

How to use ZAVI to meet online

Instructions on how to create online meeting rooms with the most complete ZAVI. Online learning software, professional online meeting, secure and easy to use ..

Zavi is an application built and developed by Zalo Group. This application will allow you to create online meetings very easily, with high level of safety.

Personally, I think Zavi has many advantages, but I can list some typical advantages as follows:

1. As a cross-platform application, it can work on most popular operating systems such as Windows, MacOS, iOS and Android.
2. Security is very concerned by Zalo Group. To be able to participate in a meeting one of the prerequisites is a password.
3. Support up to 100 people to join the meeting at the same time.
4. The picture and sound quality meet the needs of the user well .

In the short scope of this article, I only guide you to use Zavi applications on Windows platforms. The rest of the platforms you do are completely similar.

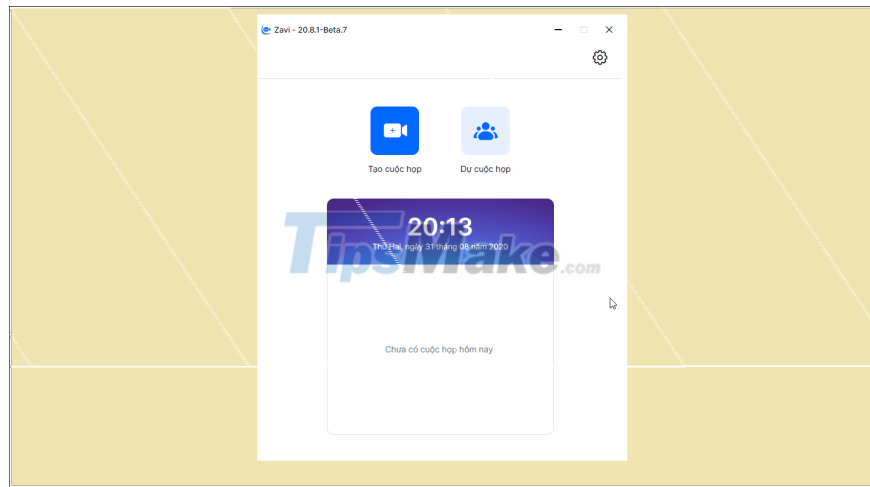
1. What needs to be prepared?

+ Step 1: Download the Zavi application installer [here](#) (for Windows computers).

NOTE: Link download Zavi for [Android](#) / [Link download for iOS](#)

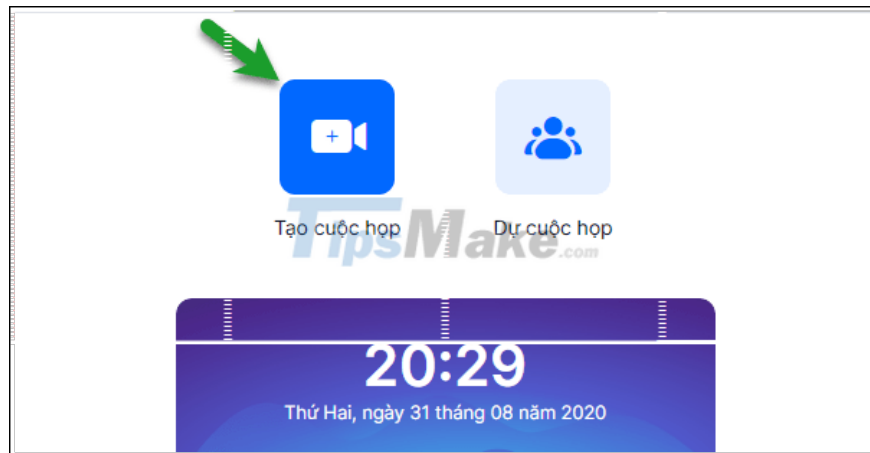
+ Step 2: Install the Zavi application by double-clicking on the ZaviSetup-xxx.exe file. The installation process will be completely automatic and very quick.

+ Step 3: Sign in to Zavi with your Zalo account and it's done the preparation. After successful login, we will get the interface as shown below.



2. Steps for creating a meeting using Zavi

+ Step 1: Click on Create meeting



+ Step 2: Now fill in some basic information for the meeting such as Subject and Password (the password that the members must have in order to participate in the meeting).

In addition, you can further customize a number of options as follows:

1. Sign-in is required to attend meetings.
2. Turn off member's mic at the time of meeting.
3. Turn off camera members at the time of meeting.

Tạo cuộc họp ×

Chủ đề

Mật khẩu

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Thêm tuỳ chọn ^

- Yêu cầu đăng nhập để tham dự cuộc họp
- Tắt mic thành viên lúc mới vào cuộc họp
- Tắt camera thành viên lúc mới vào cuộc họp

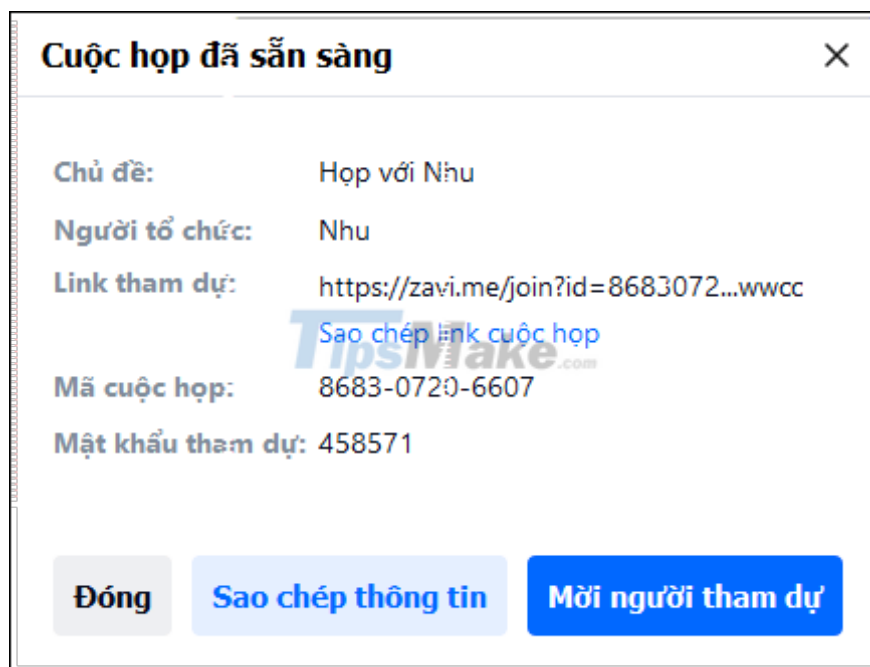
Huỷ Tạo cuộc họp

+ Step 3: Select Create meeting

Here, you have successfully created a meeting and a dialog box with the interface shown below will appear. The dialog box gives us some information about the meeting like:

1. Theme.
2. Organizer.
3. Link to attend.
4. Meeting code.
5. Participation password.

In which the Attendance Password is the most important information. Because without this information, the rest of the members will not be able to attend the meeting.



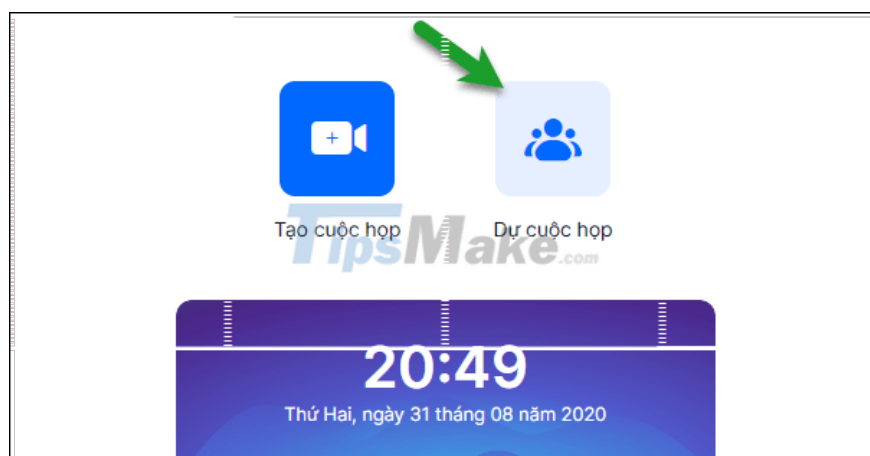
Select Copy information to copy and share this information with other members, or select Invite attendees to directly invite members.

+ Step 4: This step is for other members of the meeting. There are 2 ways for members to participate in the meeting:

Option 1: Applied when you have the Attendance Link and Attendance Password (usually invited by the meeting creator directly using the Invite Attendee feature).

Method 2: Applied when you have the Meeting Code and the Attendance Password. Specific steps are as follows:

+ You select Attend meeting



+ Enter the Meeting Code and Password (these 2 information provided by the meeting creator) => then select Attend

Tham dự cuộc họp ✕

Mã cuộc họp

Mật khẩu

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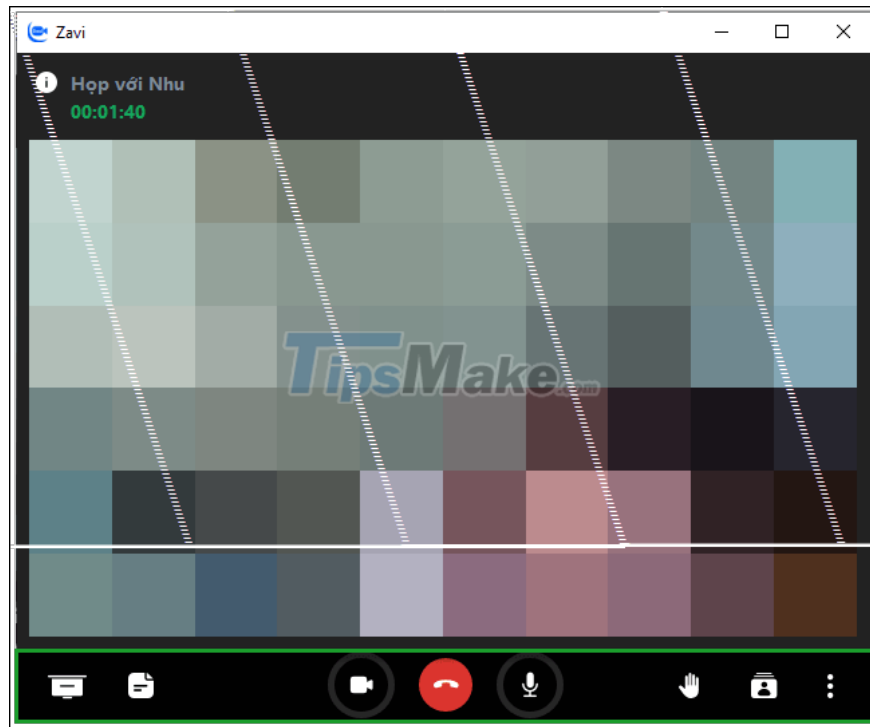
Tắt mic khi tham dự
 Tắt cam khi tham dự



At this point, all the steps to creating an online meeting are complete. The only job you need to do is wait for members to fully attend the meeting can officially begin.

3. Basic features when meeting is going on

While the meeting is in progress - depending on your permissions (meeting creator or participant) you can use features such as screen sharing, messaging, mic and camera on / off, please speak, see list of members, .



For details about these features, please see below:

1. Share computer screen with the members of the meeting. When this feature is turned on, the camera will automatically turn off and vice versa.
2. Text message.
3. Turn the camera on or off.
4. Turn the mic on or off.
5. Raise your hand to express your opinion.
6. See reserved book members.
7. See more other features.

Other features here are in particular:

1. Switch to grid view: This mode is suitable for meetings when the meeting is a discussion. The meeting creator and the rest of the members have equal roles and positions.
2. Device setup: Mic and camera options are used for meetings (when your computer is connected to multiple microphones and cameras) .

4. Meeting Creator Exclusive Features (When Meeting is Ongoing)

1. When the meeting is locked when this feature is enabled, members who have not participated in the meeting can no longer attend. Whether they have the information about the meeting such as the Attendance Link, the Meeting Code, the Attendance Password
2. Turn off the mic for all members.
3. Block attendees from referencing the screen .

5. End the meeting

To end an online meeting created with Zavi, first click on the "Call" icon. Next select:

1. Leaving the meeting: At this time the meeting is still going on with the people who are still attending.
2. End meeting: The meeting will stop with all members (meeting creator only).

6. Conclusion

Yes, so I have just instructed you in great detail how to create an online meeting using Zavi. Overall is also very simple and easy.

Before pausing, I would like to say a few words to you (before and during the meeting):

1. You need a stable internet connection. Speed ??may be a bit low but must be stable .
2. The quality of the mic and camera is relatively good.
3. Pay attention to your clothes and the space behind you if you attend an important meeting (clean up some "sensitive items" in front of the camera).
4. As soon as you take a break or for some reason you need to temporarily leave the meeting, don't forget to turn off the microphone and camera. In fact, there have been many cases of breaking out laughing because of this problem already.

Above are some small notes to contribute to a successful online meeting as expected. Goodbye and see you in the next posts!

You finished reading the article "**How to use ZAVI to meet online**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.