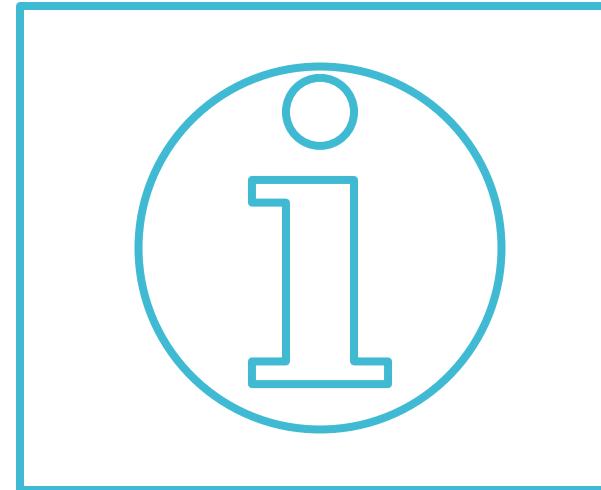


Microsoft Teams 學生網上學習 使用手冊

Note:

- (1) 此文件最後更新時間: 21 Aug 2020, 版本號碼 : 1.0
- (2) 此文件中的畫面可能與最新版本的Microsoft Teams有所不同.

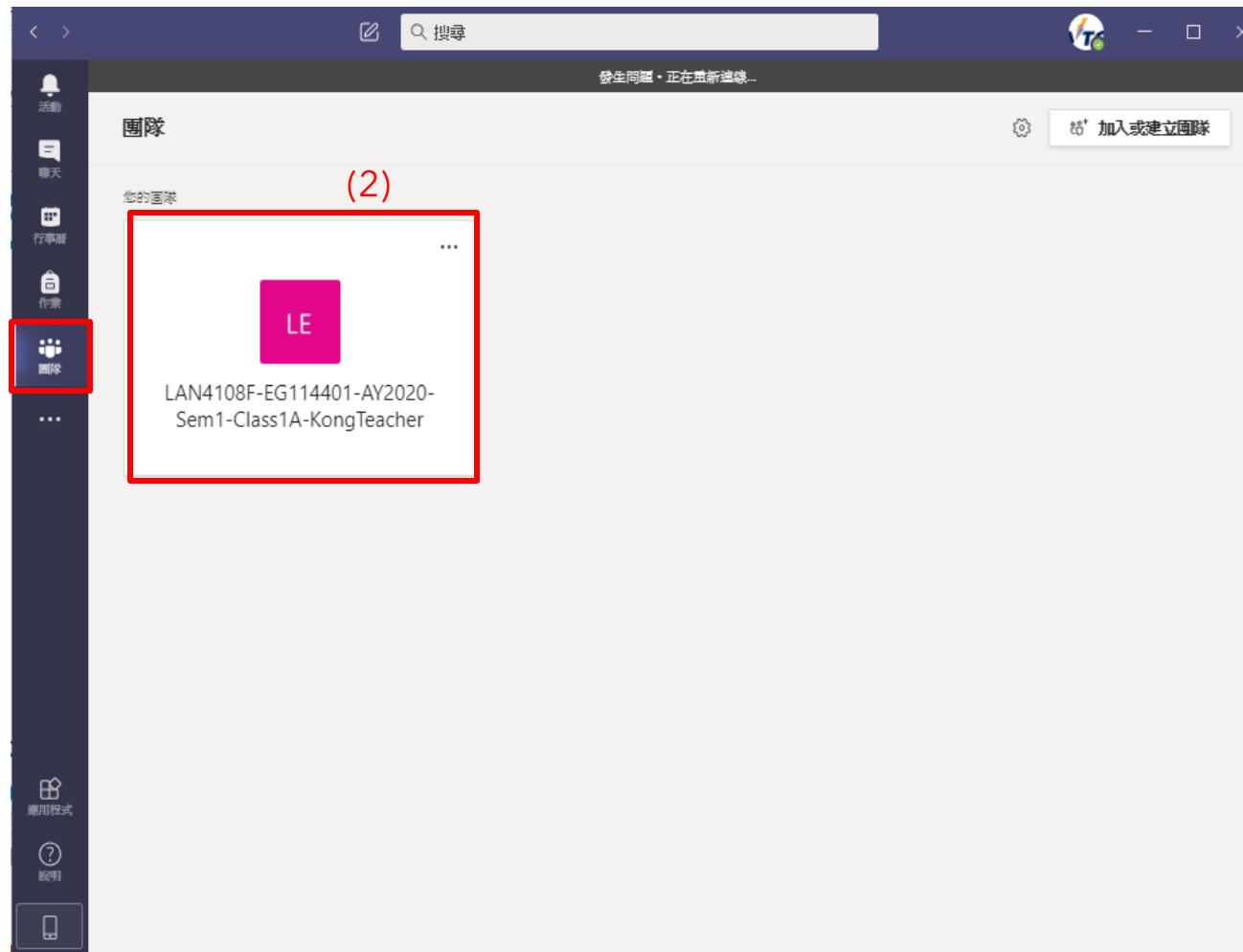




開啟頻道通知 及 添加預定線上課堂到行事曆



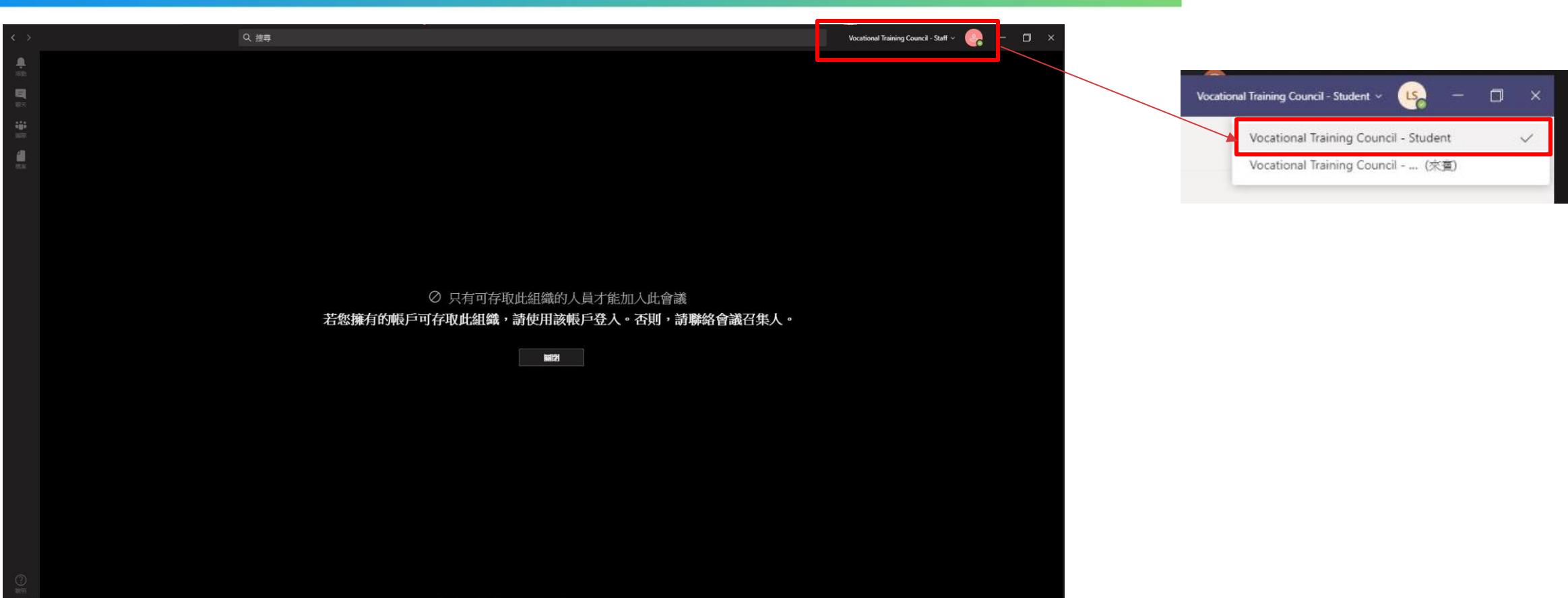
點選 Teams 課堂



點擊左邊功能目錄 “團隊” 按鈕



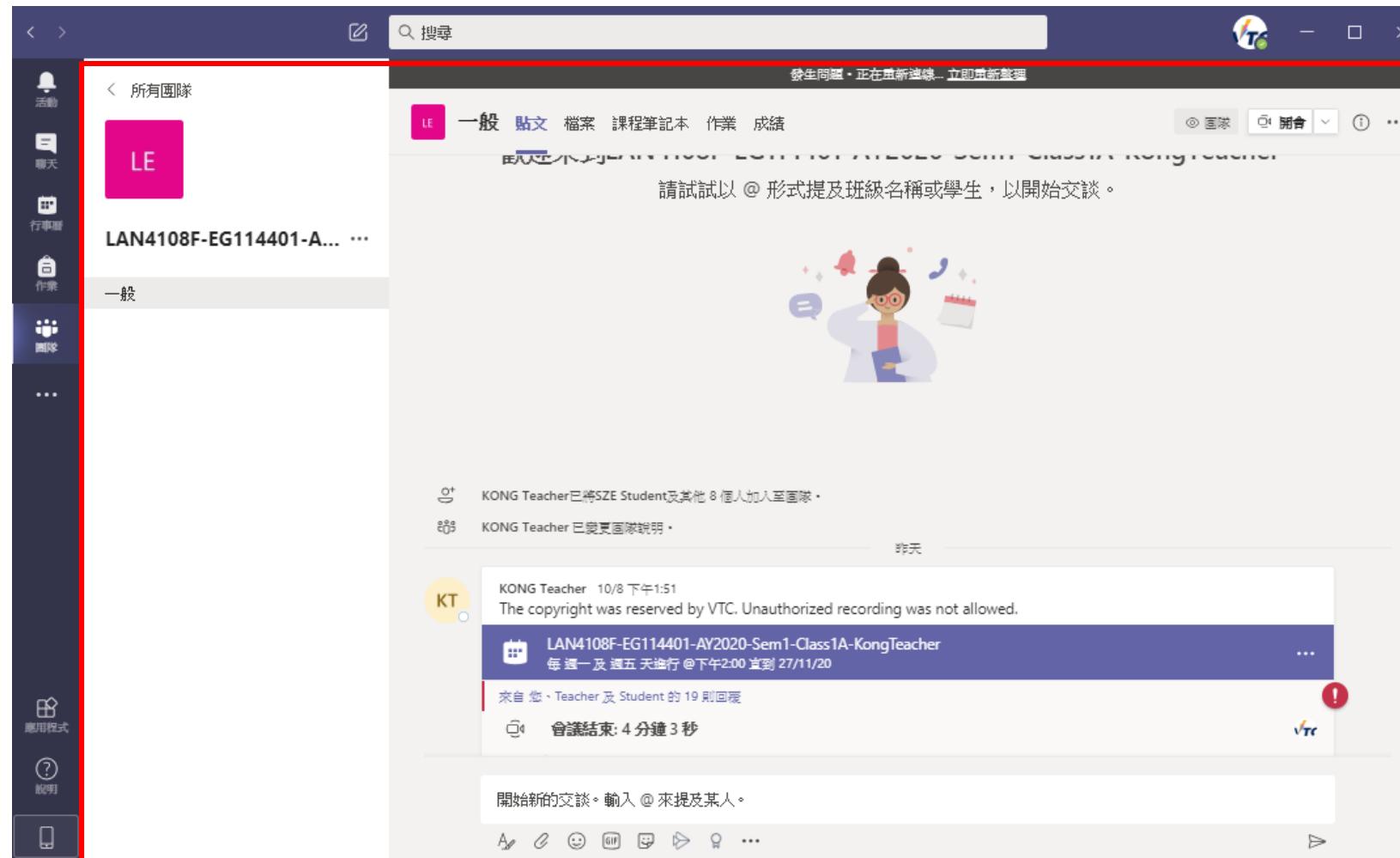
點選 Teams 課堂



如果沒有能點選課堂,請點擊右上選擇"Vocation Training Council - Student"



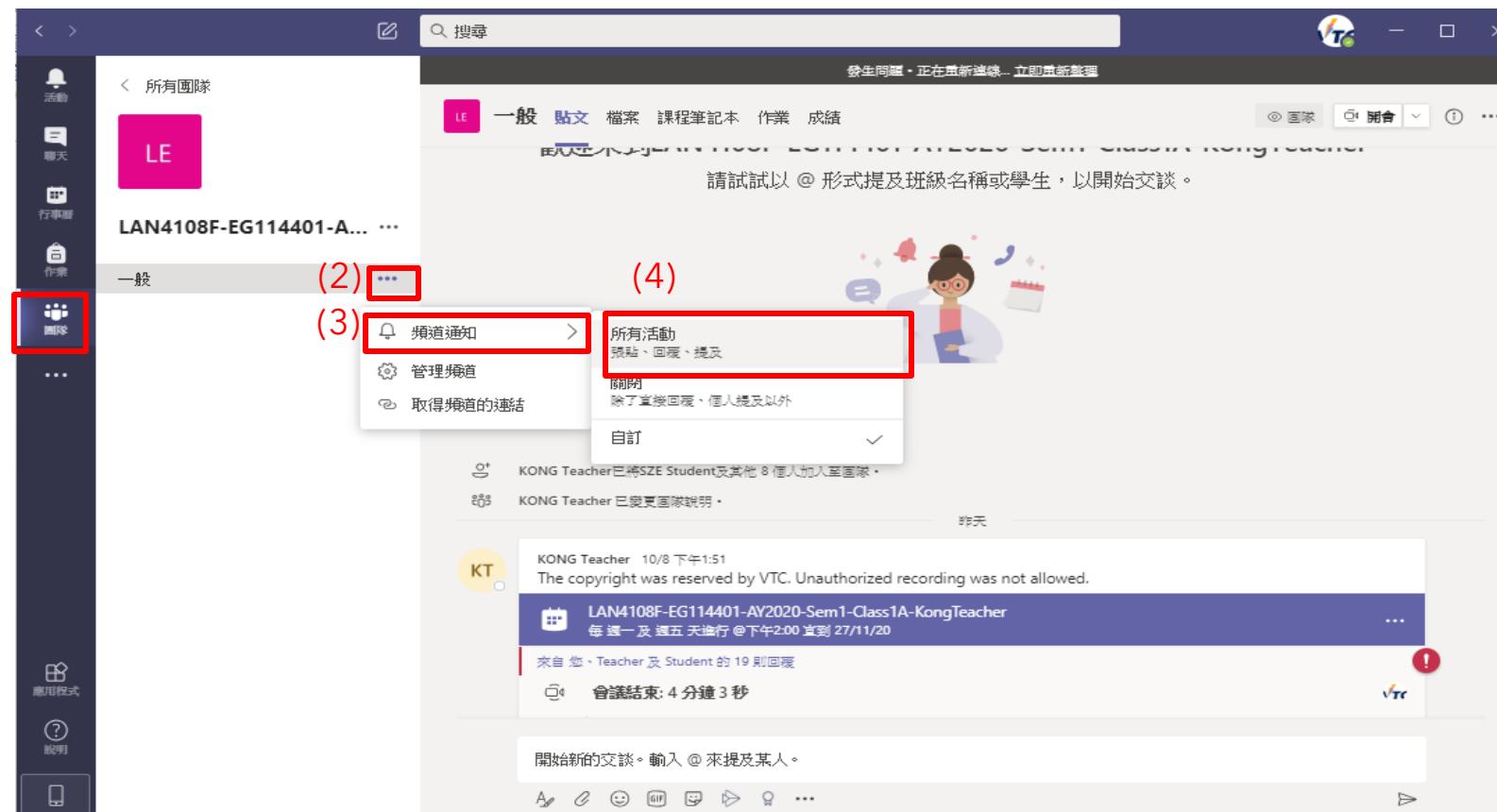
點選 Teams 課堂



點選 團隊課堂，然後，你將會成功轉到所點選的團隊課堂頁面



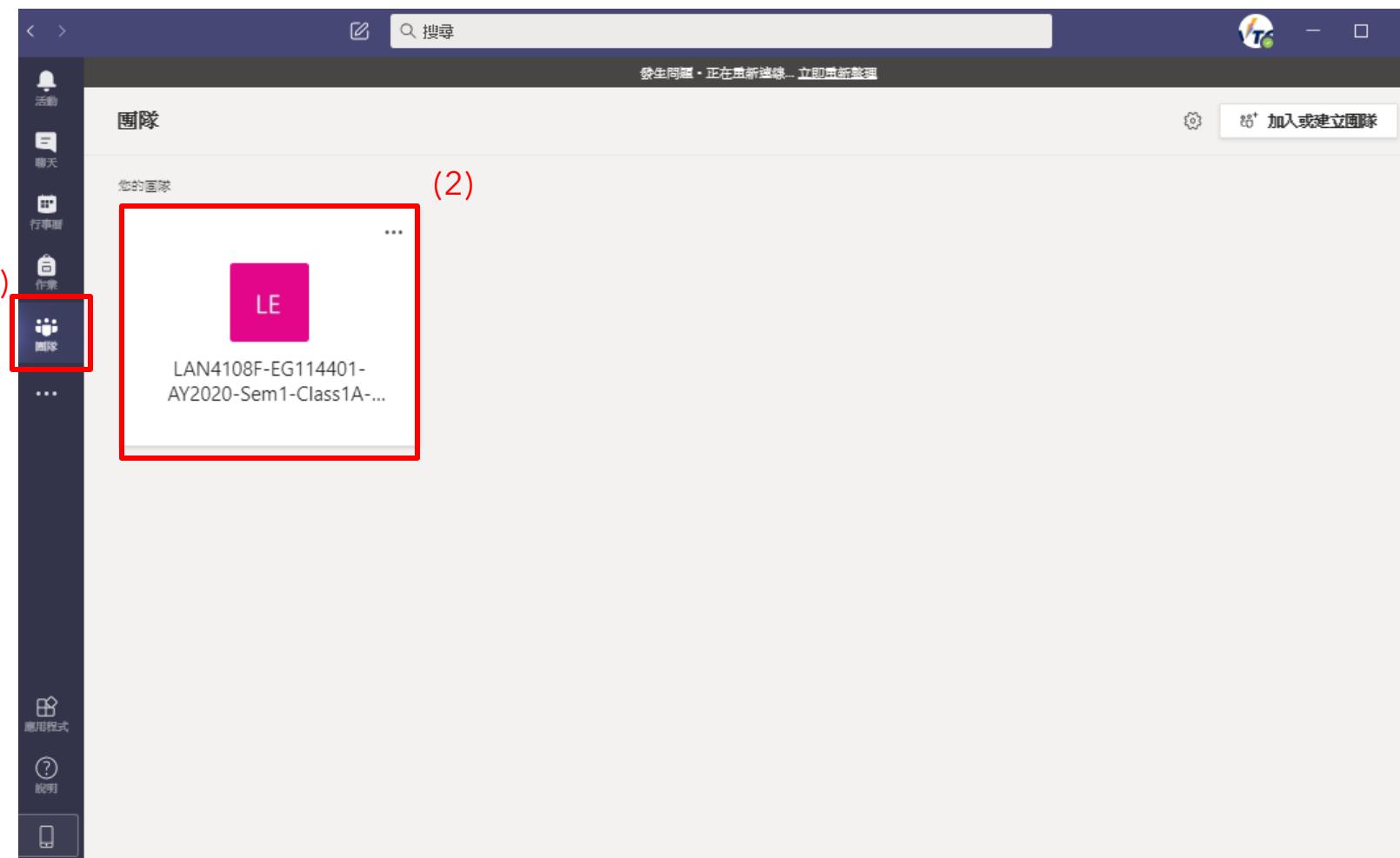
開啟頻道通知



- 1) 點擊左邊功能目錄 “團隊” 按鈕
- 2) 在 “一般” 旁, 點擊 選擇“更多選項”
- 3) 選擇 “頻度通知”
- 4) 選擇 “所有活動” 開啟頻道通知



添加預定線上視像課堂到行事曆



點擊左邊功能目錄 “團隊” 按鈕，並點選團隊課堂



添加預定線上視像課堂到行事曆



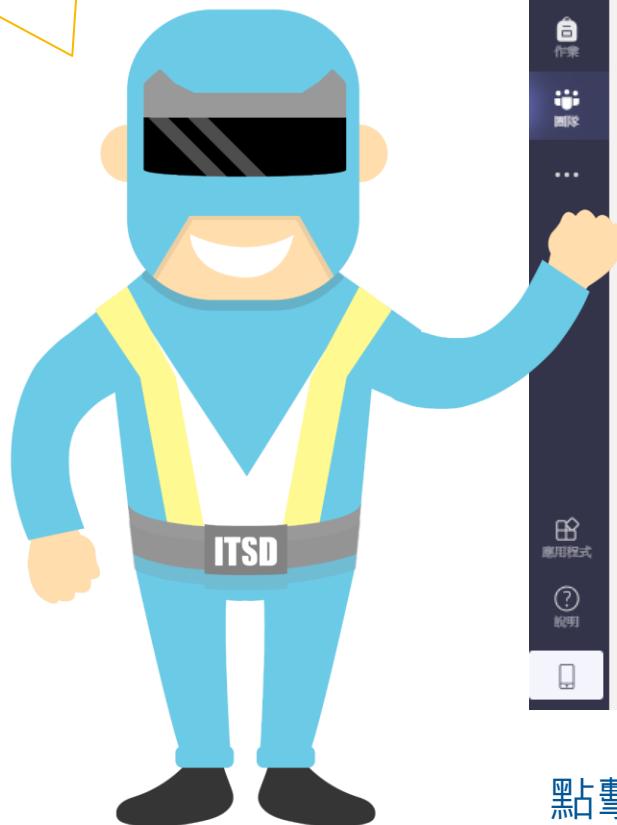
The screenshot shows the VTC application interface. The left sidebar includes icons for 活動 (Activities), 聊天 (Chat), 行事曆 (Calendar), 作業 (Assignments), and 團隊 (Teams). The main window displays a team named 'LE' with a pink background. The '一般' tab is selected. A post from 'KONG Teacher' is visible, containing the text: 'KONG Teacher 已將 SZE Student 及其他 8 個人加入至團隊。' and 'KONG Teacher 已變更團隊說明。' Below the post is a message from 'KT' (KONG Teacher) dated 10/8 下午1:51, which reads: 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' and 'LAN4108F-EG114401-AV2020-Sem1-Class1A-KongTeacher 每 週一及 週五 天進行 @下午2:00 直到 27/11/20'. This message is highlighted with a red box. The interface also shows a search bar at the top and various navigation and settings icons.

點擊 “貼文” 查看發佈訊息



添加預定線上視像課堂到行事曆

提示: 您必須點擊 “**新增至行事曆**” 才能添加預定的在線視頻課程



LAN4108F-EG114401-AY2020-Sem1-Class1A-KongT... 聊天 詳細資料

+ 新增至行事曆

2020年9月4日下午2:00 - 下午2:30

LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher > 一般

每星期一及星期五進行，從 4/9/20 到 27/11/20

The copyright was reserved by VTC. Unauthorized recording was not allowed.

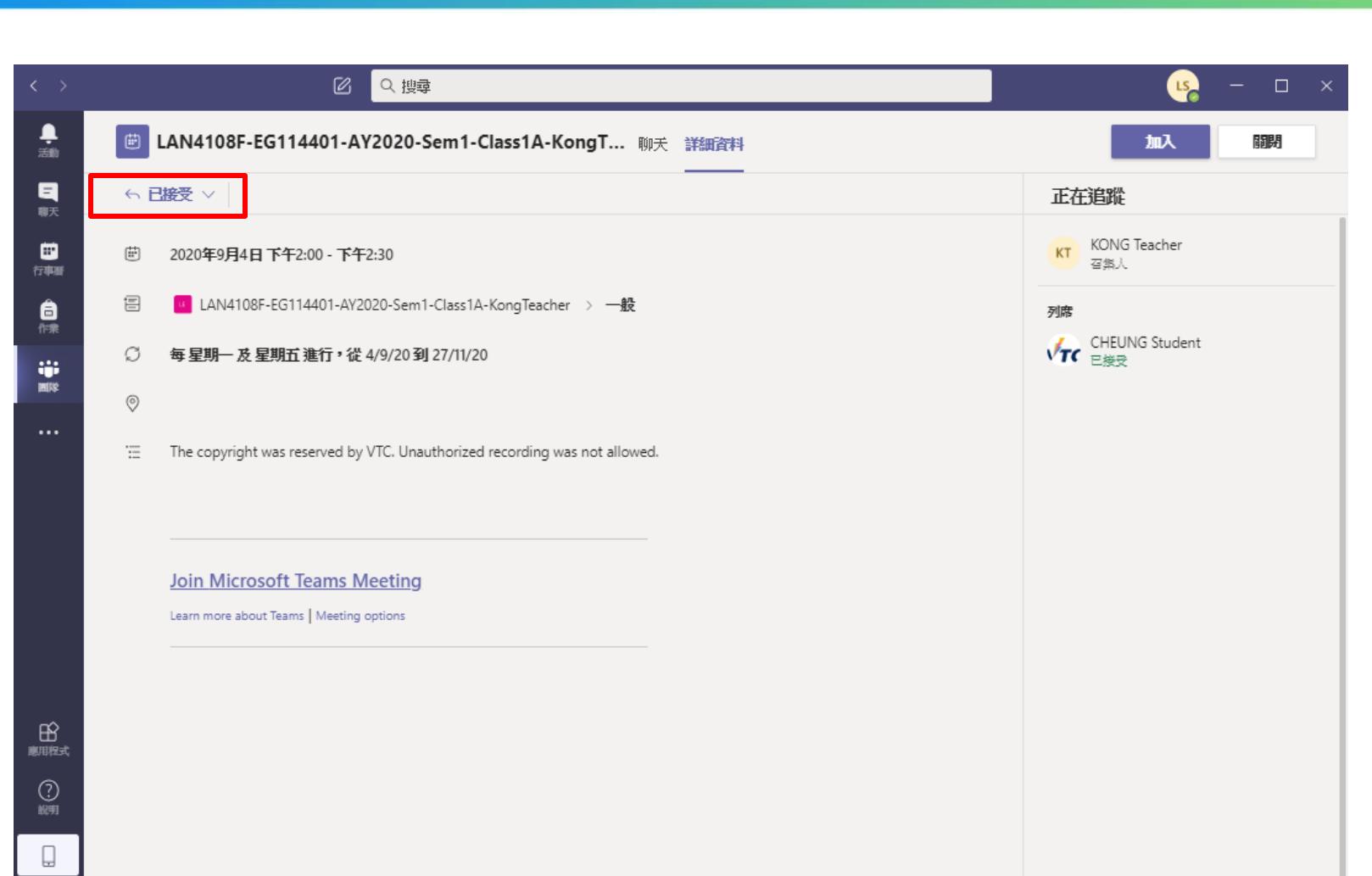
Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

點擊 “**加入行事曆**” 添加預定線上視像課堂到行事曆



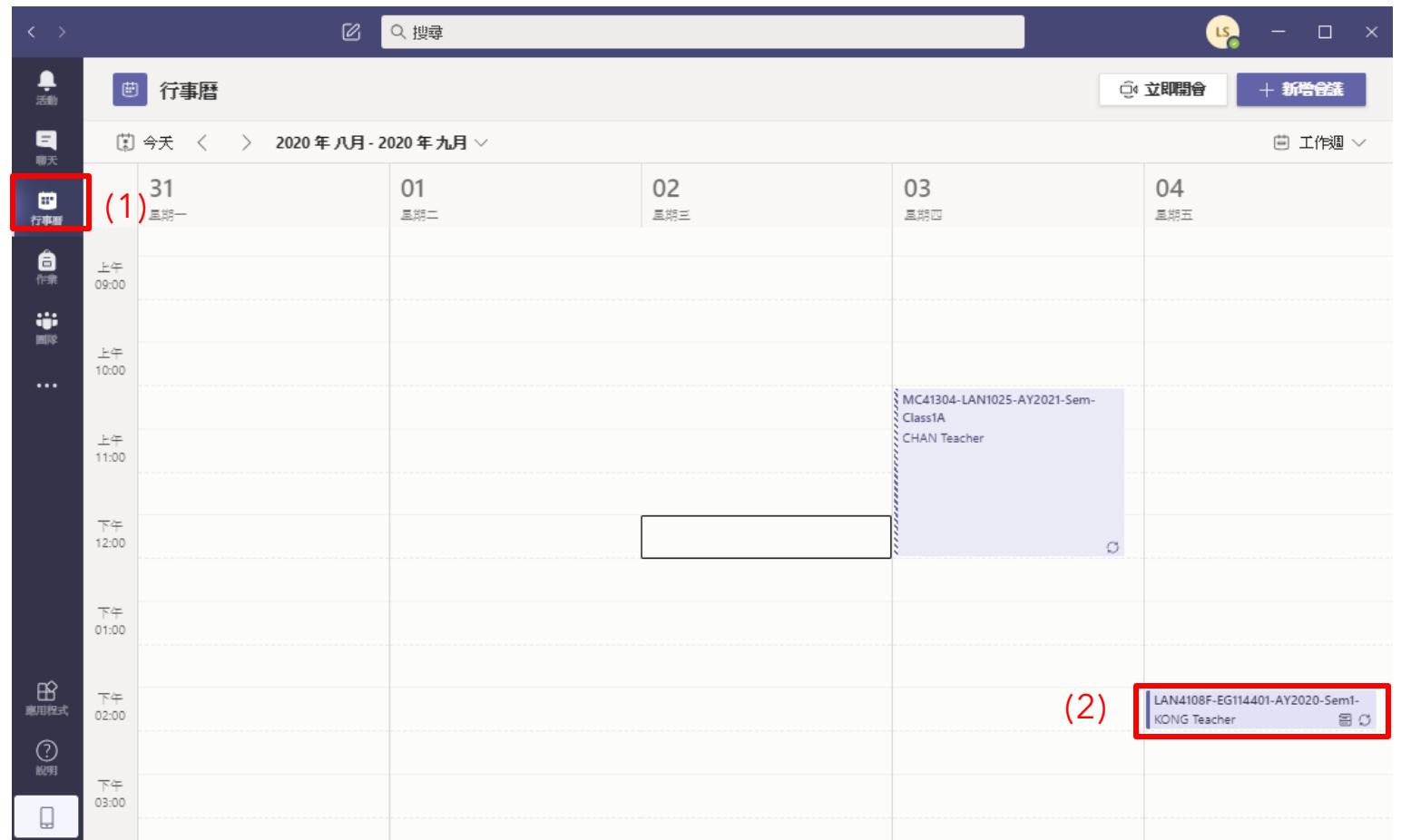
添加預定線上視像課堂到行事曆



然後, 行事曆會顯示 “已接受” 狀態



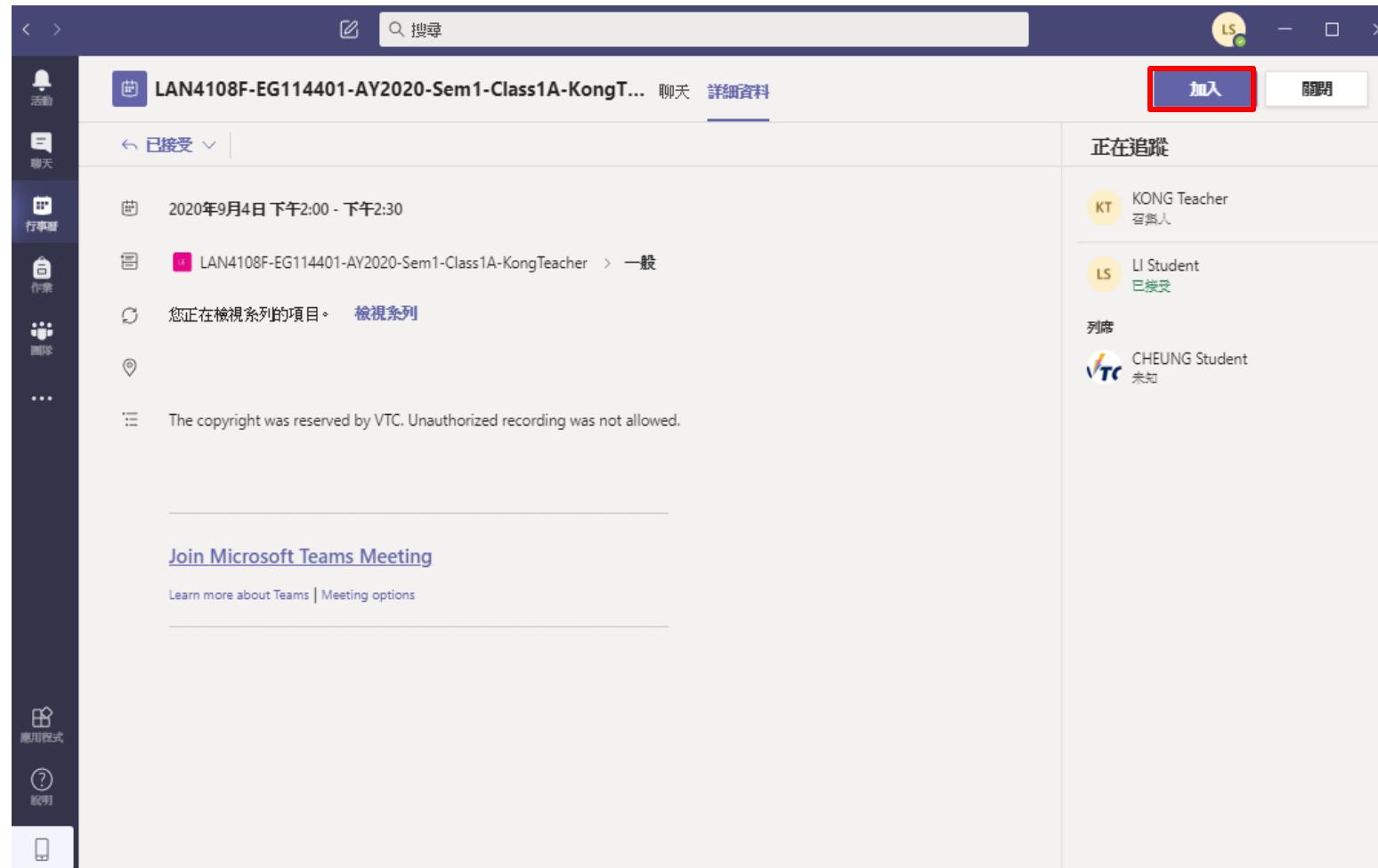
添加預定線上視像課堂到行事曆



點擊左邊功能目錄 “行事曆” 按鈕，然後點選預定線上視像課堂



添加預定線上視像課堂到行事曆



The screenshot shows a Microsoft Teams meeting invite window. The title bar reads "LAN4108F-EG114401-AY2020-Sem1-Class1A-KongT... 聊天 詳細資料". The "加入" (Join) button is highlighted with a red box. The "正在追蹤" (Tracking) section shows "KONG Teacher" (召喚人) and "LI Student" (已接受). The "列席" (Attendance) section shows "CHEUNG Student" (未知). The left sidebar shows the Teams navigation bar with "行事曆" (Calendar) selected. The main content area displays the meeting details: "2020年9月4日下午2:00 - 下午2:30", "LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher > 一般", "您正在檢視系列的項目。 檢視系列", and a copyright notice: "The copyright was reserved by VTC. Unauthorized recording was not allowed." Below this is a "Join Microsoft Teams Meeting" section with a "Learn more about Teams | Meeting options" link.

點擊 “加入” 按鈕

提示: 到上課時間, 你可在 “**團隊**” 或 “**行事曆**” 找到在線課堂



End



Produced by Information Technology Services Division

Please visit the website for more video:



<https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html>