



Anywhere, Any Device, Anytime

JioMeet
Self Help Guide - Windows



JioMeet Features

- Installation
- Sign Up
 - Using E-Mail ID/Mobile Number
- Sign In
 - Using E-mail ID/Mobile Number/Company Email ID
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- Start New Meeting
- Schedule Meeting
- Join a Meeting
- Plan a Meeting
- Share Screen
- Contacts
- Inside Meeting Options

JioMeet Installation



- ❑ Visit <https://www.jiomeetpro.jio.com>
- ❑ Go to Downloads section
- ❑ Click on Windows Client
- ❑ Click on Download and an .exe file will start to download automatically.
- ❑ Install the JioMeet installer.
- ❑ Once JioMeet application is installed successfully, a shortcut will be created on desktop.



Sign Up using E-mail ID



- ❑ Visit <https://www.jiomeetpro.jio.com>
- ❑ Click on "Sign Up"
- ❑ 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

The screenshot shows the JioMeet sign-up interface. At the top left is the JioMeet logo. In the center, there is a large Jio logo and the text "JioMeet". Below this, the heading "Sign Up" is displayed. The form consists of three input fields: "First Name", "Last Name", and "Email / Mobile no.". A dark blue "Sign Up" button is positioned below the fields. Underneath the button, there is a link: "Already have an account? [Sign In](#)". At the bottom left of the form area, there is a "< Back" link.

Sign Up using Mobile Number



- ❑ Visit <https://www.jiomeetpro.jio.com>
- ❑ Click on "Sign Up"
- ❑ Enter First & Last Name
- ❑ Enter the Mobile Number
- ❑ Click on "Sign Up"

A screenshot of the JioMeet website's sign-up page. The page has a white background with a blue border. At the top left, there is a small JioMeet logo. In the center, there is a large orange circle containing the Jio logo. Below this, the text "JioMeet" is displayed in a large, bold, black font. Underneath, the heading "Sign Up" is shown in a bold, black font. There are three input fields: "First Name", "Last Name", and "Email / Mobile no.". Below these fields is a dark blue button with the text "Sign Up" in white. At the bottom, there is a link that says "Already have an account? [Sign In](#)" and a "[Back](#)" link with a left-pointing arrow.



Sign In using Mobile Number

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

A screenshot of the Jio Sign In interface. At the top, the text "Sign In" is centered. Below it is a text input field containing "8*****". Underneath that is another input field with the placeholder text "Enter 6 digit OTP" and a "Resend" link to its right. Below the input fields is a checkbox labeled "Keep me signed in" and a blue "Sign In" button. At the bottom left, there is a "< Back" link. At the bottom center, a grey message box displays the text "OTP has been sent successfully".

Sign In using Company Email ID



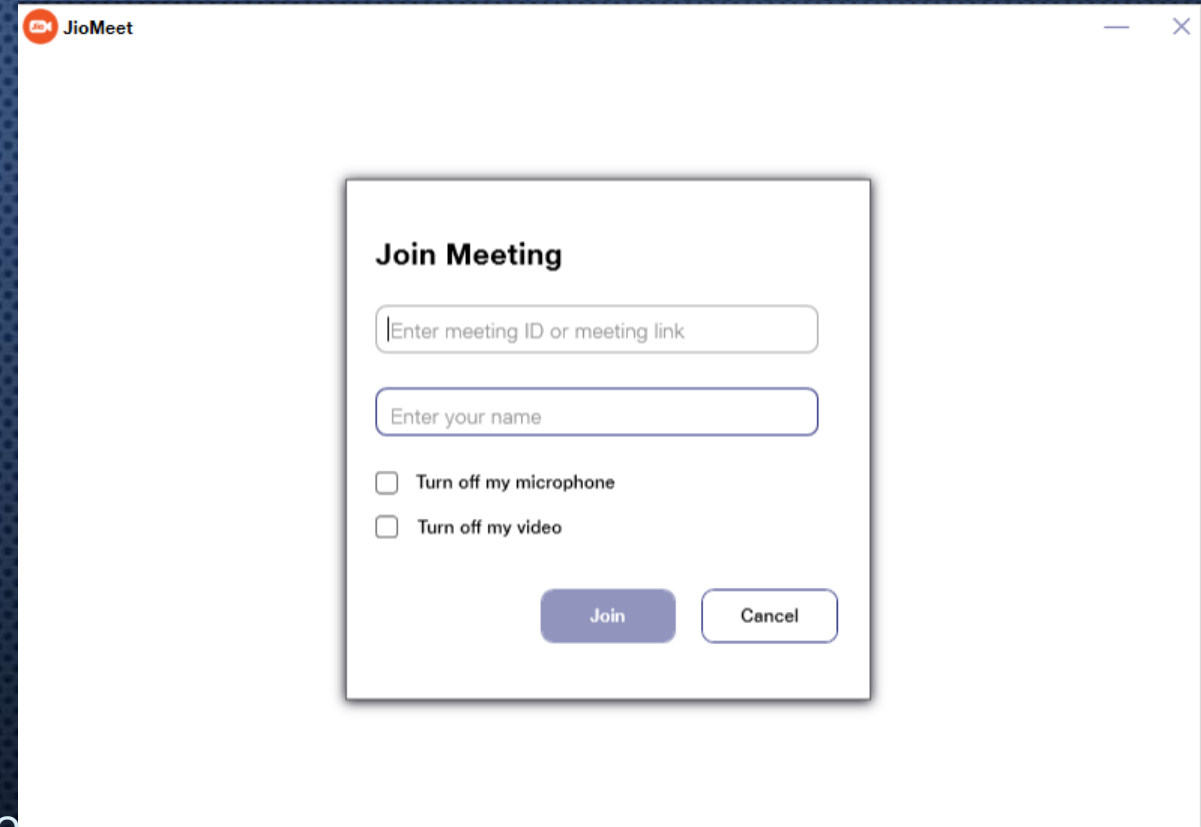
- ❑ Open JioMeet application
- ❑ Click on "Sign In"
- ❑ Enter your organization Email id
- ❑ Click on "Proceed"

A screenshot of the JioMeet application's sign-in screen. At the top center is the Jio logo (a red circle with "Jio" in white). Below it, the word "JioMeet" is written in a bold, black, sans-serif font. Underneath that, the text "Sign In" is displayed in a smaller, black font. Below "Sign In" is a white rectangular input field with a thin blue border and a vertical cursor on the left side. At the bottom right of the screen is a rounded rectangular button with a blue gradient and the word "Proceed" in white text.



Join as a Guest

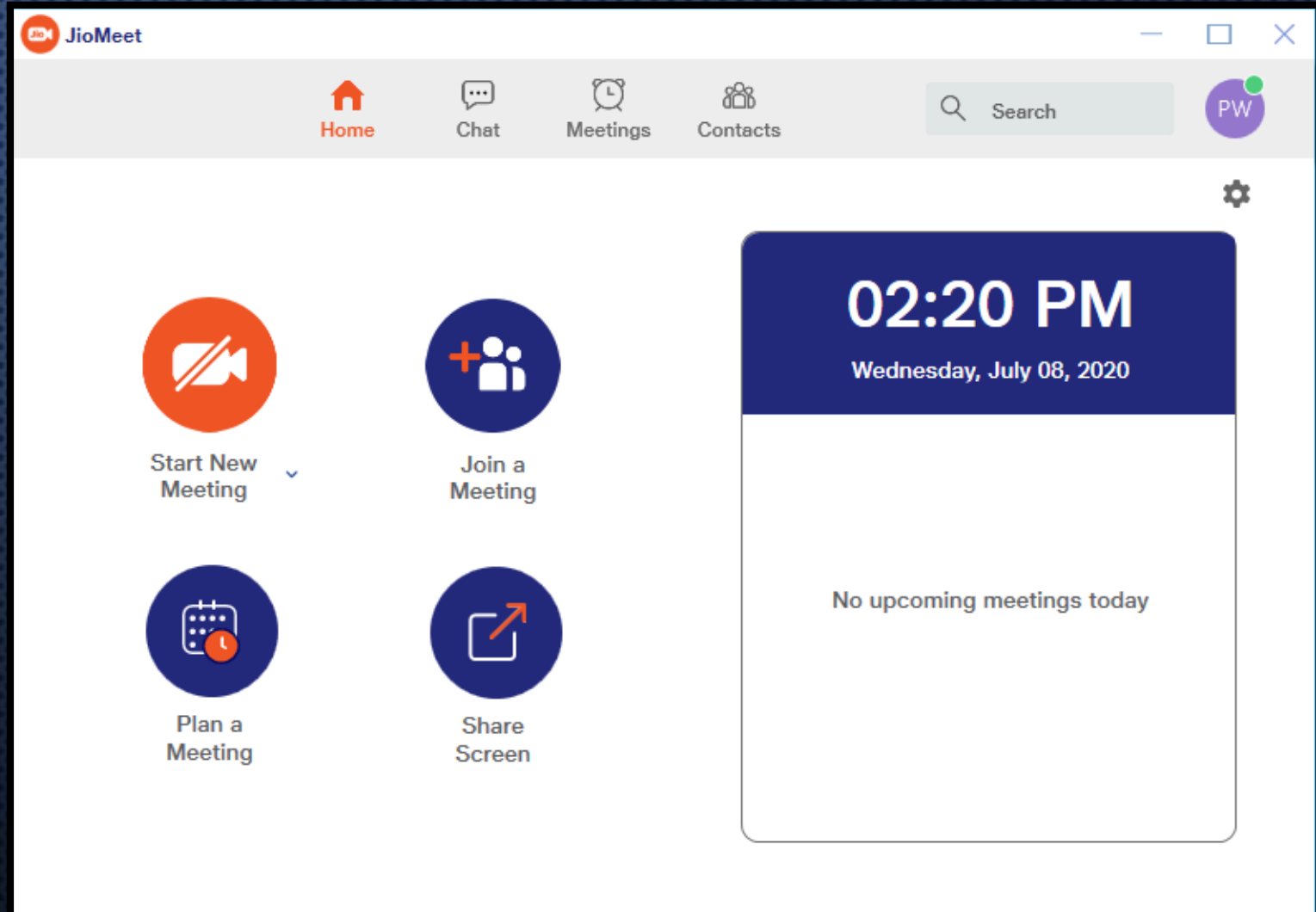
- ❑ **Open JioMeet application**
- ❑ **Click on "Join a Meeting"**
- ❑ **Enter the Meeting ID/Link**
- ❑ **Enter Name**
- ❑ **Choose the preferences**
 - ❑ **Turn off my microphone:** Select this option if you want to join the meeting with muted microphone.
 - ❑ **Turn off my video:** Select this option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





Dashboard/Home Screen

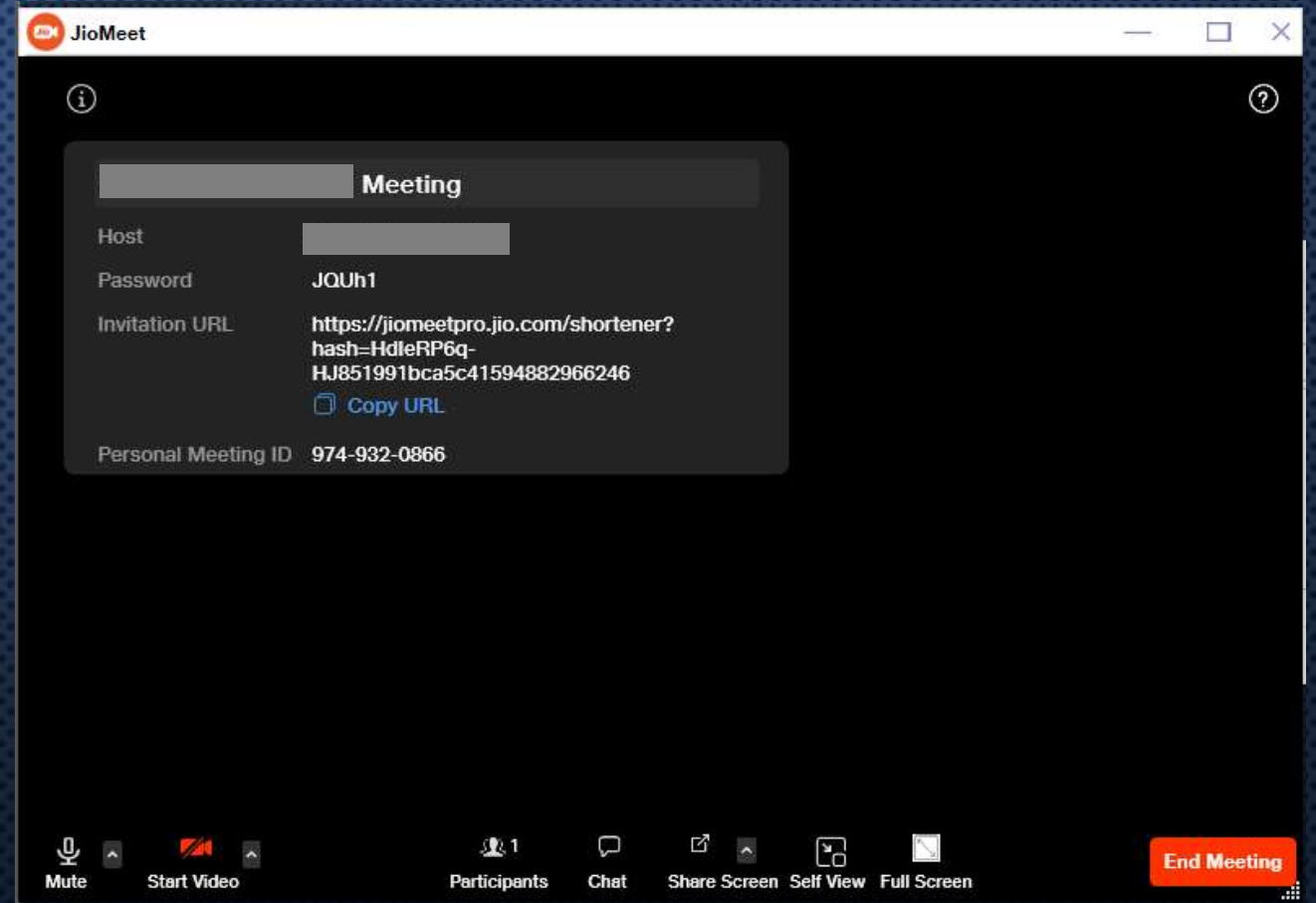
- ❑ **Start New Meeting**
 - ❑ To Start Instant Meeting
- ❑ **Join Meeting**
 - ❑ To Join Instant or Scheduled Meeting
- ❑ **Plan a Meeting**
 - ❑ To Schedule a Meeting in advance
- ❑ **Share Screen**
 - ❑ Share Screen directly to an meeting
- ❑ **Search**
 - ❑ Search Contacts
- ❑ **Chat**
 - ❑ Start Instant Messaging
- ❑ **Meetings**
 - ❑ All Meeting information
- ❑ **Contacts**
 - ❑ Find your JioMeet Contacts





Start New Meeting(1/2)

- ❑ Go to Dashboard/Home screen
- ❑ Click on “New Meeting”
- ❑ Click on the “i” icon to get the details of the Meeting
 - ❑ **Copy URL:** Copy the Meeting URL & share it with anyone.

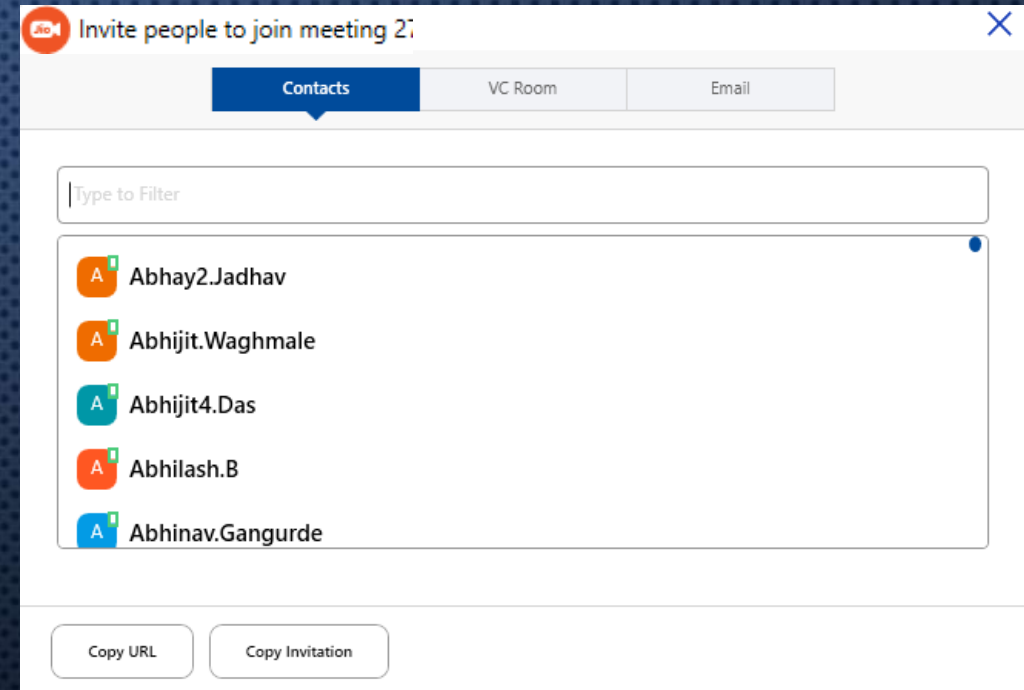




Start New Meeting(2/2)

Invite Contacts to Meeting:

- ❑ **Under “Participants”**
- ❑ **Click on Invite**
 - ❑ **Contacts:** Invite your JioMeet Contacts to the Meeting.
 - ❑ **VC Room:** Invite pre onboarded VCs to the Meeting.
 - ❑ **Email:** Invite someone using any Email client.
- ❑ **Copy URL:** Copy the Meeting URL & share it with anyone.
- ❑ **Copy Invitation:** Copy the Meeting Invitation details like Meeting ID, Password, etc.





Join a Meeting

- ❑ Click on "Join a Meeting"
- ❑ Enter the Meeting ID/Link
- ❑ Name is pre-filled
- ❑ 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 the meeting without your video.
- ❑ Click on "Join" option

The screenshot shows a 'Join Meeting' dialog box with the following elements:

- Header: JioMeet logo and a close button (X).
- Title: **Join Meeting**
- Input field: A text box with the placeholder text "Enter meeting ID or meeting link".
- Input field: A second empty text box for a name.
- Options:
 - Turn off my microphone
 - Turn off my video
- Buttons: A blue "Join" button and a white "Cancel" button.

Plan a Meeting(1/2)



- ❑ Go to Dashboard/Home
- ❑ Click on “Plan a Meeting”
- ❑ Fill the meeting details
 - ❑ Topic
 - ❑ Choose Date and time
 - ❑ Set the Duration of Meeting
 - ❑ Select Video options
 - ❑ For Host and Participant
 - ❑ Choose Calendar option

The screenshot shows the 'Plan a Meeting' interface in the JioMeet application. The form is titled 'Plan a Meeting' and includes the following sections:

- Topic:** A text input field containing 'JioMeet Meeting'.
- Start:** A date picker set to '08-07-2020' and a time picker set to '14:45'.
- Duration:** Two dropdown menus, the first set to '0 hour' and the second to '30 minutes'.
- Video:** Radio buttons for 'Host' (On) and 'Participants' (On).
- Calendar:** Radio buttons for 'Outlook', 'Google Calendar', and 'Other Calendars'.
- Advanced Options:** A list of checkboxes including 'Enable Waiting Room' (unchecked), 'Allow Join Before Host' (checked), 'Mute participants on entry' (unchecked), 'Allow participants only from my organization' (checked), and 'Don't Allow Guest Users' (unchecked).

At the bottom right, there are two buttons: 'Schedule' (in a dark blue box) and 'Cancel' (in a white box with a blue border).



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.
- ❑ **Mute participants on entry:** Participant's microphone will be OFF while joining the meeting.
- ❑ **Allow Participants only from my Organization:** Only participants of your organization can join the meeting.
- ❑ **Don't Allow Guest Users:** Only registered JioMeet users can join a meeting.

❑ Click on “Schedule”

JioMeet Plan a Meeting

Topic

Meet Meeting

Start: 08-07-2020 14:45

Duration: 0 hour 30 minutes

Video

Host On Off Participants On Off

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ^

Enable Waiting Room

Allow Join Before Host

Mute participants on entry

Allow participants only from my organization

Don't Allow Guest Users

Schedule Cancel



Share Screen

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

A screenshot of the JioMeet application's "Share Screen" dialog box. The dialog has a white background and a thin border. At the top left, there is the JioMeet logo (an orange circle with a white video camera icon) and the text "JioMeet". At the top right, there is a blue "X" icon for closing the dialog. The main heading "Share Screen" is centered below the logo. Below the heading is a rounded rectangular input field with a light gray border and the placeholder text "Enter meeting ID or meeting link". At the bottom of the dialog, there are two buttons: a light gray "Share" button on the left and a white "Cancel" button with a blue border on the right.

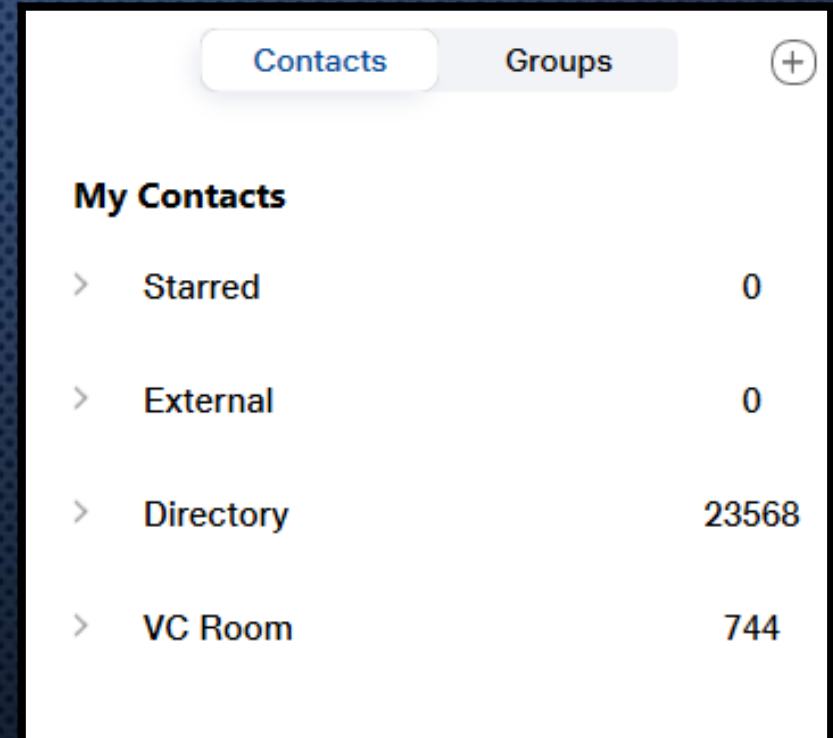


Contacts(1/7)

❑ Go to Contacts tab

❑ My Contacts

- ❑ **Starred:** View favorite Contacts/Groups.
- ❑ **External:** View External Added Contacts or Pending requests.
 - ❑ **Add an External Contact (+)** : Add registered JioMeet users to your contacts by sending request.
- ❑ **Directory:** View users within your organization.
- ❑ **VC Room:** View pre onboarded VC rooms within your organization.
 - ❑ **Dial Out to VC Room:** Manually enter the IP address & dial out to VC Room.



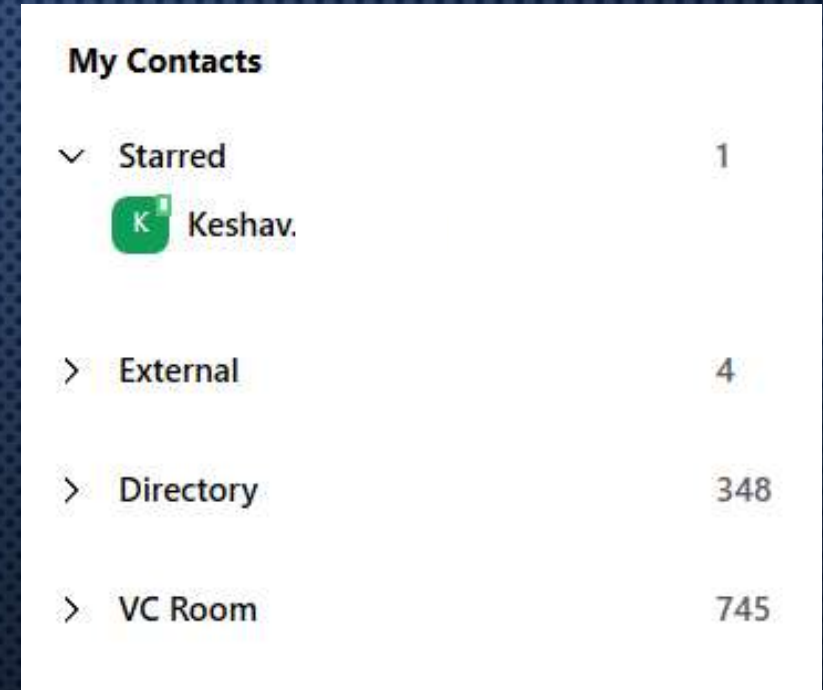


Contacts(2/7)

How to Star a Contact:

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

Note: Starred contacts can be viewed under "Contacts & Chat" tab → Starred" header

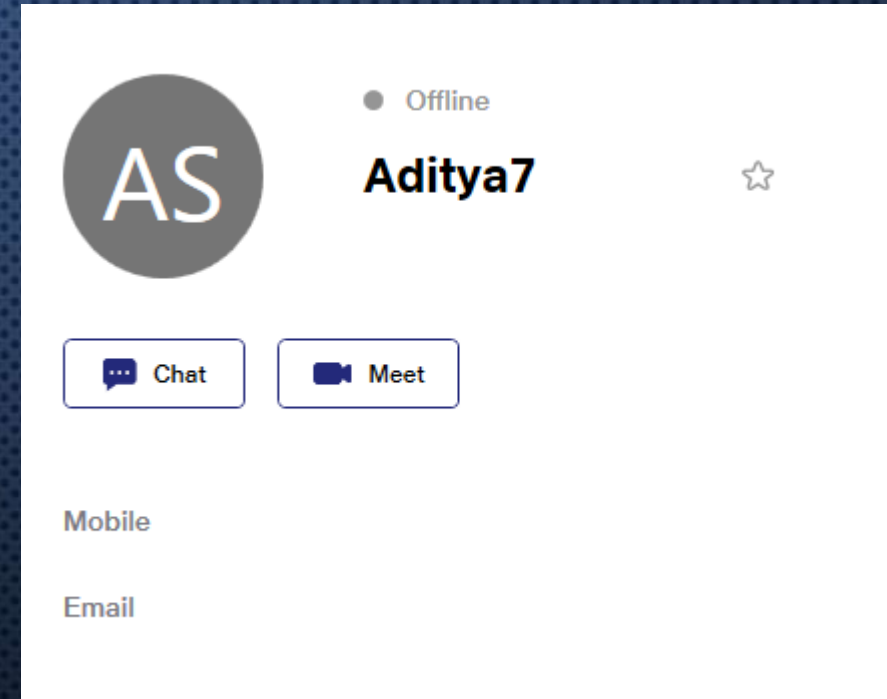




Contacts(3/7)

How to Start an Ad-hoc Meeting:

- ❑ Go to “Contacts” tab
- ❑ Select any Contact or VC
- ❑ 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 call”

A screenshot of a mobile application interface for dialing out to a VC Room. The dialog box has a white background and rounded corners. At the top, it says "Type of VC Room". Below this, there are two radio button options: "SIP" (which is selected) and "H.323". Underneath the radio buttons is a text input field with a light blue border and the placeholder text "Enter IP address". At the bottom of the dialog is a blue button with white text that says "Start call".

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 wish to Add
- ❑ Click on “Add” & invitation will be sent
- ❑ Once request is approved then such user will be visible under “External Contact”

Note: Only registered JioMeet users can be added. Invite External Contacts via Mobile number is not applicable.

JioMeet

Add a Contact

Email

Copy Invitation

Add Cancel

Add a Contact

An invitation has been sent to

Shubham.Pandit@gmail.com

Ok



Contacts(6/7)

How to Create a Group:

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

Note:

- ❑ Only registered JioMeet members in your Contacts can be added to a Group.
- ❑ Created Groups can be viewed under Groups Tab → "All Groups" header.

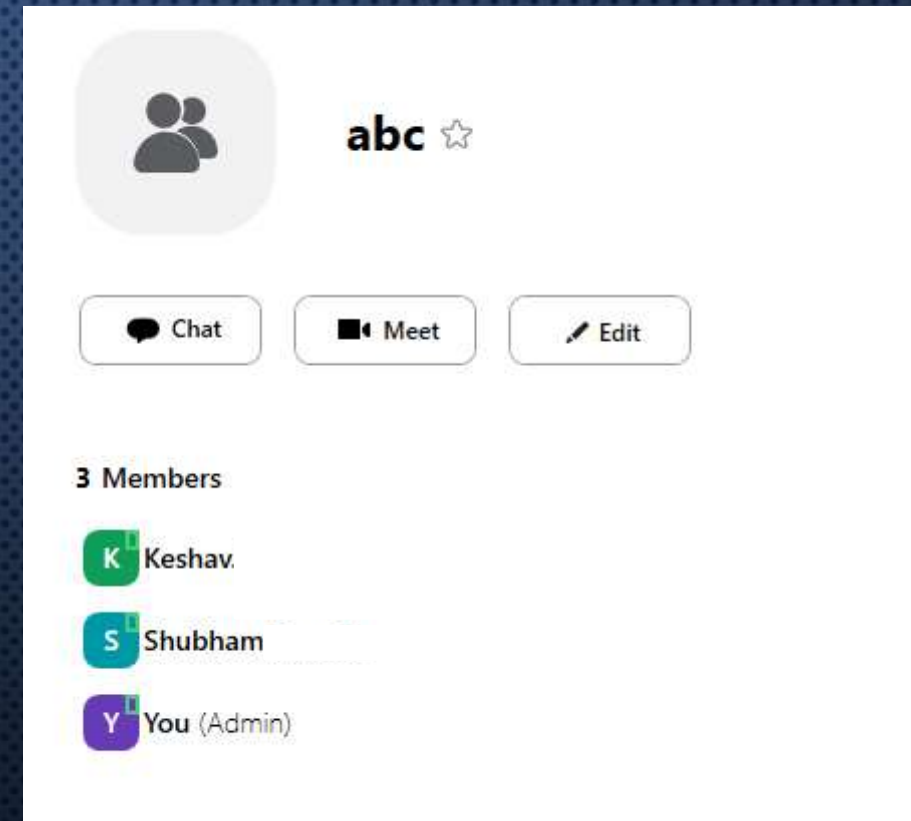
	Contacts	Groups	
>			0
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Contacts(7/7)

How to initiate a Group Meeting:

- Go to “Contacts” tab
- Click on "Groups" header
- Select any Group
- Click on “Meet” option

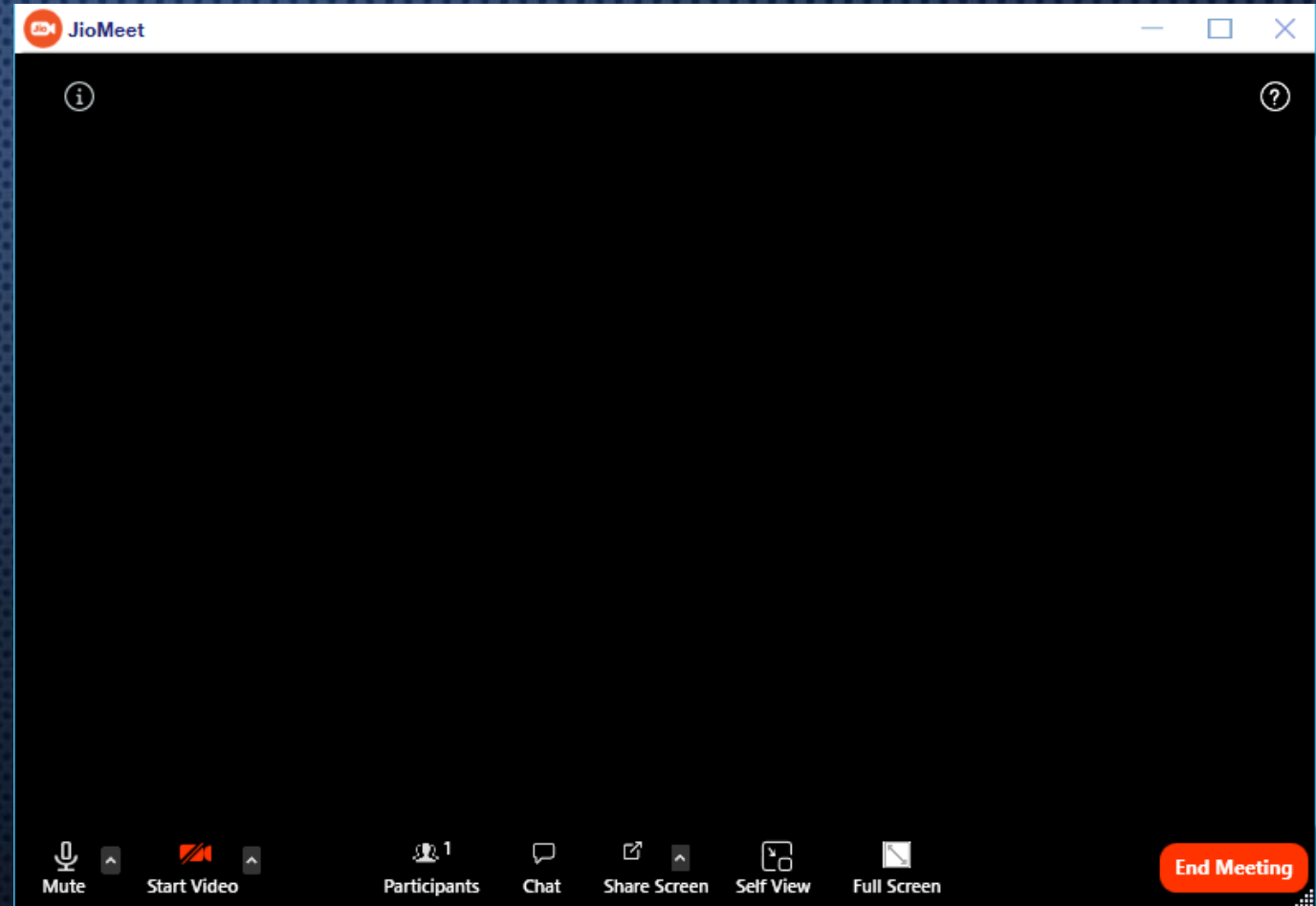




Inside Meeting Options(1/2)

The meeting options will appear at the bottom of your screen.

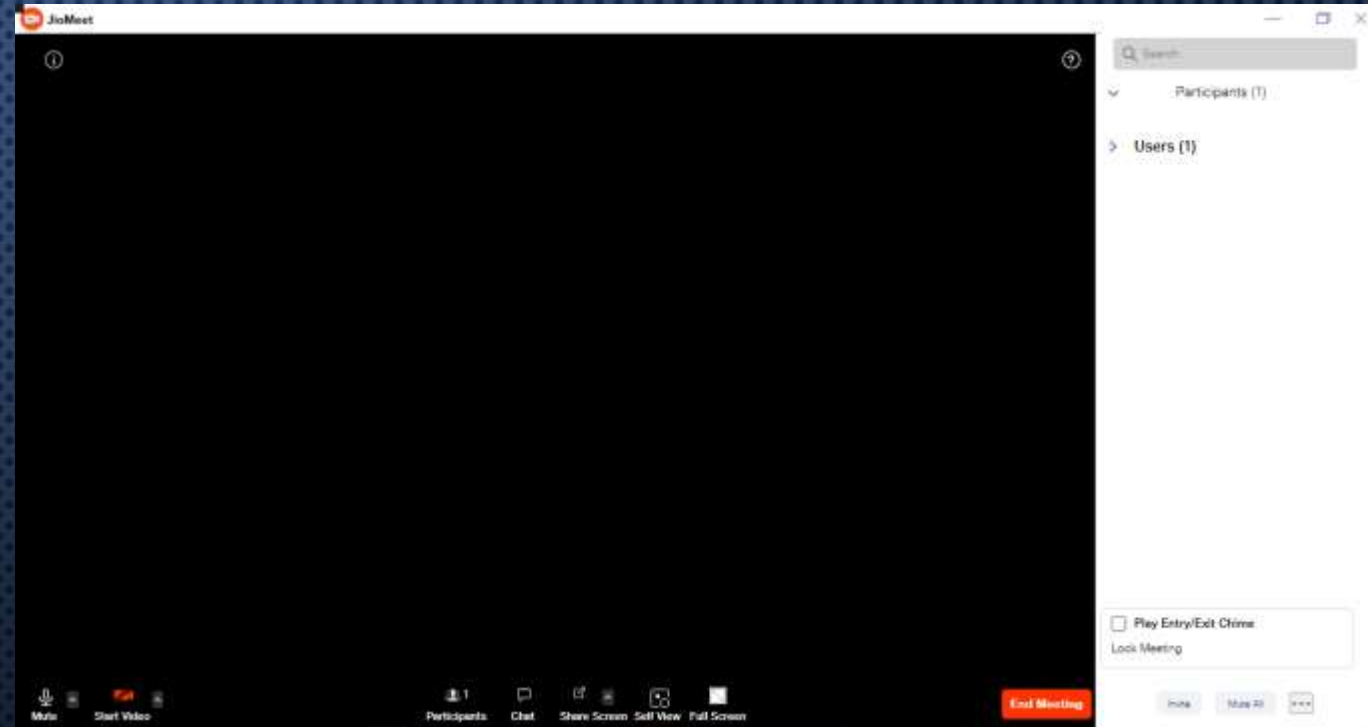
- ❑ **Mute/Unmute Mic:** User can use this to mute or unmute his mic. If a participant is not speaking it's advisable to keep Mic muted.
- ❑ **Start/Stop Video:** User can use this to turn ON/OFF camera.
- ❑ **Info:** On click, a pop up opens with basic details of the ongoing meeting.
- ❑ **Help:** To visit Help section
- ❑ **Participants:** On click, a panel opens with details of the participants on the call.





Inside Meeting Options(2/2)

- ❑ **Play Entry/Exit Chime:** If Host enables this option then all the participants of ongoing meeting hear a chime to mark entry/exit of participants for the ongoing meeting.
- ❑ **Lock Meeting :** If Host enables this option then no one will be able to join the meeting.
- ❑ **Chat :** On click, a chat panel opens where user can chat with participants of the meeting.
- ❑ **Screen Share:** User can share his/her screen to rest of the participant.
- ❑ **Self-View:** This toggle let's user to see/hide his video feed on screen.





Thank You...!!