

# 暨大 Microsoft Teams

## 視訊會議系統簡易使用教學

暨大計網中心系統組製作

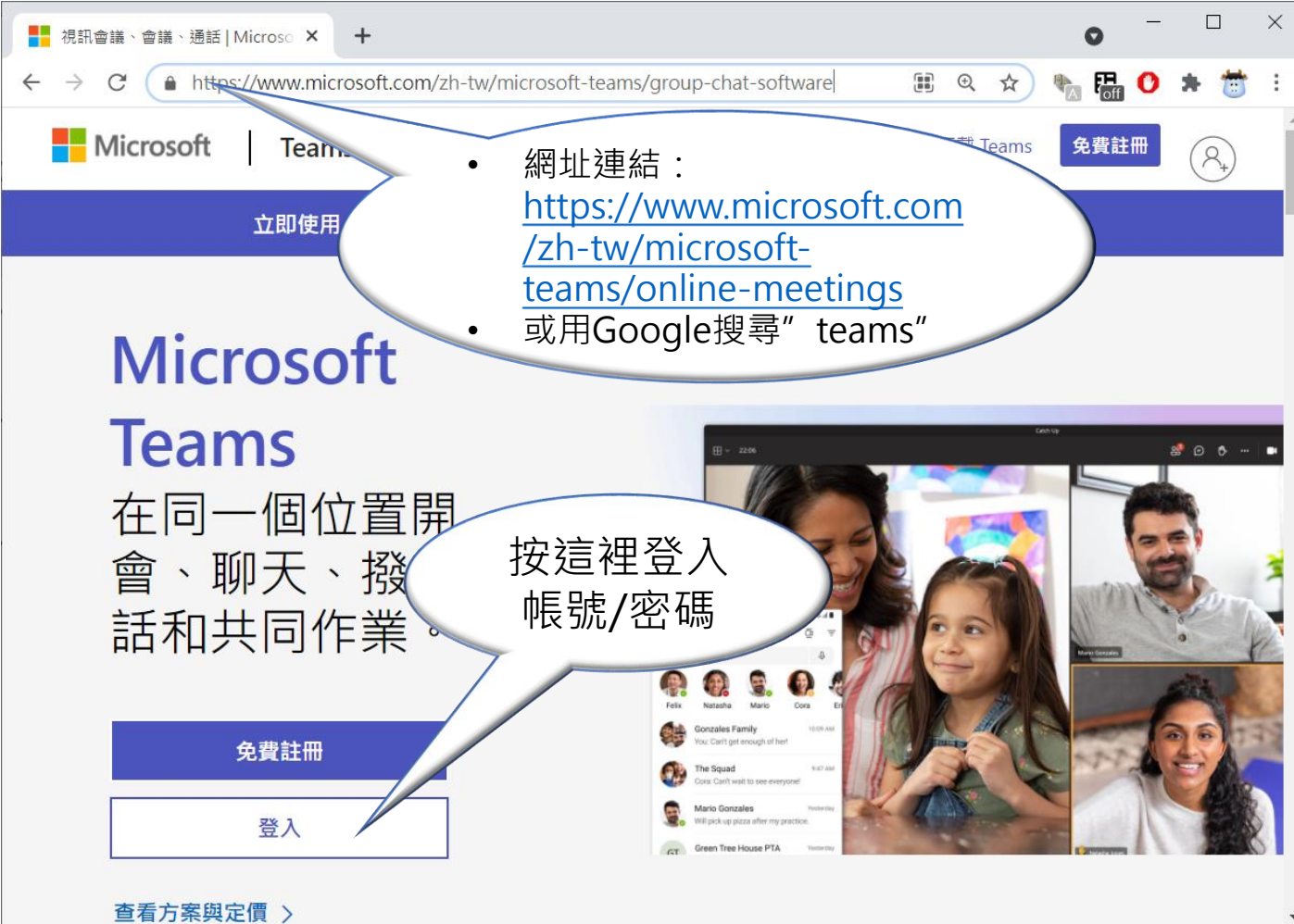
# 一、帳號設定

- 有關帳號之申請、登入

# 帳號申請

- Office365教育版申請網址  
<https://www.microsoft.com/zh-tw/education/products/office>
- 使用本校的電子郵件信箱可申請教育版帳號
- 計網中心網頁有相關說明  
<https://www.ncnu.edu.tw/ncnuweb/page/showDetail.aspx?id=7b52aa6f-3a01-4d54-a5b1-6a4f4f11921d&board=faqq&target=o>
- 申請完成即可登入Teams系統

# 登入Teams系統



The image shows a screenshot of the Microsoft Teams website in Chinese. The browser address bar shows the URL: <https://www.microsoft.com/zh-tw/microsoft-teams/group-chat-software>. The page features the Microsoft logo, the word "Teams", and a "免費註冊" (Free Registration) button. Below this, there is a large heading "Microsoft Teams" and a sub-heading "在同一個位置開會、聊天、撥話和共同作業。" (Meet, chat, call, and collaborate in the same place). There are two main buttons: "免費註冊" (Free Registration) and "登入" (Log In). A callout bubble points to the URL in the address bar, and another callout bubble points to the "登入" button.

網址連結：  
<https://www.microsoft.com/zh-tw/microsoft-teams/online-meetings>

或用Google搜尋" teams"

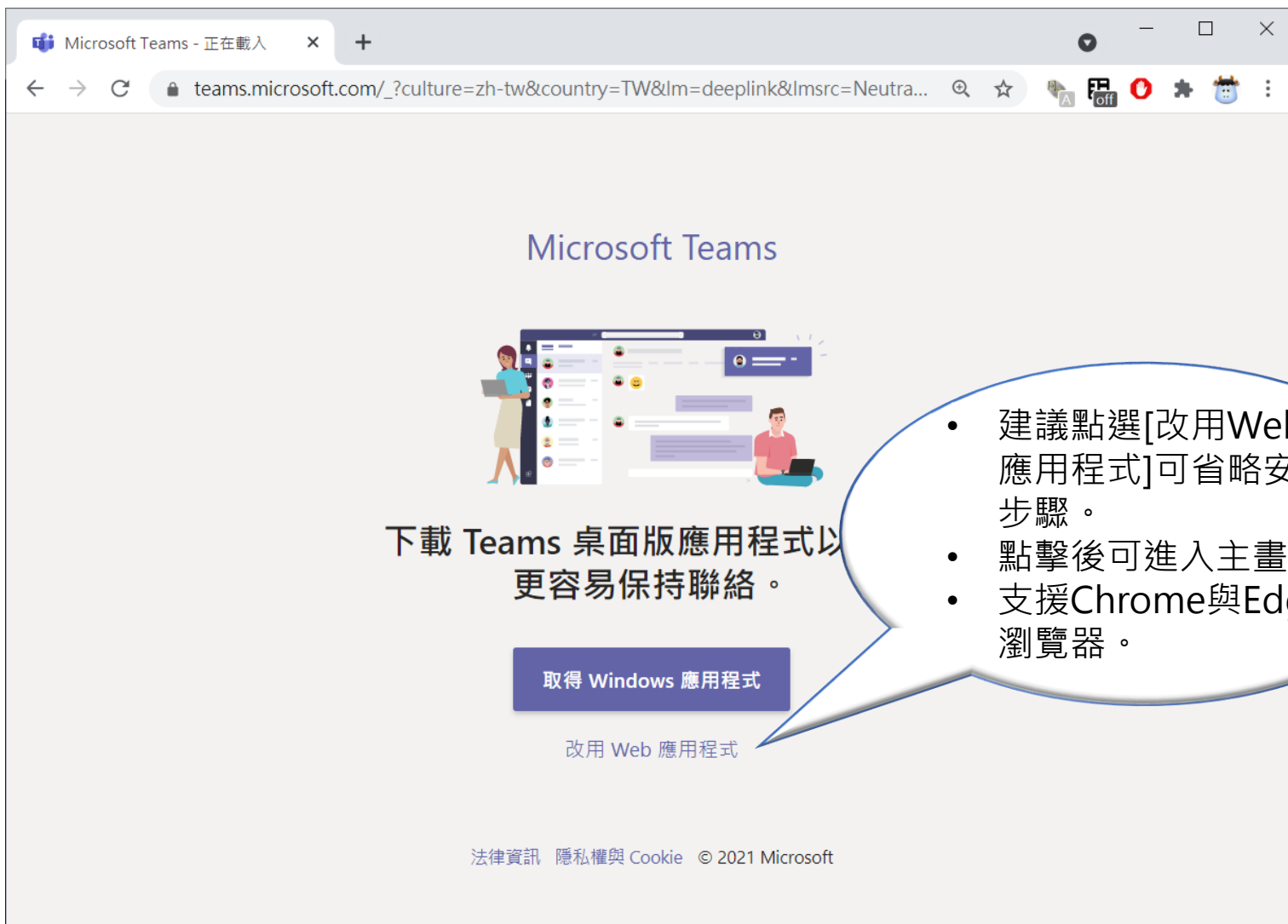
按這裡登入帳號/密碼

免費註冊

登入

查看方案與定價 >

# 選擇下載應用程式或用Web應用程式



The screenshot shows the Microsoft Teams website in a browser. The page title is "Microsoft Teams" and the URL is "teams.microsoft.com/?culture=zh-tw&country=TW&lm=deeplink&lmsrc=Neutra...". The main content area features the Microsoft Teams logo at the top, followed by an illustration of a woman standing next to a large screen displaying a Teams chat interface, and a man sitting at a desk with a laptop. Below the illustration, the text reads "下載 Teams 桌面版應用程式以更容易保持聯絡。" (Download the Teams desktop application to make it easier to stay connected.). There are two buttons: a large blue button labeled "取得 Windows 應用程式" (Get Windows application) and a smaller, lighter blue button labeled "改用 Web 應用程式" (Switch to web application). A speech bubble points to the "改用 Web 應用程式" button, containing a list of three bullet points. At the bottom of the page, there is a footer with the text "法律資訊 隱私權與 Cookie © 2021 Microsoft".

Microsoft Teams

下載 Teams 桌面版應用程式以更容易保持聯絡。

取得 Windows 應用程式

改用 Web 應用程式

- 建議點選[改用Web應用程式]可省略安裝步驟。
- 點擊後可進入主畫面。
- 支援Chrome與Edge瀏覽器。

法律資訊 隱私權與 Cookie © 2021 Microsoft

# 二、線上會議

- 方式1：利用行事曆進行排程-新增會議
- 方式2：立即開會
- 以上二種方式請擇一使用，適用於遠距會議

# 方式1:行事曆排程-新增會議

The screenshot displays the Microsoft Teams calendar interface. The browser address bar shows the URL `teams.microsoft.com/_#/calendarv2`. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The main content area is titled '行事曆' (Calendar) and shows a weekly view for May 2021, with columns for Monday (17), Tuesday (18), and Wednesday (19). The time slots range from 6:00 PM to 11:00 PM. On the left sidebar, the '行事曆' (Calendar) icon is circled in red. In the top right corner of the calendar view, there are two buttons: '立即開會' (Join Meeting) and '+ 新增會議' (Add Meeting). A callout bubble with a white background and a blue border points to the '+ 新增會議' button, containing the text '新增會議'.

# 方式1:行事曆排程-傳送資訊

The screenshot shows the Microsoft Teams scheduling form. The browser address bar displays the URL: `teams.microsoft.com/_#/scheduling-form/?startTime=Thu%20May%202020%202021%2018:00:00%20GMT%202B0800%20(台北標準時間)&endTime...`. The interface includes a search bar, a left-hand navigation menu with icons for '活動', '聊天', '團隊', '作業', '行事曆', '通話', '檔案', and '應用程式', and a main content area. The main content area has tabs for '新增會議', '詳細資料', and '排程小幫手'. Below the tabs, there are settings for '時區: (UTC+08:00) 台北' and '需要註冊: 無'. A text input field contains '測試會議' and is highlighted with a green box. Below it, a participant list shows 'LiChunYen 未知' with a '+ 列席' button. A date and time selector shows '2021/5/20' and '下午6:00' to '2021/5/20' and '下午6:30' for a '30 分鐘' duration. A '傳送' button is located at the top right of the form. A large speech bubble points to the text input field with the text '至少要輸入會議名稱及1位參與者之電子郵件'. Another speech bubble points to the '傳送' button with the text '按傳送'.

Microsoft Teams

搜尋

新增會議 詳細資料 排程小幫手

時區: (UTC+08:00) 台北 需要註冊: 無

測試會議

LiChunYen 未知 + 列席

2021/5/20 下午6:00 → 2021/5/20 下午6:30 30 分鐘 全天

建議: 沒有可用的建議。

不重複

新增頻道

新增位置

B I U S | ▾ △ AA 段落 ▾ Aa | ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♇ ♉ ♋ ♍ ♏ ♐ ♑ ♒ ♓ ♔ ♕ ♖ ♗ ♘ ♙ ♚ ♛ ♜ ♝ ♞ ♟ ♠ ♡ ♢ ♣ ♤ ♥ ♦ ♧ ♨ ♩ ♪ ♫ ♬ ♭ ♮ ♯ ♺ ♻ ♼ ♽ ♾ ♿

輸入此新會議的詳細資料

傳送 關閉

至少要輸入會議名稱及1位參與者之電子郵件

按傳送



# 方式1:行事曆排程-加入會議

The screenshot shows the Microsoft Teams calendar interface. The calendar is set to May 2021, and a meeting titled "測試會議" (Test Meeting) is scheduled for May 20th, 2021, from 6:00 PM to 6:30 PM. The meeting details are displayed in a pop-up window, showing the "加入" (Join) button, the "編輯" (Edit) button, and the meeting link: <https://teams.microsoft.com/l/meetu...>. The callouts provide instructions on how to join the meeting.

自己加入會議

編輯會議資訊

亦可將連結傳給所有參與者，請成員加入。

# 方式1:行事曆排程-編輯會議

The screenshot shows the Microsoft Teams interface for editing a meeting. The top navigation bar includes 'Microsoft Teams' and a search bar. The left sidebar contains navigation icons for '活動', '聊天', '團隊', '作業', '行事曆', '通話', '檔案', and '應用程式'. The main content area is titled '測試會議' and includes tabs for '聊天', '檔案', '詳細資料', '排程小幫手', '會議記錄', and '白板'. Below these are options for '取消會議', '複製連結', '時區: (UTC+08:00) 台北', and '會議選項' (highlighted by a callout bubble). The callout bubble contains the text: '會議選項可進行相關設定'. Other settings visible include the meeting name '測試會議', attendees (LiChunYen), dates and times (2021/5/21, 下午2:00 to 2021/5/21, 下午2:30, 30分鐘), a '不重複' (No repeats) option, and a '新增位置' (Add location) field. At the bottom, there is a '隱藏會議資訊' (Hide meeting info) toggle and a rich text editor toolbar.

# 方式1:行事曆排程-會議選項



The screenshot shows the Microsoft Teams meeting options interface. At the top left is the Teams logo. Below it, the meeting title is "測試會議" (Test Meeting), followed by the date and time "2021年5月21日 下午2:00 - 下午2:30" and the organizer "黎俊彥". The "會議選項" (Meeting Options) section is highlighted. A callout bubble points to the "誰無需先在大廳等候?" (Who doesn't need to wait in the lobby?) dropdown menu, which is currently set to "所有人" (Everyone). The other options are: "一律讓來電者略過大廳" (Allow callers to bypass the lobby) with a toggle set to "是" (Yes); "當來電者加入或離開時宣告" (Announce when callers join or leave) with a toggle set to "是" (Yes); "誰可以簡報?" (Who can present?) with a dropdown set to "每個人" (Everyone); "要允許出席者的麥克風嗎?" (Allow attendees to use their microphone) with a toggle set to "是" (Yes); "允許會議聊天" (Allow meeting chat) with a toggle set to "是" (Yes); and "允許表情符號" (Allow emojis) with a toggle set to "是" (Yes). A "儲存" (Save) button is located at the bottom right.

**測試會議**  
2021年5月21日 下午2:00 - 下午2:30  
黎俊彥

### 會議選項

誰無需先在大廳等候? 所有人

一律讓來電者略過大廳 是

當來電者加入或離開時宣告 是

誰可以簡報? 每個人

要允許出席者的麥克風嗎? 是

允許會議聊天 是

允許表情符號 是

儲存

設定參與者可自動加入會議討論，不必經由主持人允許。

# 方式2:立即開會

Microsoft Teams

行事曆

行事曆

今天 < > 2021

17 星

下午6時

下午7時

下午8時

下午9時

下午10時

下午11時

20

立即開會

+ 新增會議

會議名稱

與「LiChunYen」的會議

取得共用連結

開始會議

1. 設定會議名稱
2. 取得連結傳參與者
3. 開始會議

# 會議主畫面



# 分享匣

The image shows a screenshot of the Microsoft Teams application interface. The top bar includes the Microsoft Teams logo, a search bar with the text "搜尋", and a user profile icon. The left sidebar contains navigation icons for "行事曆", "活動", "聊天", "作業", "團隊", "通話", "檔案", and "應用程式". The main content area displays a meeting interface with a large circular profile picture containing the letter "L". Below the profile picture is a toolbar with icons for "關閉分享匣", "加入您", "00:31", "靜音", "麥克風", "下載", "更多", "手勢", "聊天", "分享", and "通話". The bottom section shows sharing options: "螢幕畫面" (with a sub-option "桌面/視窗"), "PowerPoint" (with the text "沒有可用的檔案"), "瀏覽" (with a sub-option "白板"), and "Microsoft 白板" (with the text "Freehand by InVision").

Microsoft Teams

搜尋

行事曆

活動

聊天

作業

團隊

通話

檔案

...

應用程式

說明

開啟分享匣

上傳 PowerPoint 簡報檔

電子白板

桌面分享

關閉分享匣 加入您

00:31

螢幕畫面

PowerPoint

沒有可用的檔案

瀏覽

白板

Microsoft 白板

Freehand by InVision

桌面/視窗

# 下載會議錄影檔

The screenshot displays the Microsoft Teams interface. On the left sidebar, the '聊天' (Chat) icon is circled in red. The main chat window shows a conversation with '與「LiChunYen」的會議' (Meeting with LiChunYen). The chat history includes messages such as 'LiChunYen 已加入會議', 'LiChunYen 已將會議命名為與「LiChunYen」的會議', and '會議已開始'. A meeting recording thumbnail is visible, showing a video player with a '11 秒' (11 seconds) duration. A speech bubble points to this thumbnail with the text: '會議結束後於聊天畫面可下載錄影檔' (After the meeting ends, you can download the recording in the chat interface). The bottom of the chat window features a text input field labeled '輸入新訊息' (Enter new message) and a toolbar with icons for attachments, emojis, and other chat functions.

# 三、團隊管理

- 適用於遠距教學



# 選擇[團隊]功能，按下[建立團隊]



# 類型可選[班級]

選取團隊類型



班級

討論區、群組專案、作業



專業學習社群 (PLC)

授課者工作群組



教職員

學校管理與開發



其他

社團、研究群組、課後活動

取消

# 輸入團隊名稱

## 建立您的團隊

老師是課程團隊的擁有者，而學生是參與成員。每個課程團隊都可讓您建立作業及測驗、記錄學生意見反應，以及提供學生在課程筆記本中做筆記的私人空間。

名稱

測試課程1



說明 (選填)

讓人員了解這個團隊

取消

下一步

# 新增參與者

新增人員至「測試課程1

學生 老師

輸入參與者  
之電子郵件  
帳號

搜尋學生

新增

開始輸入名稱來選擇學校內的群組、通訊群組清單或個人。

亦可先略過此步  
驟，稍後輸入。

略過

# 進行排程會議

The screenshot displays the Microsoft Teams interface. On the left, a sidebar contains navigation icons for '活動' (Activity), '聊天' (Chat), '團隊' (Teams), '作業' (Assignments), '行事曆' (Calendar), '通話' (Calls), '檔案' (Files), and '應用程式' (Apps). The main area shows a team named '測試課程1' (Test Course 1) with a '一般' (General) channel. A search bar at the top contains the text '搜尋'. A call button in the top right corner is open, showing two options: '立即開會' (Join now) and '排程會議' (Schedule meeting), with the latter circled in red. A speech bubble points to this option with the text: '以教學應用為例，可預先輸入上課資料。' (For example, in a teaching application, you can pre-enter class materials.) Below the call button, the main area displays a welcome message '歡迎來到測試課程1' (Welcome to Test Course 1) and '選擇開始位置' (Choose starting position). Two large icons are present: one for '上傳課程教材' (Upload course materials) and another for '設定課程筆記本' (Set course notebook). At the bottom, there is a '新增交談' (New chat) button.

Microsoft Teams

搜尋

活動

聊天

團隊

作業

行事曆

通話

檔案

應用程式

說明

所有團隊

測

測試課程1

一般

歡迎來到測試課程1

選擇開始位置

上傳課程教材

設定課程筆記本

新增交談

立即開會

排程會議

以教學應用為例，  
可預先輸入上課  
資料。

# 編輯排程會議

The screenshot shows the Microsoft Teams interface for scheduling a meeting. The top bar includes the Microsoft Teams logo and a search bar. The left sidebar contains navigation icons for Activity, Chat, Team, Assignments, Calendar, Call, Files, and Apps. The main content area is titled "新增會議" (New Meeting) and includes options for "詳細資料" (Details) and "排程小幫手" (Scheduling Assistant). A "傳送" (Send) button is located in the top right corner. The meeting details section includes: "時區: (UTC+08:00) 台北" (Time zone: (UTC+08:00) Taipei), "需要註冊" (Registration required), a title field containing "第一次上課" (First class), a "新增出席者" (Add attendees) button, a date field set to "2021/5/21", a time range from "上午11:00" to "上午11:30" for "30 分鐘" (30 minutes), a recurrence dropdown set to "不重複" (No repeats), a "測試課程1" (Test course 1) link, and a "新增位置" (Add location) field. Below these fields is a rich text editor with various formatting options and a placeholder text "輸入此新會議的詳細資料" (Enter the details for this new meeting).

Microsoft Teams

新增會議 詳細資料 排程小幫手

傳送

時區: (UTC+08:00) 台北 需要註冊

第一次上課

新增出席者

2021/5/21 上午11:00 → 2021/5/21 上午11:30 30 分鐘

不重複

測試課程1 >

新增位置

B I U S | ∇ △ AA 段落 ∨ A | < > ≡ ≡ | 99 ⇄ ≡ 田 | ...

輸入此新會議的詳細資料

以教學應用為例，可輸入該次上課資訊。

新增參與者

按下[傳送]，參與者會收到電子郵件通知。

# 團隊管理功能

The screenshot displays the Microsoft Teams interface. On the left, a sidebar contains navigation icons for '活動', '聊天', '團隊', '作業', '行事曆', '通話', '檔案', and '應用程式'. The main area shows a team named '測試課程1' with a '一般' channel. A context menu is open over the '一般' channel, listing management actions: '管理團隊', '新增頻道', '新增成員', '離開團隊', '編輯團隊', '取得團隊的連結', '管理標籤', and '刪除團隊'. A meeting card for '第一次上課' is visible at the bottom, with a '新增交談' button below it. Two callout boxes provide instructions: one points to the '取得團隊的連結' option, and another points to the meeting card.

Microsoft Teams

搜尋

所有團隊

測試 一般 貼文 檔案 課程筆記

團隊 開會

測

測試課程1

一般

- 管理團隊
- 新增頻道
- 新增成員
- 離開團隊
- 編輯團隊
- 取得團隊的連結
- 管理標籤
- 刪除團隊

上傳課程教材

黎俊彥 上午11:04  
已排定會議

第一次上課  
2021年5月21日 星期五 @ 上午11:30

回覆

新增交談

以教學應用為例，  
團隊連結即為課程連結，可傳送給所有參與者。

要開始上課時，  
請點選課程名稱。

# 按[加入]開始上課

The screenshot shows the Microsoft Teams interface for a meeting titled "第一次上課". The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar contains navigation icons for "活動", "聊天", "團隊", "作業", "行事曆", "通話", "檔案", and "應用程式". The main content area is divided into several sections: a meeting title bar with "第一次上課" and tabs for "聊天", "詳細資料", and "排程小幫手"; a meeting control bar with options like "取消會議", "複製連結", "時區: (UTC+08:00) 台北", "會議選項", and "需要註冊:無"; a meeting details form with fields for "新增出席者", "2021/5/21" (date), "上午11:30" (start time), "下午12:00" (end time), "30 分鐘" (duration), "不重複" (recurrence), and "測試課程1" (topic); a "新增位置" field; and a rich text editor with various formatting options. At the bottom, it says "Microsoft Teams 會議". On the right side, there is a "正在追蹤" section showing a user profile for "黎俊彥" (黎俊彥 召集人). The "加入" button in the top right corner of the meeting control bar is circled in red.




# 四、參加會議

- 瀏覽器：Chrome、Edge完全支援、Safari部分功能支援，IE及Firefox不支援。
- 行動裝置：Android、iOS皆可支援。

# 電腦Web版-開啟會議連結




加入交談

teams.microsoft.com/dl/launcher/launcher.html?url=%2F\_%23%2F%2Fmeetup-join%2F19%3Ameeting\_NzU1NGEy...

 參與者開啟連結

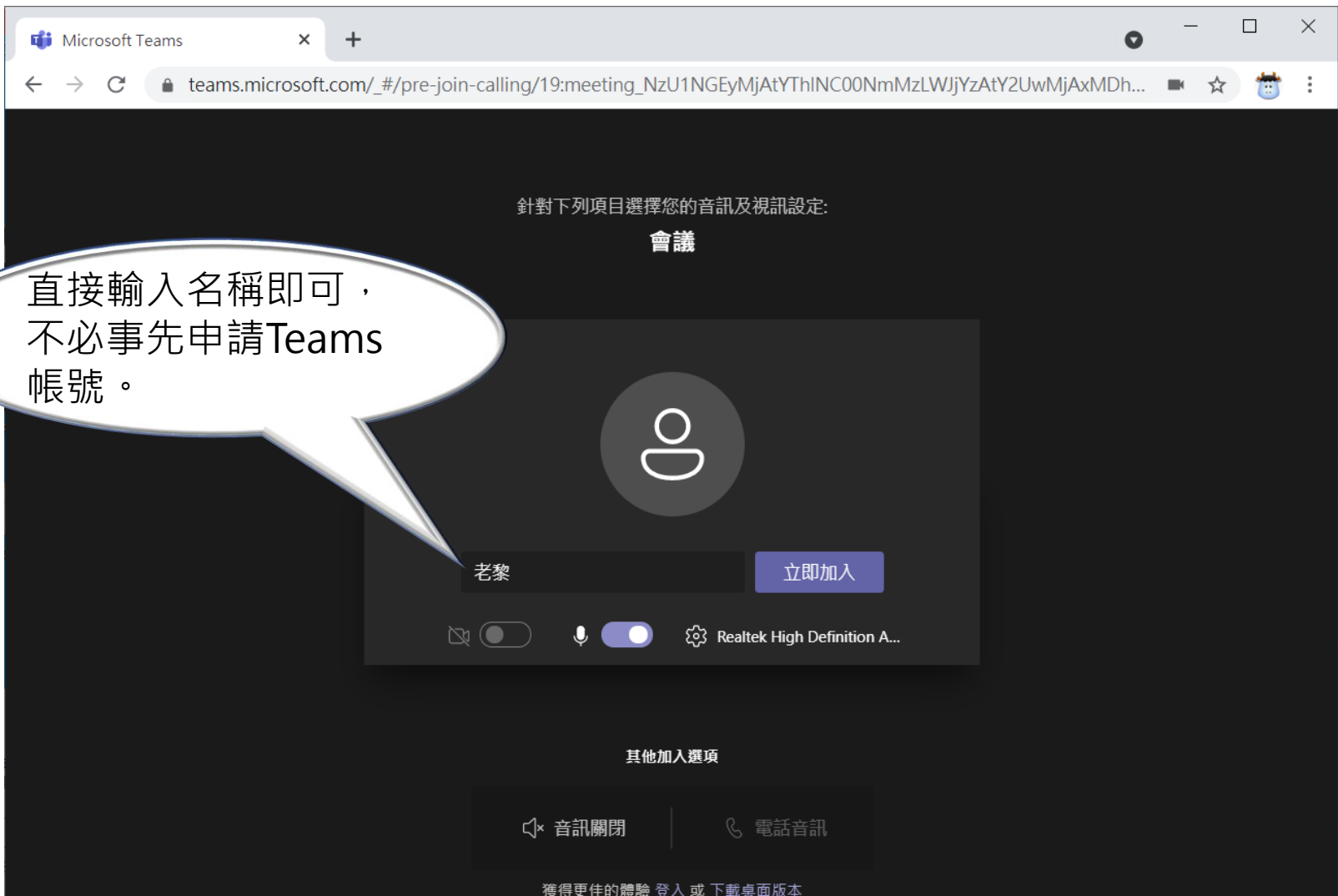
如果您在瀏覽器中看到訊息，請按一下 [**開啟 Microsoft Teams**]。如果沒有，請選擇加入會議的方式。

支援Chrome及Edge瀏覽器可以直接使用免安裝程式

-  下載 Windows 應用程式  
使用傳統型應用程式取得最佳使用體驗。
-  在此瀏覽器上繼續  
不需要下載或安裝。
-  開啟您的 Teams 應用程式  
本來就有嗎？請直接前往您的會議。

隱私權與 Cookie 第三方揭露

# 電腦Web版-輸入參與者名稱



Microsoft Teams

teams.microsoft.com/\_#/pre-join-calling/19:meeting\_NzU1NGEyMjAtYThlNC00NmMzLWJjYzAtY2UwMjAxMDh...

針對下列項目選擇您的音訊及視訊設定:

### 會議

直接輸入名稱即可，不必事先申請Teams帳號。

老黎

立即加入

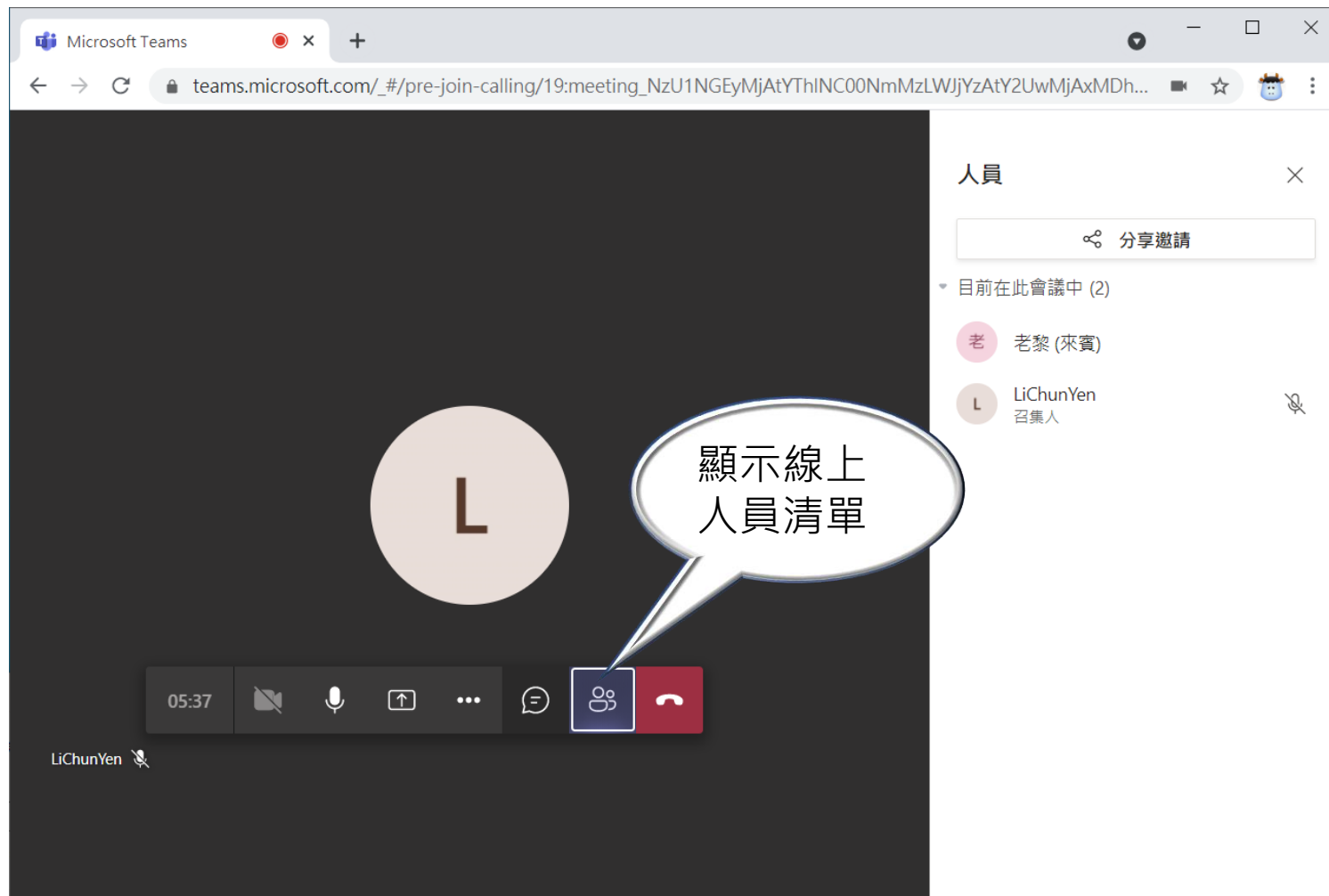
音訊關閉 | 電話音訊

獲得更佳的體驗 登入 或 下載桌面版本

# 電腦Web版-等待主持人允許



# 電腦Web版-會議進行



# Android版-畫面參考



# 五、參考資料

- [Microsoft Teams 如何邀請無帳號外部來賓加入視訊會議](#)
- [Microsoft Teams 圖解教學：免費視訊會議、遠距工作提升效率](#)
- [新版Microsoft Teams-遠距教學快速上手\(2021.0517\)](#)