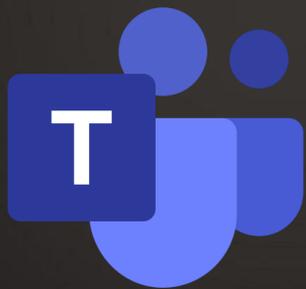


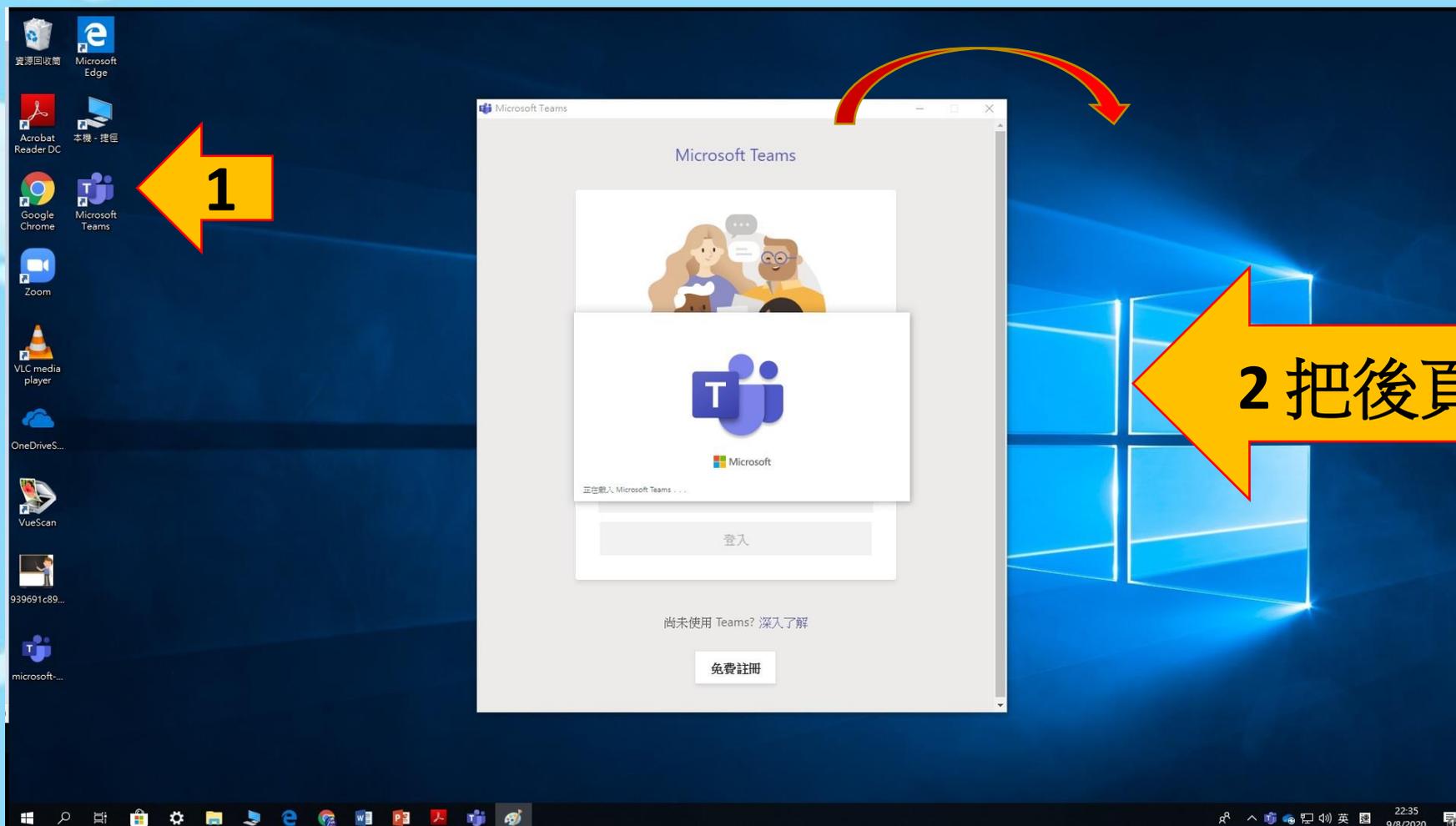
(電腦版)

運用 Teams 上視像課



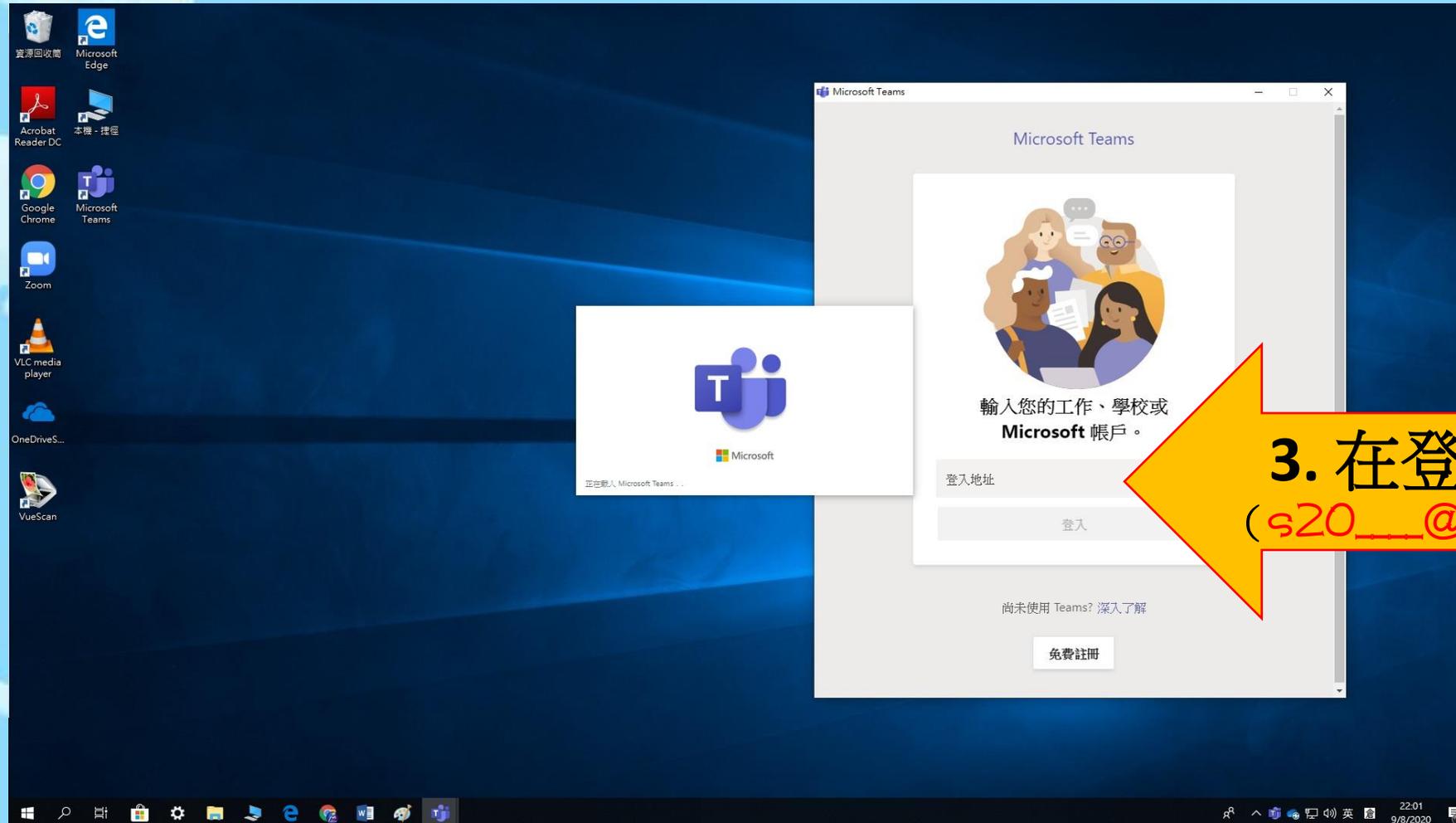
1. 登入Microsoft Teams (電腦版)

開啟Microsoft Teams 程式，使用學校使用學校o365帳戶登入，
帳戶將經eClass發放，請家長留意。



1. 登入Microsoft Teams (電腦版)

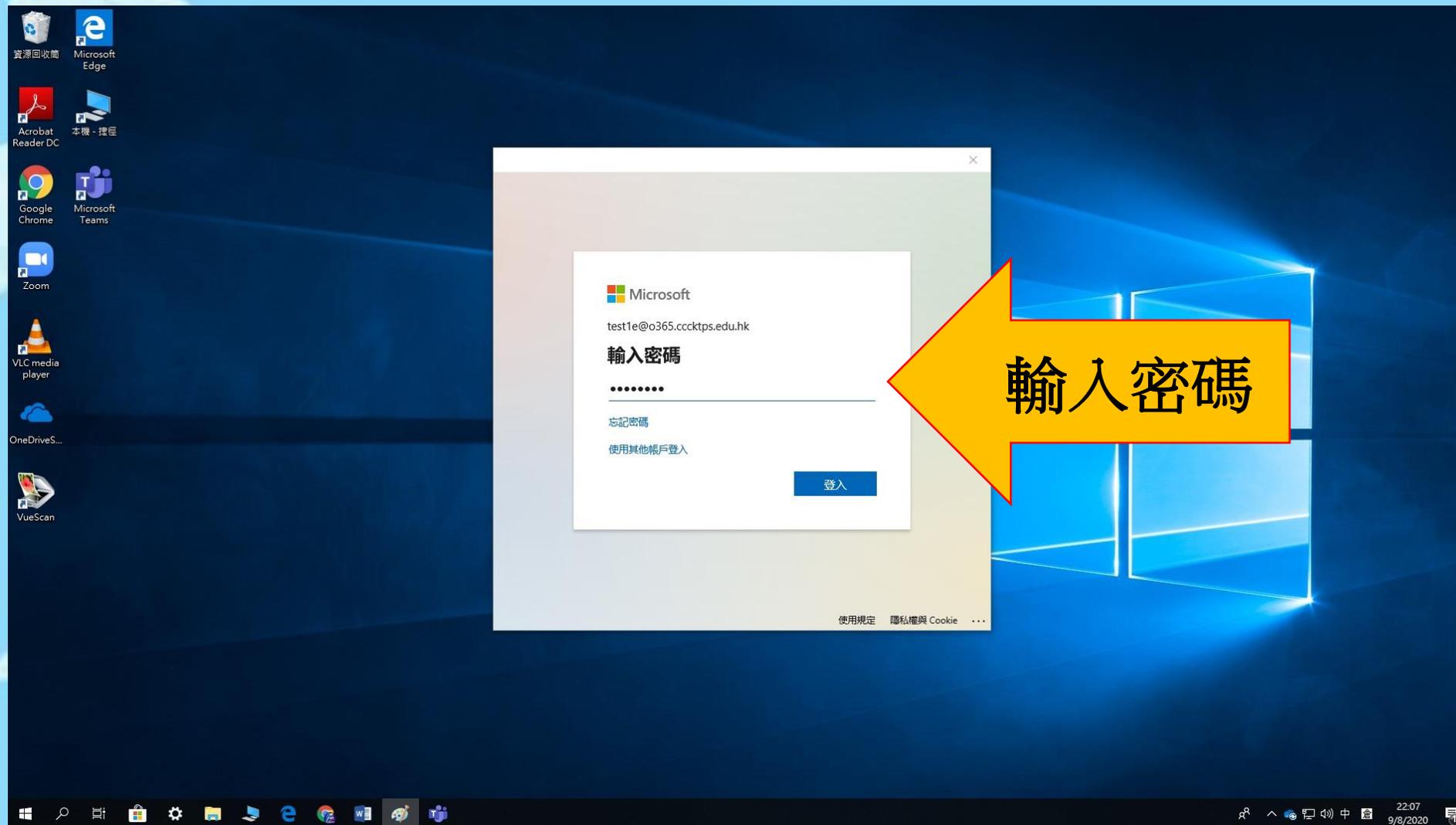
開啟Microsoft Teams 程式，使用學校o365帳戶登入。



3. 在登入地址輸入帳戶
(s20___@o365.cccktps.edu.hk)

1. 登入Microsoft Teams (電腦版)

開啟Microsoft Teams 程式，使用學校o365帳戶登入。



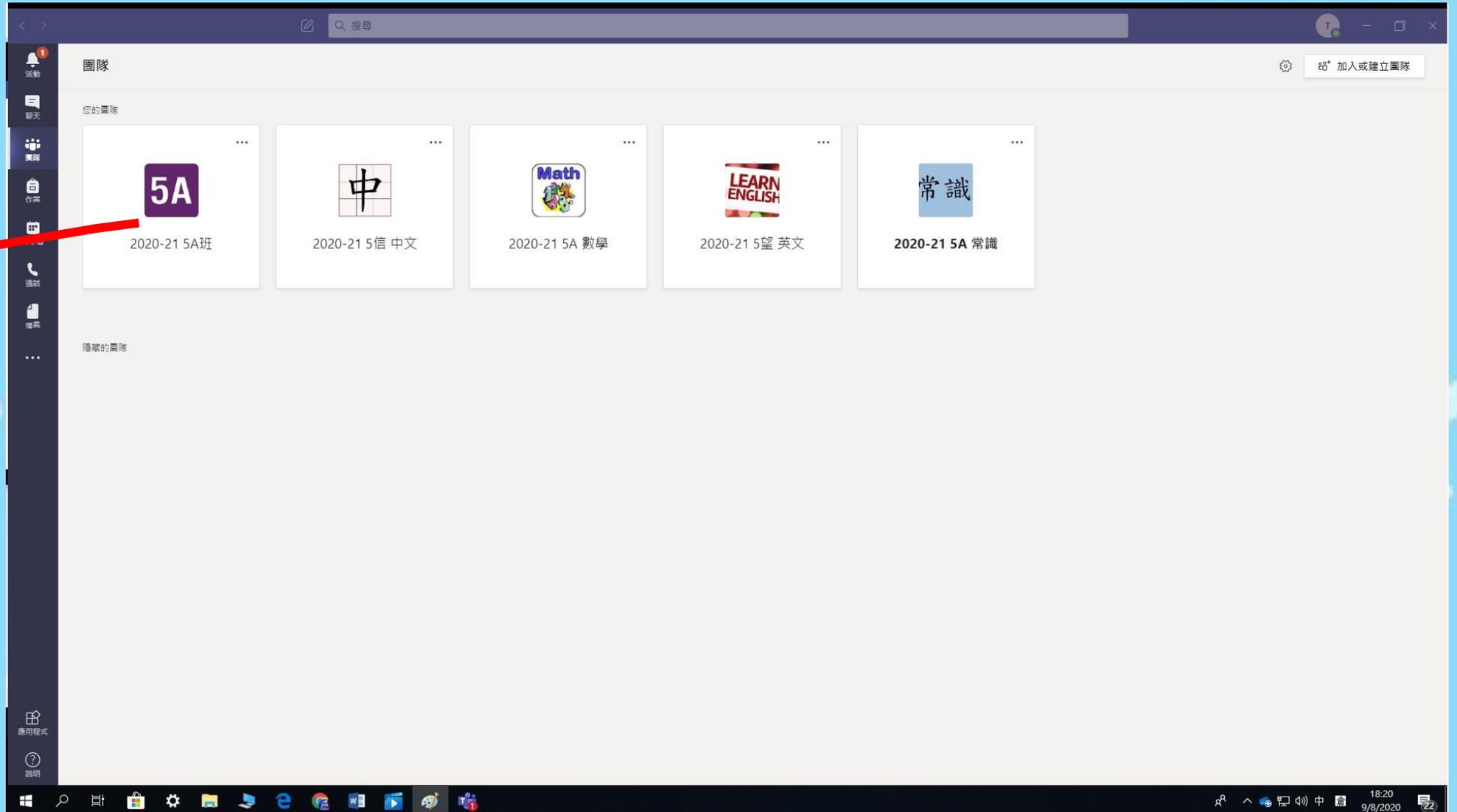
2. Microsoft Teams學習團隊 (電腦版)

Microsoft Teams 平台上的各學習團隊。

- 一個學生有五個基本團隊：

1. 班別團隊
2. 中文團隊
3. 英文團隊
4. 數學團隊
5. 常識團隊

- 按需要進入相關團隊學習及出席視像課。

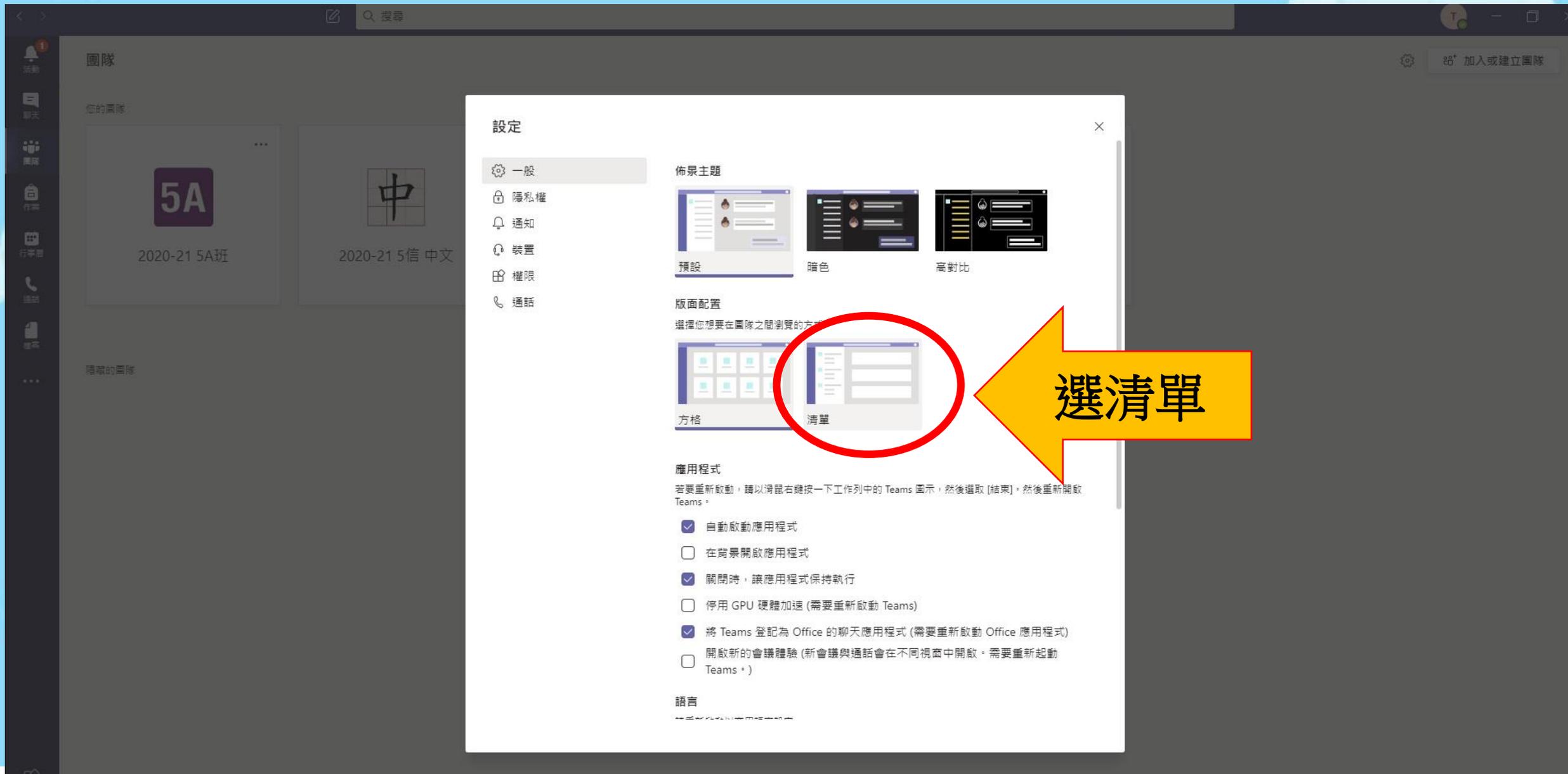


2. Microsoft Teams學習團隊 (電腦版)

改變版面配置，**改為清單**，方便查看團隊。



2. Microsoft Teams學習團隊 (電腦版)



The image shows the Microsoft Teams desktop application interface. In the background, the 'Teams' view is visible, showing two team cards: '2020-21 5A班' and '2020-21 5信 中文'. A settings window is open in the foreground, titled '設定' (Settings). The '版面配置' (Layout) section is selected, showing two options: '方格' (Grid) and '清單' (List). The '清單' option is circled in red, and a yellow arrow points to it with the text '選清單' (Select List). The '應用程式' (Applications) section is also visible, with several checkboxes for application settings.

設定

一般

隱私權

通知

裝置

權限

通話

佈景主題

預設

暗色

高對比

版面配置

選擇您想要在團隊之間瀏覽的方式。

方格

清單

應用程式

若要重新啟動，請以滑鼠右鍵按一下工作列中的 Teams 圖示，然後選取 [結束]，然後重新開啟 Teams。

- 自動啟動應用程式
- 在背景開啟應用程式
- 關閉時，讓應用程式保持執行
- 停用 GPU 硬體加速 (需要重新啟動 Teams)
- 將 Teams 登記為 Office 的聊天應用程式 (需要重新啟動 Office 應用程式)
- 開啟新的會議體驗 (新會議與通話會在不同視窗中開啟，需要重新啟動 Teams。)

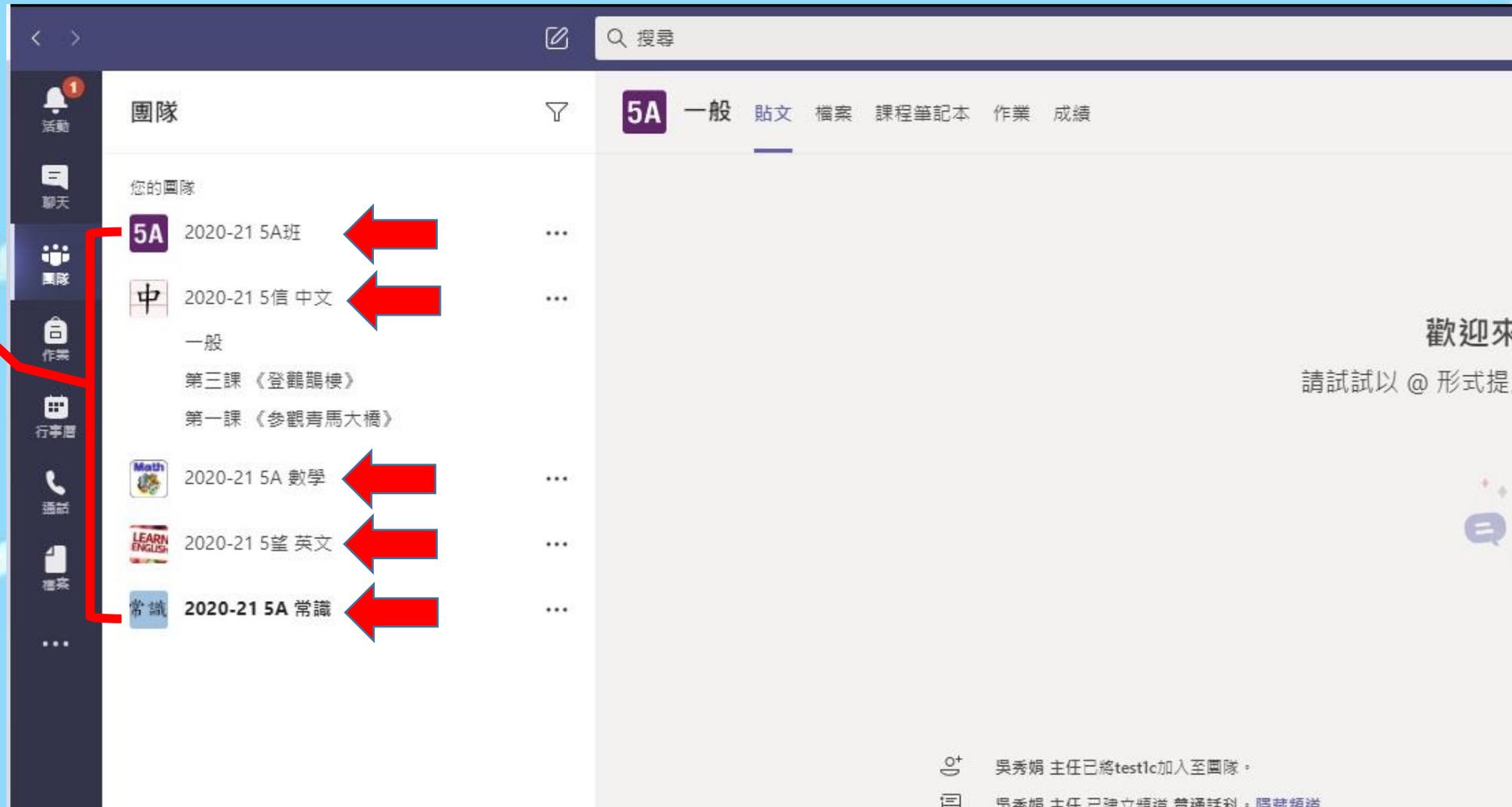
語言

請參閱 Office 應用程式中的說明。

選清單

2. Microsoft Teams學習團隊 (電腦版)

以清單顯示5個團隊



吳秀娟 主任已將test1c加入至團隊。

吳秀娟 主任已建立頻道 普通話科。隱藏頻道

3. 進入視像課 (電腦版)

假設：明天有中文視像課，老師會於**前一天發放訊息提醒**。

The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Teams' section is expanded, and the '2020-21 5信 中文' team is selected. Within this team, the '一般' (General) channel is highlighted. The main content area shows a list of messages from the teacher, including announcements about channel changes and a specific message about a video lesson. A yellow arrow points to the '一般' channel name, and another yellow arrow points to the message about the video lesson.

1. 按中文團隊的「一般」，可以在貼文內看到訊息。

2. 老師會發出訊息，提醒學生第二天有視像課

吳秀娟 主任 下午6:31

明天 (4/9) 10:00-10:30中文視像課

明天請提早10分鐘開啟所需的電子器材，並準備以下物品上課。

1. 一冊課本及作業
2. 筆記

3. 進入視像課 (電腦版)

假設：如果有視像課，會出現 ，只要按貼文內訊息的「加入」就可以進入課堂。



The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Teams' section is visible, with a red circle around the '加入' (Join) button next to the '一般' (General) channel. A yellow arrow points from this button to the text '1. 見到此標誌，進入貼文'. The main chat area shows a post from '吳秀娟 主任' with a video lesson announcement: '明天 (4/9) 10:00-10:30 中文視像課'. Below the announcement, there is a list of items to bring to class: '1. 一冊課本及作業' and '2. 筆記'. At the bottom of the chat, a 'General' channel is shown with a '加入' (Join) button and a timer '00:18'. A yellow arrow points from the '加入' button to the text '2. 按「加入」進入課堂'.

1. 見到此標誌，進入貼文

2. 按「加入」進入課堂

3. 進入視像課 (電腦版)

進入課堂。



The screenshot displays the Zoom meeting lobby interface. On the left, a sidebar lists various meeting channels, including '2020-21 5A班' and '2020-21 5A 數學'. The main area shows a welcome message: '歡迎來到2020-21 5A班' and '新增主旨 一般 頻道中的會議'. A central video placeholder shows a black screen with a white circle containing the letter 'T'. At the bottom, there are controls for audio (muted) and video (camera off). A blue button labeled '立即開會' (Join Meeting) is circled in red. A large yellow arrow points from the right towards this button, with the text '按「立即加入」' (Click 'Join Meeting') written inside it.

3. 進入視像課 (電腦版)

關上咪，按需要設定背景效果。

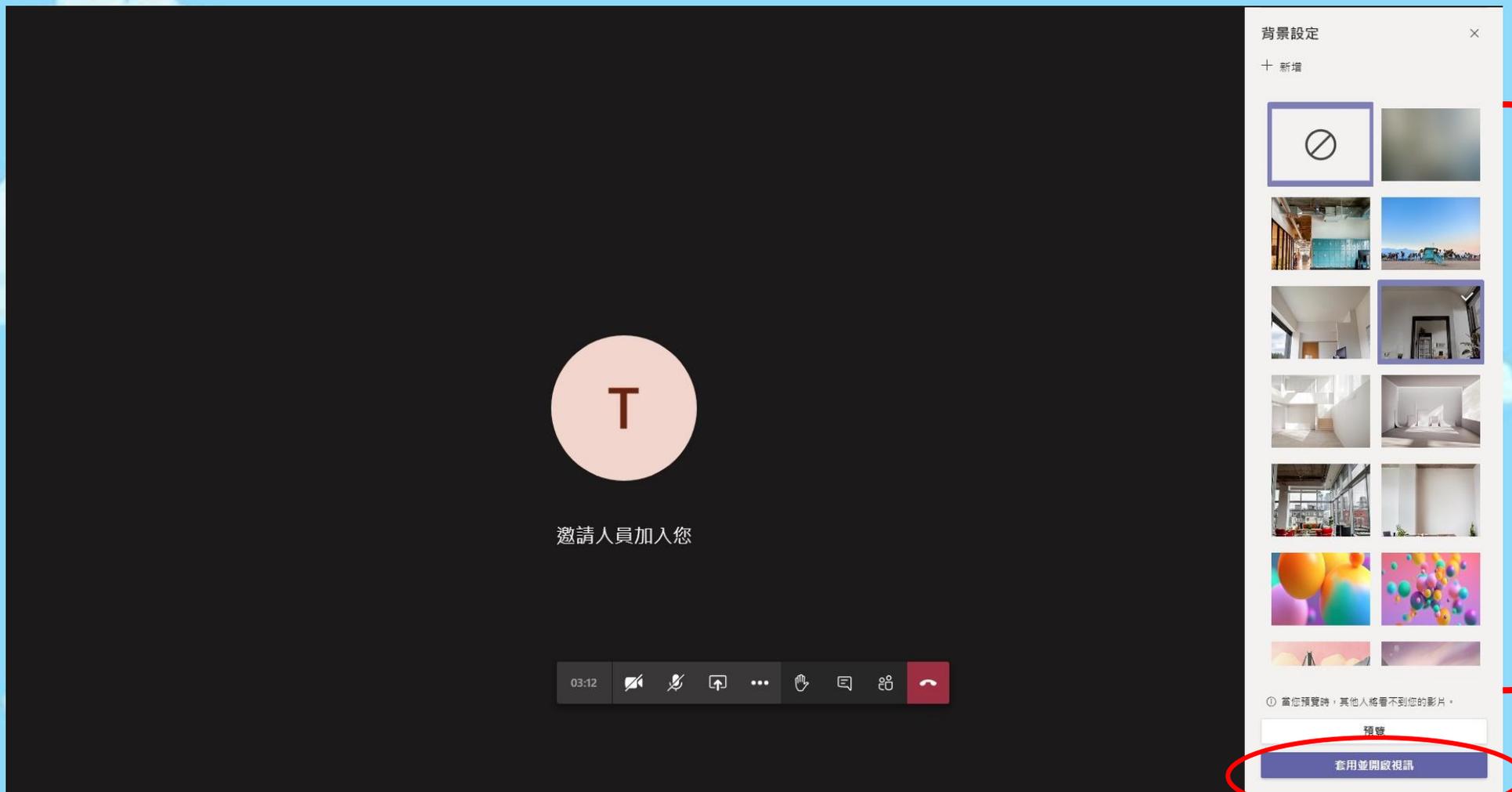
The screenshot shows the Zoom meeting interface. On the left is a sidebar with icons for chat, gallery, tasks, calendar, call, and share. The main area shows a blurred video of a person with a large 'T' on their profile. A context menu is open over the video, listing options: '顯示裝置設定', '顯示會議記錄', '資訊審核已被原則停用', '進入全螢幕', '顯示背景效果' (circled in red), '開啟即時輔助字幕 (僅提供英文 (美國) 預覽版)', '鍵盤', '開始錄製', '結束會議', and '關閉傳入的視訊'. At the bottom, the meeting controls bar is visible, with the microphone icon circled in red and the 'More' menu icon (three dots) also circled in red. A red arrow points from the 'More' icon to the '顯示背景效果' option.

1. 按靜音

2. 按「...」，選「顯示背景效果」

3. 進入視像課 (電腦版)

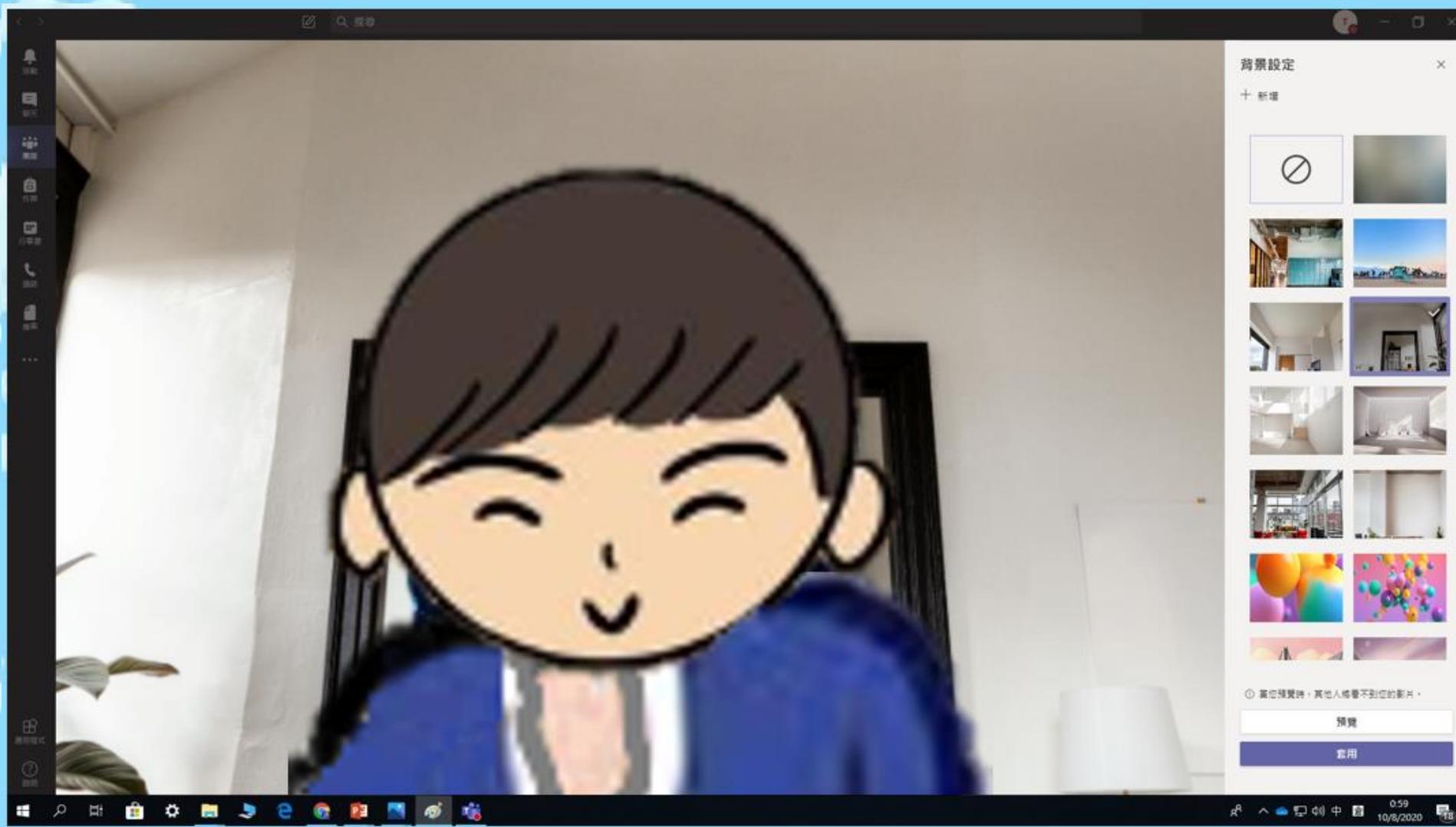
點選背景



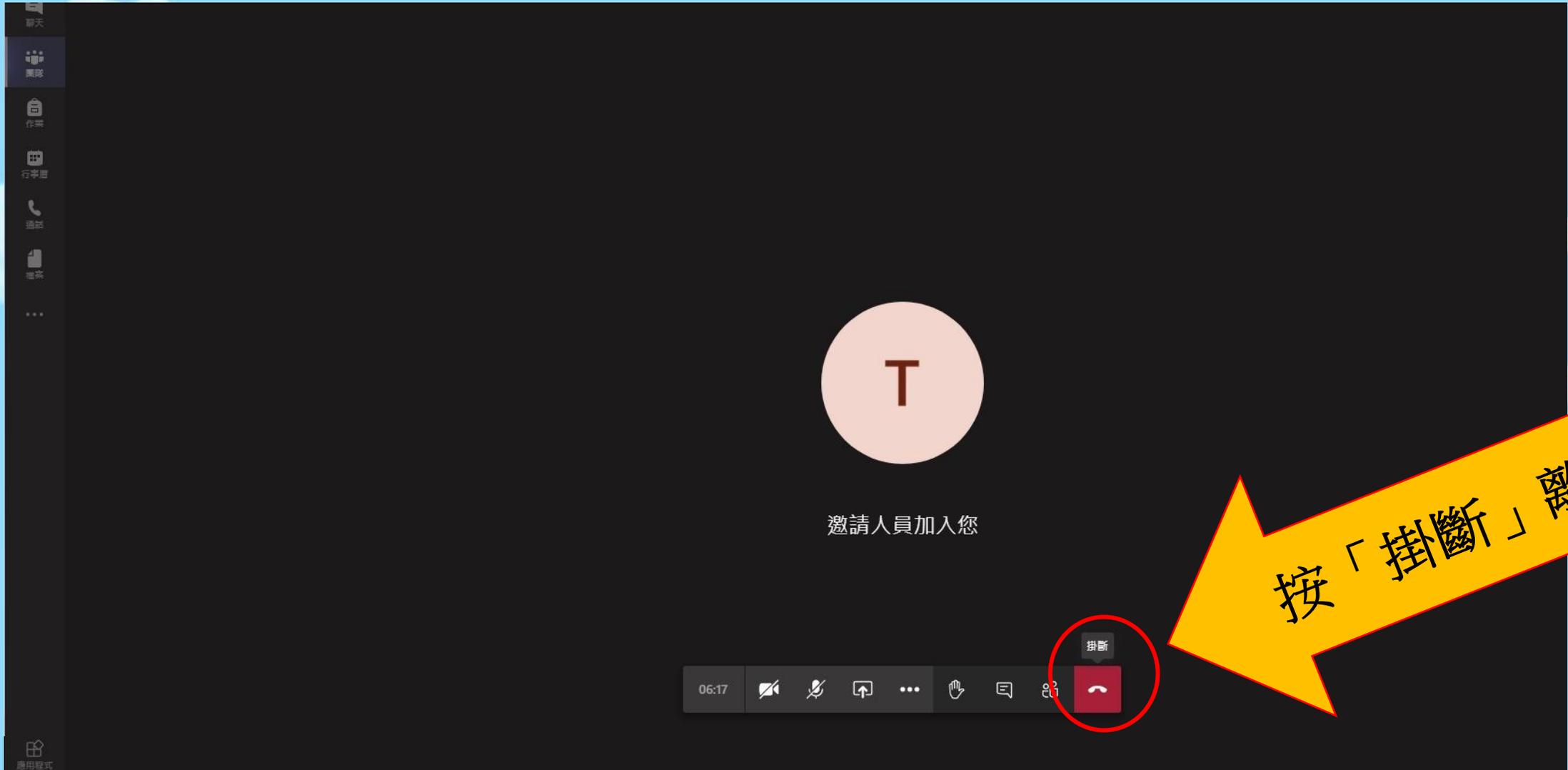
The screenshot shows a Zoom meeting interface. In the center, there is a large pink circle with the letter 'T' inside, and the text '邀請人員加入您' (Invite people to join you) below it. At the bottom, there is a control bar with icons for video, audio, chat, and other functions. On the right side, a '背景設定' (Background Settings) menu is open, displaying a grid of background options. The first option is a 'no background' icon, followed by several indoor and outdoor scenes, and colorful balloons. A red bracket highlights the entire background selection menu. At the bottom of the menu, the button '套用並開啟視訊' (Apply and turn on video) is circled in red.

點選背景
然後按套
用

3. 進入視像課 (電腦版)

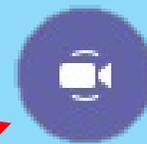


3. 離開視像課 (電腦版)



4. 進入術科視像課 (電腦版)

假設：上音樂視像課，先進入**班團隊**，在音樂科會出現貼文內訊息的「加入」就可以進入課堂。



，只要**按**

班團隊內有各術科

按「加入」進入課堂