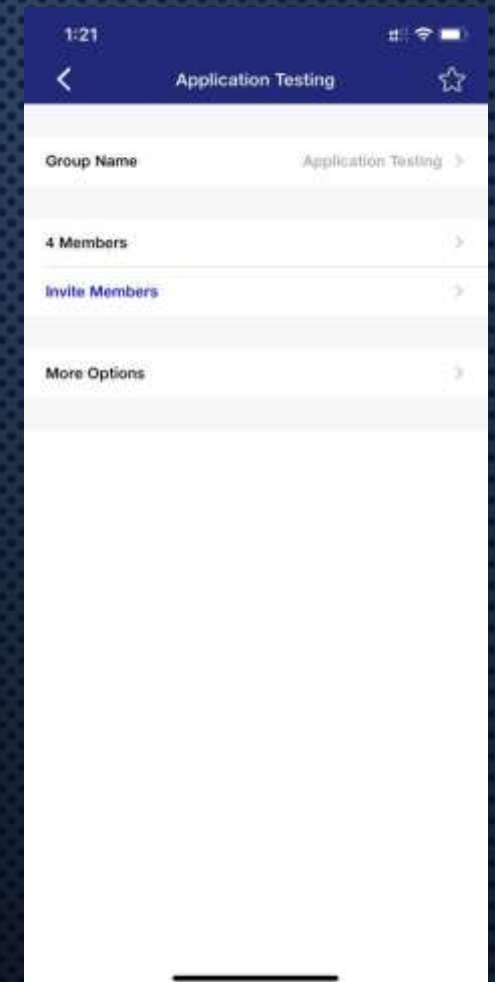
How to initiate a Group Meeting:

- ❑ **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**.

❑ **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.
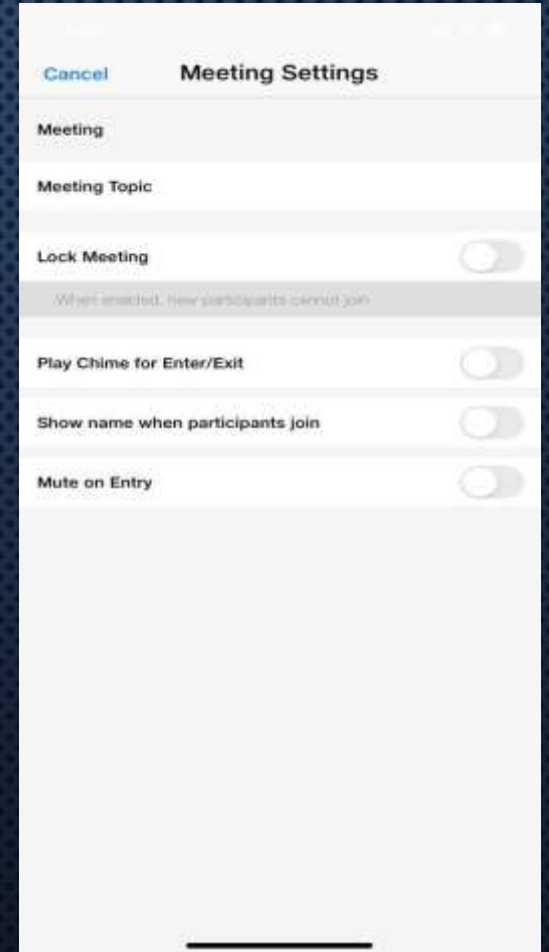
Settings

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.
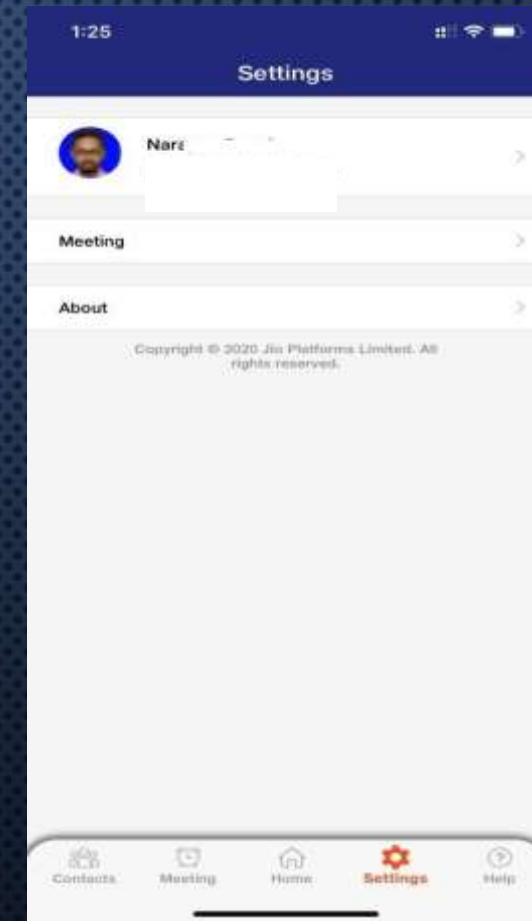
Settings(1/3)

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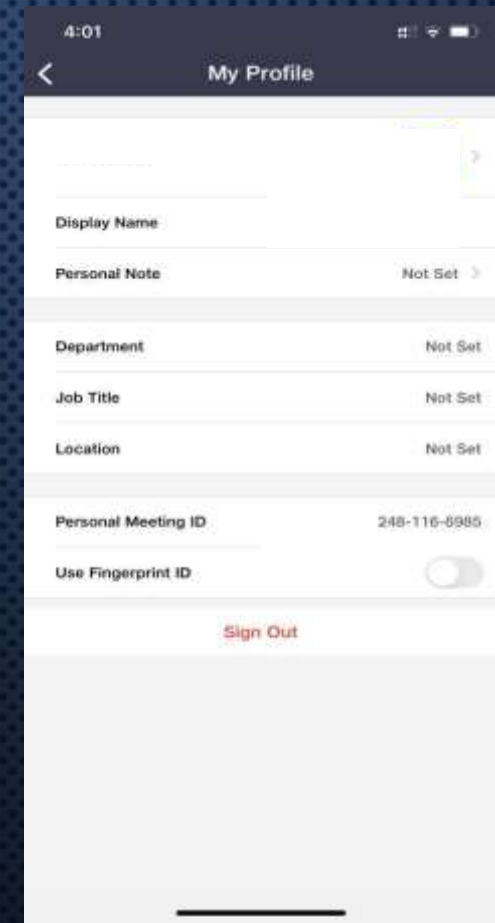
    ❑ **Profile Photo**: Use your phone's camera to take a new profile photo or upload a photo from your phone.

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

    ❑ **Sign-in Password**: Change your password.

    ❑ **Personal Meeting ID (PMI)**

    ❑ **Sign Out**
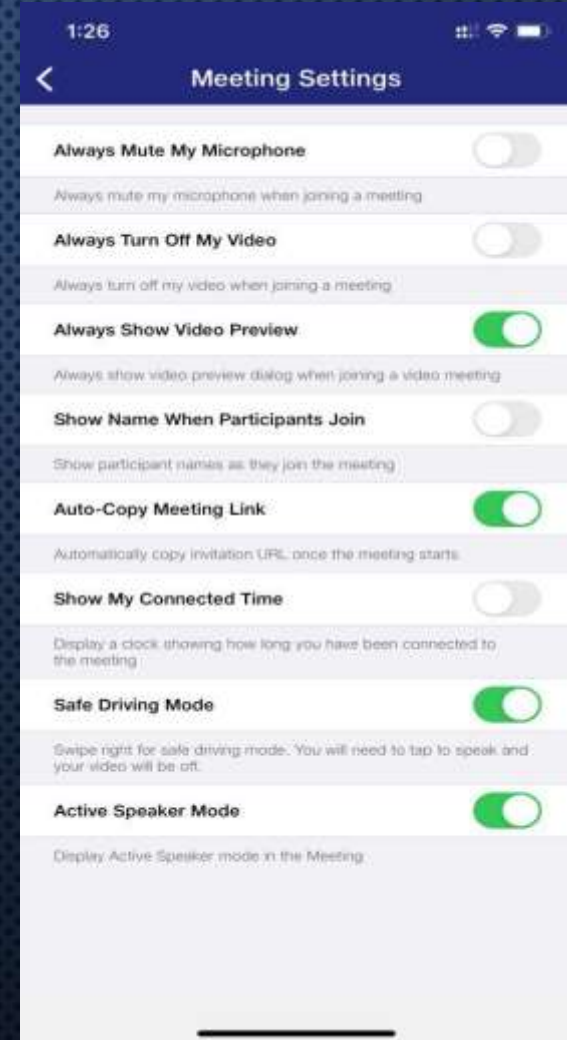
❑ **Meeting**

  ❑ **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.
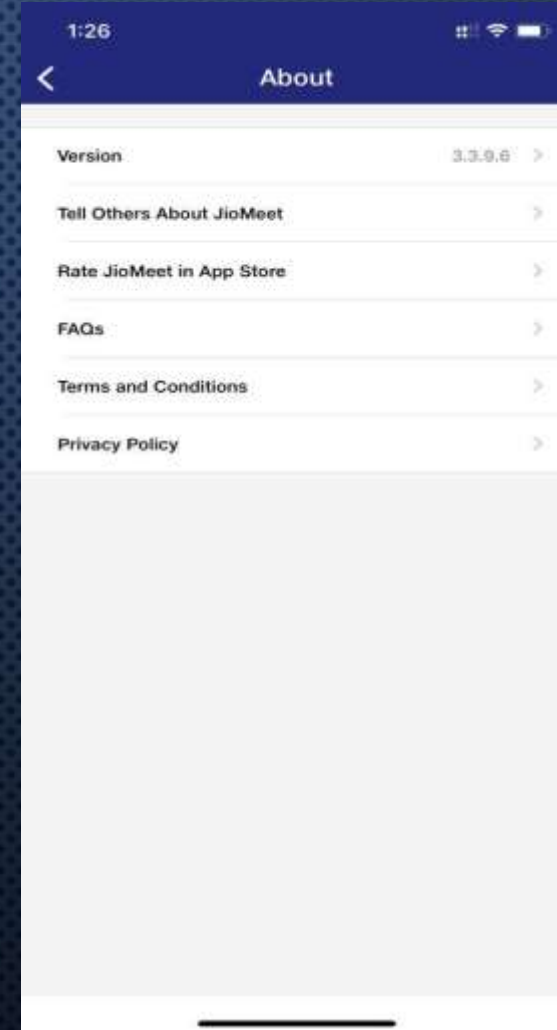
Settings(3/3)

❑ **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

Thank You...!!