

110.05.16~19

線上教學工具研習 Q&A

Microsoft Teams 篇

同步視訊教學工具-MS Teams如何下載?

至Microsoft網站：<https://teams.microsoft.com/start>

右上角點選「下載Teams」→安裝程式至電腦桌面



The screenshot shows the Microsoft Teams website. At the top, there is a navigation bar with the Microsoft logo, the word 'Teams', and several dropdown menus: '產品' (Products), '解決方案' (Solutions), '資源' (Resources), '價格' (Pricing), and '更多 Microsoft 365 資訊' (More Microsoft 365 info). On the right side of the navigation bar, there is a red arrow pointing to a button labeled '下載 Teams' (Download Teams), which is also highlighted with a red box. Next to it is a '免費註冊' (Sign up for free) button and a user profile icon. Below the navigation bar, there is a blue banner with the text '立即使用 Microsoft Teams 與家人和朋友通話、聊天和擬定計劃。' (Start using Microsoft Teams to talk, chat, and plan with family and friends.) and a link '深入了解 >' (Learn more >). The main content area features the 'Microsoft Teams' logo and the text '在同一個位置開會、聊天、撥打電話和共同作業。' (Meet, chat, call, and collaborate in the same place.). Below this text are two buttons: '免費註冊' (Sign up for free) and '登入' (Sign in). On the right side of the main content area, there is a large image showing a family (a woman, a young girl, and a man) using Teams. Overlaid on this image is a screenshot of the Teams chat interface, showing a conversation with 'Gonzales Family' and a list of contacts including Felix, Natasha, Mario, and Cora.

如何登入MS Teams?

使用學校的Office365 帳號登入



登入

電子郵件

輸入帳號密碼

帳號：教職員證號@office365.nkust.edu.tw

密碼：預設密碼為「身分證字號(英文字大寫)」

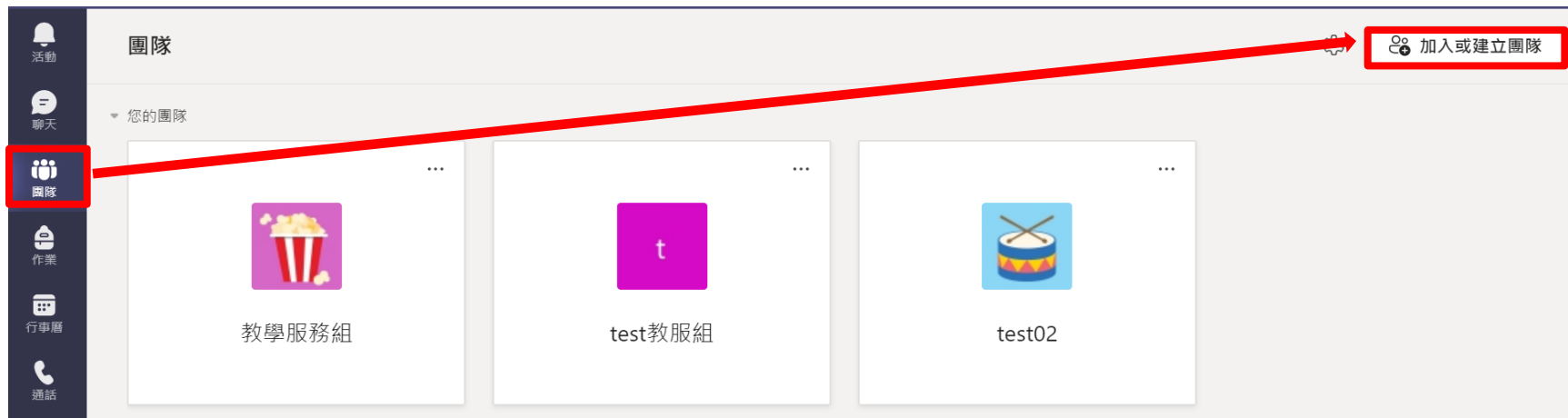
如無法登入請填寫忘記密碼表單：<https://reurl.cc/qmMDrR>

沒有帳戶? [建立帳戶!](#)

下一步

透過「團隊」發起視訊會議(1/5)

點選左方「團隊」→點選由上方「加入或建立團隊」

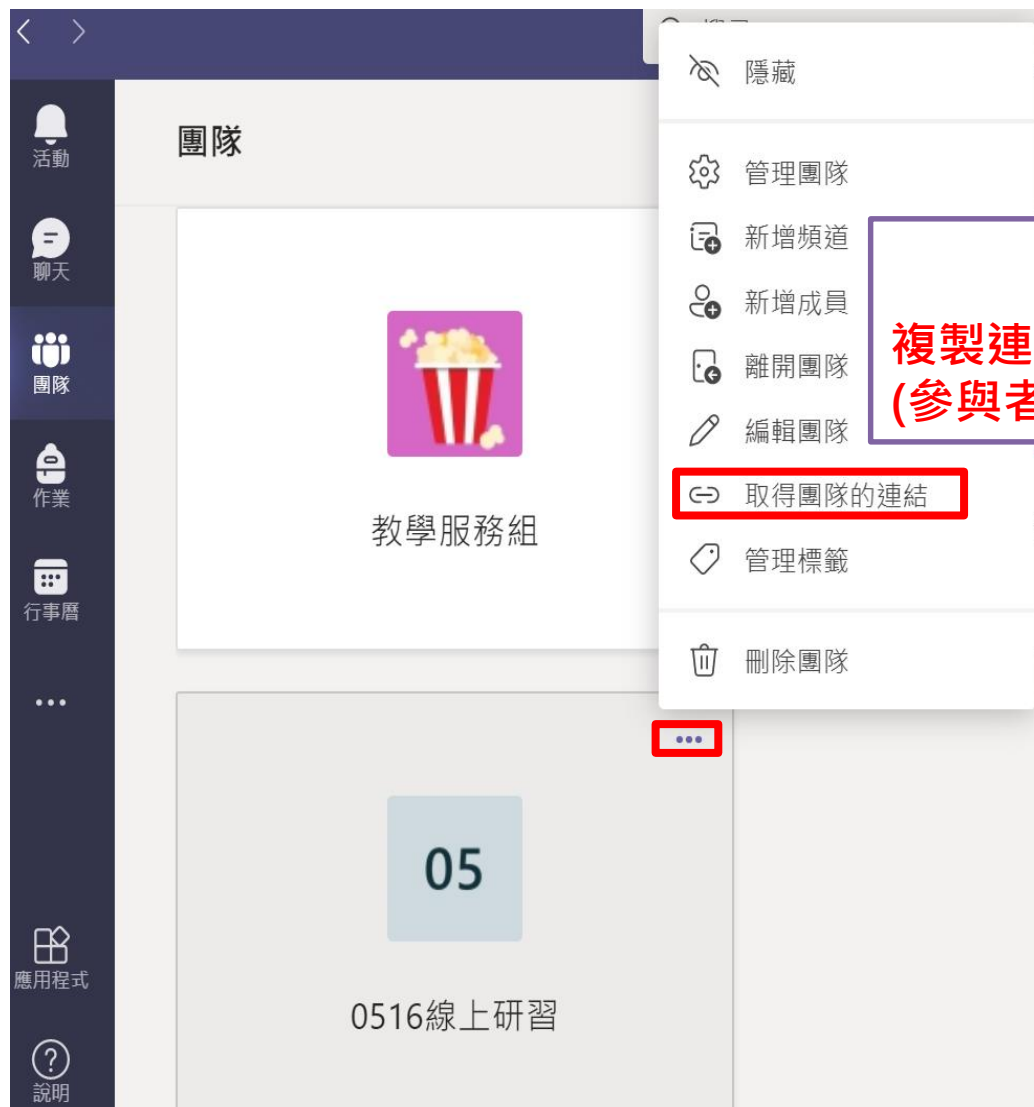


點選「建立團隊」→選取「團隊類型-班級」→建立完成



透過「團隊」發起視訊會議(2/5)

點選新增完成之團隊右上角「...」→「取得團隊的連結」



複製、傳送連結

複製連結後，可提供給參與者使用。
(參與者/學生只要點選連結即可參加)

透過「團隊」發起視訊會議(3/5)



透過「團隊」發起視訊會議(4/5)

The screenshot displays the Microsoft Teams interface with three panels highlighted by colored boxes and arrows:

- Top Bar:** The top navigation bar contains several icons. A red box highlights the 'Participants' icon (three people), a blue box highlights the 'Chat' icon (speech bubble), and an orange box highlights the 'Share Screen' icon (screen with up arrow). A red arrow points from the 'Participants' icon to the 'Participants' panel, a blue arrow points from the 'Chat' icon to the 'Meeting Chat' panel, and an orange arrow points from the 'Share Screen' icon to the 'Shared Content' panel.
- Participants Panel (Left):** Titled '參與者' (Participants), it shows a search bar '邀請某人或撥打號碼' (Invite someone or dial a number) and a '分享邀請' (Share invitation) button. Below, it lists '在這個會議 (1 個)' (In this meeting (1 person)). A red box highlights the participant '李淳婷' (Li Chunting), labeled '召集人' (Organizer).
- Meeting Chat Panel (Middle):** Titled '會議聊天' (Meeting chat), it shows a timestamp '下午 08:52' (8:52 PM) and '會議已開始' (Meeting started). A blue box highlights the '聊天對話框' (Chat dialog box) at the bottom, which includes a text input field '輸入新訊息' (Enter new message) and various reaction icons.
- Shared Content Panel (Right):** Titled '共用內容' (Shared content), it shows a '包含電腦音效' (Include computer audio) toggle switch. Below, it displays '螢幕' (Screen) and '視窗 (22)' (Windows (22)) thumbnails. A purple box highlights the '分享畫面' (Share screen) button. Other content includes 'Microsoft 白板' (Microsoft Whiteboard) and 'PowerPoint Live'.

透過「團隊」發起視訊會議(5/5)



The image shows a meeting interface. At the top, a dark bar contains icons for participants, chat, mute, screen share, and a 'More' menu (three dots). A red box highlights the 'More' menu, and a red arrow points from it to the 'Settings' sidebar on the left. The sidebar is a dark vertical panel with various options. The first two options, '裝置設定' (Device Settings) and '會議選項' (Meeting Options), are highlighted with red boxes. Below them are '會議記錄' (Meeting Record), '會議資訊' (Meeting Information), '圖庫' (Gallery), '大型圖庫 (預覽)' (Large Gallery (Preview)), '在一起模式' (Together Mode), '焦點' (Focus), '全螢幕' (Full Screen), '套用背景效果' (Apply Background Effects), '開啟即時輔助字幕' (Turn On Real-time Subtitles), and '開始錄製' (Start Recording), which is also highlighted with a red box.

裝置設定：設定視訊、音訊

會議選項：

- 是否可直接參加會議
- 與會者靜音設定
- 與會者是否可送簡報

會議「開始錄製」與「停止錄製」在同一地方。
錄製完檔案，會存在「貼文」&「檔案」紀錄中。

透過「行事曆or排程會議」發起視訊會議(1/2)

The screenshot shows a web interface for scheduling a meeting. It includes a sidebar with navigation icons, a top navigation bar, and a main content area. Five steps are highlighted with red boxes and numbered labels:

- 1.點選「行事曆」or「排程會議」**: Points to the '行事曆' (Calendar) icon in the sidebar and the '排程會議' (Schedule Meeting) option in the top right dropdown menu.
- 2.新增&設定會議相關內容**: Points to the '新增標題' (Add Title) input field.
- 3.可自訂排程(每週重複...等)**: Points to the recurrence dropdown menu currently set to '不重複' (No Repeat).
- 4.新增頻道→選擇預定要上課的課程**: Points to the channel selection dropdown menu currently set to '0516線上研習'.
- 5.設定完成→傳送**: Points to the '傳送' (Send) button.

Other visible elements include the '新增會議' (Add Meeting) header, '詳細資料' (Details), '排程小幫手' (Scheduling Assistant), time zone settings (UTC+08:00 台北), and a '新增出席者' (Add Attendees) section.

透過「行事曆or排程會議」發起視訊會議(2/2)



MS Teams Q&A

Q：每位師生都有MS Teams帳號嗎？

A：電算中心已幫全校師生建立帳號，登入規則如下：

1.帳號 ①教師：職編@office365.nkust.edu.tw

②學生：學號@office365.nkust.edu.tw

2.密碼 ①教師：身分證字號(英文字母大寫)

②學生：身分證字號(英文字母大寫)

Q：如無法/無帳號登入MS Teams，如何重新設定/申請帳號密碼？

A：請至以下網址填寫忘記密碼/帳號申請表單！

<https://reurl.cc/qmMDrR>

MS Teams Q&A

Q：MS Teams同步教學使用設備？

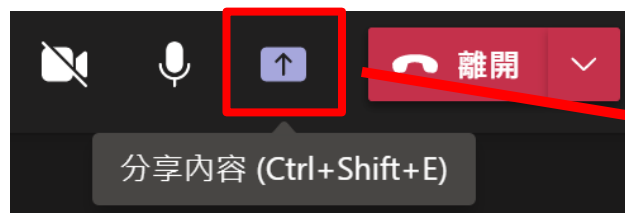
A：1. 穩定的網路品質、2.耳機/喇叭、3.麥克風、4.視訊鏡頭

※請盡量使用MS Teams應用程式，下載方式詳[第15頁](#)。

※亦可安裝MS Teams APP至手機/平板使用。

Q：如何分享簡報or螢幕畫面？

A：發起會議→右上方「分享內容」，可分享「螢幕or視窗」



若需撥放音檔資訊
請開啟電腦音效

MS Teams Q&A

Q：如何於會議室加入學生與會？

- A：1.複製團隊連結，透過已建立之聯繫管道(LINE群組、FB社團等)，或利用教學平臺寄信功能傳送連結給同學。
- 2.教學平臺「學習環境」中，左方「通訊錄」可匯出學生信箱資訊，於會議室「新增or邀請參與者」輸入信箱，即可邀請學生進入會議室

The screenshot displays the MS Teams interface. On the left sidebar, the '通訊錄' (Contact List) option is highlighted with a red box. The main area shows a table of contacts with columns: 序號 (Serial Number), 帳號 (Account), 姓名 (Name), 性別 (Gender), 身份 (Identity), and E-mail. A blue box highlights the '帳號' column. A dialog box titled '邀請人員加入您' (Invite people to join you) is open, showing options to '複製會議連結' (Copy meeting link), '新增參與者' (Add participant), and '透過預設電子郵件共用' (Share via default email). The '新增參與者' option is highlighted with a red box. In the background, a meeting control bar is visible with a red box around the '加入' (Join) button and another red box around the '邀請某人或撥打號碼' (Invite someone or dial number) search bar.

序號	帳號	姓名	性別	身份	E-mail
1				教師	@nkust.edu.tw
2					
3					
4					
5					
6				正式生	@nkust.edu.tw

- 3.教學平臺上的Email為學生個人信箱(非學校預設nkust信箱)，如欲修改信箱資訊，請同學至校務系統→個人通訊資料維護修改Email資訊，或教師自行使用 學號+@nkust.edu.tw 新增成員。

MS Teams Q&A

Q：如何使用MS Teams錄影功能？

A：錄製會議功能按鍵，請參閱簡報第21頁。



會議「開始錄製」與「停止錄製」在同一地方。
錄製完檔案，會存在「貼文」&「檔案」紀錄中。

Q：如何將錄製影片連結放置教學平臺？

A：請參閱以下簡報步驟第17頁：

<https://acad.nkust.edu.tw/var/file/4/1004/img/1087/916010186.pdf>

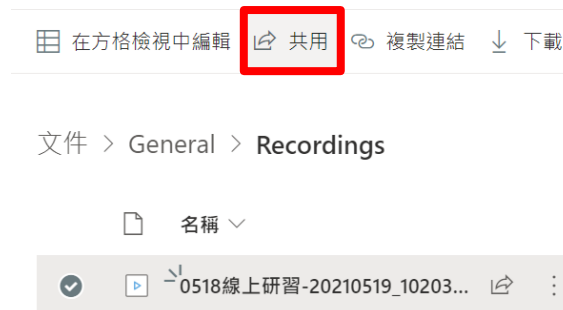
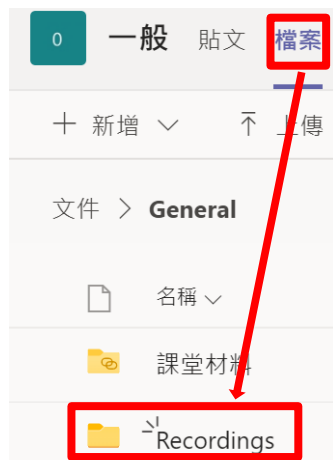
MS Teams Q&A

Q：MS Teams錄製影片功能，錄影檔案存放位置？

A：方法一：至貼文下方點選「...」「在One Drive中開啟」



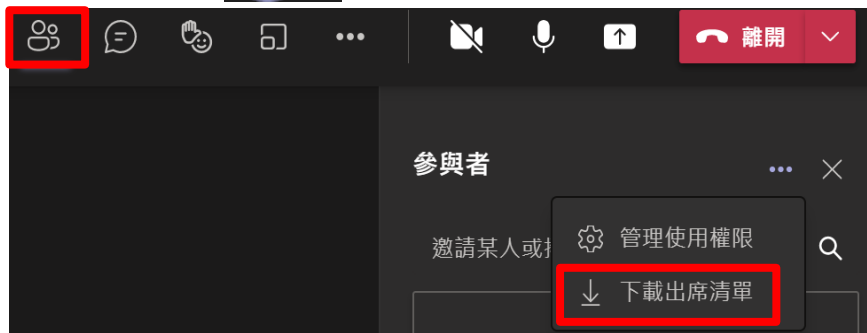
**方法二：至檔案下方點選「Recordings」
「在SharePoint中開啟」**



MS Teams Q&A

Q：使用MS Teams授課如何進行點名？

A：1.於會議右上方 ，可點選「下載出席清單」。



2.可搭配教學平臺→「人員管理」→「點名歷程」
分享螢幕上面QRCODE圖片，讓同學掃描進行點名



3.可搭配Zuvio進行線上點名，請參閱下列簡報第4~9頁
<https://acad.nkust.edu.tw/var/file/4/1004/img/350661604.pdf>