

# About Console

## Operation Guide

### Product Documentation



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# Contents

## Operation Guide

- Registration and Login

- Changing the Password

- Bill Information

- Message Subscription

  - Message Subscription Management

  - Lark Group Bot Receiving Messages

# Operation Guide

## Registration and Login

Last updated : 2024-06-14 10:45:47

### Overview

Before using the Tencent Cloud console, you must first sign up for a Tencent Cloud account. This task guides you to register and log in to the Tencent Cloud console.

### Directions

#### Signing up for a Tencent Cloud account

You can register for a Tencent Cloud account using either email or Google account. For detailed operation methods, please refer to [Signing up](#).

#### Logging in to the Tencent Cloud console

1. After registration, return to the official website homepage of [Tencent Cloud](#). Click on the [Console](#) on the right side of the top navigation bar, to enter the login page of the Tencent Cloud console.
2. Log in to the Tencent Cloud console with your email or Google account. After the page is redirected, account information appears at the top right corner of the navigation bar and the top of the page, indicating you have successfully logged in.

Tencent Cloud Overview Products CDN + Ticket Billing Center English

**Hello,**  
Account Id: .

Security Center: 0   Alarms: 0   Pending Tickets: 0

Outstanding Balance (USD): 0.00

Transactions Bills

Product Documentation [View More](#)

- Cloud Virtual Machine
- Cloud Security Center
- Chat
- Private DNS
- Cloud Streaming Services

Please enter the name of the product, e.g. CVM

**Recently Visited** Collapse

- Cloud Virtual Machine
- Cloud Security Center
- Chat
- message
- Account Center
- Private DNS
- HTTPDNS
- Cloud Streaming Services
- Bastion Host

**Currently in Use** ⓘ

There are no products currently in use.

# Changing the Password

Last updated : 2024-06-14 10:45:47

The Tencent Cloud account password is the most important credential for ensuring your account's security. Keep it safe and change it regularly when conditions permit.

It is recommended to change the password at least once every 90 days.

The new password must be different from the last 3 passwords.

The password must contain 8-20 characters, including letters, digits, and punctuation except spaces such as dots (.), slashes (/), and underscores (\_).

For specific method of modifying the password, refer to [Modifying Account Password](#).

# Bill Information

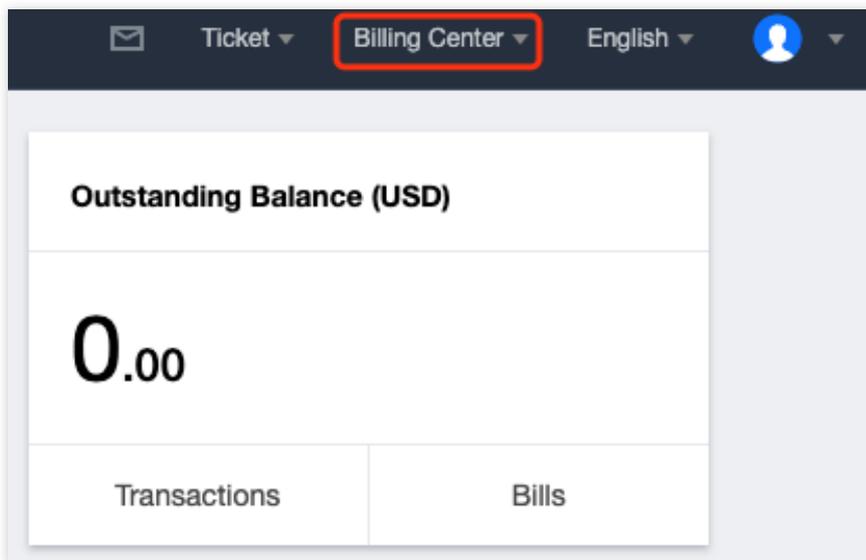
Last updated : 2024-06-14 10:45:47

## Overview

This task guides you to obtain the bill information for your consumption on Tencent Cloud through the Tencent Cloud console.

## Directions

1. On the right side of the top navigation bar in the [Tencent Cloud console](#), click **Billing Center** to enter the Billing Center.



2. In the left sidebar of the Billing Center, click [Bills > Bill Details](#) to view the detailed bill.

The screenshot displays the Tencent Cloud Billing Center interface. On the left is a dark sidebar with the 'Billing Center' header and various navigation items: Account Info, Order Management, Renewal Management, Reserved Instance, Payment Management, Bills (with sub-items: Bill Overview, Bill Details, Bill Confirmation, Bill Download, Invoicing, Cost Allocation Tags), Cost Management, Vouchers, and Download Records. The 'Bill Details' item is highlighted in blue.

The main content area is titled 'Bill Details' for the month of 2024-06. It features a 'Confirm bill' button and three tabs: 'Bill by Instance' (selected), 'Bill Details', and 'Consolidated Bill'. A blue informational banner states: 'The bill for a month is generated on the third day of the next month. The bill for the current month is not ready yet and the costs below are for reference only. Expense figures in Bill Details are accurate up to 8 decimal places. Expense figures in Bill by Instance are rounded off to 2 decimal places. Actual deduction amount will be in 2 decimal places. For more details, see User Guide of Current Bills.'

Below the banner are several filter dropdowns: 'All products' (set to 'Please choose one product'), 'All Projects', 'All Regions', 'All AZs', and 'All Billing Modes'. There is also a checkbox for 'Do not display \$0 transactions'.

A summary line shows: 'Total Cost (Including Tax) 0.00 USD = Total Amount After Discount (Excluding Tax) 0.00 USD - Voucher Deduction 0.00 USD + Tax Amount 0.00 USD'. To the right is a search box for 'Instance ID/Instance Name'.

The main data area is a table with the following columns: Instance ID, Instance Name, Product Name, Subproduct Name, Billing Mode, Instance Type, Transaction Type, and Region. The table is currently empty, displaying 'No data yet'.

At the bottom of the table area, it shows 'Total items: 0' and a pagination control set to '20 / page' with '1 / 1 page'.

3. In the left sidebar of the Billing Center, click [Transactions](#) to view a summary and details of your monthly expenditures.

Tencent Cloud Overview Products CDN + Ticket Billing Center English

**Billing Center**

- Account Info
- Order Management
- Renewal Management
- Reserved Instance
- Payment Management
  - Payment
  - Transactions**
  - Bank Transfer Query
  - Payment Method
- Bills
- Cost Management
- Vouchers
- Download Records

### Transactions

2024-06-01 00:00:00 ~ 2024-06-11 23:59:59  Do not display \$0 transactions

**Repayment:**

Transaction Time ↓	Transaction Type	Description	Status	Cost (USD)	Operation
No data yet					

Total Items: 0 20 / page 1 / 1 page

For more billing-related information, please refer to the [About Billing](#) documentation.

# Message Subscription

## Message Subscription Management

Last updated : 2024-10-18 14:05:03

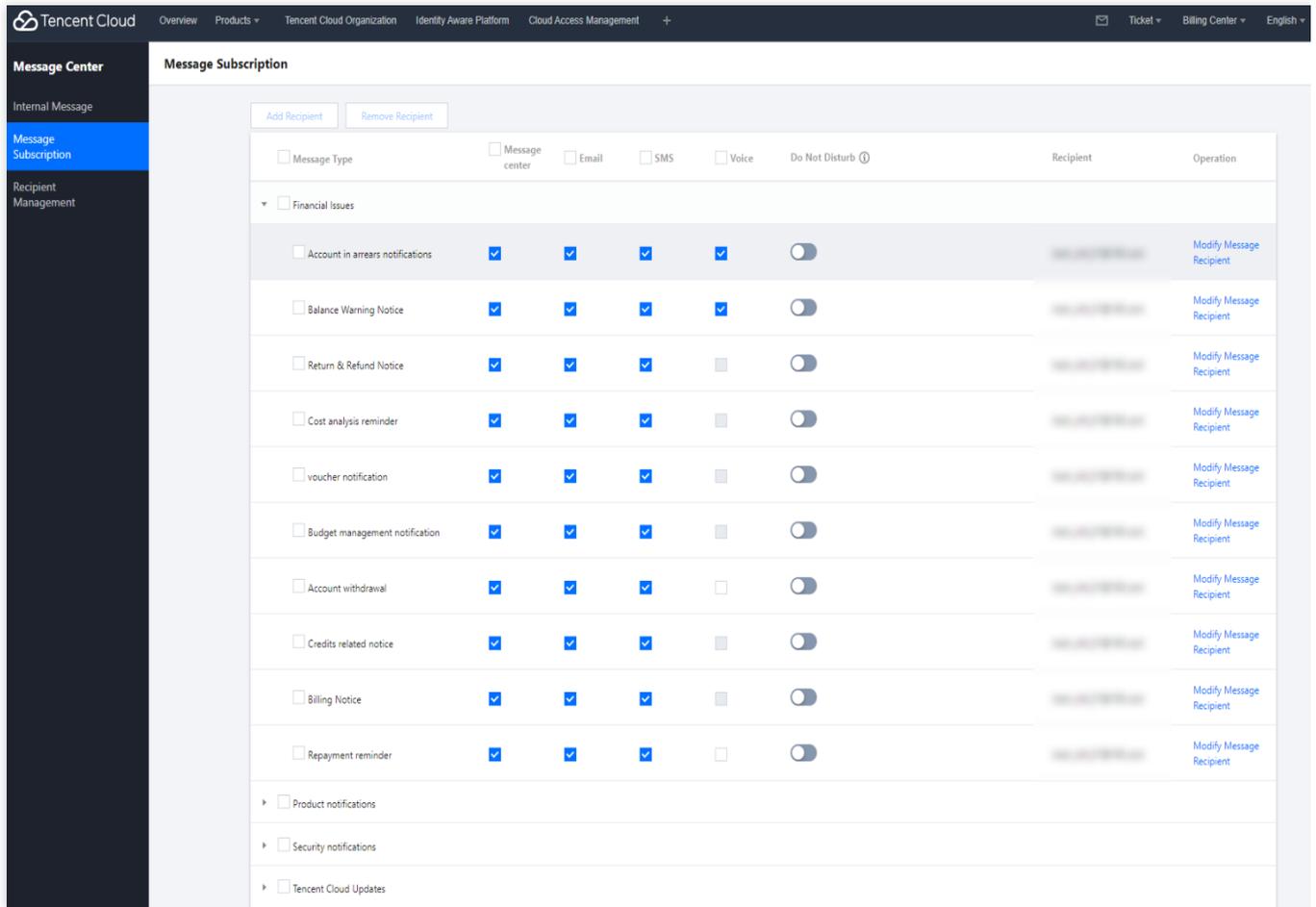
### Overview

This task guides you to set the message reception method and the message recipient through the Tencent Cloud Message Center console.

### Directions

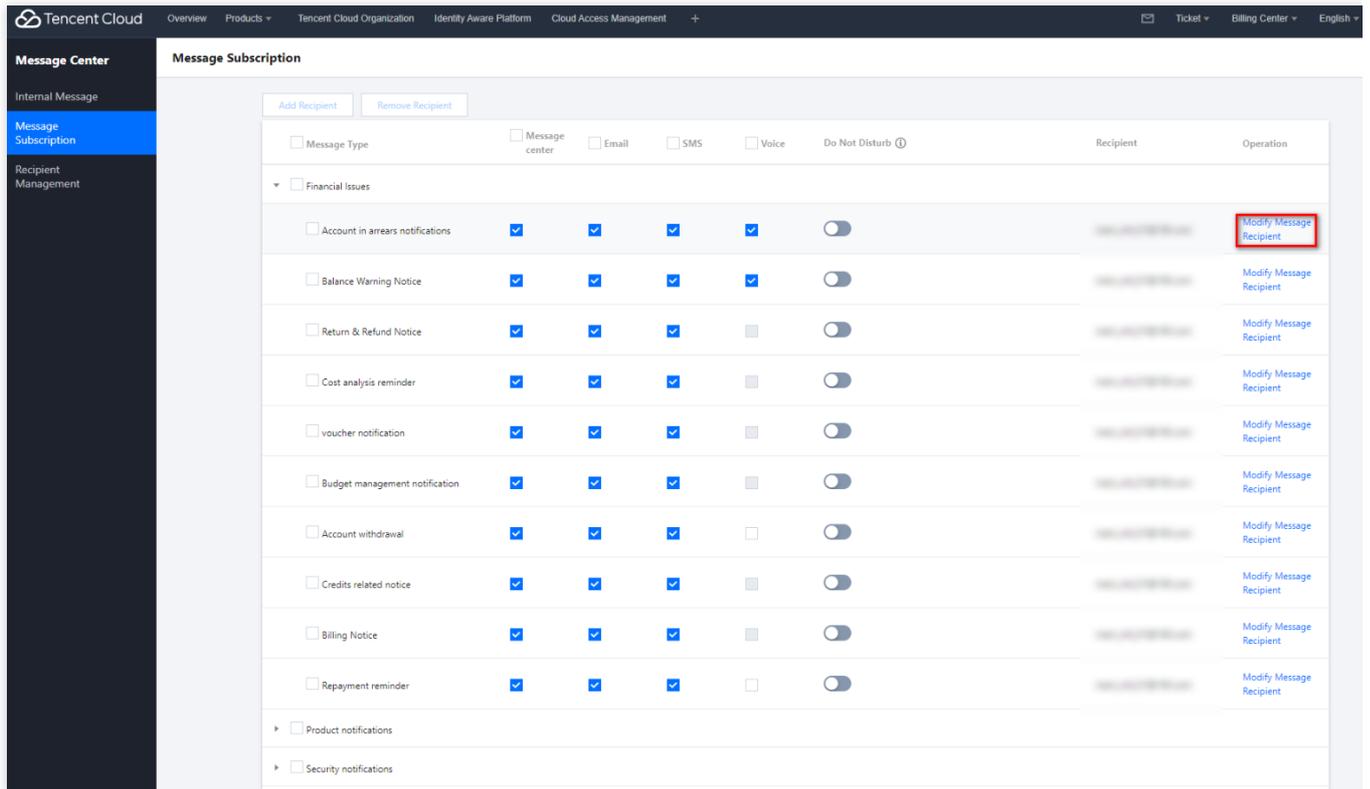
#### Step 1: Entering the Message Subscription Page

1. Log in to the [Tencent Cloud Message Center console](#).
2. In the left navigation, click **Message Subscription** to enter the Message Subscription page.



## Step 2: Setting the Message Reception Method for Each Product

1. Select the notifications you need to manage (supporting multiple selections for batch settings), choose Message Center, Email, SMS, and Voice reception methods. Click on the **Modify Message Recipient** in the Operation Column to modify the current message recipient.



2. After selecting the Message Recipient, click **OK** to successfully modify.

### Modify Message Recipient

**i** Users who have not verified their email address or phone will be unable to receive emails, SMS, or voice messages. Once verification is completed and corresponding receiving methods are enabled, they will be able to receive messages.

Message Type Account in arrears notifications

Recipient   [Add Message Recipient](#) [Modify Recipient Contact Information](#) Selected (1)

Search Username	Phone Number	Email Address
<input checked="" type="checkbox"/> main_intl_01@163.com	<input checked="" type="checkbox"/> 176****1911	<input checked="" type="checkbox"/> main*****@163.com
<input type="checkbox"/> admin	<input type="checkbox"/> Not set	<input type="checkbox"/> Not set
<input type="checkbox"/> sunholdshen	<input checked="" type="checkbox"/> 155****1720	<input type="checkbox"/> Not set
<input type="checkbox"/> yttongyang	<input type="checkbox"/> Not set	<input type="checkbox"/> Not set
<input type="checkbox"/> yt@tencentcom.com	<input type="checkbox"/> Not set	<input type="checkbox"/> Not set
<input type="checkbox"/> user2	<input type="checkbox"/> Not set	<input type="checkbox"/> Not set

## Notification Muting (Optional)

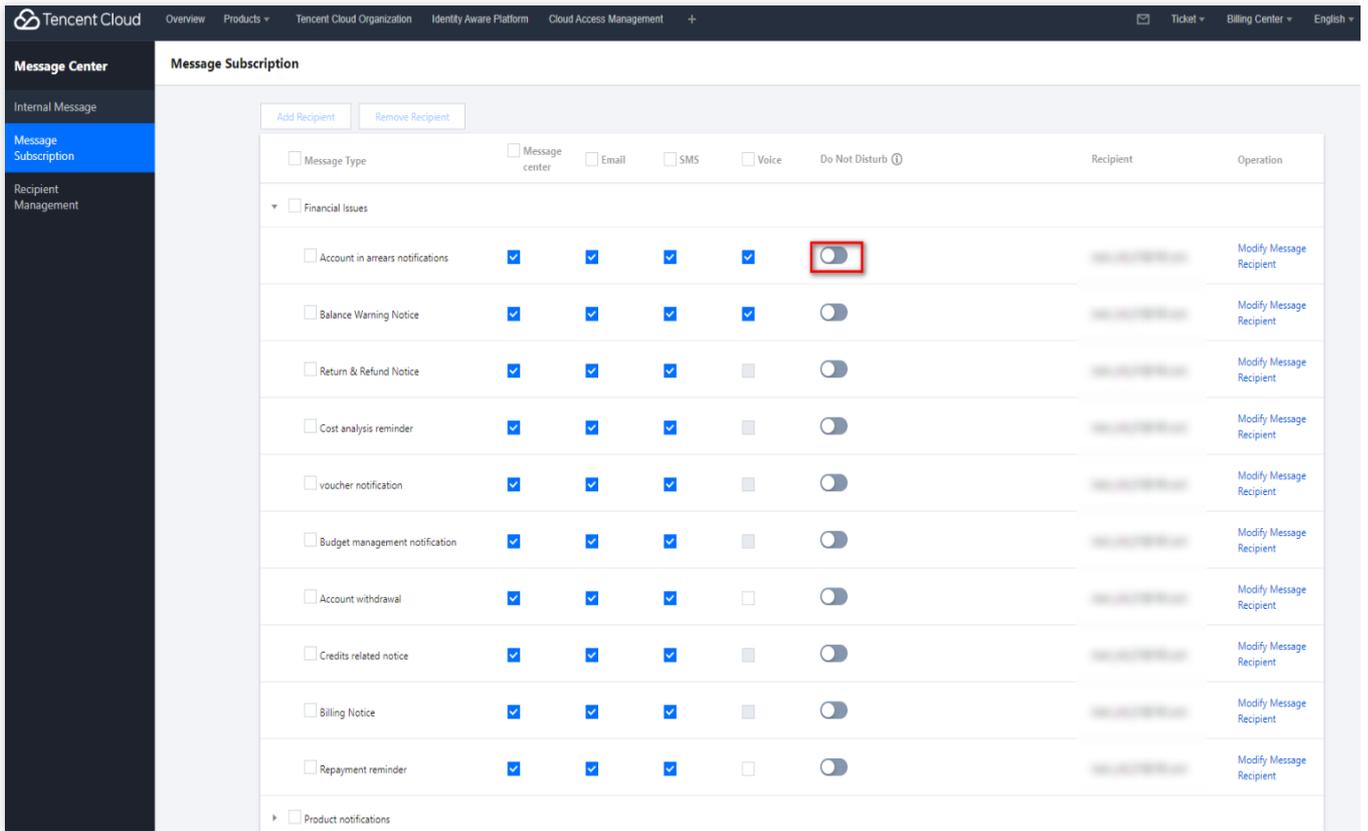
### Enabling Notification Muting

Currently Supported **Notification Muting** Settings: Once enabled, Tencent Cloud will not push corresponding messages to you during the Do Not Disturb period you have set.

1. In the **Message Subscription** Page, find the product for which you want to enable Do Not Disturb, click



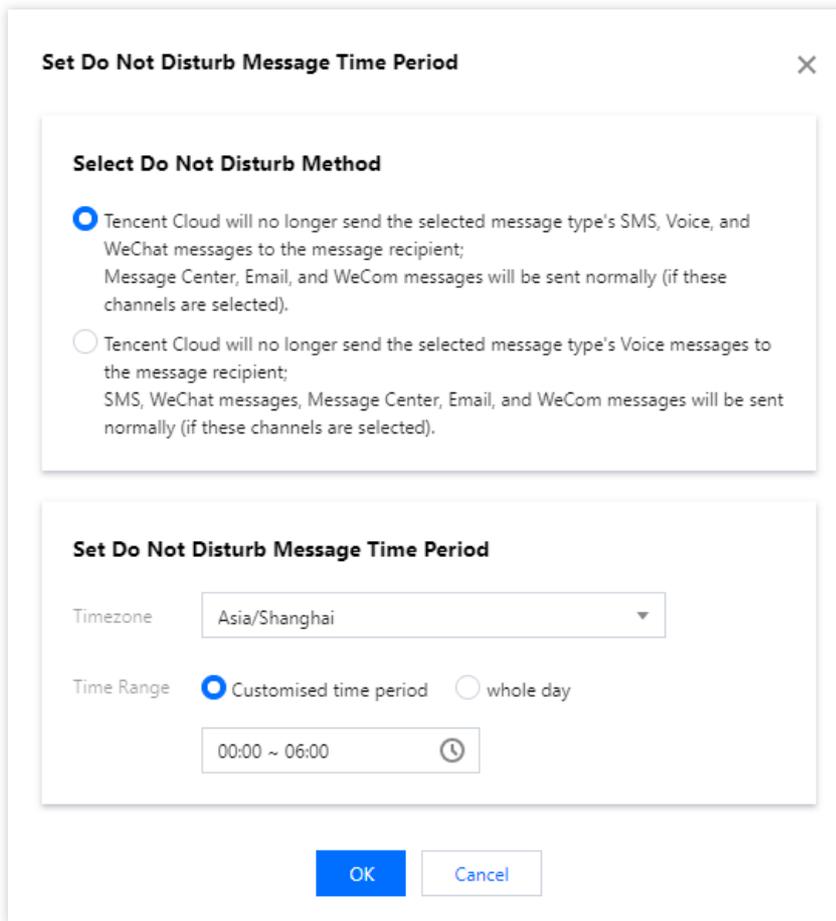
, and set the Do Not Disturb Time Period and Subscription Channel.



2. On the **Set Do Not Disturb Message Time Period** Page, you can configure the settings as per the page guidance.

**Note:**

Notification muting settings do not always take effect for all channels. You can select a channel to mute notifications as needed.

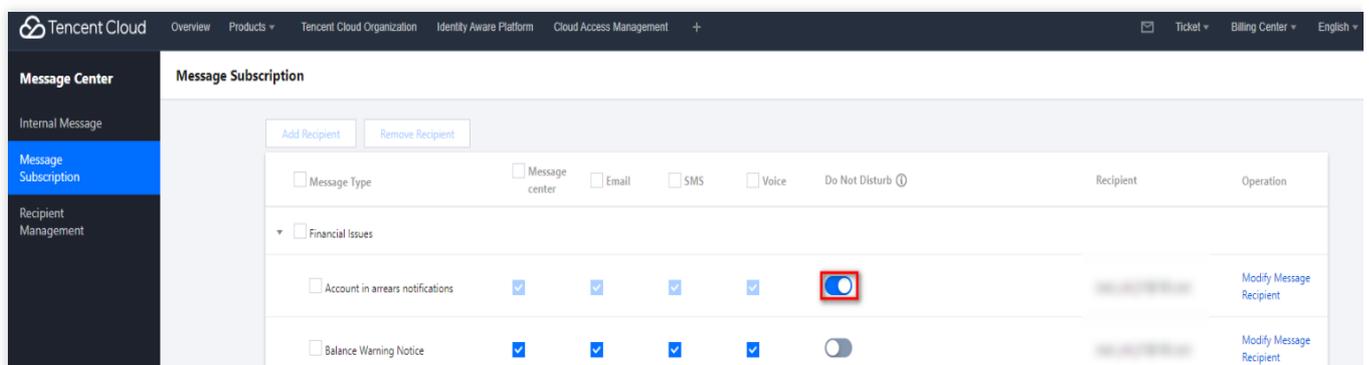


### Disabling Notification Muting

On the **Message Subscription** Page, find the product for which you want to disable Notification Muting, click



to disable Notification Muting. Search for the required CAM policy as needed, and click to complete policy association.



# Lark Group Bot Receiving Messages

Last updated : 2025-07-01 11:33:50

## Overview

This task guides you to create a Lark group bot, and receive various Tencent Cloud message center notifications you subscribed to through the bot in the Lark group. After receiving a message, the bot will automatically send the message to the Lark group.

## Directions

### Creating a Robot

1. Log in to [Message Center Console](#), click **Chatbot Reception Management** in the left sidebar.
2. On the **Robot Receipt Management** page, click **Create Chatbot**.
3. In the **Create Chatbot** window, fill in the following configuration message.

chatbot platform: Select "Lark".

bot name: Fill in the bot name.

Security configuration: Can be set to none or set a signature (selecting a signature requires filling in the key created when setting up the robot).

Webhook address: see [get Webhook](#).

Notify all users: Can turn on the notification switch as needed.

4. Click **Confirm**, creation succeeded.

### Get Webhook

1. Open Lark on PC, find the Lark group that needs to receive messages, and click

.

2. On the **Settings** page, click **Group Bot**.

3. On the **Group Bot** page, click **Add Bot**.

4. On the **Add Bot** page, click **Custom Robot**.

5. After adding the bot avatar, bot name, and description, click **Add** in the bottom-right corner.
6. After addition, the interface will show the Webhook address.

## Testing Push Messages

1. On the **Robot Receipt Management** page, click **Test**.
2. On the **Test Robot** page, enter test content.
3. Click **confirm**, and just send a test content.
4. In a Lark group, you can view test messages.

## Setting Robot Message Reception

1. Enter the [Message Center](#) console, click on the left navigation **Subscription Management**, and enter the **Subscription Management** page.
2. Select the message type you want to subscribe to. After checking, click to modify the message recipient and enter the subscription editing page.
3. On the **Modify Message Recipient** page, select **Robot**, check **Robots that need to receive messages**, click **Confirm** to add one robot under the product's sub-message configuration.

### Notes:

Note: The robot's message reception currently needs to be bound to an SMS channel.