

WeCom Teacher Training

- WeCom Introduction
- WeCom Login
- WeCom message conversation
- WeCom Workspace
- WeCom Help Center

WeCom Introduction



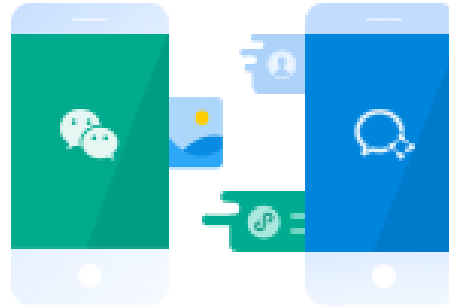
Tencent is positioning as a digital assistant, and WeCom is the exclusive connector for the organization, indicating that the organization connects internal, connects industries, and connects consumers.

WeCom Introduction



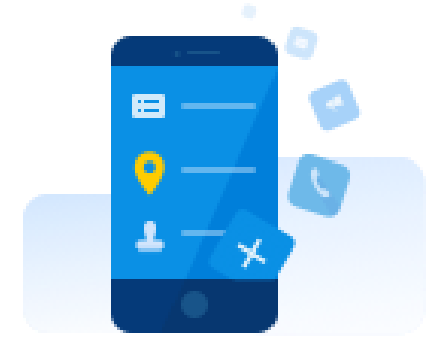
A consistent experience with WeChat

Simple to use, zero cost to get started, and work in a familiar way.



Connect to WeChat

Add customer's WeChat, provide services to customers through single chat and group chat of hundreds of people, publish content to customer's WeChat circle of friends, what's more, have the ability of small program, payment, etc.



Efficiency tools and office

Integrate efficiency tools such as scheduling, meetings, and OA applications such as punch cards and approvals, provide a rich selection of third-party applications, and support API access to own applications.

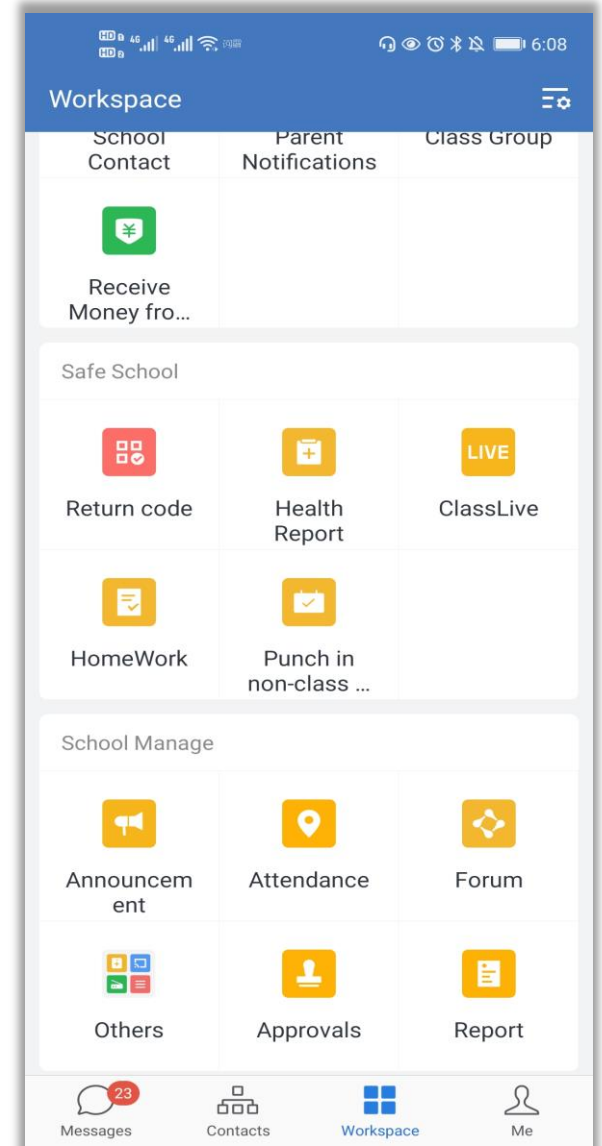
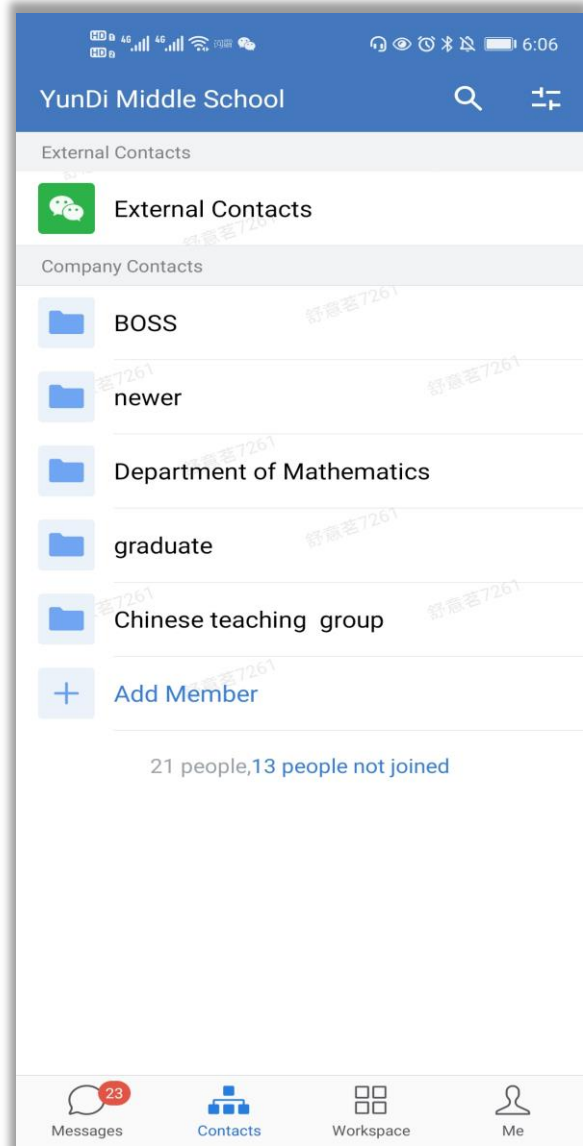
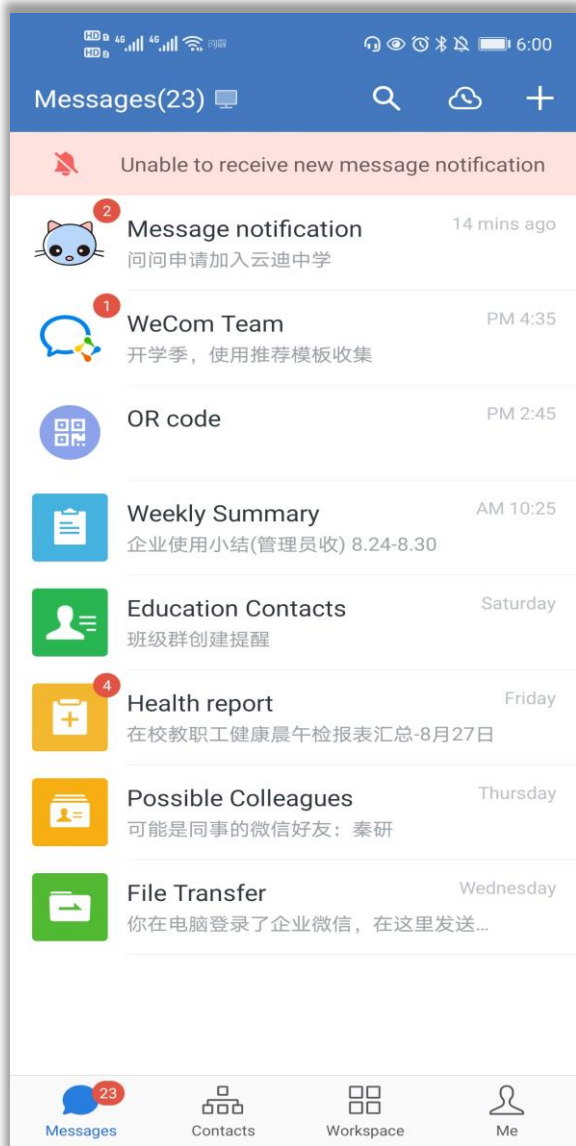
WeCom Introduction

WeCom has features and oa tools that fit the office scenario, such as leave, reimbursement, attendance, to handle office matters on your mobile phone.

WeCom supports single/multiple group chat, acknowledgement, multi-person call these functions, etc., to facilitate the sending of messages, notifications and announcements.

WeCom can realize basic teaching, such as live online teaching, assignment / upload of homework, and view of the timetable, which is convenient for teachers and students to learn.

The address book of WeCom can be divided according to the department management, the address book personnel, easy to find and manage.



WeCom Download

PC-based WeCom download method:

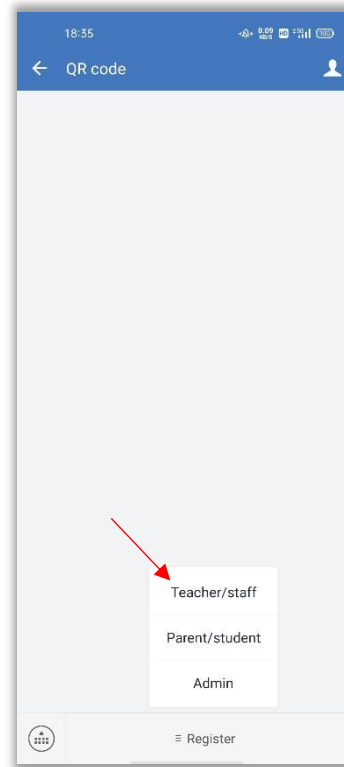
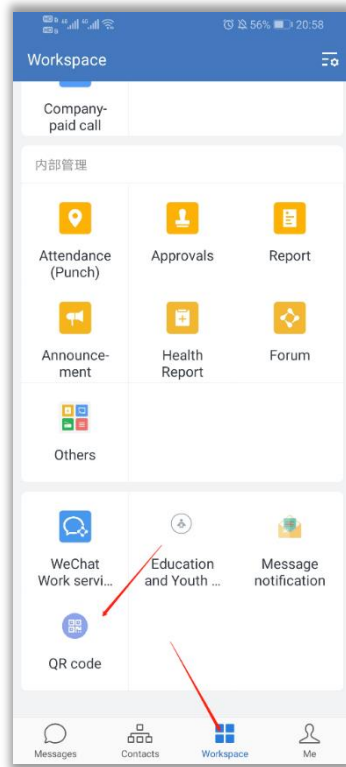
<https://work.weixin.qq.com/>

Mobile phone WeCom download method:

Login to App Market/App store Search WeCom to download and install.

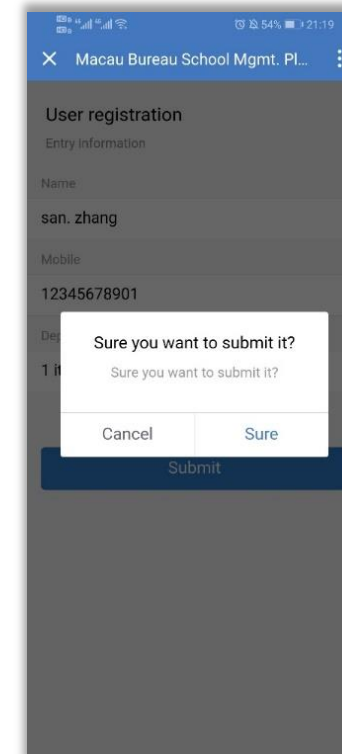
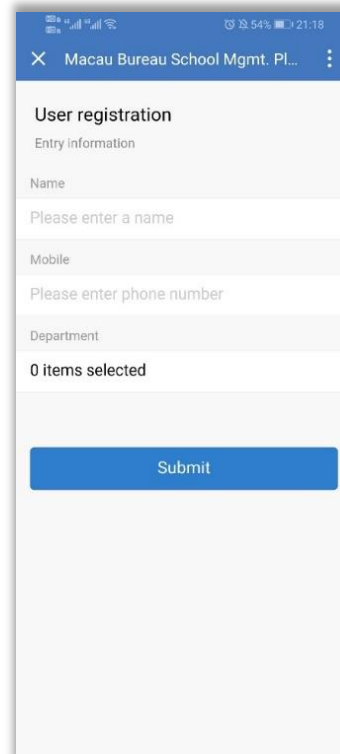
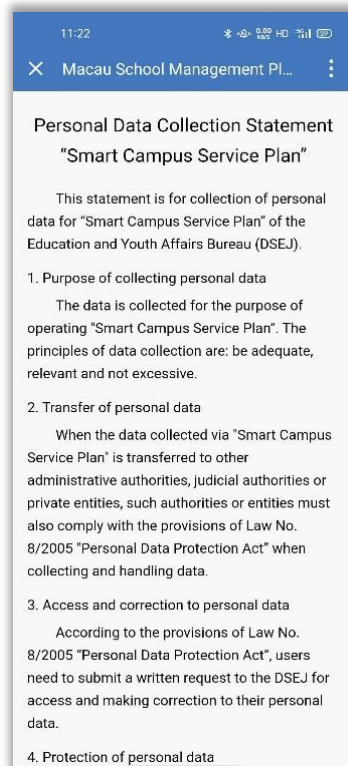
Teacher/staff registration

Step 1: The administrator provides the user with a QR code for registration



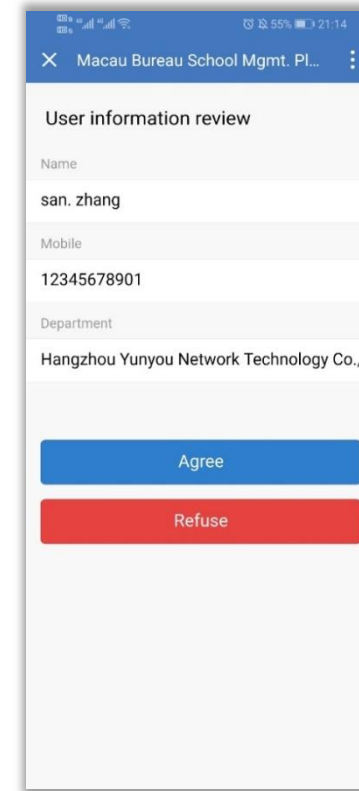
Teacher/staff registration

Step 2: After scanning the QR code, read the privacy policy and agree to fill in the form



Teacher/staff registration

Step 3: After the user submits, the administrator will receive a message reminder to audit the user information. The program creates user information after consent.



WeCom Login

Mobile login method:

Log in to WeCom :

1. After downloading the WeCom in the App Store, you can choose "WeChat Login" or "Mobile Login"
2. "WeChat login", open WeChat to authorize, and search for the company after authorization. After verifying the member's mobile phone or email address imported by the administrator in the address book, you can log in. If you are prompted that the company cannot be found, please contact the administrator for the appropriate mobile phone or email address.

WeCom Login

Mobile login method:

Log in to WeCom :

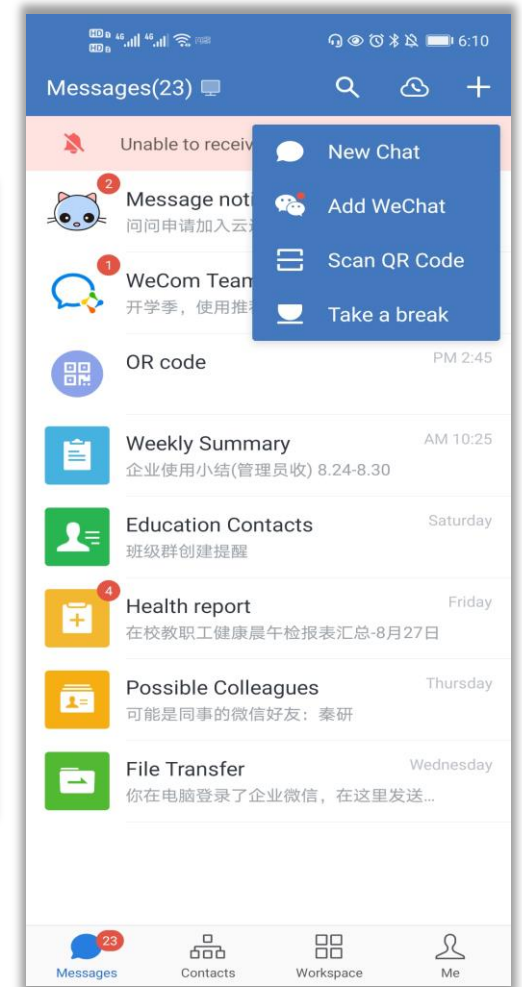
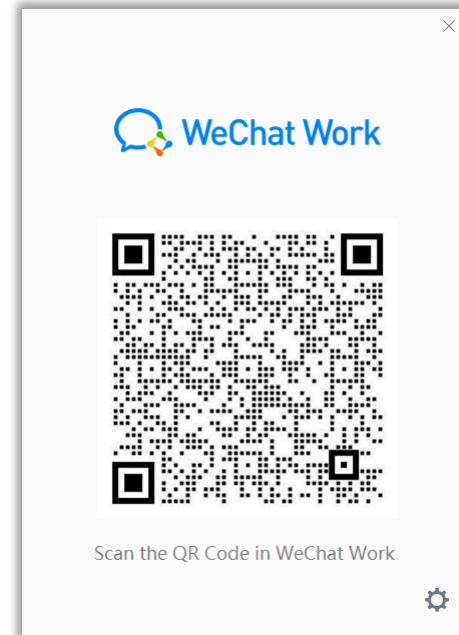
3. "Mobile phone login", if there is no WeChat installed on the phone, log in through the phone number and verify the member phone imported in the address book by the administrator to log in. If you are prompted that the company cannot be found, you can try to find the company by email.

Find a company: Enter the mobile phone number or email address imported by the administrator, click Next, and enter the verification code sent by the WeCom to log in.

WeCom Login

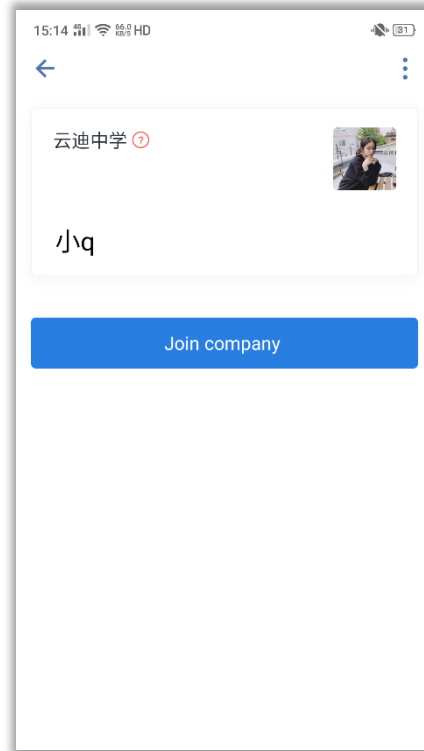
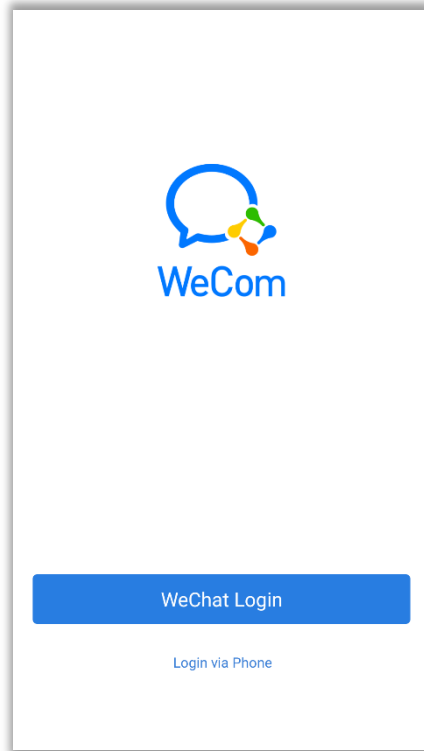
Computer login method:

To log in to the WeCom desktop, you need to download the WeCom mobile client first. After logging in the mobile client, you can log in by "+" -> "scanning QR code" on the desktop in the upper right corner of the WeCom Messages interface .

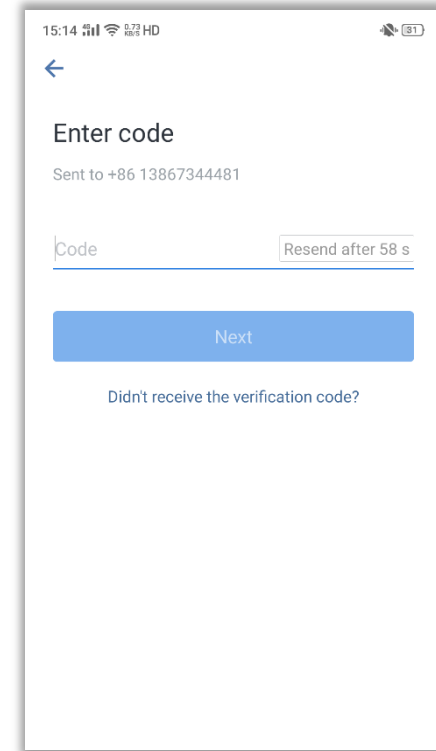
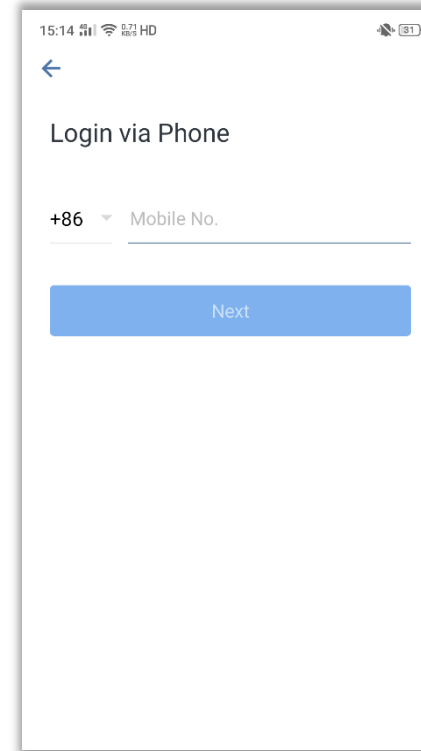


WeCom Login

WeChat login:



Mobile phone login :



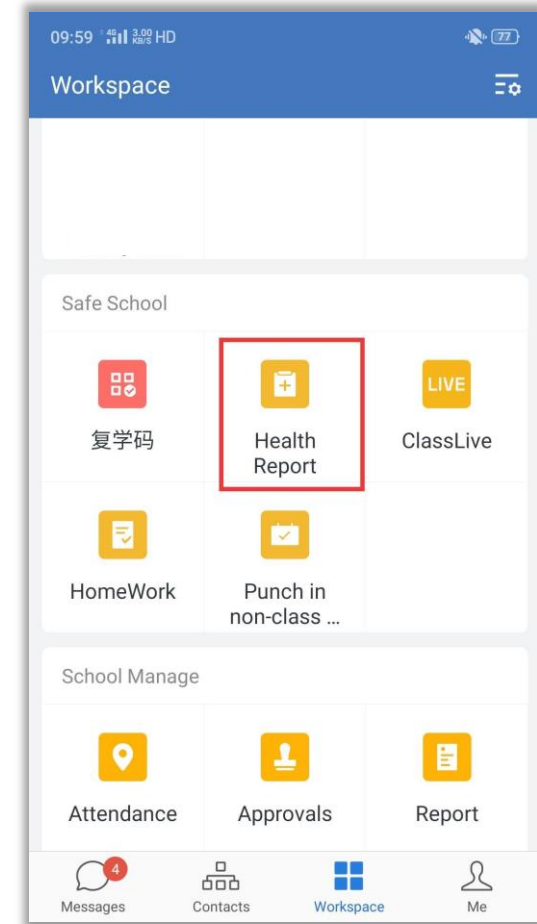
Note: It is recommended that you use WeChat to log in.

WeCom Login

Health Report app view:



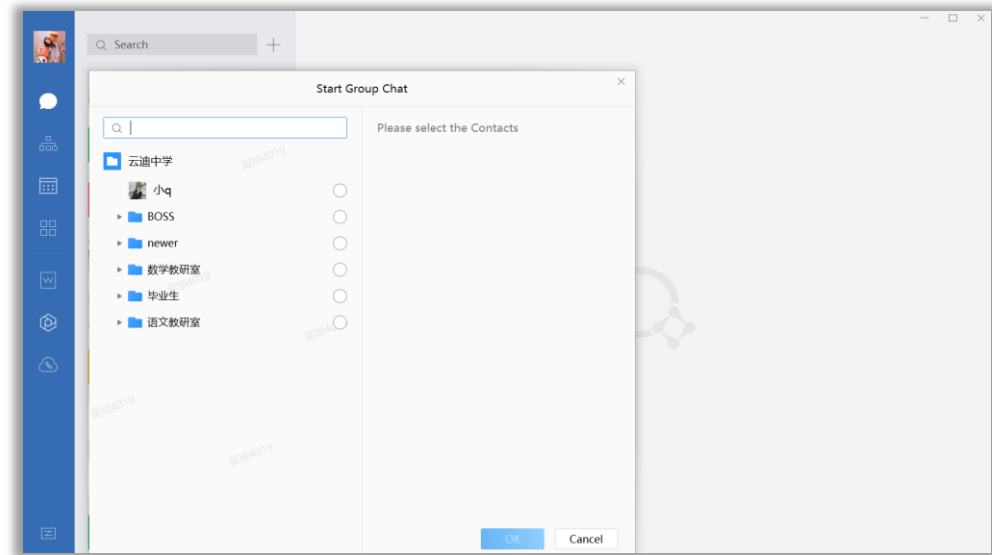
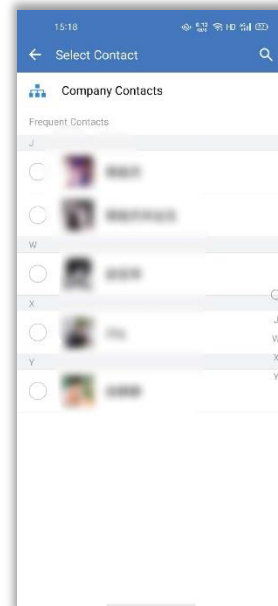
Note: After the teachers log in successfully, please check whether they have the permission of the health report application. If not, please report to the school administrator.



WeCom Message Session·Group Chat

Start a group chat:

1. On the mobile terminal of the mobile phone, click "+" -> "New Chat" in the upper right corner of the message interface to select participating members through the recent contacts or corporate address book。
2. To add on the computer, click "+" -> "New Chat" to check the corporate address book members that need to be added.



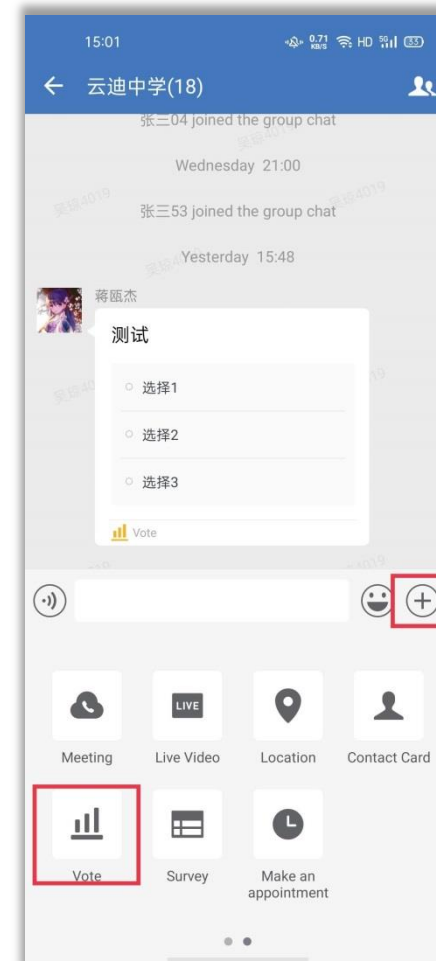
WeCom Message Session·Group Chat

Type	Difference
Internal group	Group chat with only WeCom users
External group	Group chat in which WeCom users and WeChat users participate
All members group (internal group)	Group chat in which all WeCom users in the organization participate
Department group (internal group)	Group chat with all members of the department where the current WeCom user belongs
Class group (external group)	Teachers in the corresponding class in the School Contact use WeCom, and parents use WeChat to participate in group chats

WeCom Message Session·Group Chat

Voting:

WeCom supports rapid voting in groups to facilitate the election of members or data statistics.



WeCom Message Session·Group Chat

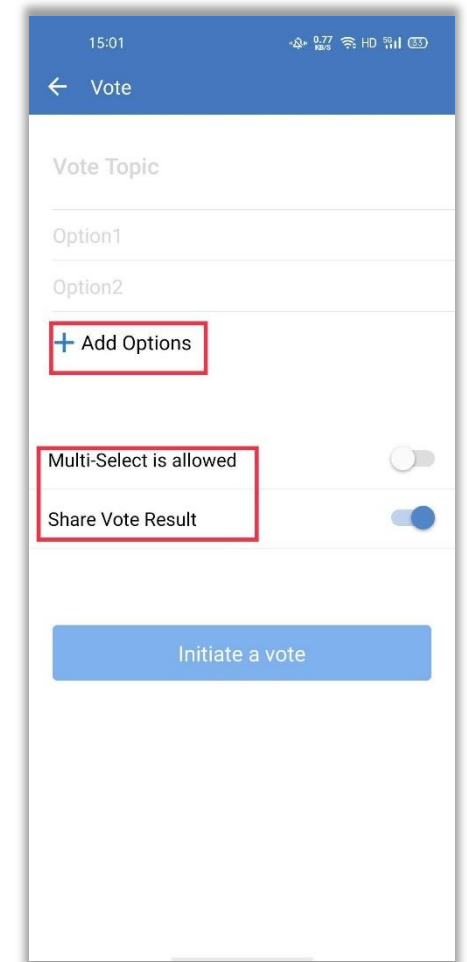
Voting:

Select a group, click the plus sign on the right of the input box, turn to the second page in the function options below, and find the "Vote"

Name the voting name in the voting subject, and fill in the person or matter that needs to be voted in the option.

In the multiple options below, you can choose whether to choose multiple choices and whether to make the voting results public.

Then there will be a link to vote in the group, by clicking on the vote, the initiator can watch the results in real time



WeCom Message Session·Group Chat

Survey :

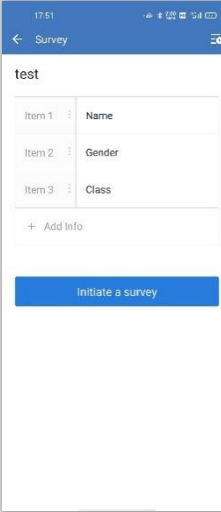
It can quickly collect members' information and supports setting multiple options for group members to fill in, which is suitable for the scenario of collecting information from group members.



WeCom Message Session·Group Chat

Survey :

Fill in the form name and add form options in the form filling interface. Click "Initiate a survey" when finished. A form filled in information will be published in the group, and group members can fill in the form through the notification link. Click "Fill out the form". After filling in, click "Submit" in the upper right corner to complete the filling.



17:51

< Survey

test

Item 1 : Name

Item 2 : Gender

Item 3 : Class

+ Add Info

Initiate a survey



17:51

< 董事会(6)

消息日期: 2020/9/15

16:37

test

姓名

性别

班级

Survey

You completed [test]

17:51


test

Name

Gender

Class

Survey



17:52

< Survey

test

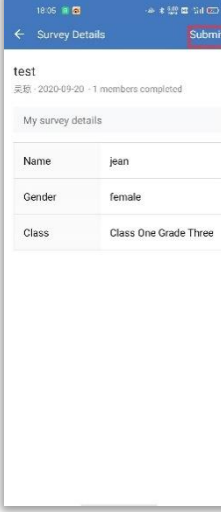
类型: 2020-09-20 · 0 members completed

Members	Name	Gender	Class

填写问卷

Fill out the form

Export Table



18:06

< Survey Details

Submit

test

类型: 2020-09-20 · 1 members completed

My survey details

Name: jean

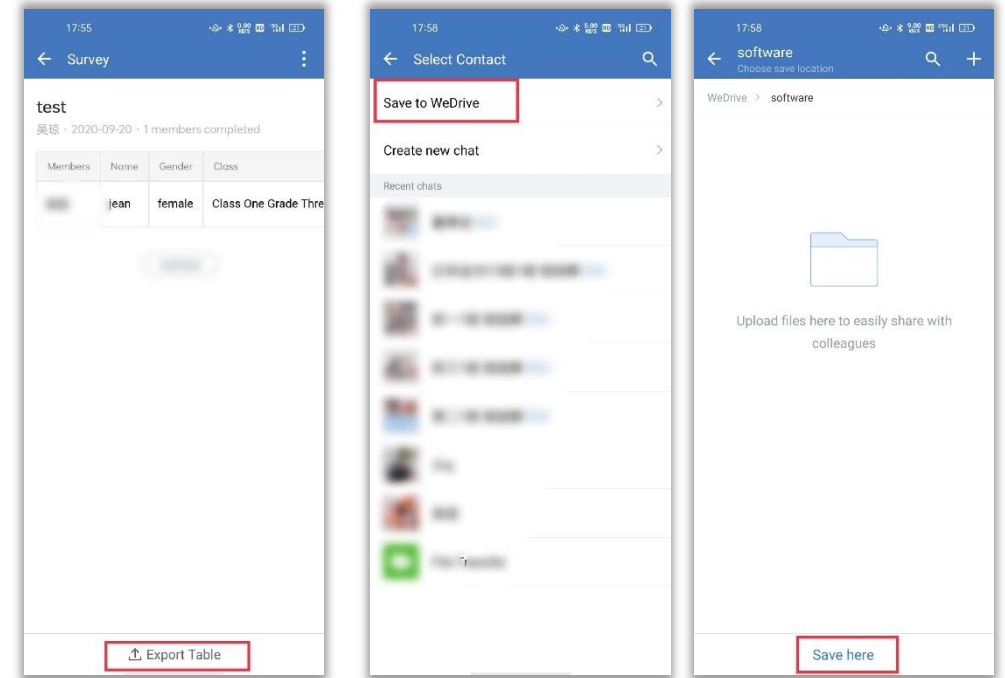
Gender: female

Class: Class One Grade Three

WeCom Message Session·Group Chat

Form export :

After the relevant information is collected, you can also check the filling in status through the link of filling in the form in the group. The information collection form can be exported at the bottom. You can save the form to the WeDrive or share it to related group chats. To save to WeDrive, you need to select the space you want to save, and then click "Save here" at the bottom.



WeCom Message Session·Group Chat

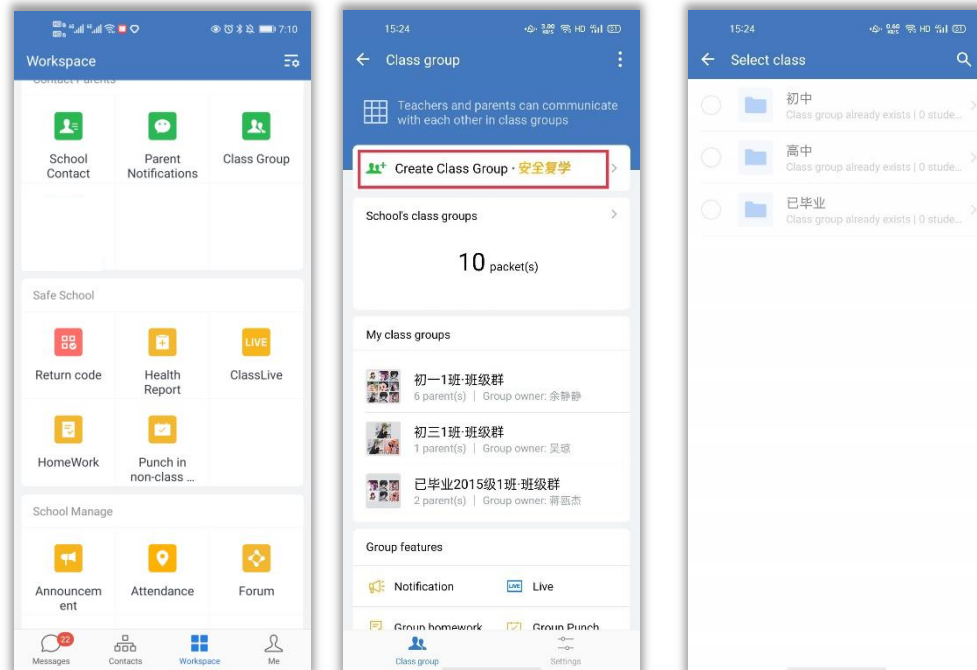
Create class group chat:

You can select a class through "Workspace" -> "Class Group" -> "Create Class Group" to create a class group chat on mobile phones and computers. After the class group is created successfully, teachers and parents of the class will be automatically invited to join the group chat in the Education Contact for more convenient home-school communication.

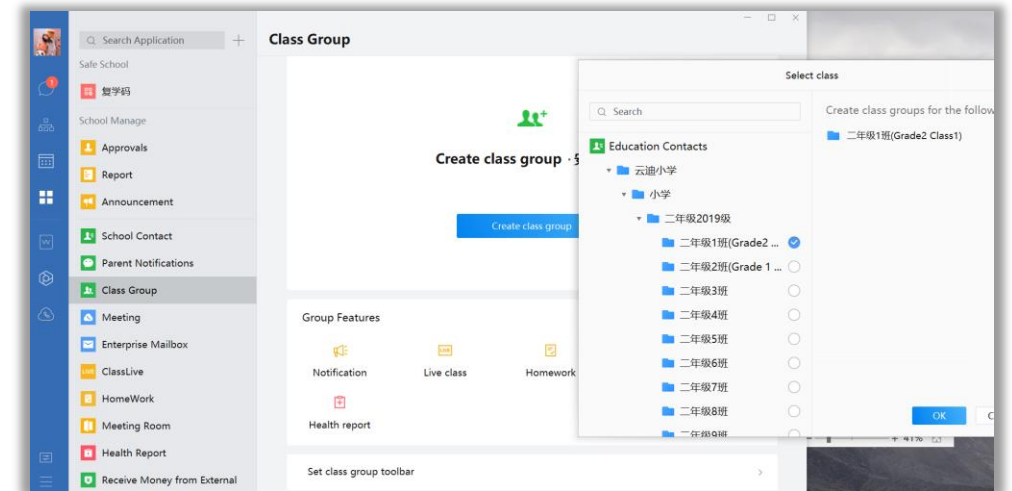
Note: Teachers can find "Set Teacher" in the menu bar at the bottom of the "School Contact" to set the heads of all levels, form teachers and class teachers.

WeCom Message Session·Group Chat

Mobile phone :



Computer :



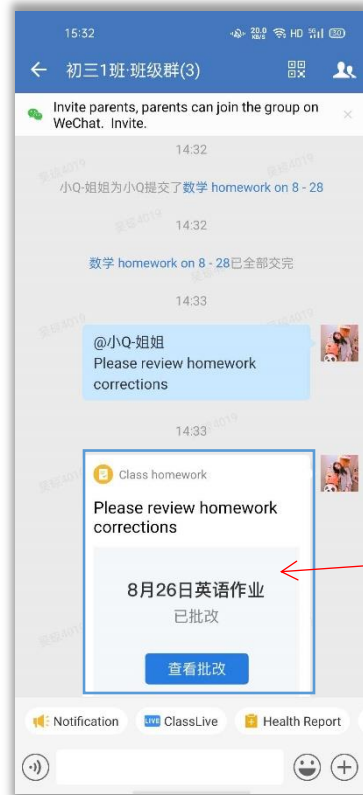
WeCom Message Session·Group Chat

Class group chat function:

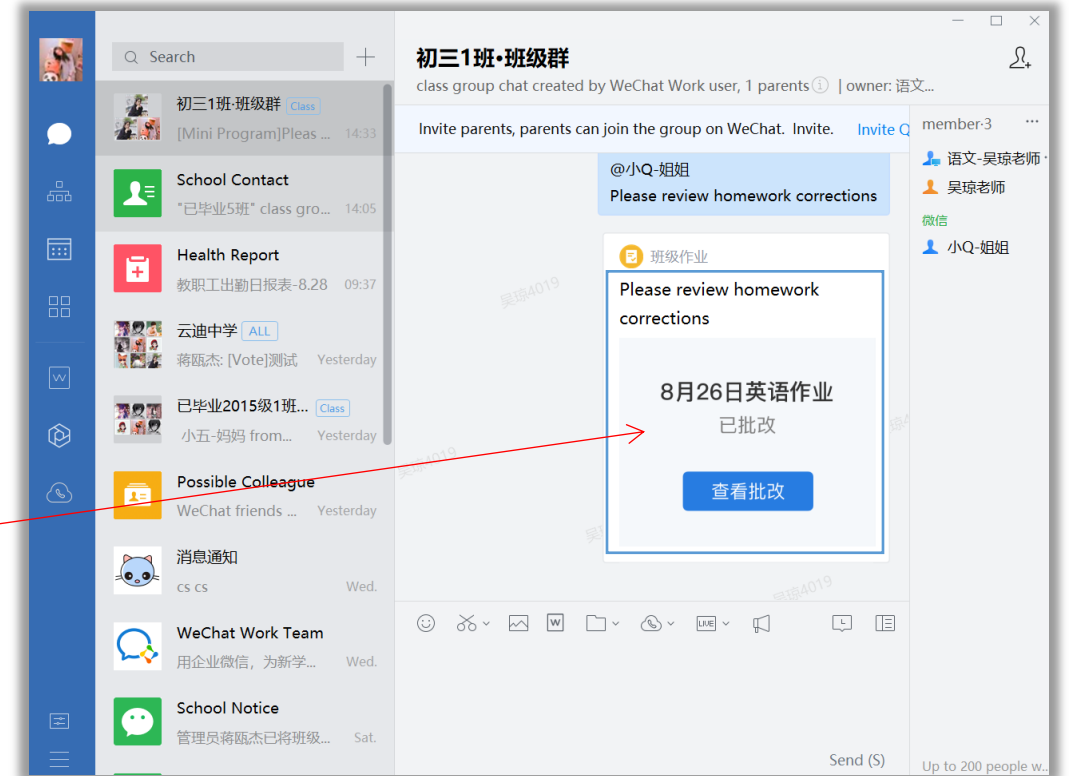
Class groups can realize basic teaching and communication between teachers and parents. It is convenient for teachers to issue notices, live classes, health report, assign homework, and check attendance for students. Parents can receive messages, homework, etc. released by the teacher in time, and it is not easy to miss the live broadcast of class, which is convenient for updating the real-time status of the child.

WeCom Message Session·Group Chat

Mobile phone :



Computer :

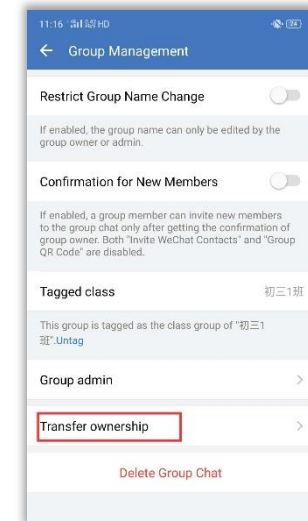
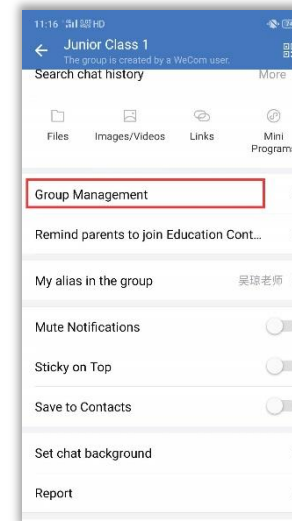
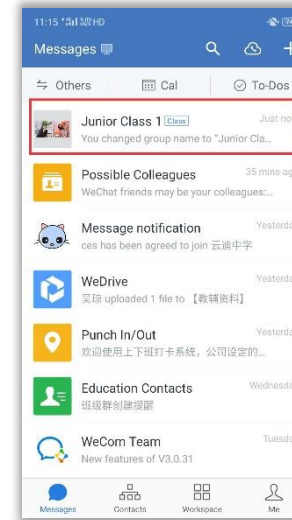


Homework message

WeCom Message Session·Group Chat

Class Group Leader:

The system defaults that the first teacher configured into the [School Contact-Class] is the group leader of the class group. The group owner needs real-name authentication. After creating a group chat, you can click on the upper right corner of the class group conversation page to enter the back of the group, and the group owner can click [Group Management-Transfer ownership]



WeCom Message Session·Group Chat

Join the class group:

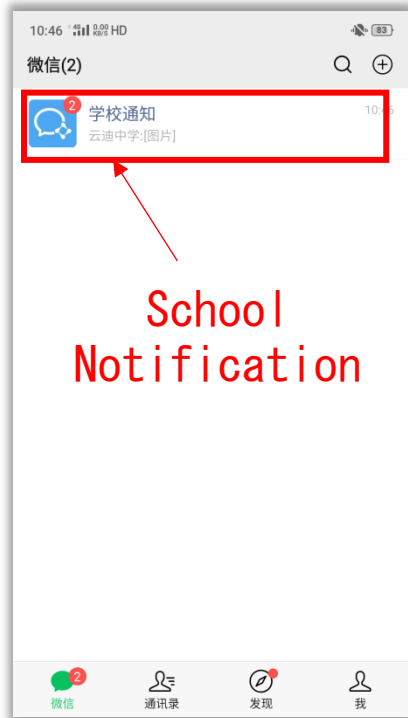
At the moment of class group creation, there are the following situations:

1. If the teachers and parents corresponding to the class are friends with each other, the parents will automatically join the corresponding class group;
2. If they are not friends with each other, but the parents have followed the school, parents will receive a QR code push of the corresponding class group in the "School Notification", and they can join the class group by scanning the code.
3. If they are not friends with each other and the parents do not follow the school, a notification to join the class will be issued through the "Service Notification" of WeChat. Parents can click the notification to join the class, then check the QR code of the corresponding class group, and scan the code to join the class.

WeCom Message Session·Group Chat

Parents have followed the school :

Parents did not follow the school :



WeCom Message Session·Group Chat

Join the class group:

When the parent does not receive the invitation notice issued by the administrator, there are the following situations

1. The mobile phone number bound to the parent's WeChat must be the same as the mobile phone entered in the teacher's School Contact.

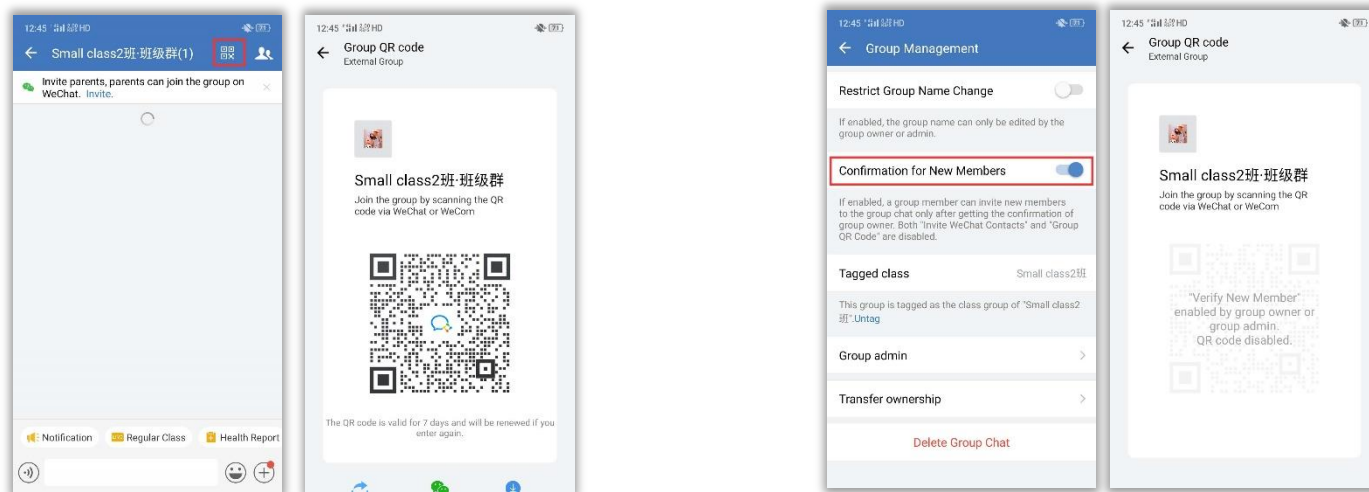
WeCom Message Session·Group Chat

2. The same parent's WeChat can push notifications of invitation to follow up to three times a day. These 3 notifications include push notifications of "invite to join the company" and "follow school notifications". When the same company sends it for the fourth time, the parent cannot continue to receive it. If another company has already sent the "Invite to Join the Company" notice or "Follow School Notice" to the parent's WeChat 3 times, the company that did not send it on the same day When you click send, the parents will not receive it. In this case, manually click the invitation in the "Education Contact" the next day.

WeCom Message Session·Group Chat

Join the class group:

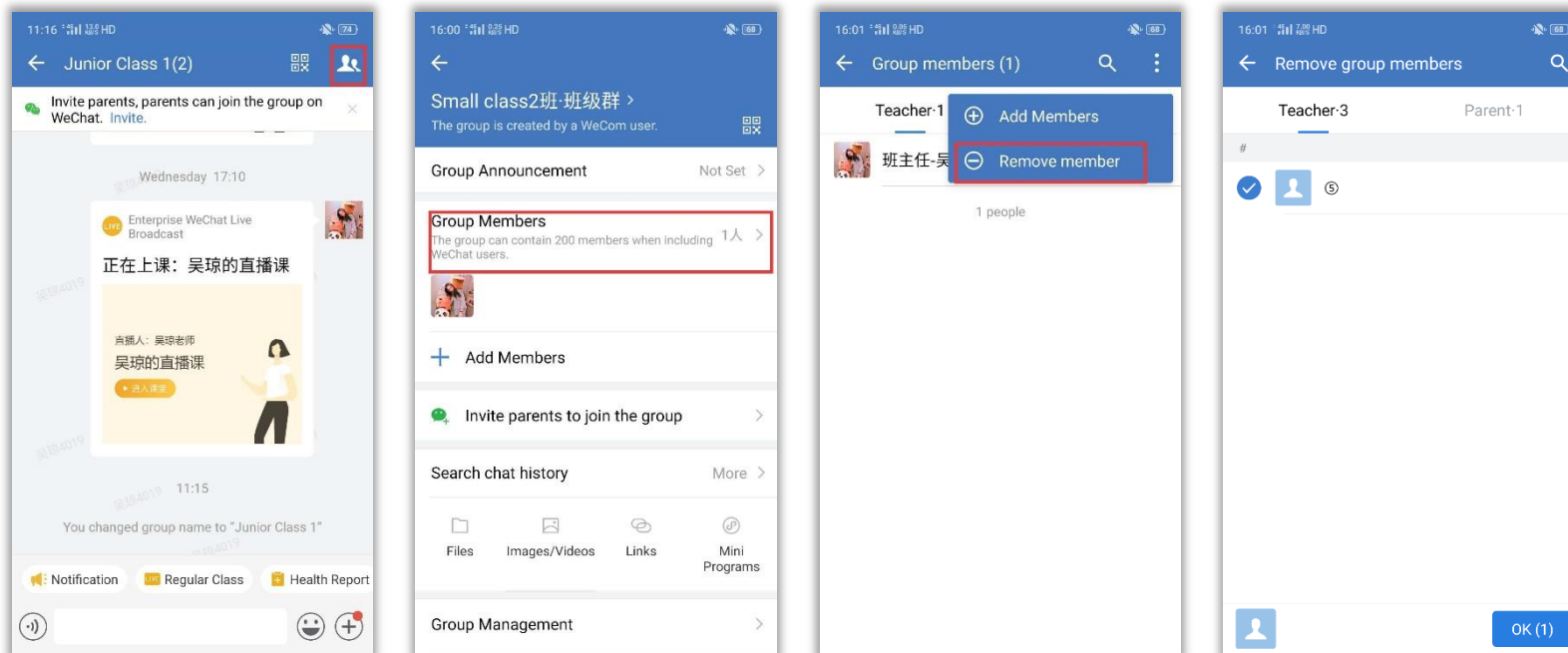
If the class group already exists, you can contact the teacher or other parents in the group to manually invite the new parents to join the group, or provide the QR code of the class group to scan the code for the new parents to join the group. If you do not want irrelevant people to join, the group owner can open the "Confirmation for New Member" through the group management, and the QR code cannot be scanned.



WeCom Message Session·Group Chat

Remove from class group:

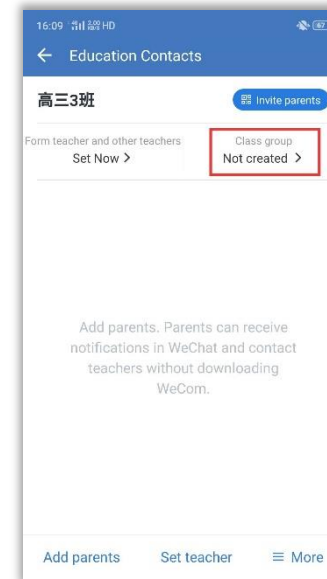
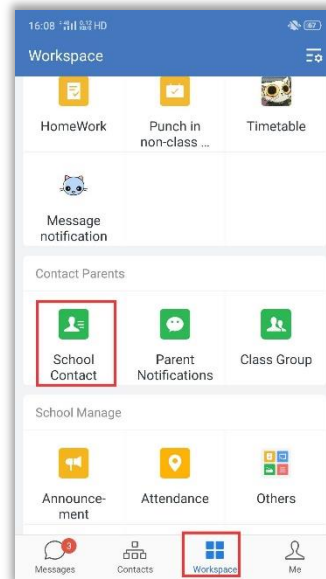
If irrelevant person to join the class group, you can select the relevant member through the upper right corner of the class group-Group Members "Remove member", and then confirm.



WeCom Message Session·Group Chat

Do not create the class group:

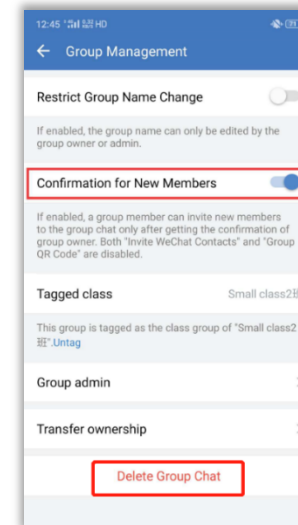
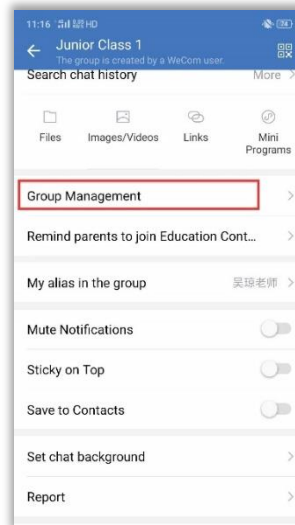
If you do not want to create a class group, you can contact the school administrator and change the method of class group creation to "manual creation" mode, as long as you do not click the "create now" button in the [School Contact-Class Level-Class Group], the class The group will not be created successfully.



WeCom Message Session·Group Chat

Delete the class group:

If you want to disband an existing class group, the group owner can click on the upper right corner of the class group conversation page-Group Management-Delete Group Chat, and turn on "Confirmation for New Members", the class group will be disbanded and parents cannot scan the QR code again to enter the group



WeCom Message Session·Group Chat

Class group chat:

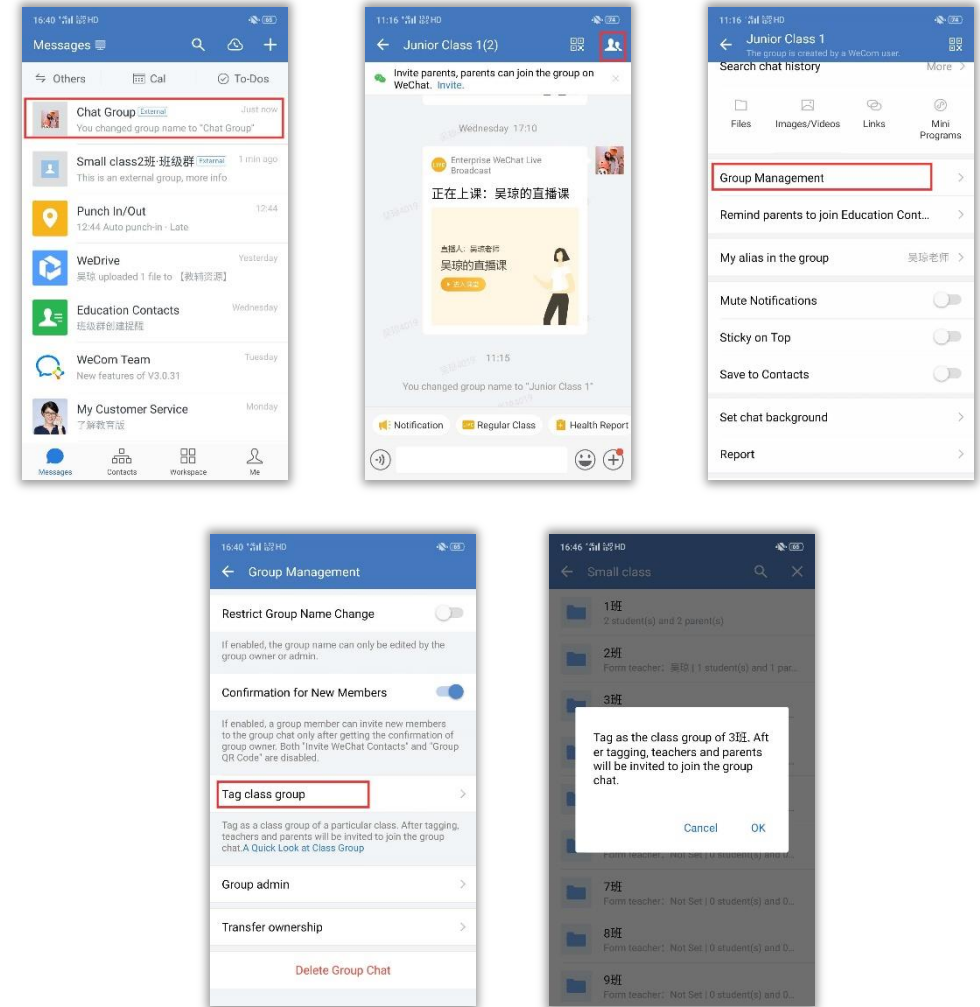
In order to facilitate class management, one class can only correspond to one class group. Teachers and parents of this class will be invited to the same class group;

If you need to re-create a class group, the group owner can click "Group Management-Delete Group Chat", after disbanding, you can re-create a class group or mark other external groups as a class group.

Note: After disbanding, members of the group will be removed with one click, please operate with caution.

WeCom Message Session·Group Chat

Mark the external group as a class group:
Common external groups can be marked as class groups. Click the upper right corner of the external group conversation page to enter the back of the group, and the group leader clicks "Group Management-Tag class group" to mark the current external group as a class group, and at the same time invite the teachers and parents of the class in the School Contact to join.



WeCom Message Session·Notification

Release notice:

Schools or teachers can issue notifications to parents by clicking "Notification" in the dialog box "+" in the class group, you can edit the content of the notification and set the way for parents to confirm the notification.

If you have not created a class group, you can also use "Workspace" -> "Parent Notification" -> "New notification" select the parent of the student to be sent, edit the content, set whether the parent needs to confirm the notification, and then send it. The computer-side notification process is the same.

WeCom Message Session·Notification

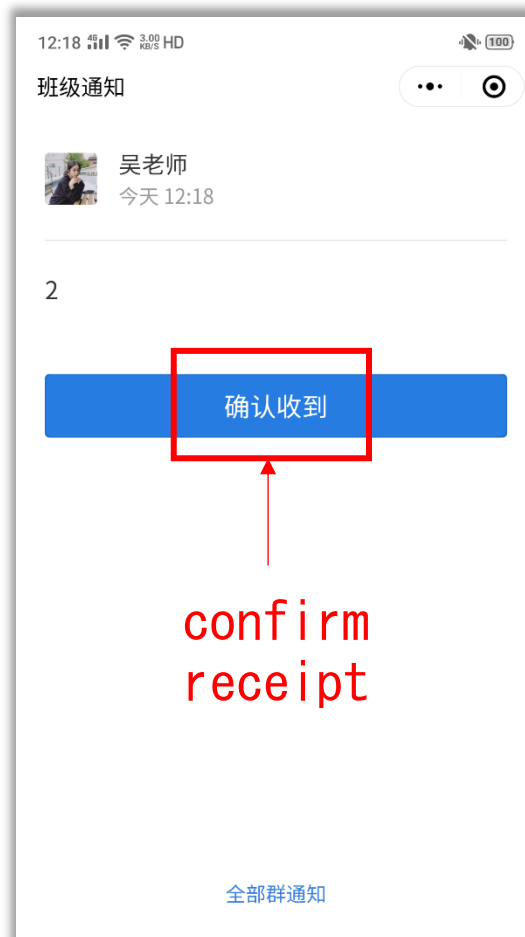
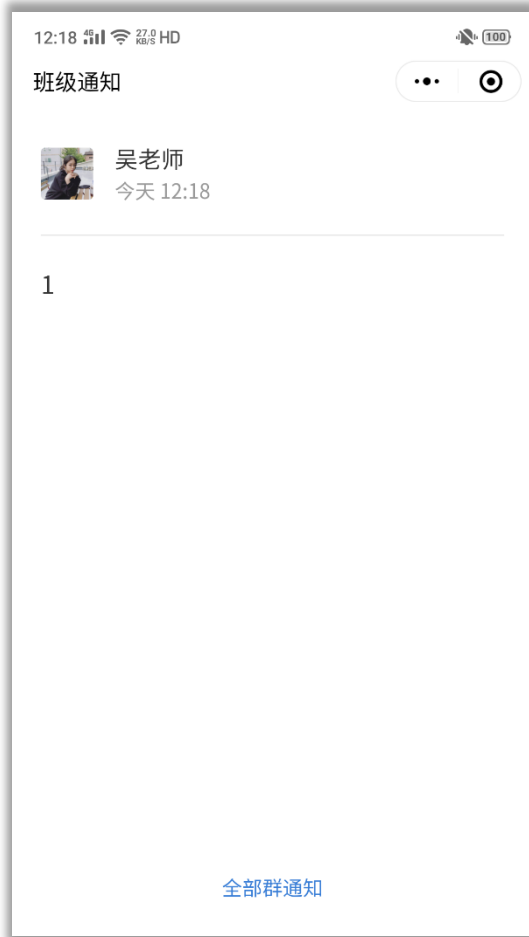
There are three ways for class groups to release the notice:

The first type "Only parents need to check the notification", parents/students can click to enter after receiving the notification link.

The second type "Manual confirmation by parents is required", parents/students need to click the "confirm receipt" button after entering the notification link to receive the notification.

The third type "Signature by parents is required", after entering the notification link, parents/students need to click the "Signature Confirmation" button, enter the parent/student's name by hand, and click Finish.

WeCom Message Session·Notification

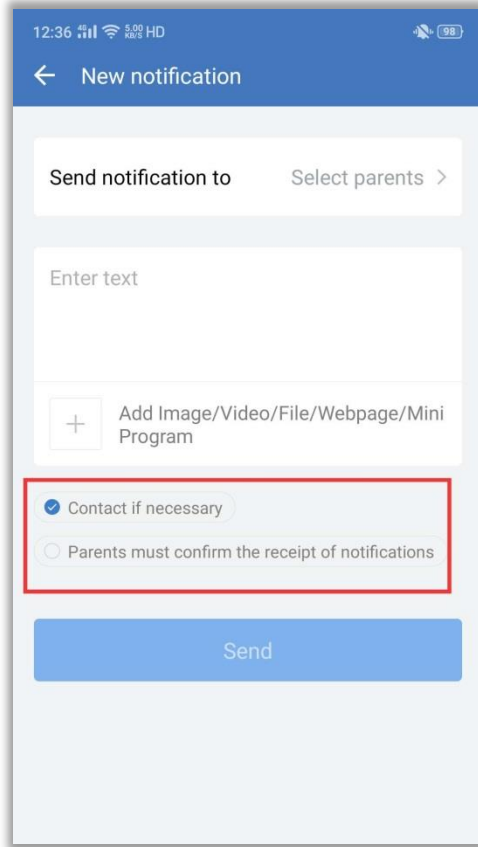


WeCom Message Session·Notification

Explanation of Workspace release notification function:

Setting "Contact if necessary" means that when the notification link is sent, the teacher's WeCom QR code will be added to the notification. Parents/students with questions can contact the teacher by adding the teacher's WeCom. Set "Parents must confirm the receipt of notifications" is in the notification link, and click the "After reading, please click to confirm receipt" link to confirm the notification. This method is mainly sent to parents/students who are not in the class group.

WeCom Message Session·Notification



Teacher's WeCom

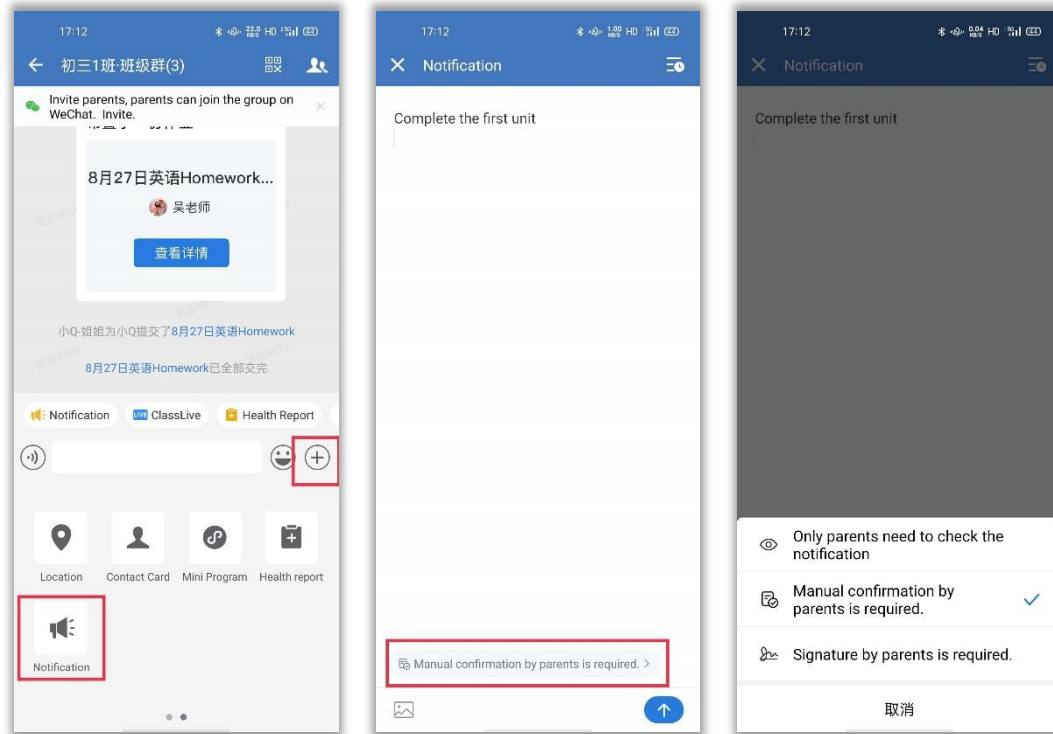


Confirm success

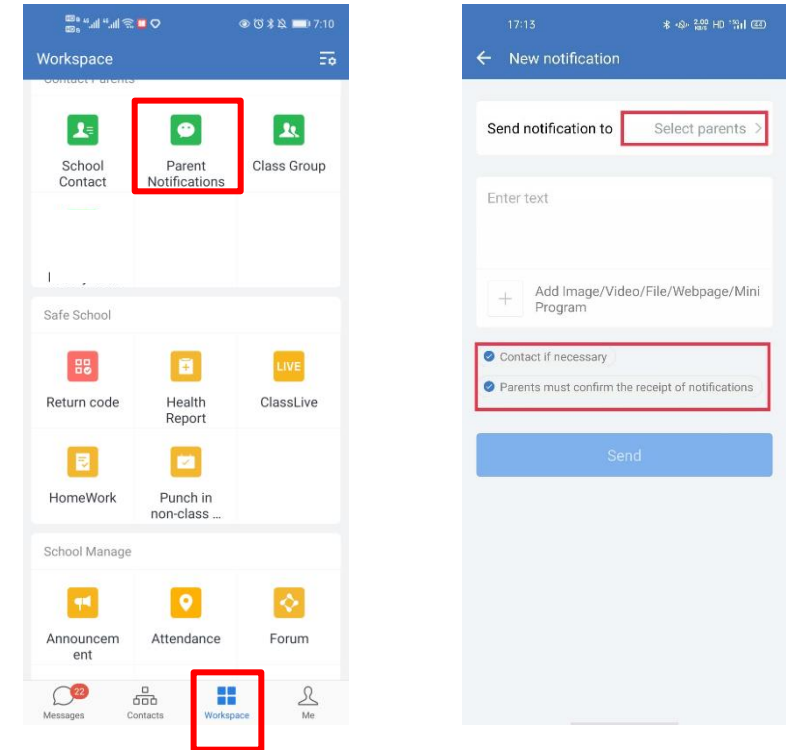
After reading, please click to confirm receipt

WeCom Message Session·Notification

Class group announcement :

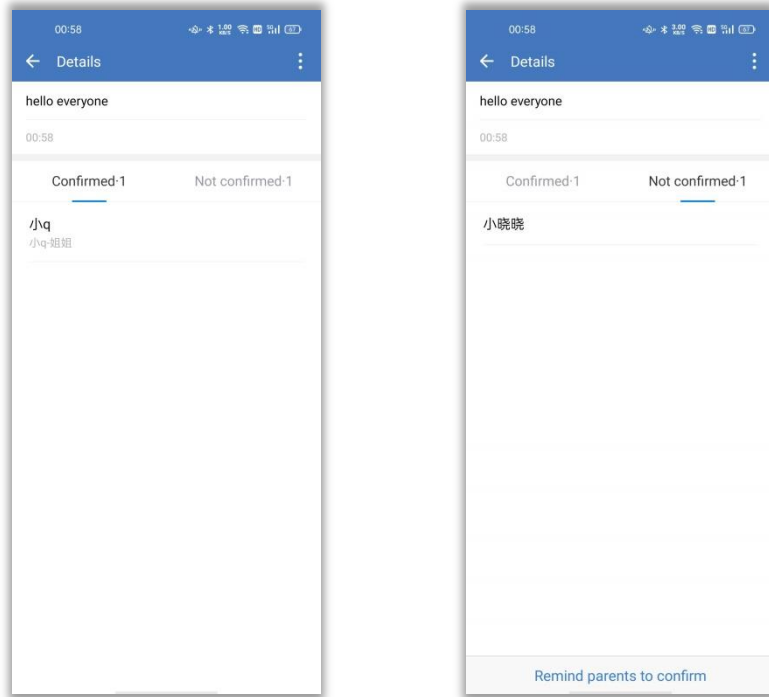


Workspace release notice :

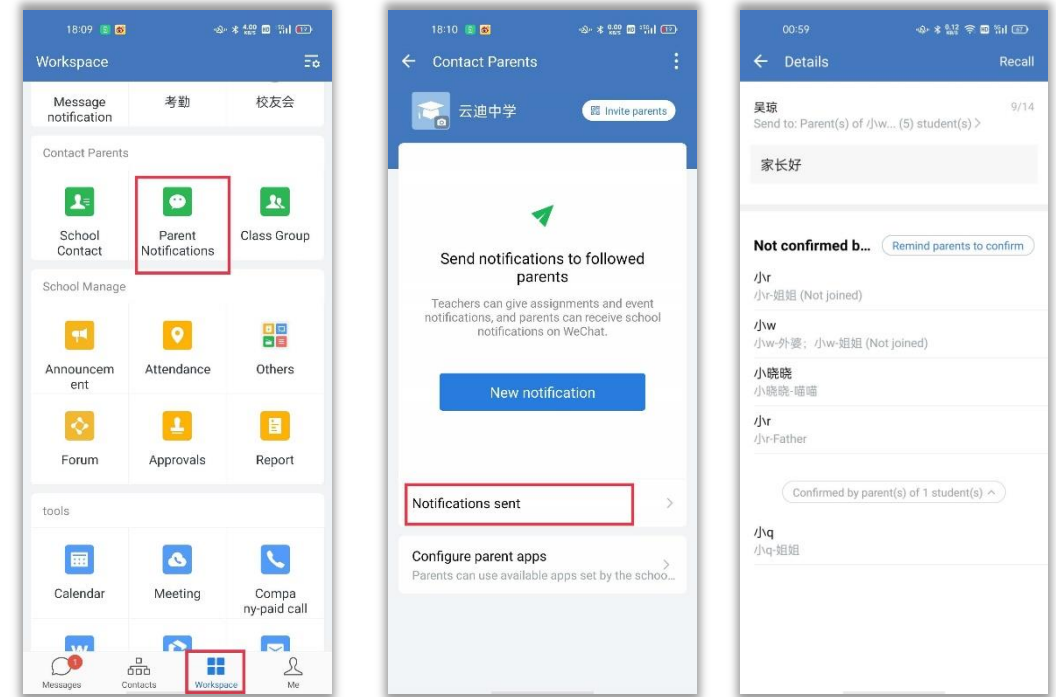


WeCom Message Session·Notification

Class group notification confirmation status :



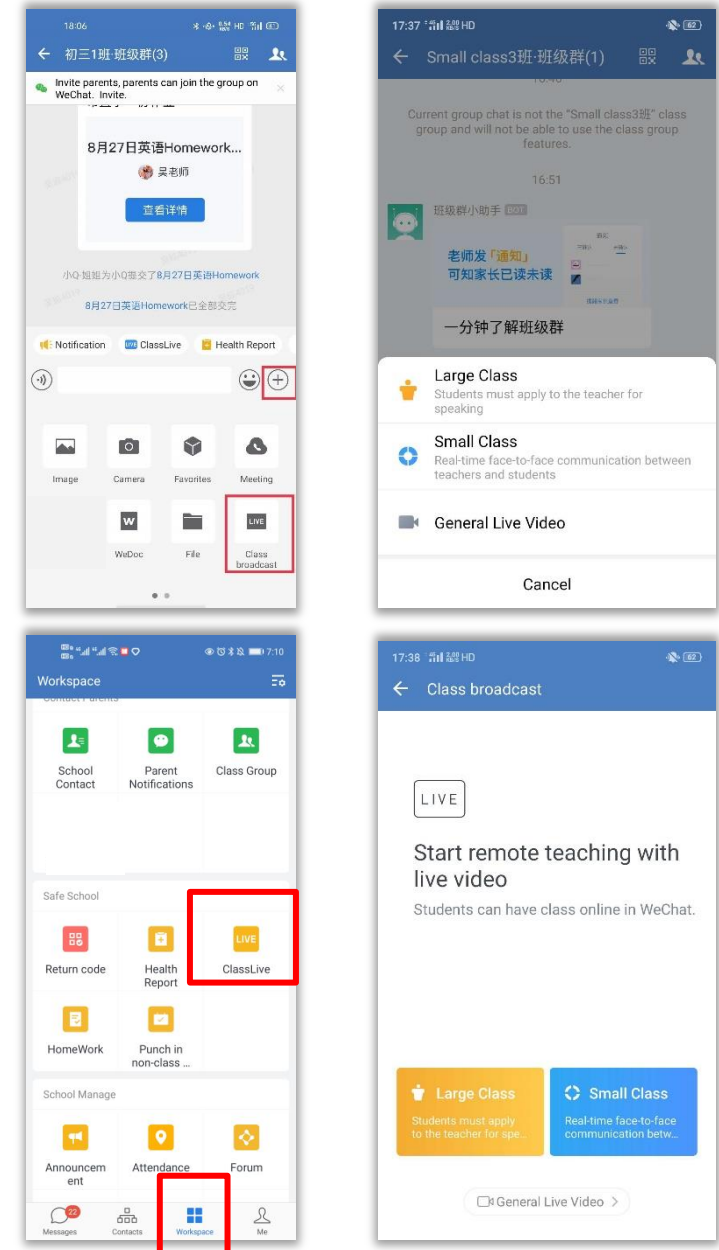
Workspace notification confirmation status :



WeCom Message Session·Live Class

Live online teaching:

Teachers can initiate a live broadcast in the class group for online teaching. In the class group dialog box "+", click "Live Class", and you can select Large Class, Small Class or General Live Video. Open the live, you can enter the live subject and set the live permissions before starting the live. The live class can also be started through the "Workspace".



WeCom Message Session·Live Class

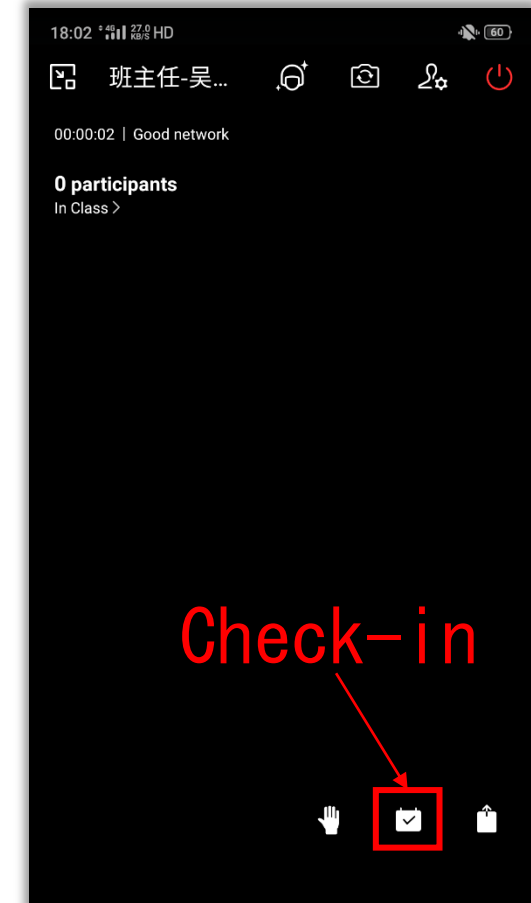
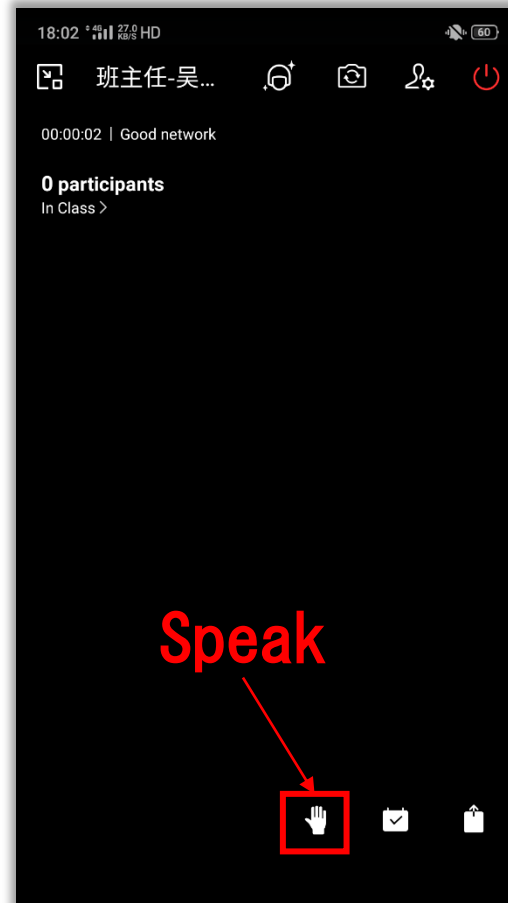
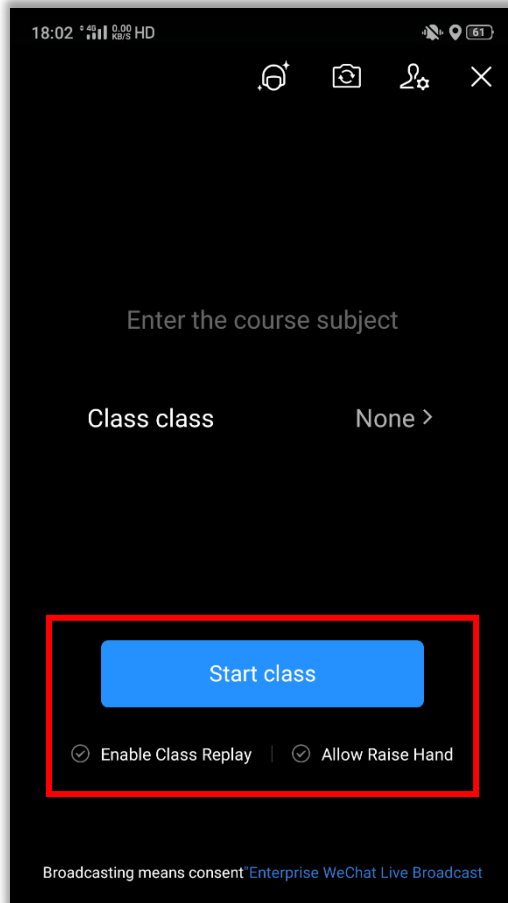
Large class (mobile terminal):

Students must apply to the teacher for speaking. When launching a live, you can set "Enable Class Replay" and "Allow Raise Hands".

In the live interface, you can manage students' speeches, invite students to speak or finish students' speeches.

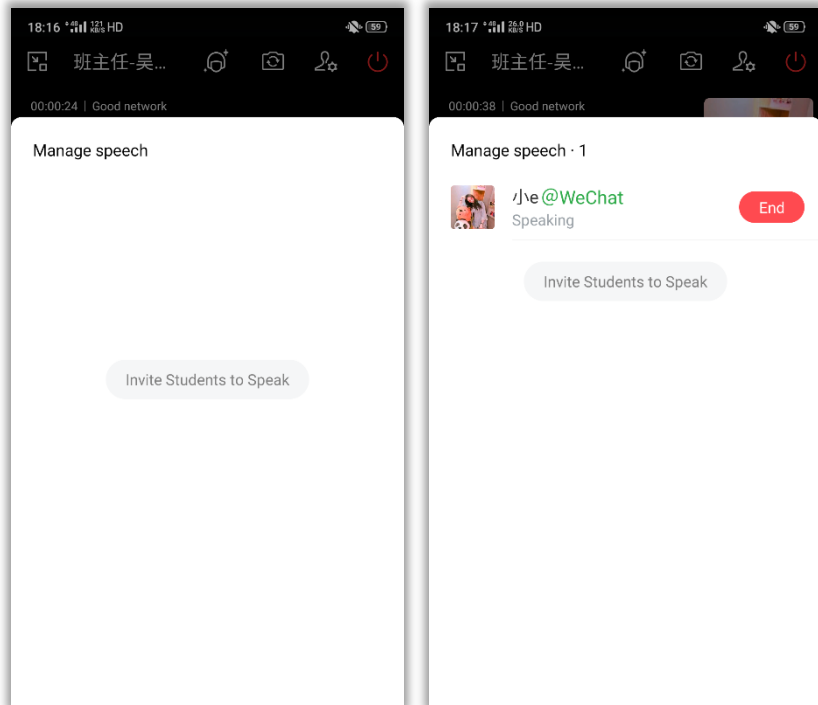
You can also initiate Check-in to students and set the effective time for Check-in, so that teachers can check the number of attendance.

WeCom Message Session·Live Class

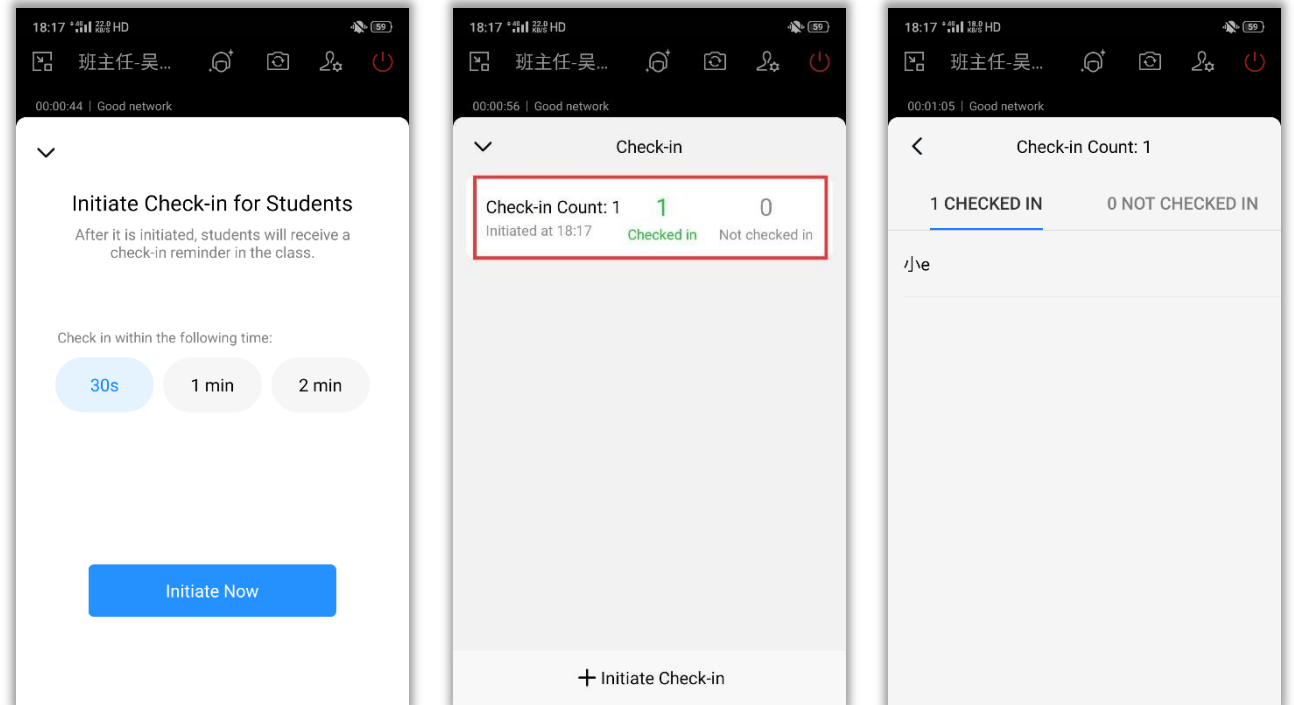


WeCom Message Session·Live Class

Speaking interface :



Check-in interface :



WeCom Message Session·Live Class

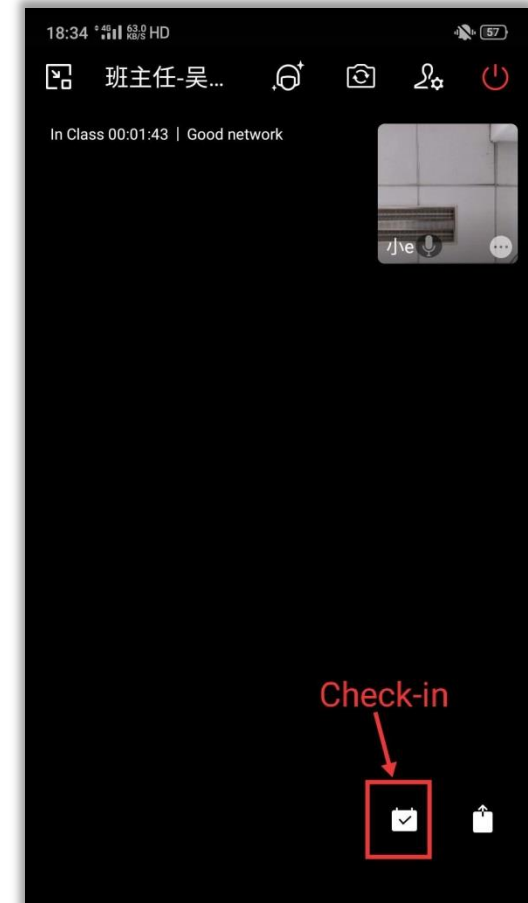
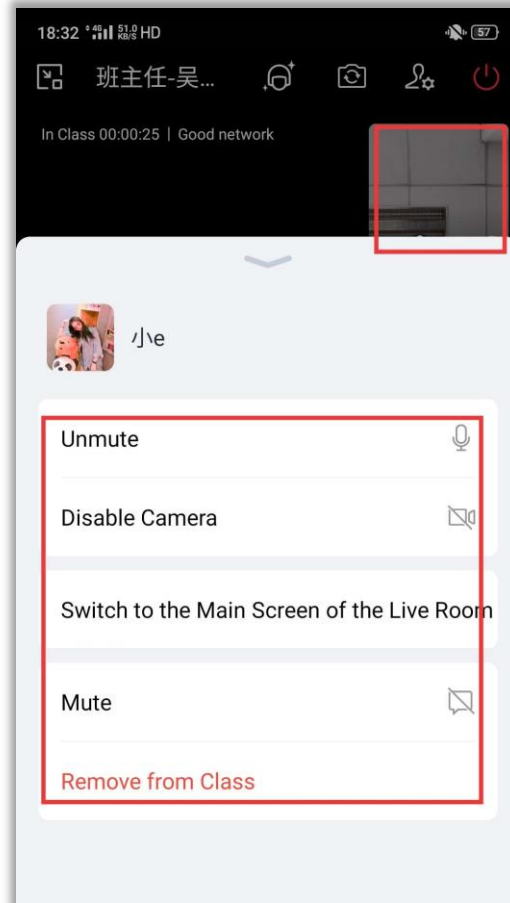
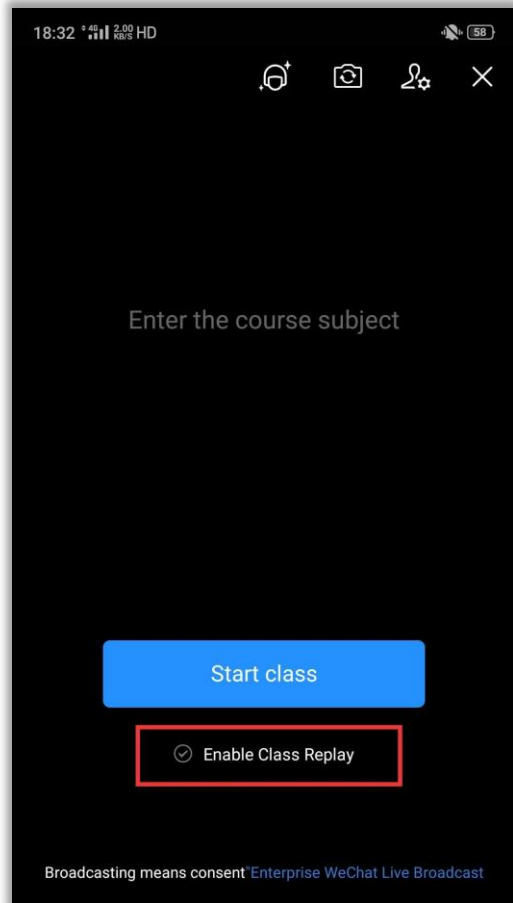
Small class:

Real-time face-to-face communication between teachers and students.

You only need to set the subject of the live broadcast and whether to "Enable Class Replay".

On the live interface, click on the avatar of the student who entered the live to manage the on or off of the student's microphone and camera, and whether to allow the student to post comments. There is also a check-in, which is convenient for teachers to check student attendance status.

WeCom Message Session·Live Class



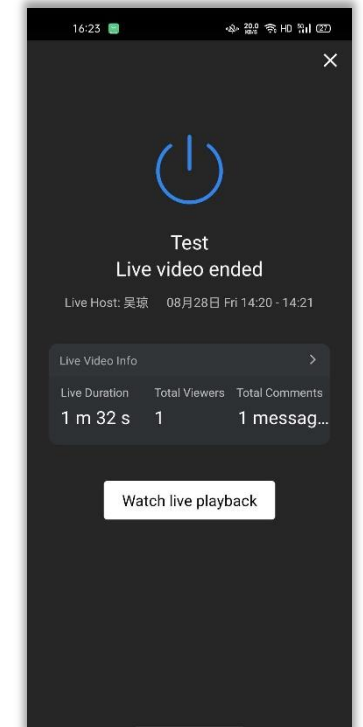
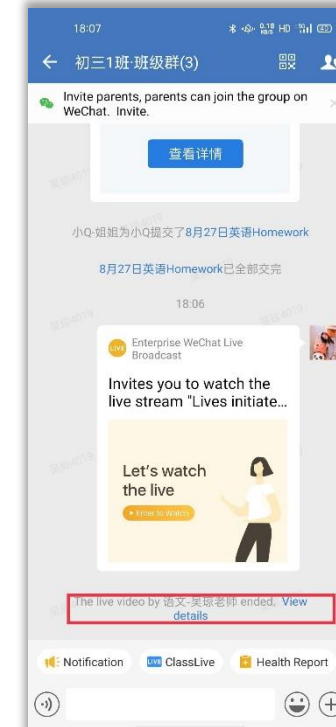
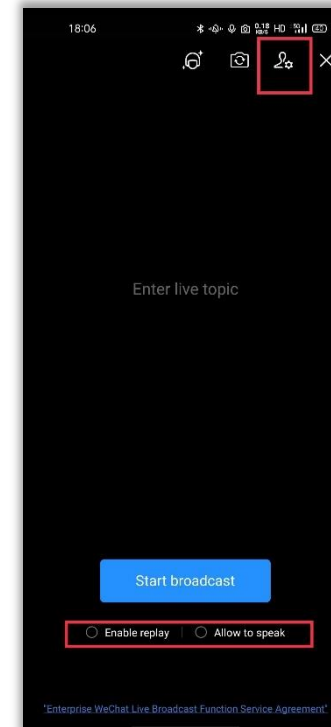
WeCom Message Session·Live Class

General Live Video:

When initiating a live, you can check "Enable replay" and "Allow to speak" on the live page.

After the live ends, the playback generation time is about 5 minutes.

After 5 minutes, you can click "View Details" in the group chat to view the playback content.



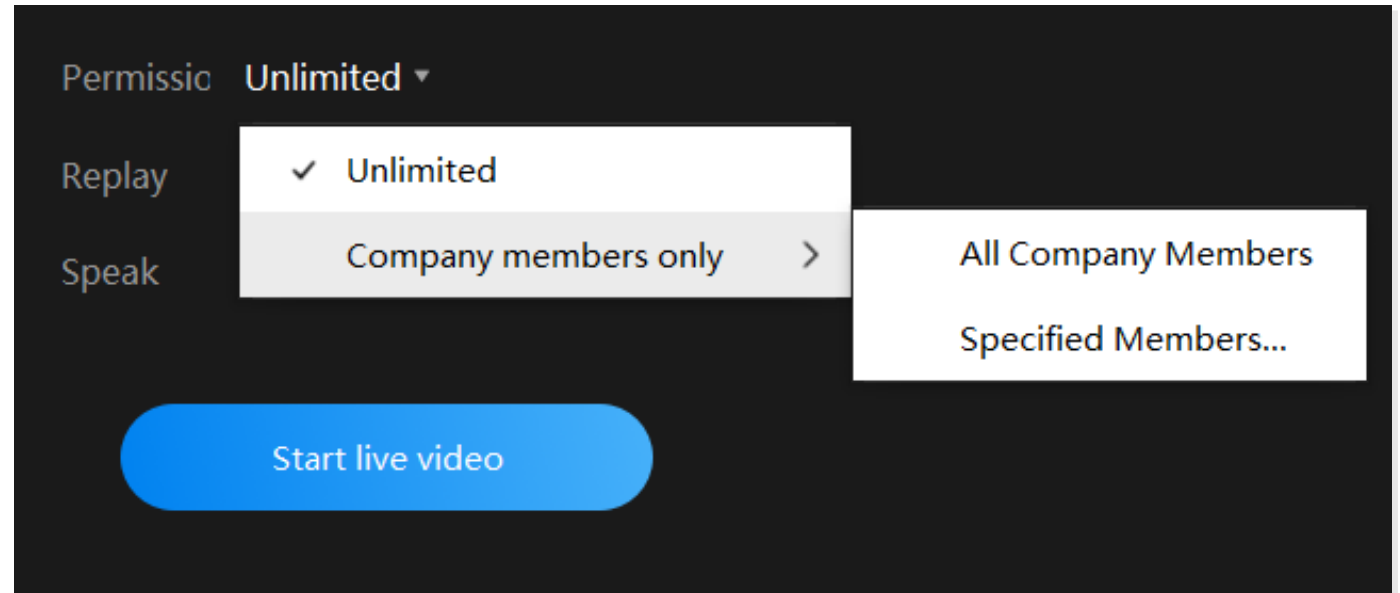
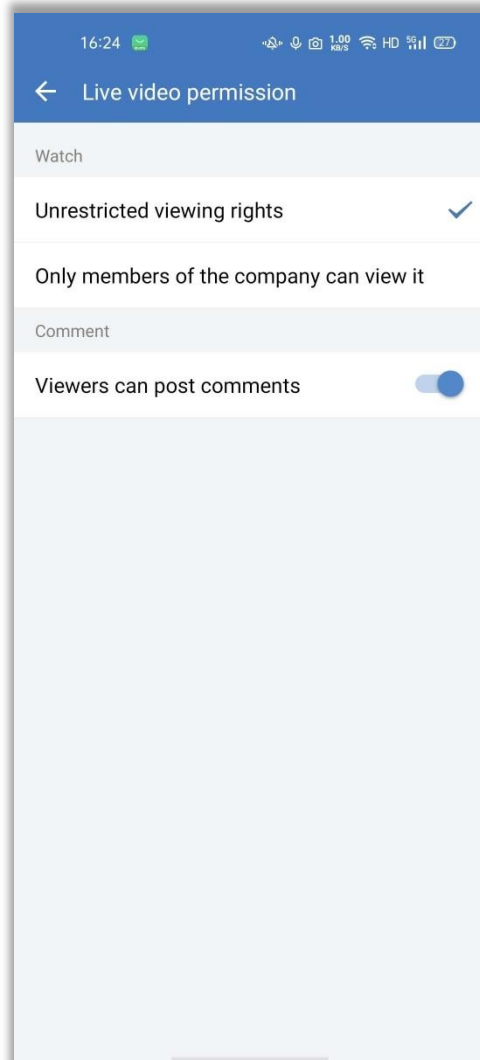
WeCom Message Session·Live Class

Live permission :

The initiator of the live on the mobile phone can set the viewing rights of the live. The default is "Unlimited". In this state, WeChat users can also watch it, and can also switch to "Only members of the company can view it".

When the computer-side live initiator sets the viewing permissions, "Unlimited in Company" is the "Unlimited" on the mobile phone, and the computer terminal can choose the range of members who can watch the live broadcast. Select some members from the address book to watch.

WeCom Message Session·Live Class

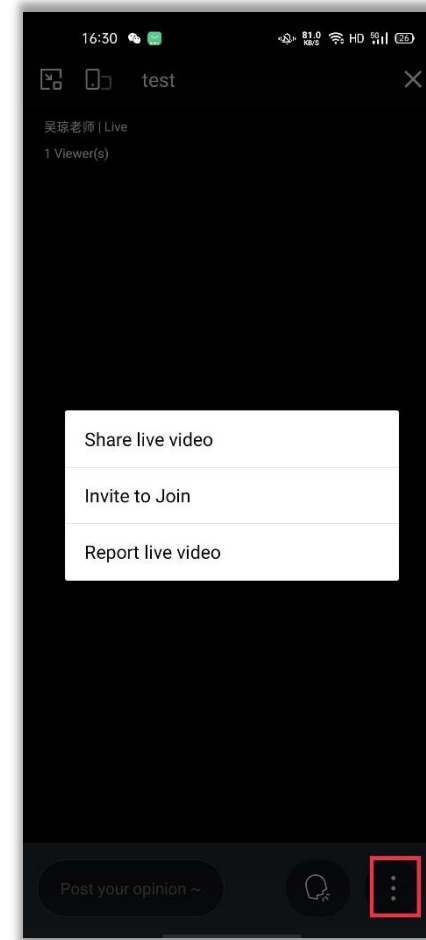
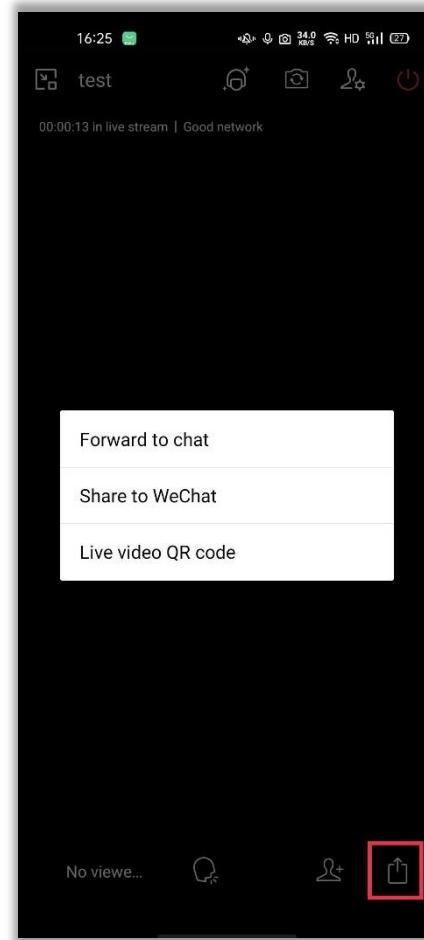
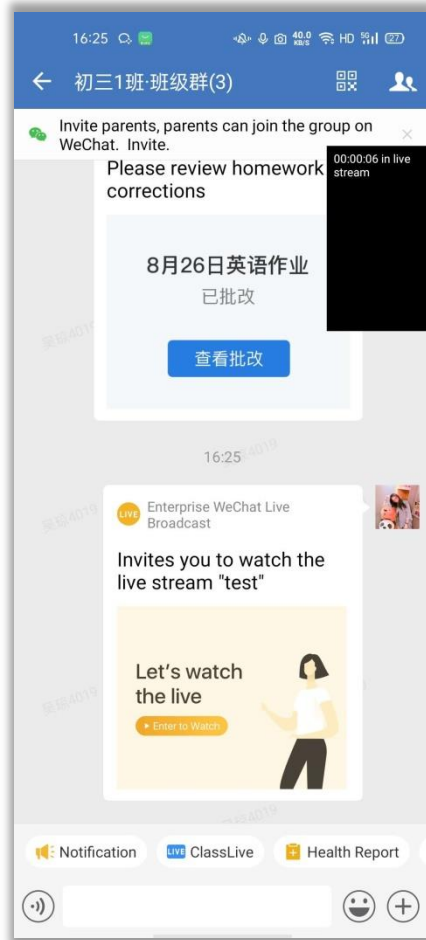


WeCom Message Session·Live Class

Watch and share live:

When someone in the group initiates a live, the live link will be automatically pushed in the group. Click the link to watch the live. The initiator can share the live link/live QR code to WeCom and WeChat chat during the live, and group members can also forward the live link/live QR code.

WeCom Message Session·Live Class



WeCom Message Session·Live Class

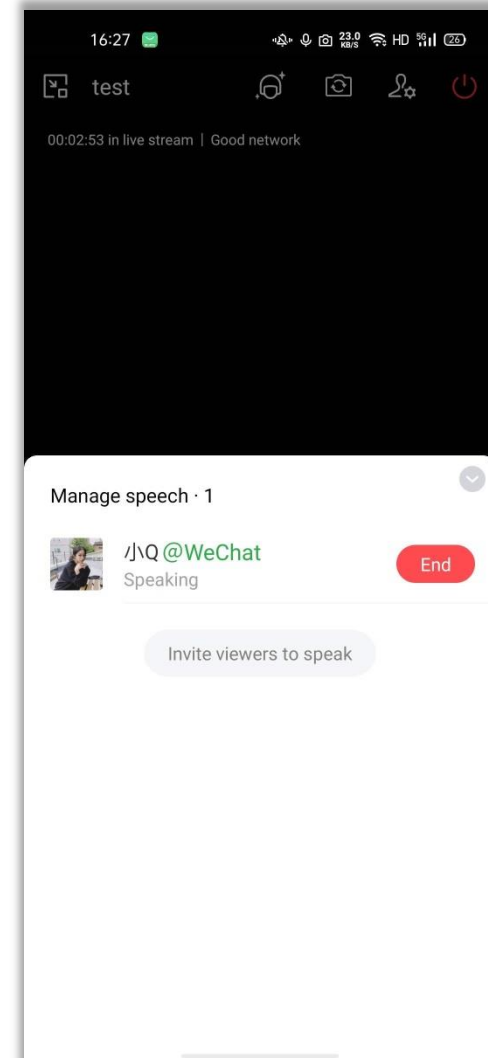
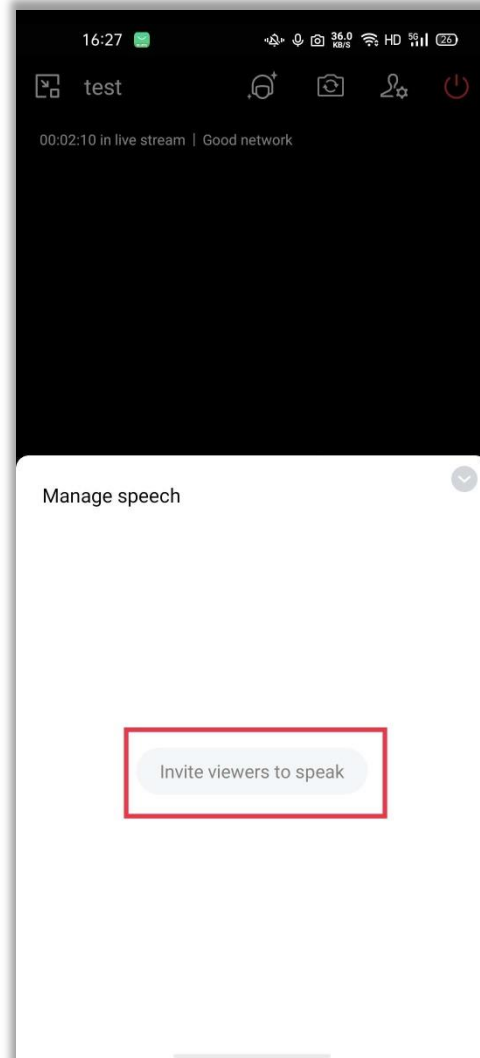
Live with microphone:

If the host has a check to allow viewers to speak in video when starting the live, the host can invite the audience to speak with the microphone, and the audience can also apply for the microphone to speak.

1. The anchor invited the audience to speak with microphone

It can be in the live interface-click on the speech management-click to invite members to speak-click on the object to be invited-confirm the invitation; if there are already audiences who have applied to speak, you can also agree to speak through the speech management. If you need to end the audience's speech, you can through manage the speech-click the "end" button.

WeCom Message Session·Live Class

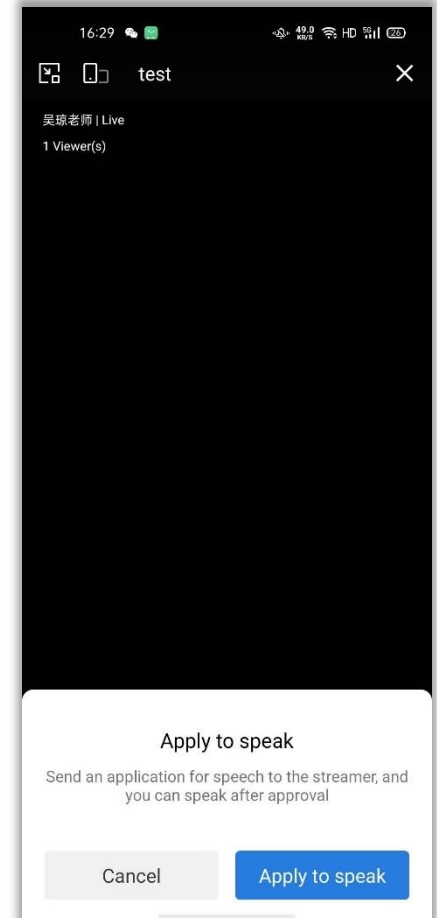


WeCom Message Session·Live Class

Live with microphone:

2. The audience applies for speak with microphone

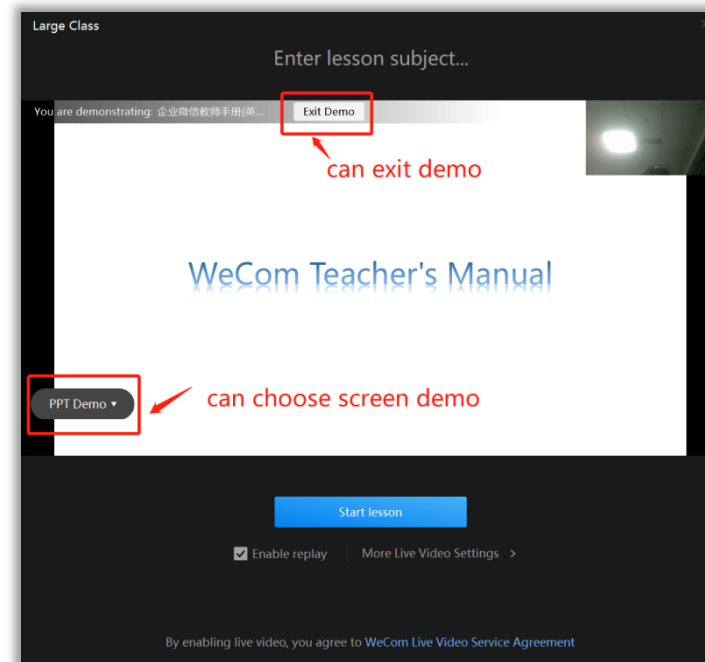
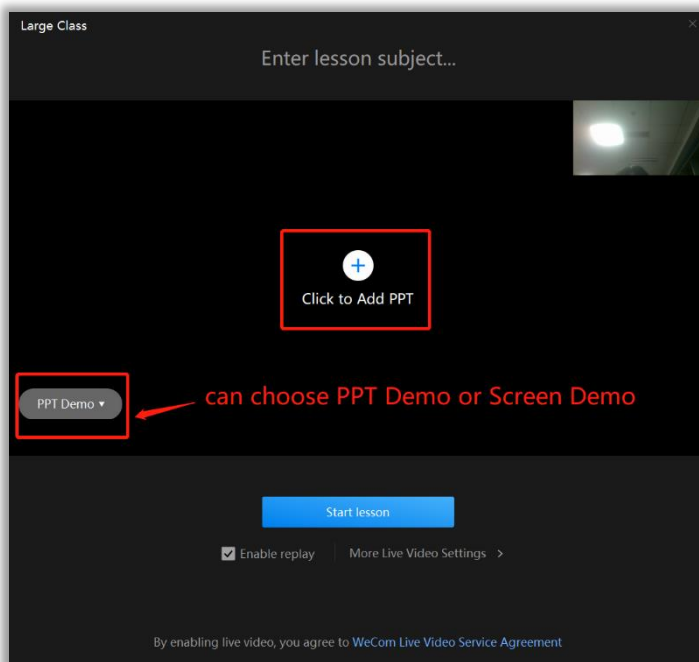
You can click the icon of "Apply to speak" on the interface of watching the live -send the application, wait for the host to agree to speak, and then start speaking. If you need to end your speech, you can click on the camera area of the live interface or click the red "Apply to speak" icon-end your speech.



WeCom Message Session·Live Class

Live Class(Computer side) :

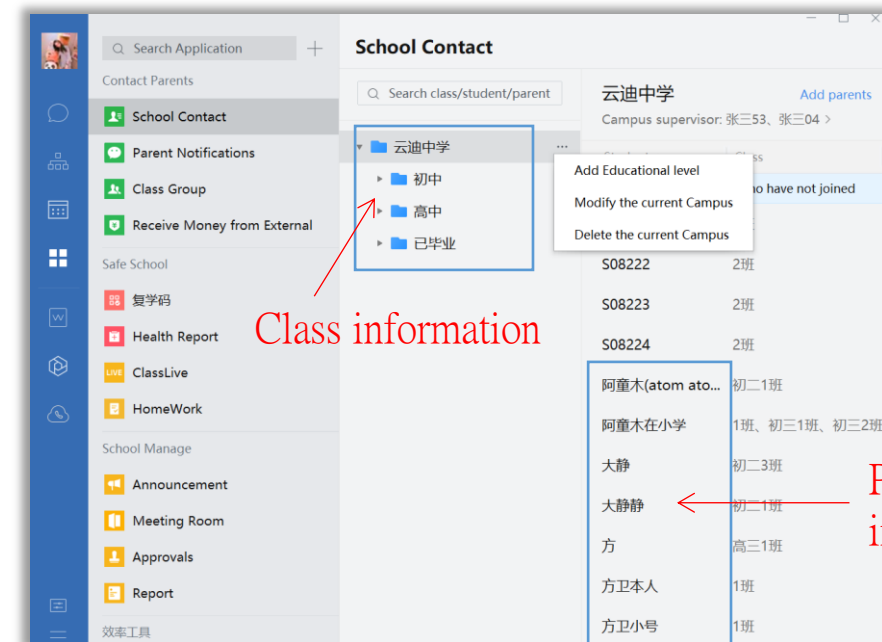
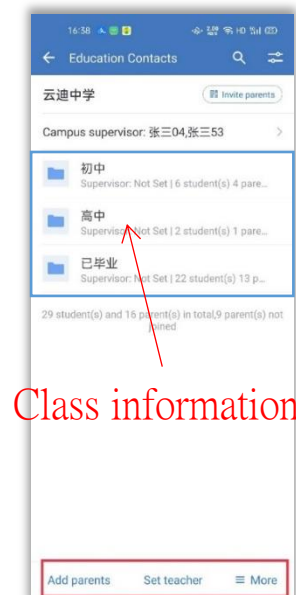
The computer-side class live supports PPT file presentation, and relevant PPT presentation files can be added.



WeCom Workspace · School Contact

School Contact:

Teachers can easily find the parents of the students in charge of the class in the "School Contact", quickly find the contact information of the parents . You can set up relevant form teachers and class teachers.



WeCom Workspace·Safe School

Health report:

During the epidemic, school can use the health report application to grasp the health of their members in real time. After creating the reporting collection task, the school members will be automatically notified daily to fill in the information collection form and continue to collect health information .

Support real-time summary and report statistics, convenient, fast and accurate collection and grasp of members health status.

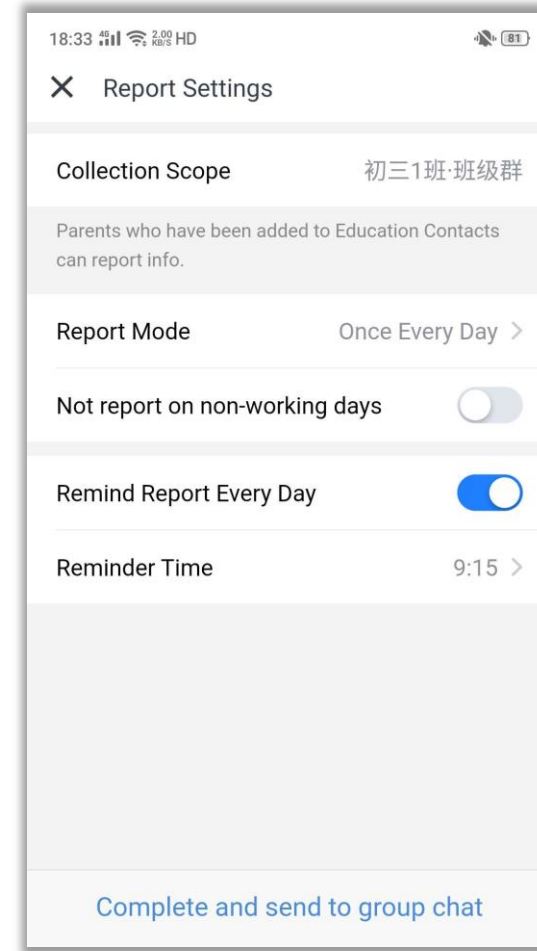
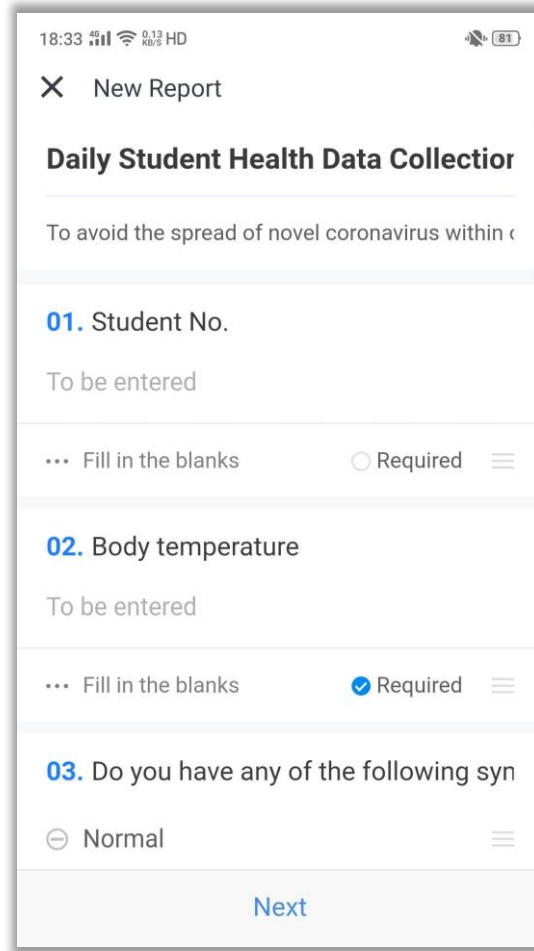
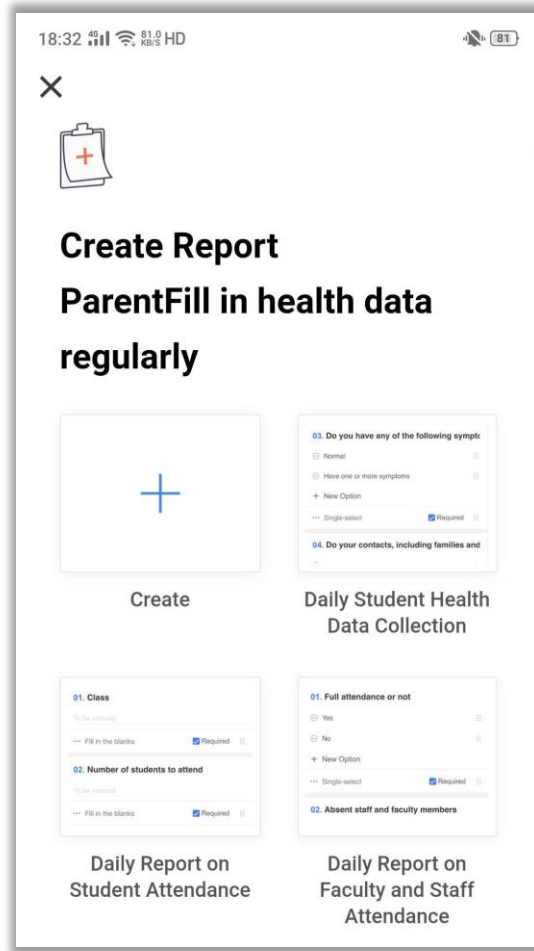
(Currently only supports mobile phones)

WeCom Workspace·Safe School

New report:

The mobile phone enters the WeCom workspace-health report, the first time to enter, click the + to create a new report. Then edit the content and report settings, edit the report name and question first, and then set the reporting range, who to report and the reporting method in the next step. At the same time, you can choose to remind employees to submit and set the reminder time, that is, to complete the creation and start collection.

WeCom Workspace · Safe School



WeCom Workspace·Safe School

View reported statistics:

After the notification is issued, you can view and fill in the statistical data in real time. In the Workspace-health report-statistics, select the report subject you want to view, click enter, you can view the reported data statistics, and you can switch the date to view on the right side of "Data Statistics". At the same time, you can also click "View members not reporting" under "Date Statistics" to continue to urge members who did not fill in to report. Find out what each member has to fill in under "View Report details". The reported details can be exported. After the document is generated, it can be viewed or downloaded on the computer by sharing or saving it to the WeDrive.

WeCom Workspace·Safe School

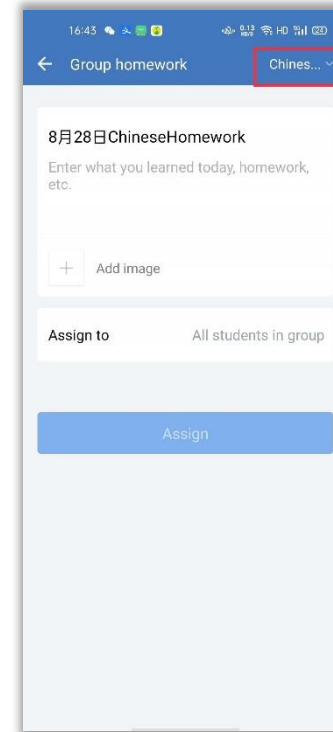
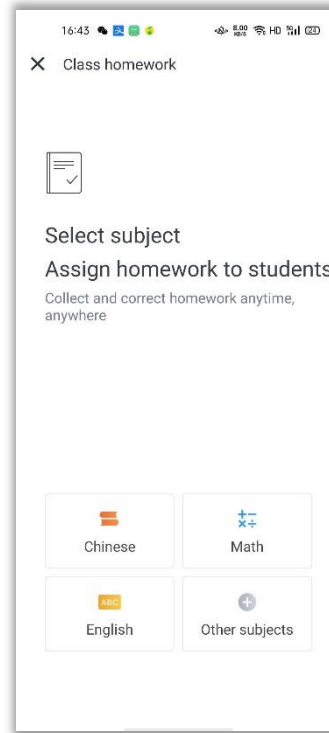
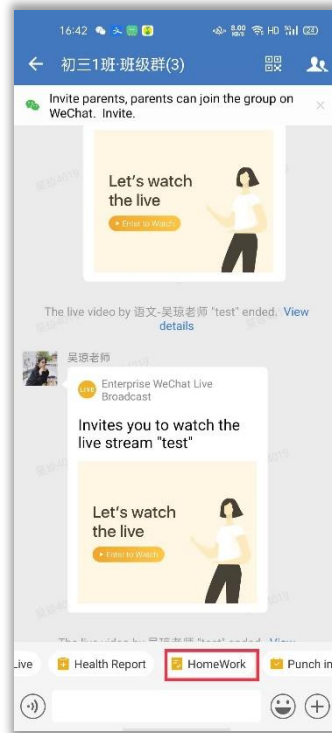
Scope of health report:

1. Each health report template needs to set the report scope. Only when the report scope of the report template includes itself, can you see and report.
2. Schools with School Contact functions can add parents to the scope of reporting. These reports can be opened on the WeChat side; reports created by companies with non School Contact functions cannot be opened on the WeChat side.

WeCom Workspace·Safe School

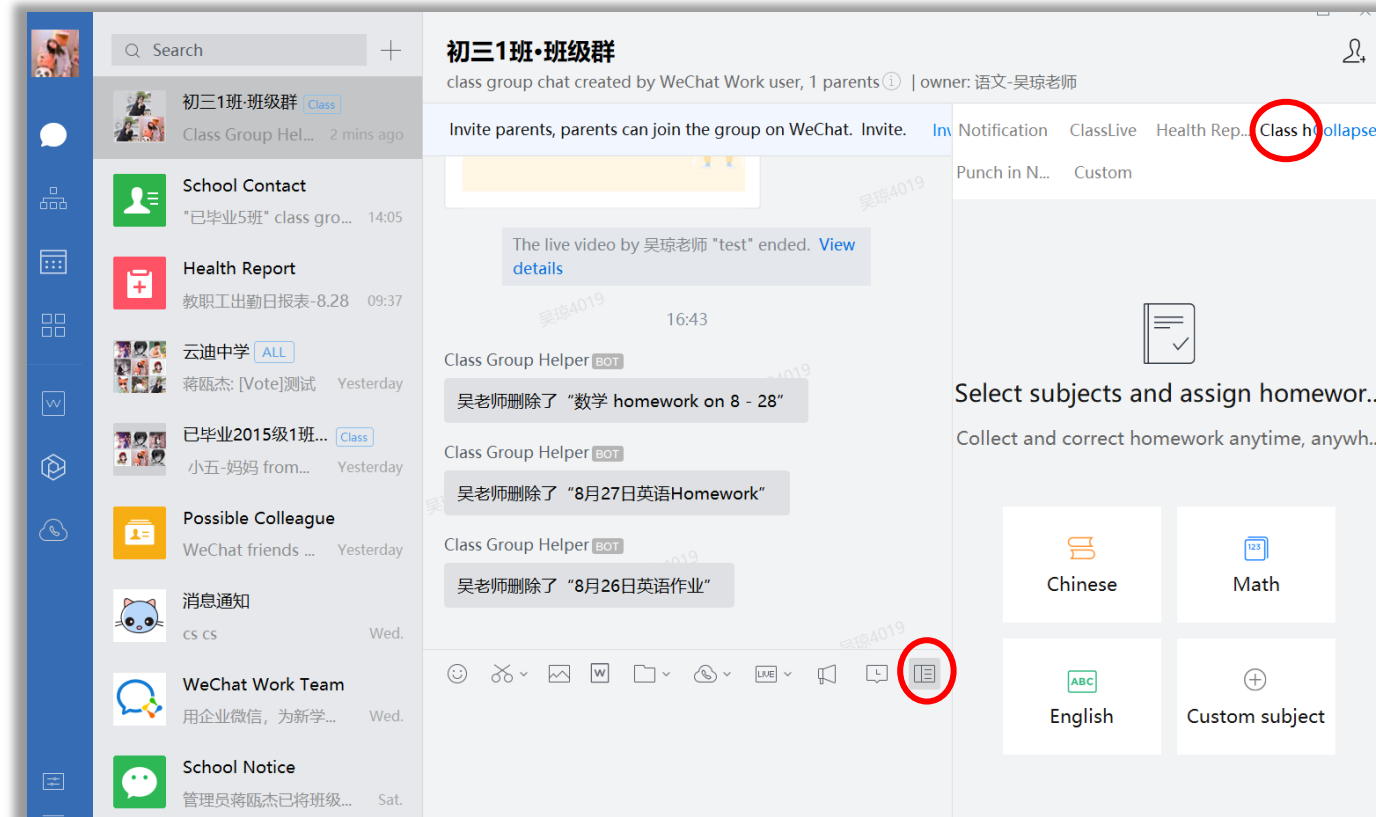
Class group homework assignment:

mobile phone-class group-click "+" sign-Group HomeWork-homework assignment(Upload up to 9 pictures for assignment)



WeCom Workspace·Safe School

Class group homework assignment: computer terminal-class group-
group chat toolbar-Class homework-homework assignment

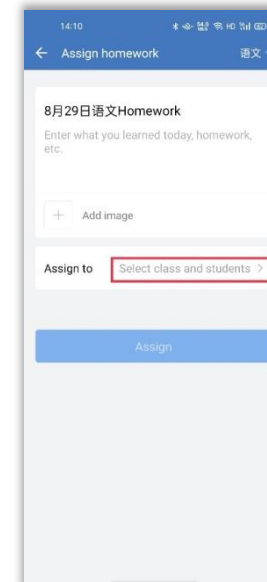
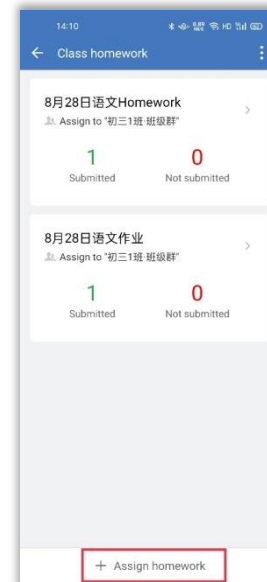
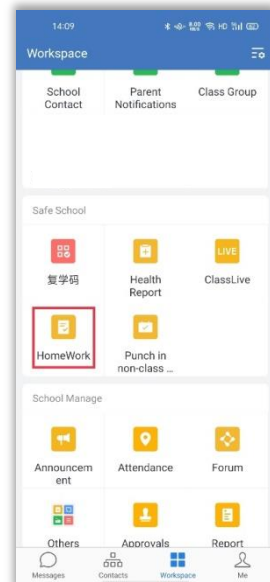


WeCom Workspace·Safe School

Workspace assignment:

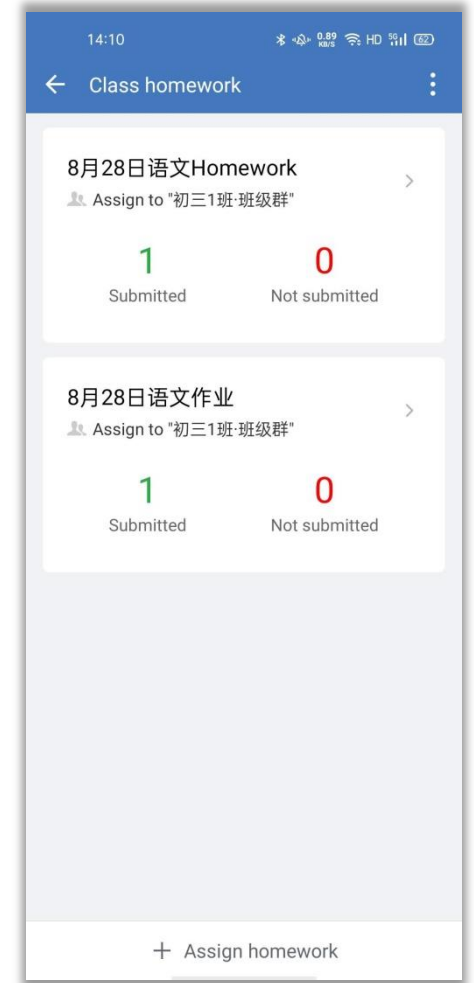
This method is mainly sent to parents/students who are not in the class group.

mobile phone/computer terminal—Workspace—Homework—Assign Homework



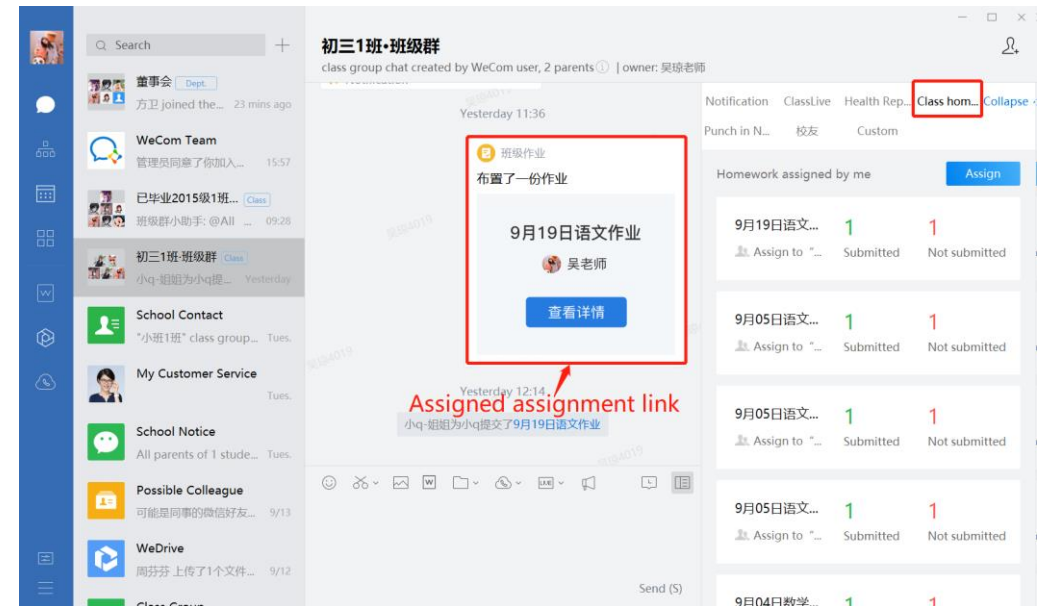
WeCom Workspace·Safe School

Homework correction (mobile terminal):
After the teacher's homework assignment is completed, parents can notify through WeChat to submit the homework by choosing pictures/video/voice, and the teacher can check the completion degree of the homework through the Homework or the group link. The computer side operation is the same.



WeCom Workspace·Safe School

Homework correction (computer side):
To view the completion degree of assigned homework on the computer side, you can also view the details of the homework through the class homework link in the class group or the homework link in the group.



WeCom Workspace·Safe School

Homework submission limit :

There are three ways for parents to submit homework, and up to 12 homework files can be uploaded.

Picture format, you can choose to upload up to 9 pictures at a time. After uploading, you can click "+" to continue adding.

Video format, the maximum limit is 100M, video needs to be compressed, upload time depends on the device and network performance, so it is not recommended to transmit large videos.

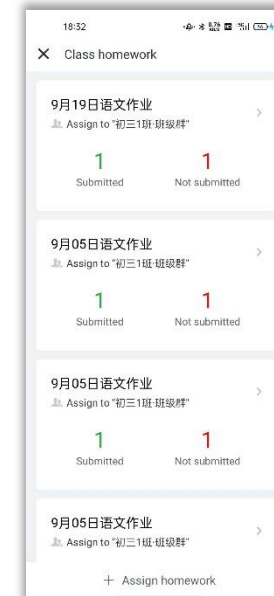
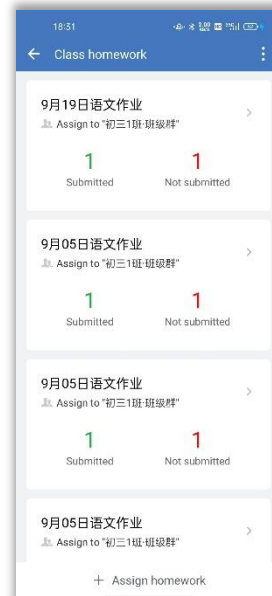
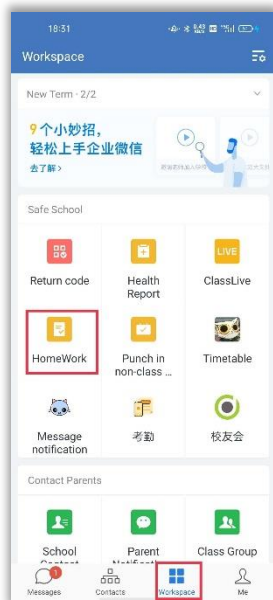
Recording format, the longest recording is 10 minutes.

WeCom Workspace·Safe School

Homework correction (mobile terminal):

Parents upload homework in the form of pictures, and teachers can click on the uploaded pictures to mark and correct, and add comments.

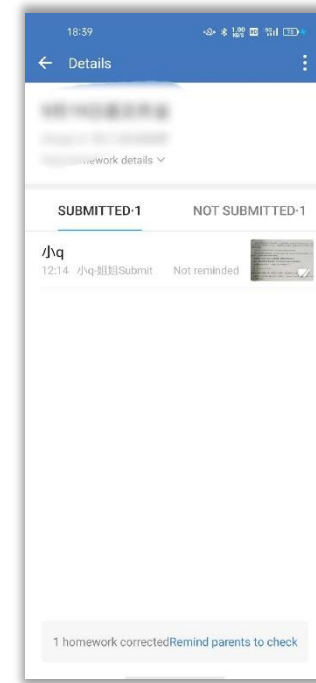
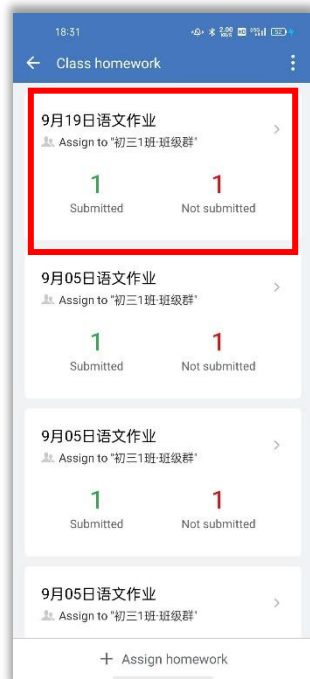
The first step is to enter the homework layout interface through the Workspace- Homework or through the class group- Homework



WeCom Workspace·Safe School

Homework correction (mobile terminal):

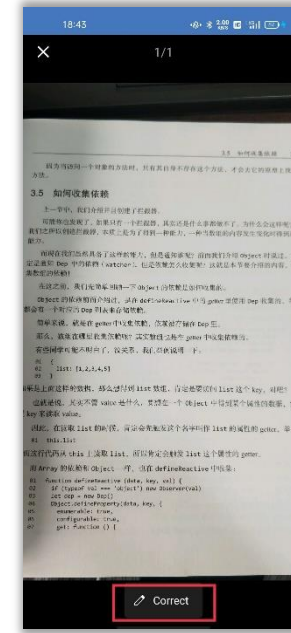
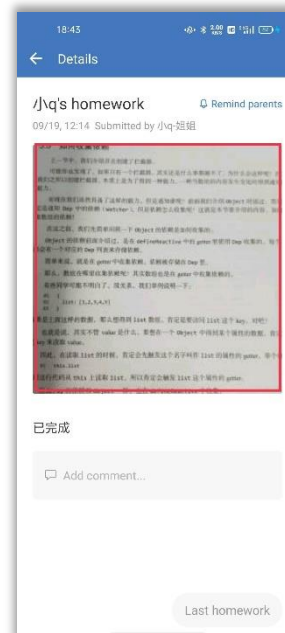
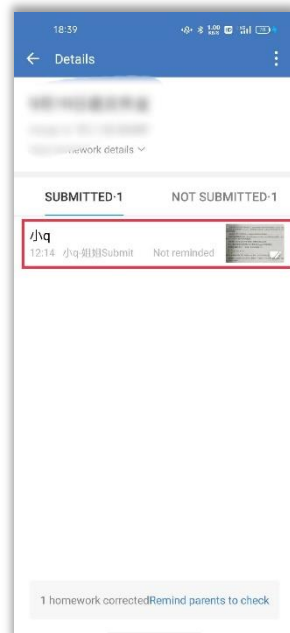
The second step is to click on the assignment of the relevant subject on the assignment interface or click the link in the class group to enter the assignment details interface to view the submission of the assignment.



WeCom Workspace- Safe School

Homework correction (mobile terminal):

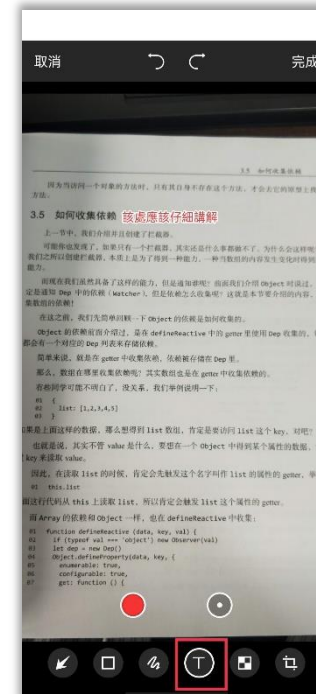
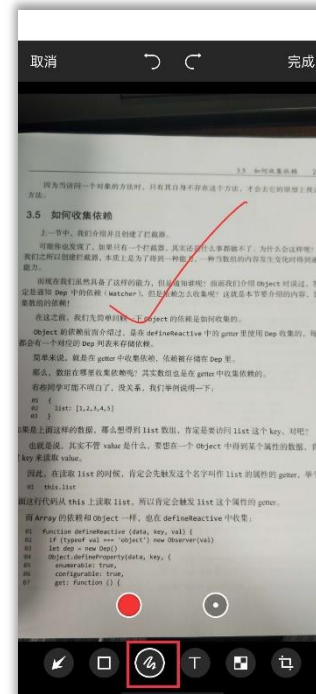
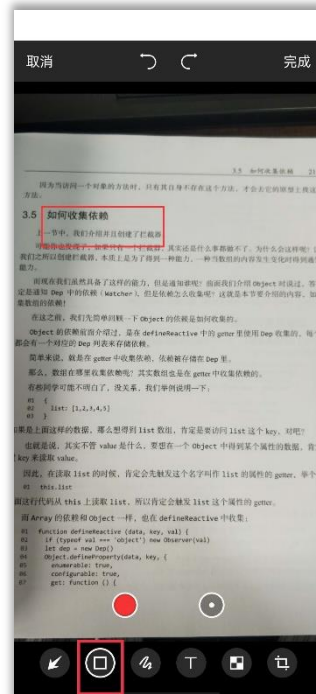
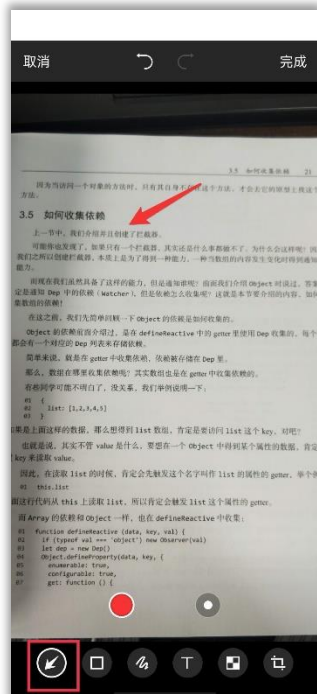
The third step is to click on the student work on the submitted interface, and then click on the picture work uploaded by the student. You can see "correct" below.



WeCom Workspace · Safe School

Homework correction (mobile terminal):

The fourth step is to click on "correct" below the picture, mark, circle the key points, correct, add text descriptions, etc.



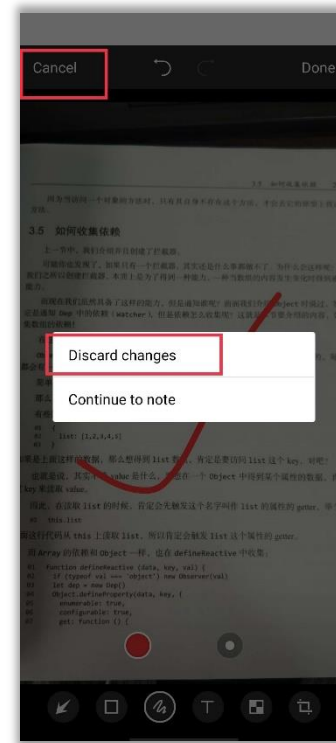
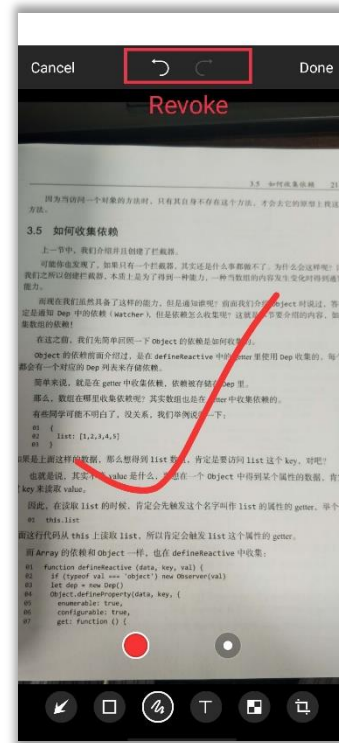
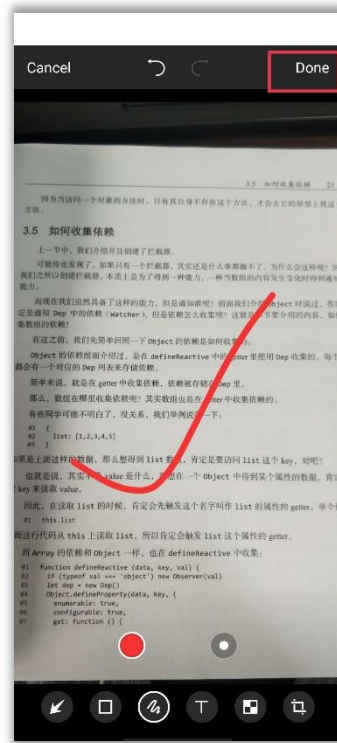
WeCom Workspace • Safe School

Homework correction (mobile terminal):

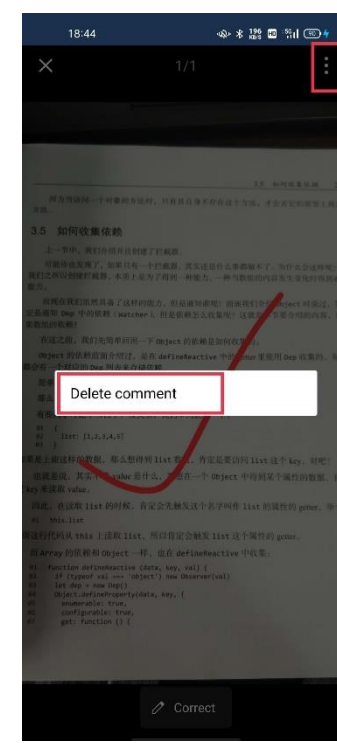
The fifth step, after the assignment is completed, you can click "Done" in the upper right corner to complete the correction. The previous corrections can be undone, which is the left and right back arrow above; or click Cancel to eliminate all the corrections, and you can re-correct. After completing the corrections, you can "Delete comment", that is, all the corrections of the job will be deleted.

WeCom Workspace · Safe School

Before finishing correction:



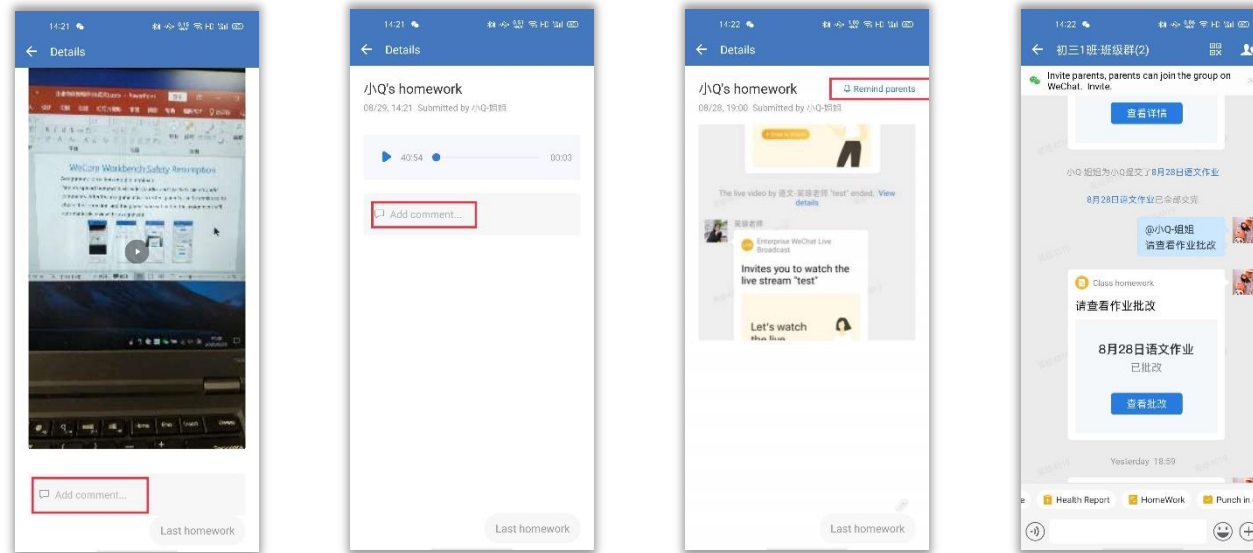
After finishing correction:



WeCom Workspace·Safe School

Homework correction (mobile terminal):

Parents upload homework via video/audio, and teachers can only add comments. After the assignment is corrected, parents can be reminded to check the correction, and the parent who submitted the assignment will automatically review the assignment.

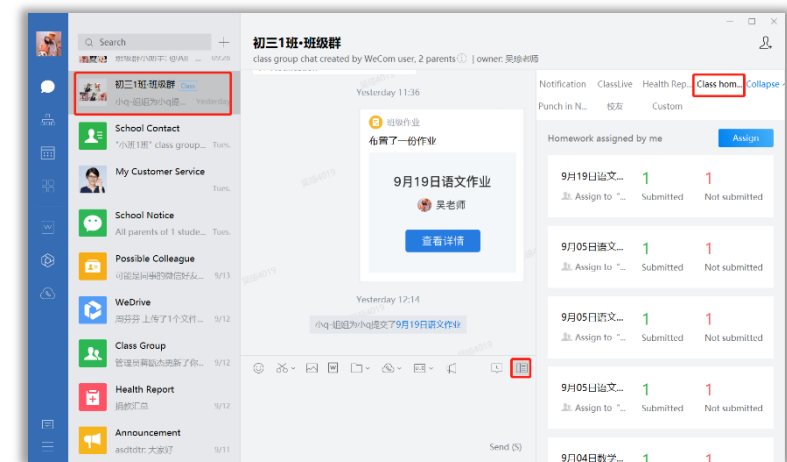
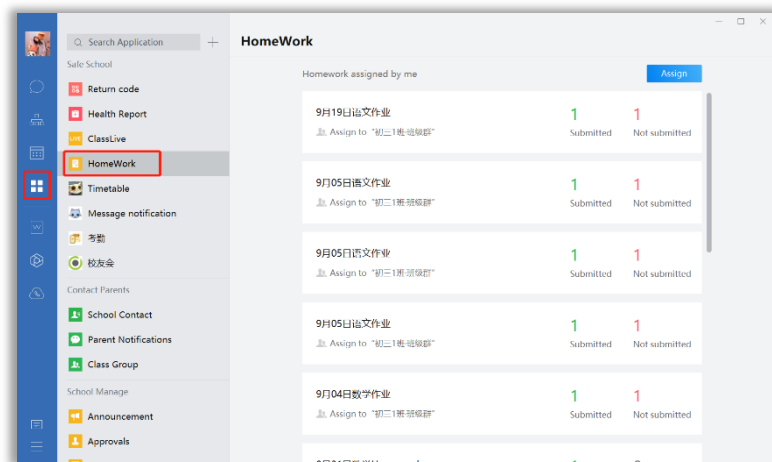


WeCom Workspace·Safe School

Homework correction (computer side):

The correction of picture assignments on the computer is the same as that on the mobile.

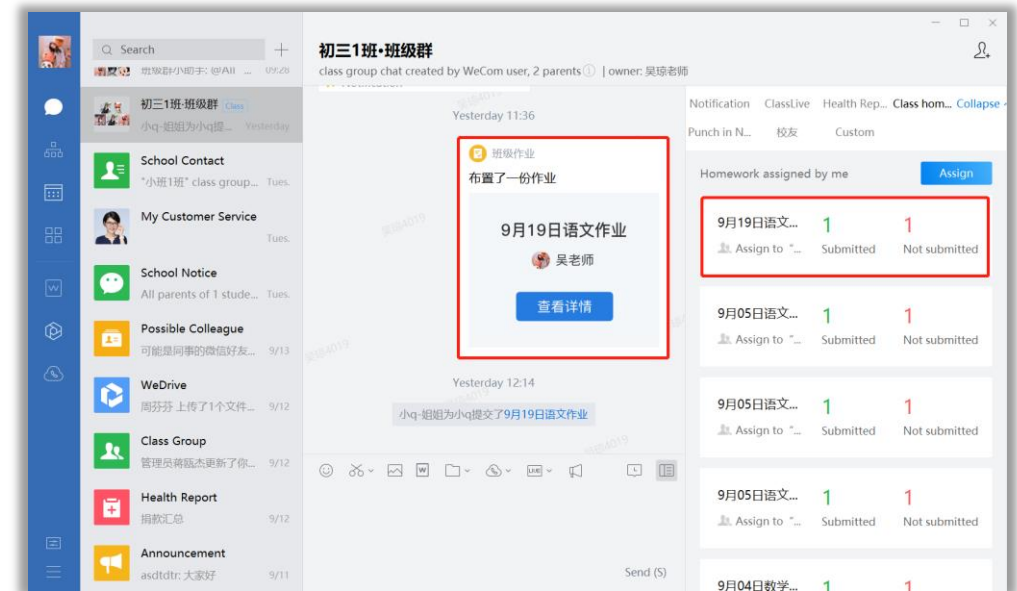
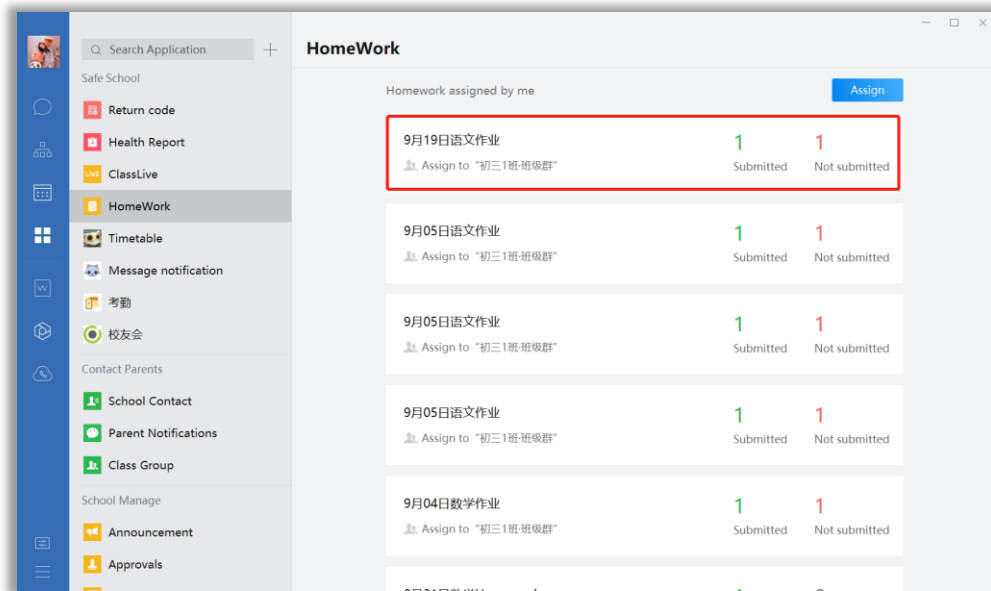
Step 1: You can also enter the homework layout interface through the Workspace- Homework or class group-class Homework.



WeCom Workspace·Safe School

Homework correction (computer side):

Step 2: Click the assignment of the relevant subject or click the link in the class group

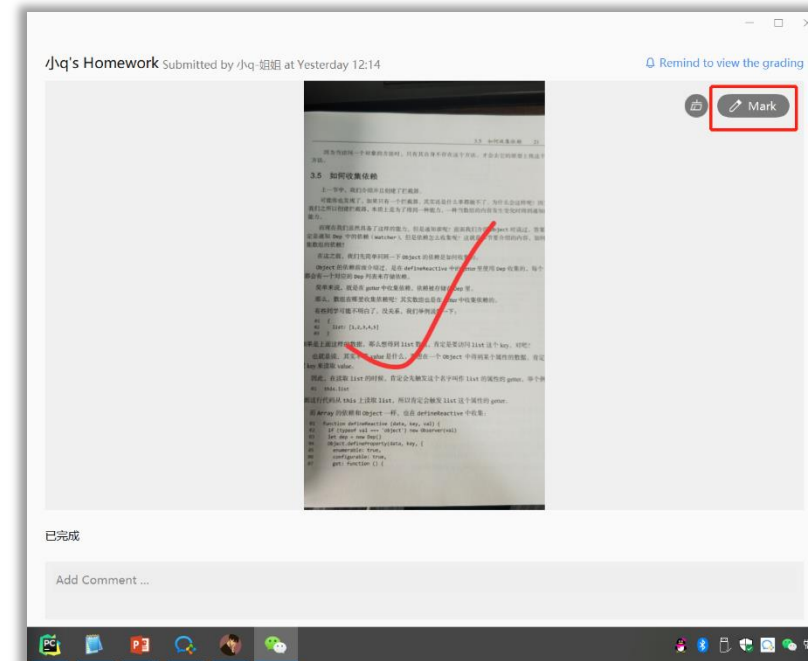
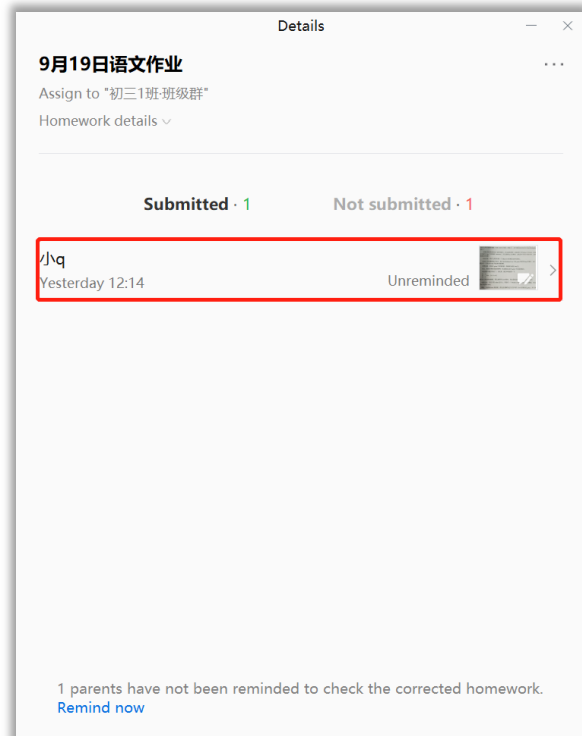


WeCom Workspace · Safe School

Homework correction (computer side):

Step 3: Enter the job details interface and click the submitted job.

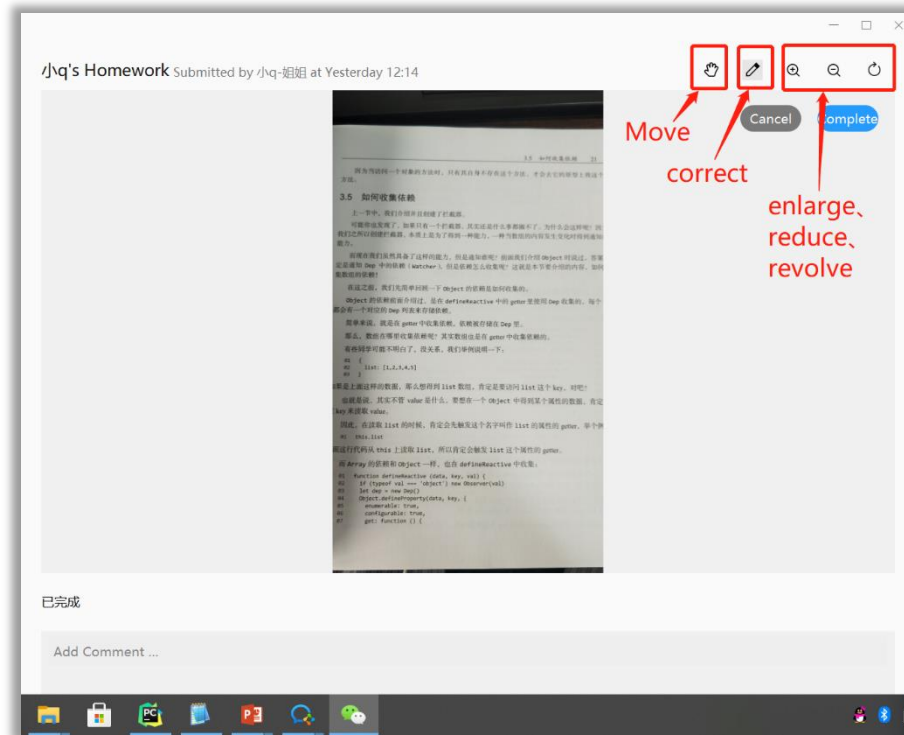
You can see "Mark" in the upper right corner



WeCom Workspace · Safe School

Assignment correction (computer side):

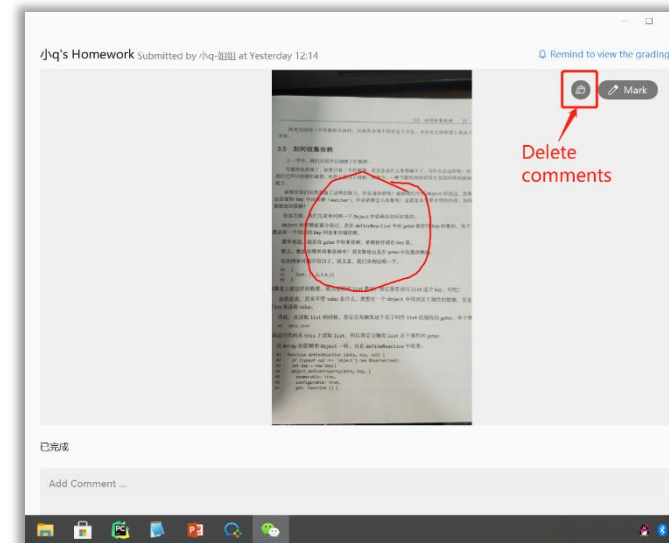
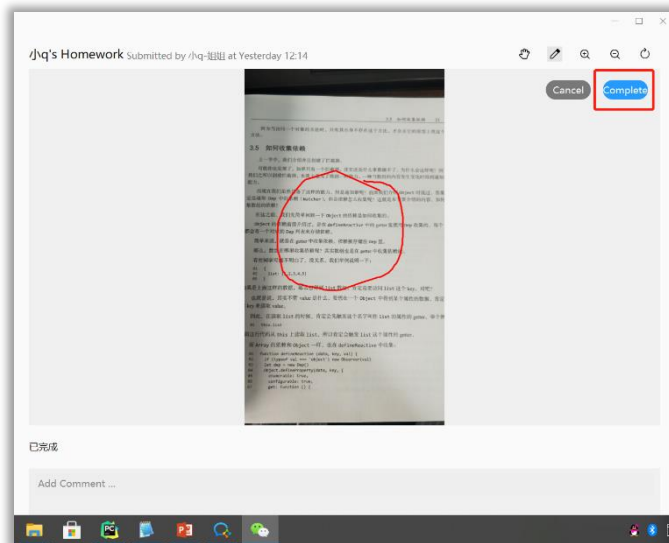
Step 4: Click "Mark" to correct the submitted picture work. There is only one correction method on the computer.



WeCom Workspace · Safe School

Assignment correction (computer side):

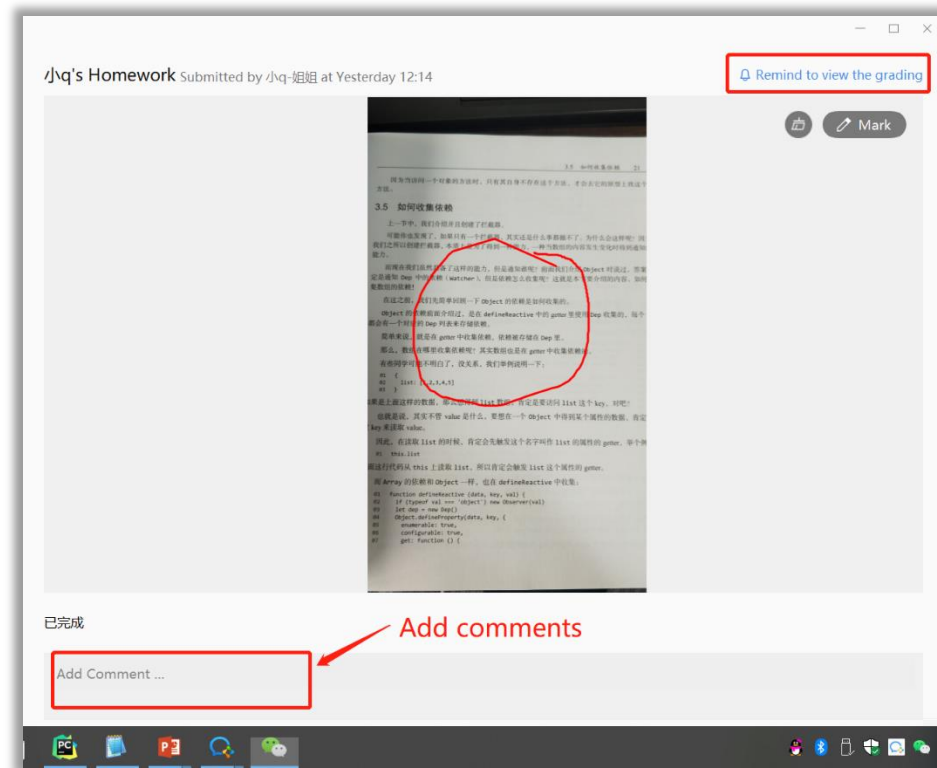
Step 5: Click "Complete" to complete the correction. There is no undo operation for computer-side picture correction, only cancellation. After the correction is completed, the "delete correction operation" can also be performed.



WeCom Workspace · Safe School

Assignment correction (computer side):

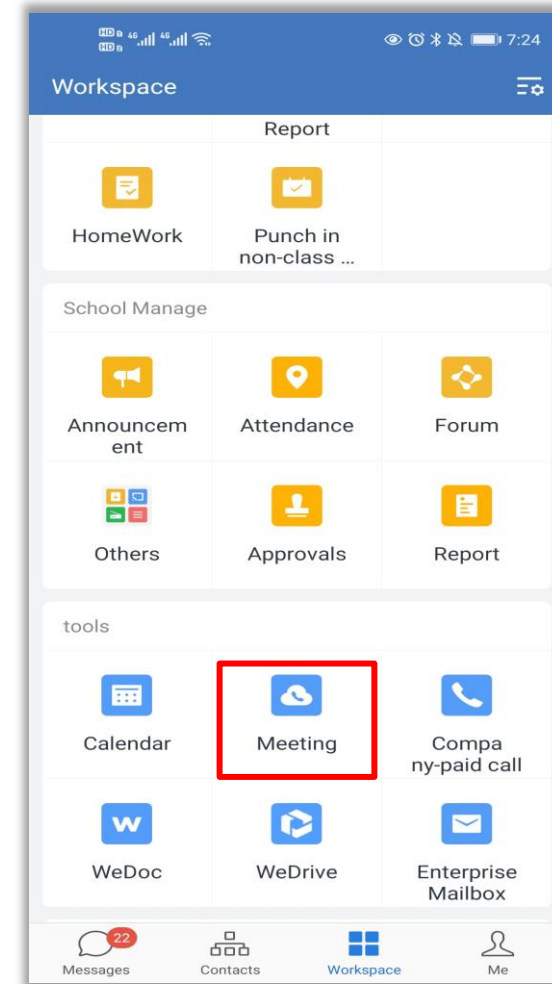
Step 6: You can add comments. After the correction, click "Remind to view the grading" in the upper right corner.



WeCom Workspace·Efficiency Tool

Meeting:

Meeting is an efficient multi-person real-time communication and collaboration method to meet the needs of cross-regional online meetings in corporate office scene.



WeCom Workspace·Efficiency Tool

Schedule a meeting:

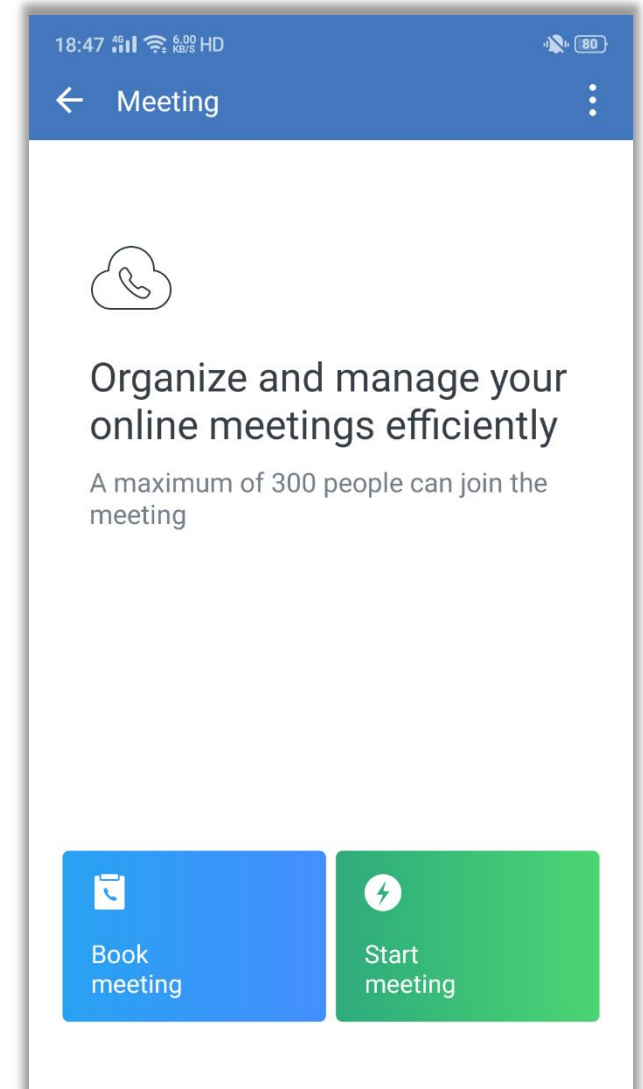
Enter the Workspace-Meeting and initiate a meeting reservation in advance. After the reservation is made, members will receive a reminder of the reservation and choose to accept/pending/reject. When making a reservation, you need to enter the meeting subject, select the meeting type, meeting time, and participants, and you can also add other relevant instructions to the remarks. For the scheduled meeting, the initiator can view, modify and cancel in the Workspace-Meeting, or start the meeting in advance before the estimated time

WeCom Workspace·Efficiency Tool

Meeting now:

1) Enter the Workspace-meeting and initiate an immediate meeting. Participants need to be selected when initiating, and members will be notified of incoming conference calls immediately after initiating.

2) When you initiate a voice call/video call from a group chat, if you select more than 9 people to call, the system will automatically change to use the meeting to initiate



WeCom Workspace·Efficiency Tool

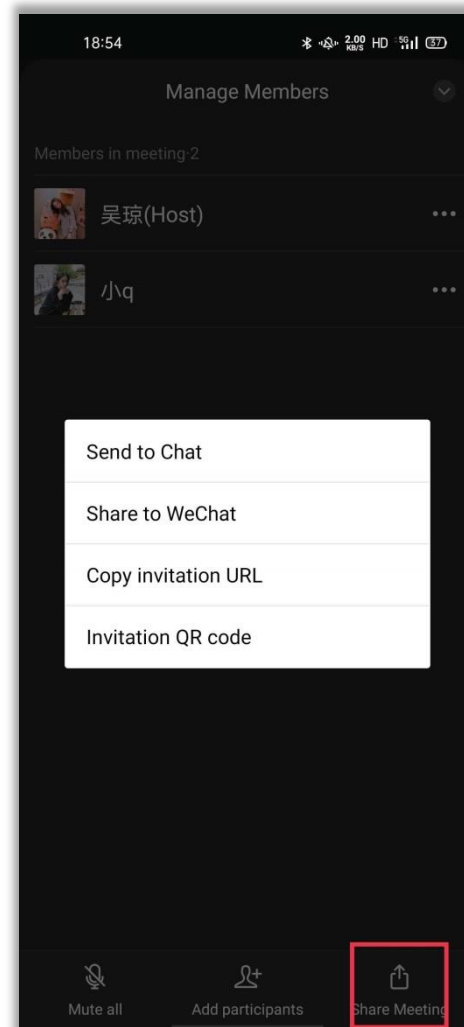
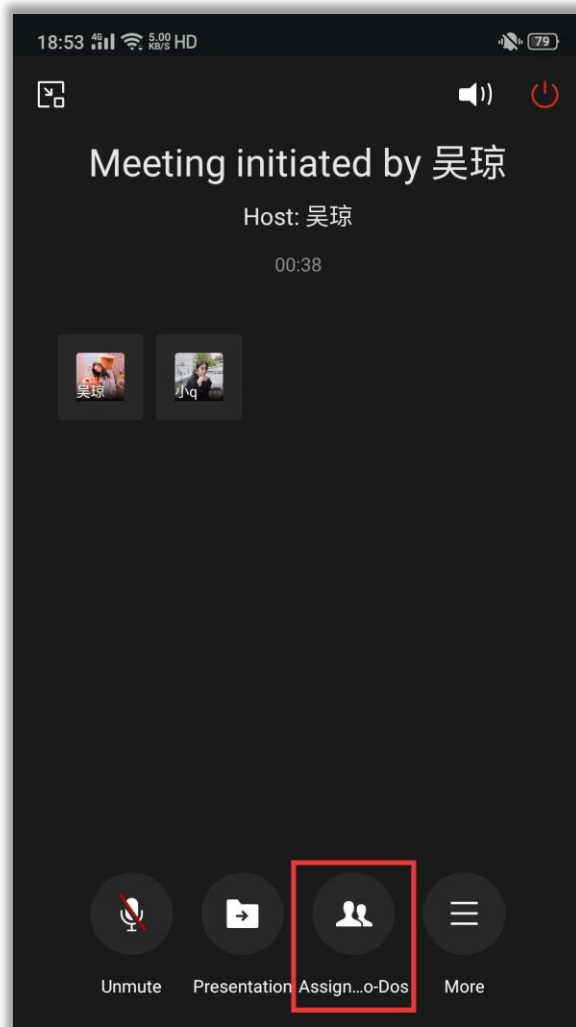
Meeting members invitation:

When booking a meeting, WeChat users can be added to the participants. If the other party accepts the meeting, WeChat users will receive the notice of the start of the meeting and enter the meeting after the meeting is initiated.

After initiating a meeting, you can add participants to the management members—select WeChat users to participate in the meeting, or share the meeting—select to send to the chat/meeting QR code to invite WeChat users to participate.

Note: At present, only WeChat users are supported to use the mobile version of WeChat to participate in the conference, and the computer version of WeChat to participate in the conference is not currently supported.

WeCom Workspace · Efficiency Tool



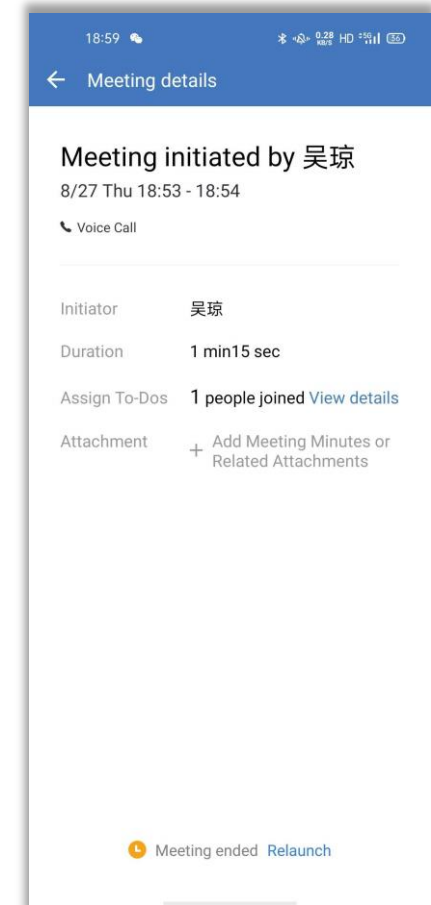
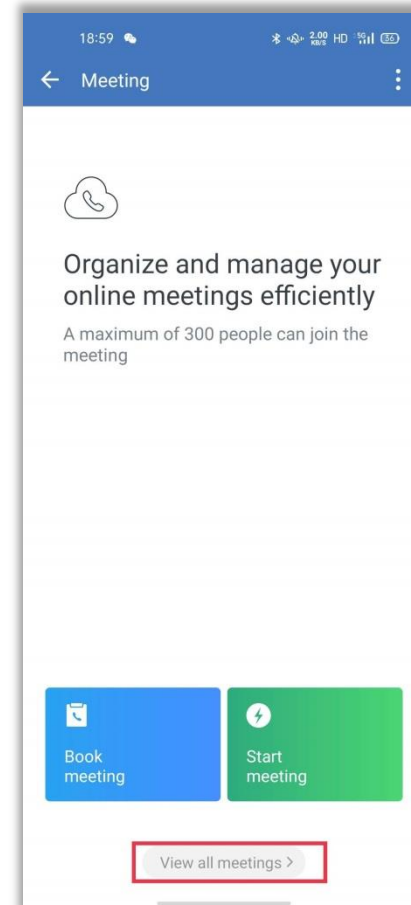
WeCom Workspace·Efficiency Tool

Participate in the meeting:

1. For a book meeting, after the initiator makes an appointment, the participant will receive an invitation notice, and you can choose to accept/pending/reject. If you choose to accept or to be determined, the member will receive an incoming call reminder after the meeting starts and slide to enter the meeting; if you choose to decline, you will not receive an incoming call reminder.
2. For meetings initiated immediately by the initiator, participants will receive notification of incoming calls in real time, and slide to enter the meeting.
3. If the participant missed the call notification, they can also enter the meeting from the Workspace-meeting.

WeCom Workspace·Efficiency Tool

View of participation in the meeting:
After the meeting is over, the host can enter the Workspace-meeting-view all meetings to query the meeting records, and enter the record details to query which members have entered the meeting and which ones have not.

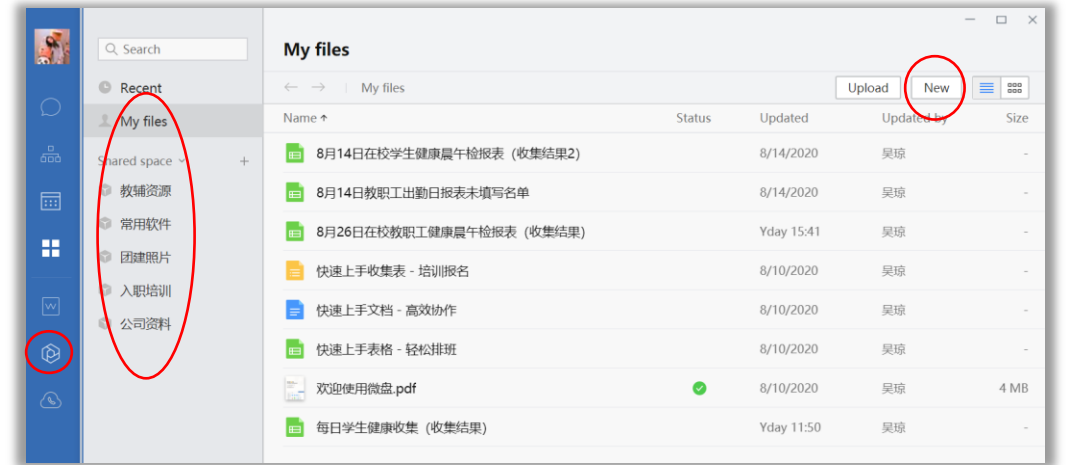
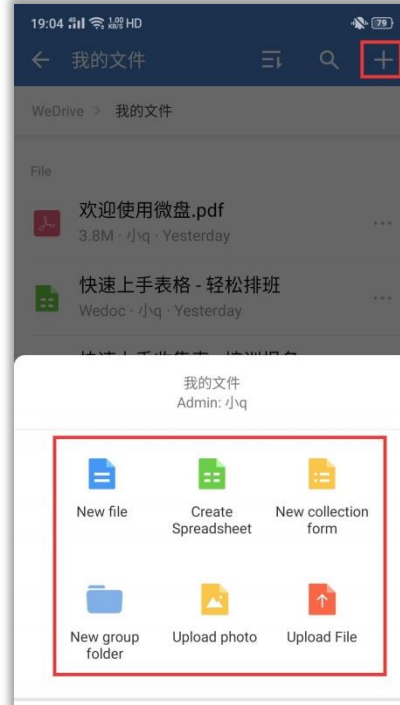
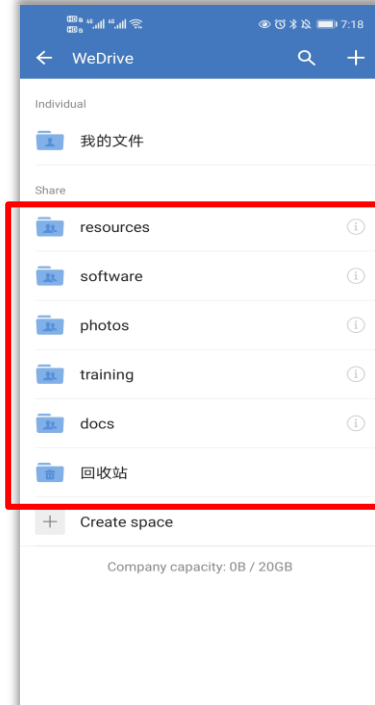
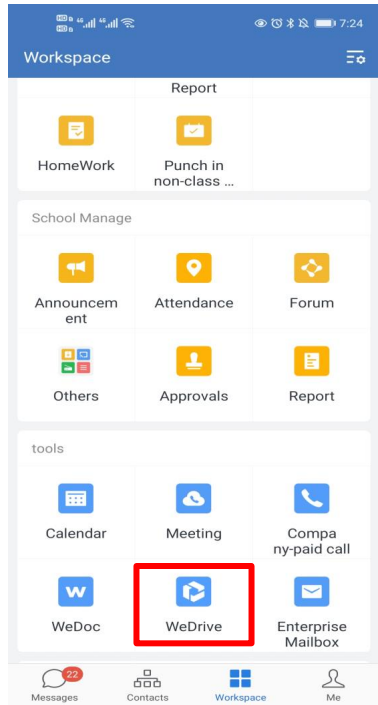


WeCom Workspace·Efficiency Tool

WeDrive: You can share resources and upload files in real time with colleagues. You can upload files in "My Files" or "Shared Space" in the WeDrive; if you upload files in "Shared Space", you need to have "Allow Edit" permission or be the administrator of the shared space;

The steps for uploading files are as follows:

1. Computer: Open the WeDrive on the left side of the client side—open My Documents/any shared space—click the upload button in the upper right corner—select the file to upload to confirm the upload;
2. Mobile phone: Open the WeDrive in the client Workspace—open My Documents/any shared space—click the "+" sign in the upper right corner—select upload photos/upload files—find the file to upload and confirm the upload.



WeCom Workspace·Efficiency Tool

Teaching use of WeDrive:

1. Find the file in the "+" toolbar in the class group. You can select local files or WeDrive files to share. Parents in the group can download and view the shared files.
2. During the live of the class on the computer side, the document in the WeDrive can be demonstrated on the screen



FAQ · Differences between live and meeting

	Live	Meeting
Number limit	Unlimited	300 people online at the same time
Users	Teachers, parents and students	Teachers, parents and students
Whether to support playback	support	not support
Whether to support screen sharing	Support, also supports single PPT presentation	Support, support specific window sharing
Whether to support file sharing	not support	support
Whether to support meeting records	not support	support

WeCom Help Center

WeCom has relevant operating documents. If you encounter a problem that is not mentioned in the training manual (How can external contacts of WeChat join the meeting? / Cannot log in to WeCom? / How to log in to the new member of the enterprise that has already joined and cannot log in to WeCom) , But you can find solutions to related problems by visiting the documents in the official help center. You can switch the access status in the upper left corner of the help center. Help Center URL :

https://work.weixin.qq.com/help?person_id=1&vid=1688852940103123

WeCom Help Center

The screenshot shows the WeCom Help Center website in a browser window. The address bar displays `https://work.weixin.qq.com/help`. The page header includes the WeCom logo and the text "帮助中心" (Help Center), with a language selector set to "简体中文" (Simplified Chinese). Below the header, there are links for "问题列表" (Problem List) and "使用手册" (User Manual). A search bar is present with the placeholder text "请输入问题关键字, 如: 打卡、审批、登录" (Please enter the problem keyword, such as: clock-in, approval, login). A dropdown menu is open, showing the selected option "我是管理员" (I am an administrator), which is highlighted with a red box. The main content area is titled "热门问题" (Popular Questions) and lists several topics: "Instructions for using the Google API service of Wechat Work", "Why can't my WeChat Workplace receive any app messages?", "What are the features of Contact Customers?", "How to link an existing email?", and "What is the difference between the admin's admin scope and the Contacts permisso...". A left sidebar contains a "热门问题" (Popular Questions) section with sub-links for "Registration and Login", "Login", "Contacts Management", and "Member and Depart...".

浏览器地址: `https://work.weixin.qq.com/help`

语言: 简体中文

问题列表 · 使用手册

我是管理员 ▾

请输入问题关键字, 如: 打卡、审批、登录

热门问题

Registration and Login

Login ▾

Contacts Management

Member and Depart... ▾

热门问题

- Instructions for using the Google API service of Wechat Work
- Why can't my WeChat Workplace receive any app messages?
- What are the features of Contact Customers?
- How to link an existing email?
- What is the difference between the admin's admin scope and the Contacts permisso...

WeCom Help Center

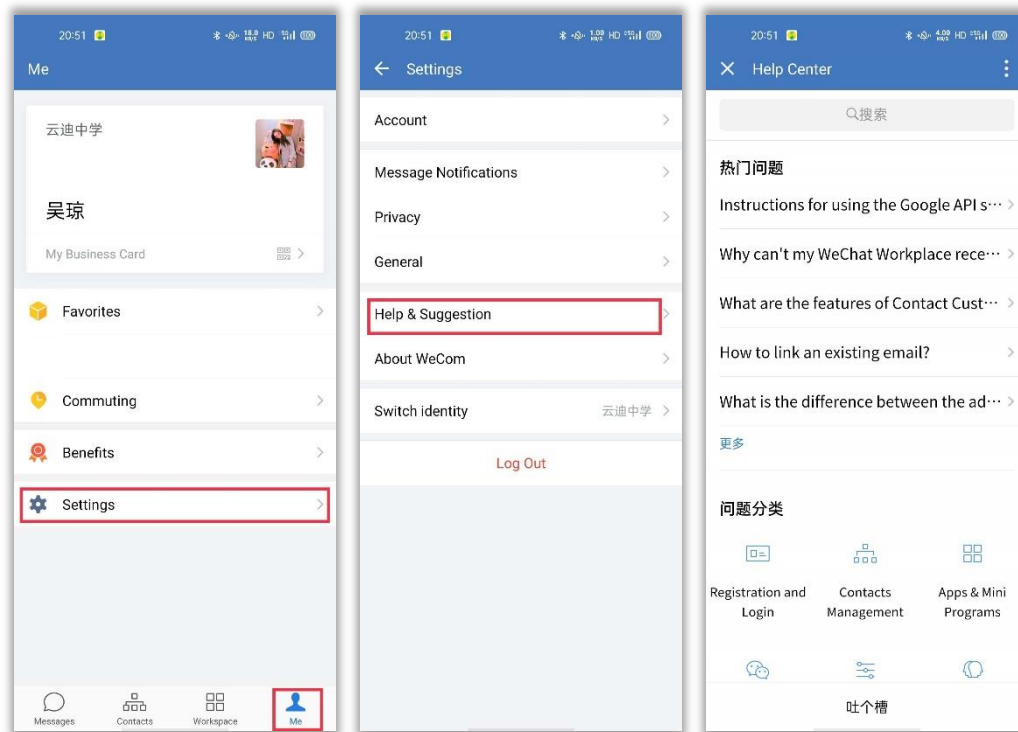
The help center of the enterprise WeChat can also be accessed through the enterprise WeChat application on the mobile phone and computer.

Mobile terminal: Click [Me]-[Settings]-[Help and Suggestions]

Computer side: click on the lower left corner [More]-[About]-[Help Center]

WeCom Help Center

Mobile terminal :



Computer :

