

## 在线面试腾讯会议操作手册

1. 打开任一浏览器，在地址栏中输入

[https://cloud.tencent.com/act/event/tencentmeeting\\_free?fromSource=gwzcgw.3375071.3375071.3375071&utm\\_medium=cpc&utm\\_id=gwzcgw.3375071.3375071.3375071](https://cloud.tencent.com/act/event/tencentmeeting_free?fromSource=gwzcgw.3375071.3375071.3375071&utm_medium=cpc&utm_id=gwzcgw.3375071.3375071.3375071)，进入腾讯会议官网，点击“立即下载”



2. 下载成功后找到安装包，按安装提示安装腾讯会议。安装完成后打开腾讯会议，点击“注册/登录”进入腾讯会议



3. 如已有账号和密码可直接登录腾讯会议



The screenshot shows the Tencent Meeting login interface. At the top, there is a back arrow and a close button. Below that, the title "帐号密码登录" (Account Password Login) is displayed, with a link "使用验证码登录" (Use Verification Code Login) to its right. The form includes a "手机号码" (Mobile Number) field with a dropdown for the country code "+ 86" and a placeholder "请输入手机号码" (Please enter mobile number). Below this is a "密码" (Password) field with a placeholder "请输入密码" (Please enter password) and a link "忘记密码?" (Forgot password?). A blue "登录" (Login) button is centered below the fields. At the bottom, there is a checked checkbox for "记住密码" (Remember password) and a link for "新用户注册" (New user registration).

4. 如初次登录腾讯会议，点击当前界面的“新用户注册”按照页面提示进行账号注册



This screenshot is identical to the one above, but with a red rectangular box highlighting the "新用户注册" (New user registration) link at the bottom right of the page.

手机号码  
+86 18501317629

验证码  
请输入验证码 获取验证码

名称  
请输入您的名称

密码  
请输入密码

确认密码  
请输入密码

注册

我已阅读并同意 [《软件许可及服务协议》](#) 和 [《隐私政策》](#)

24h  
智能客服

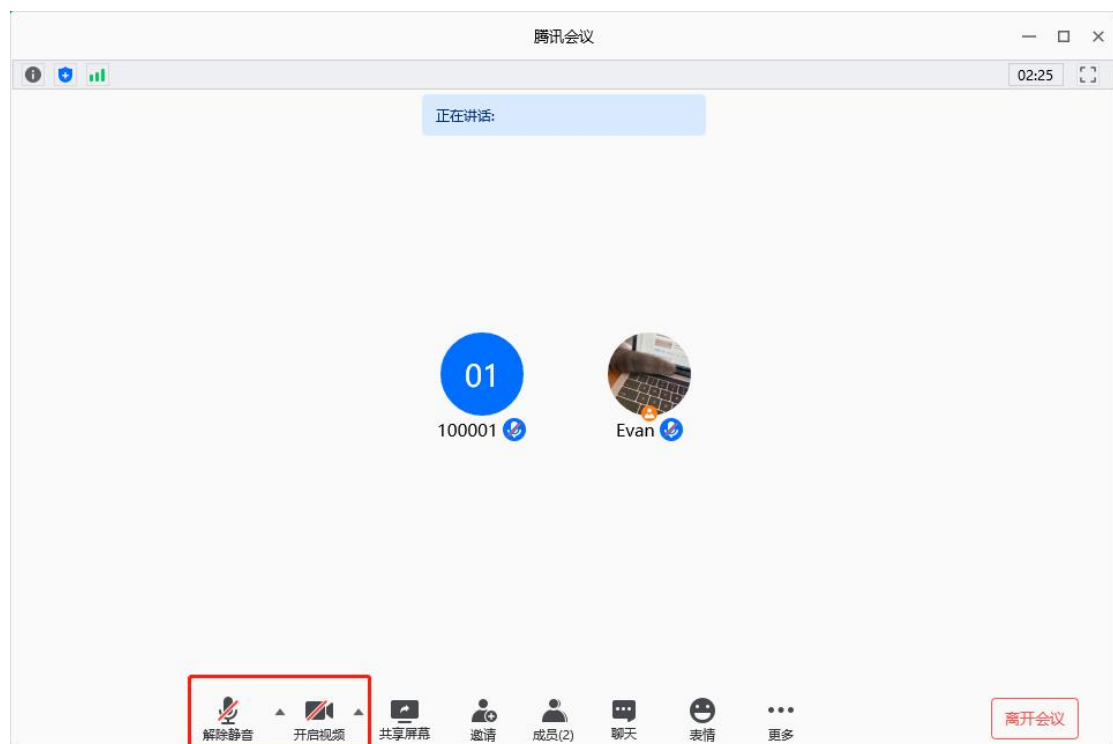
5. 注册成功后再次进入系统进行登录，登录成功后的界面如右图所示



6. 当收到腾讯会议邀请码后点击“加入会议”，然后在“会议号”输入9位会议号，在“您的名称”输入“岗位编码-姓名”。点击“加入会议”后即可进入会议间，进入成功后在线等待即可。



7. 加入会议间后关闭音频视频，保持客户端左下角界面如图中红框位置所示



8. 如需修改本人名称请点击“成员-改名”，在页面弹框处修改名称，将名称修改为“岗位代码+考生序号”。如不修改则视为违纪行为，

将由主考单位作出相应的处罚处理。

