

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.

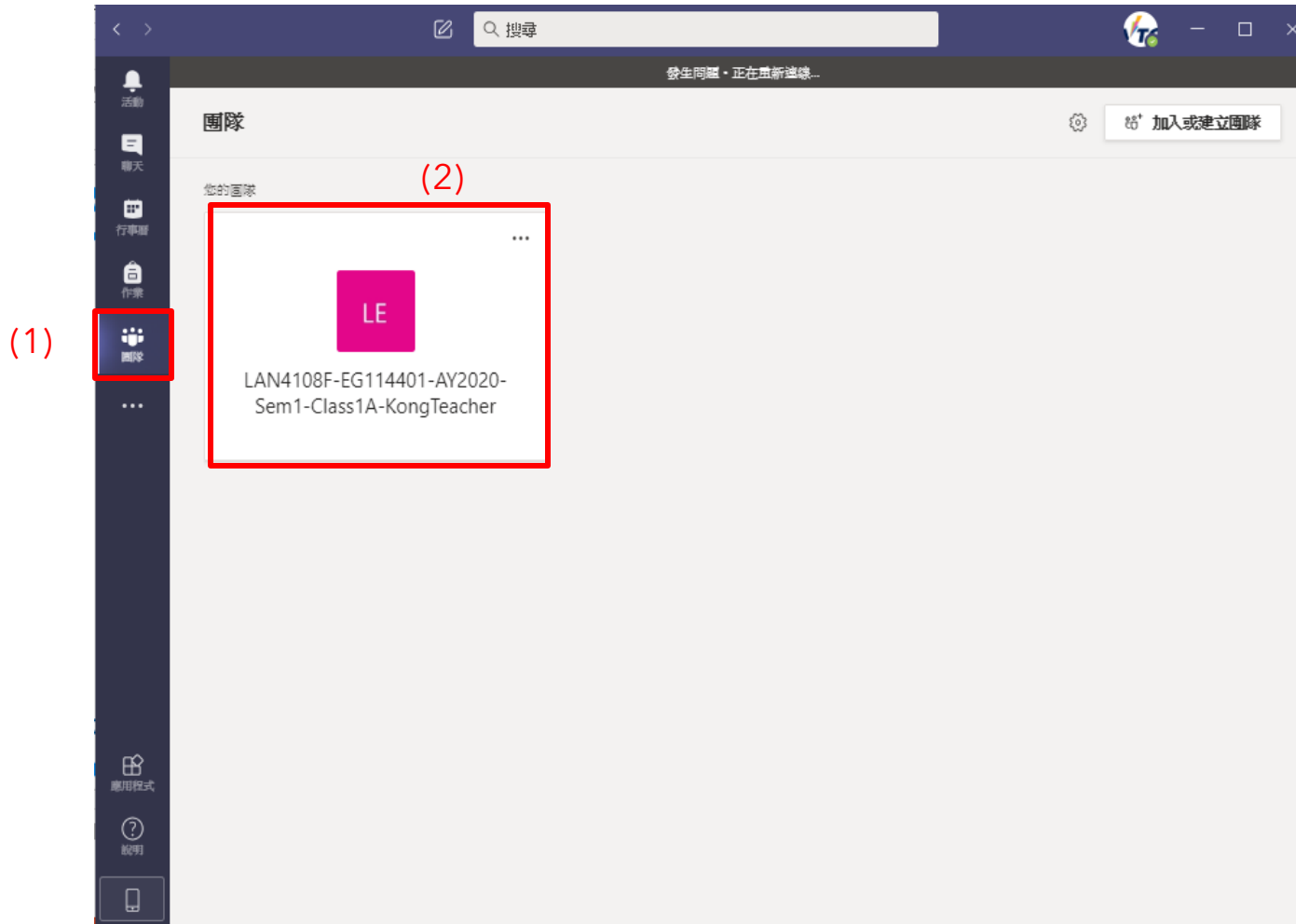




開啟頻道通知 及 添加預定線上課堂到行事曆



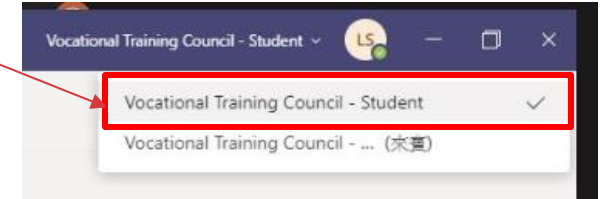
點選 Teams 課堂



點擊左邊功能目錄 “團隊” 按鈕



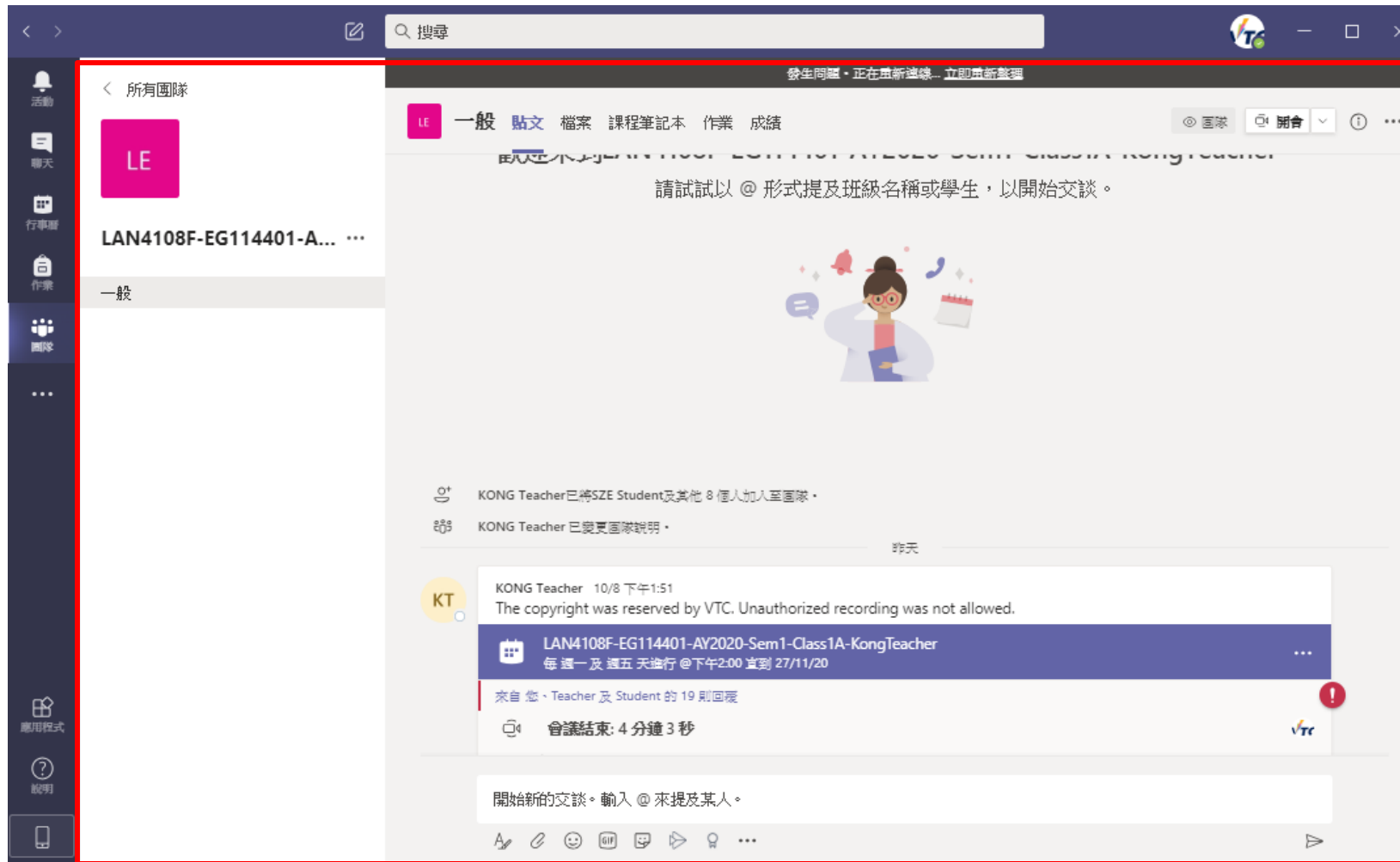
點選 Teams 課堂



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



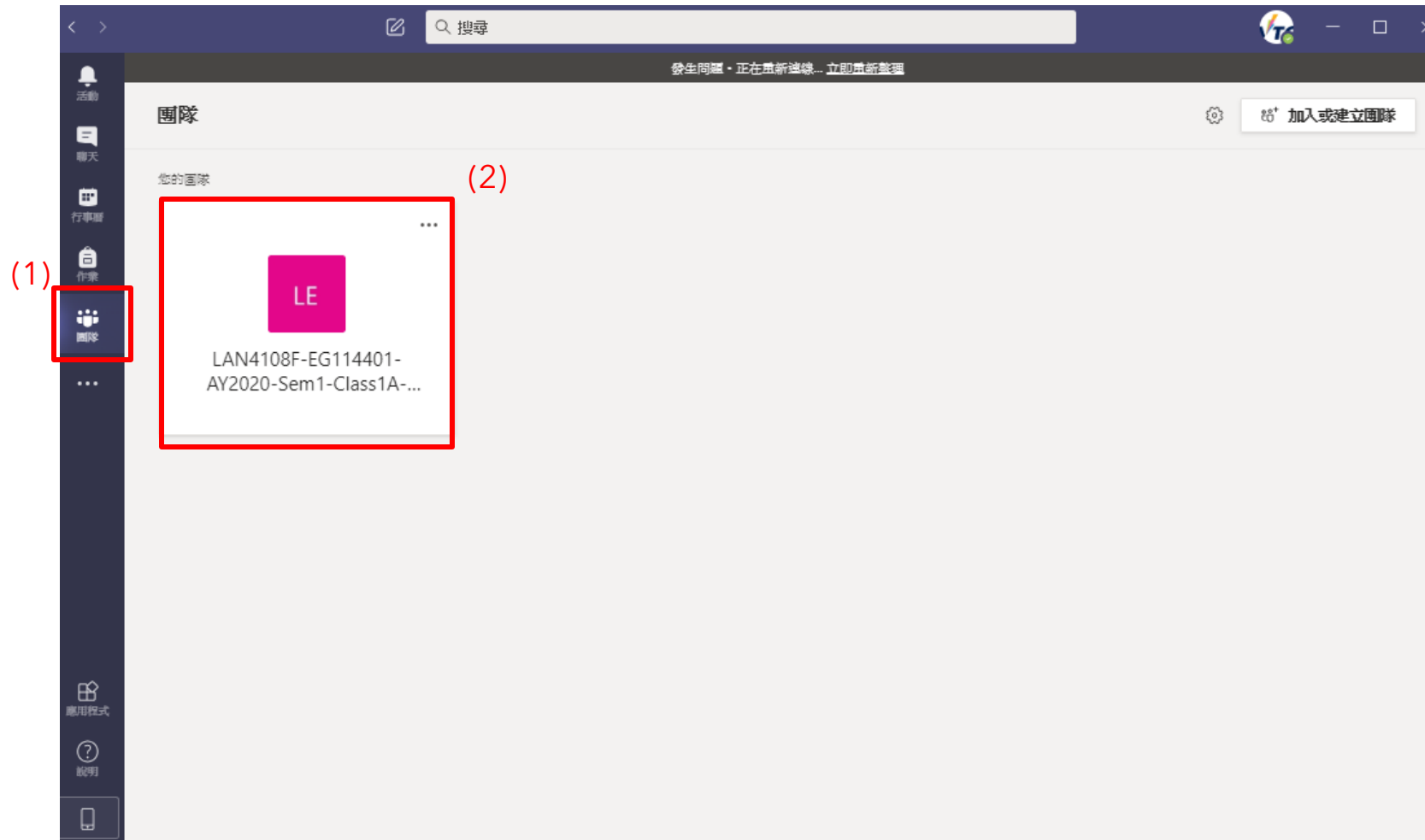
開啟頻道通知



- 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 “頻道通知”
- 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

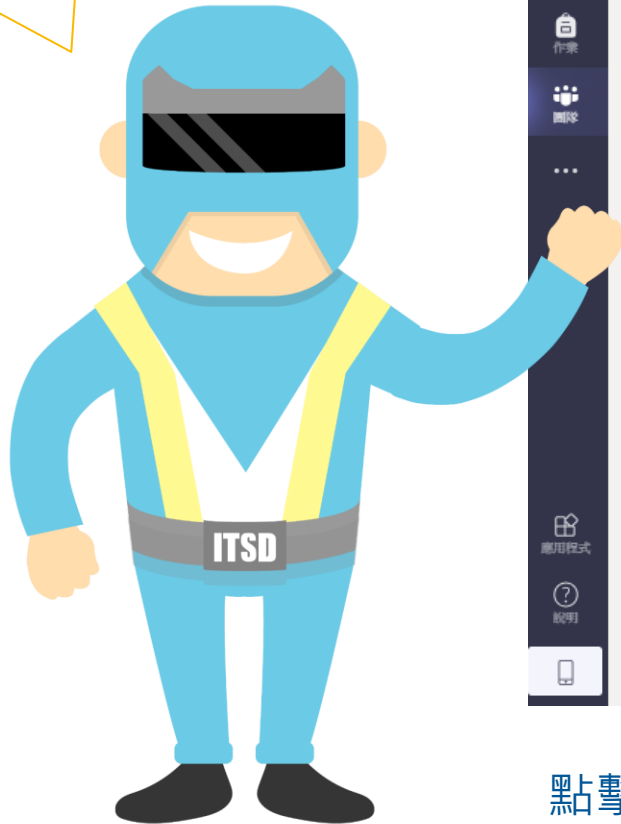


點擊 “貼文” 查看發佈訊息



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

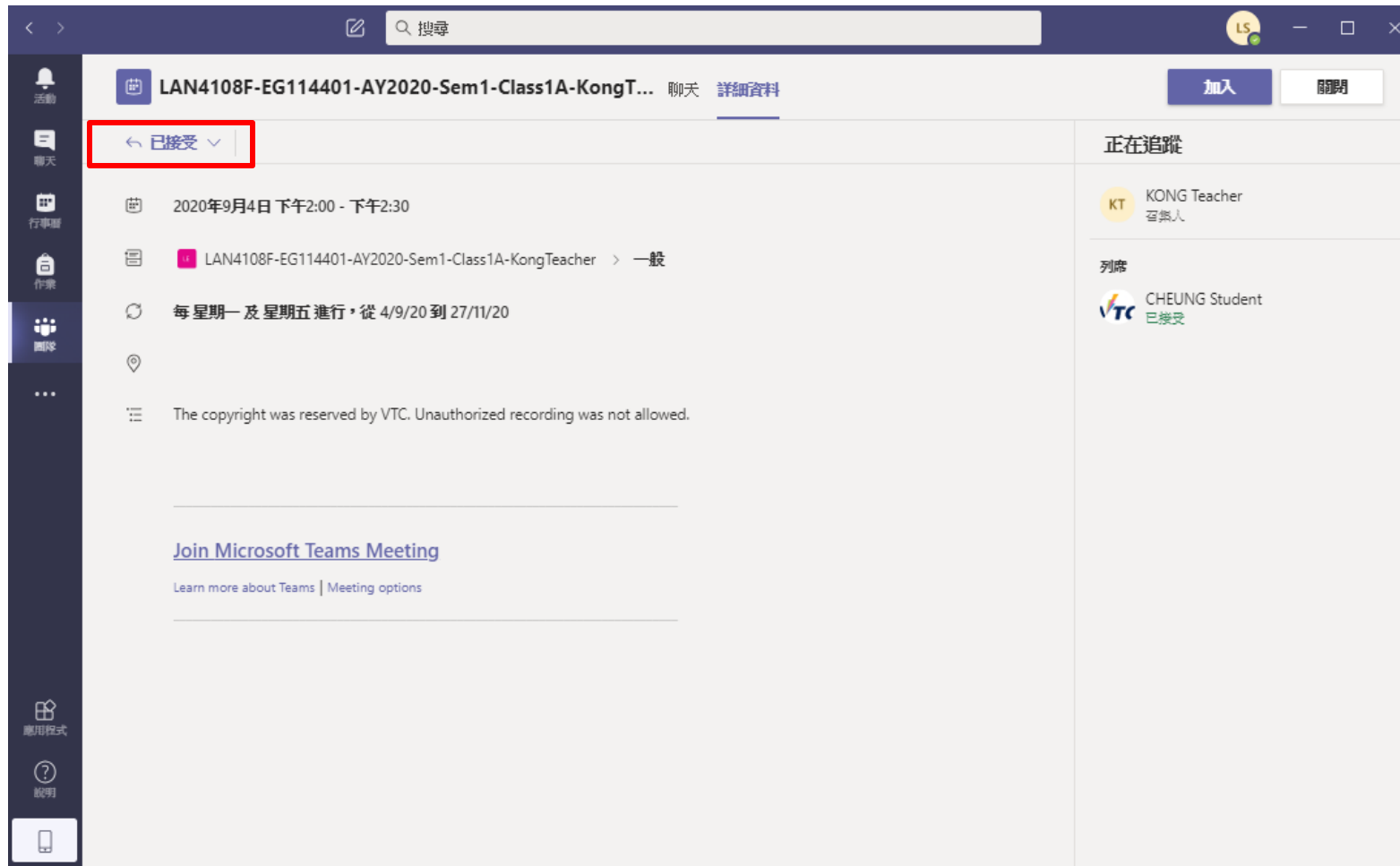


Screenshot of a Microsoft Teams meeting page for LAN4108F-EG114401-AY2020-Sem1-Class1A-KongT... The '新增至行事曆' (Add to calendar) button is highlighted with a red box. The page shows meeting details: 2020年9月4日 下午2:00 - 下午2:30, LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher > 一般, 每星期一及星期五進行, 從 4/9/20 到 27/11/20. A copyright notice from VTC is also visible.

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



The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a user profile icon labeled 'LS'. Below the search bar, the meeting title is 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongT...' with options for '聊天' (Chat) and '詳細資料' (Details). There are '加入' (Join) and '關閉' (Close) buttons. The main area is divided into two sections: '已接受' (Accepted) and '正在追蹤' (Following). The '已接受' section shows a meeting scheduled for '2020年9月4日 下午2:00 - 下午2:30' with the title 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher' and a category of '一般' (General). It also indicates the meeting is held '每星期一及星期五進行, 從 4/9/20 到 27/11/20'. A copyright notice is visible: 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' Below this, there is a link to 'Join Microsoft Teams Meeting' and a link to 'Learn more about Teams | Meeting options'. The '正在追蹤' section shows a list of participants: 'KONG Teacher' (召集人) and 'CHEUNG Student' (已接受).

然後, 行事曆會顯示 “已接受” 狀態



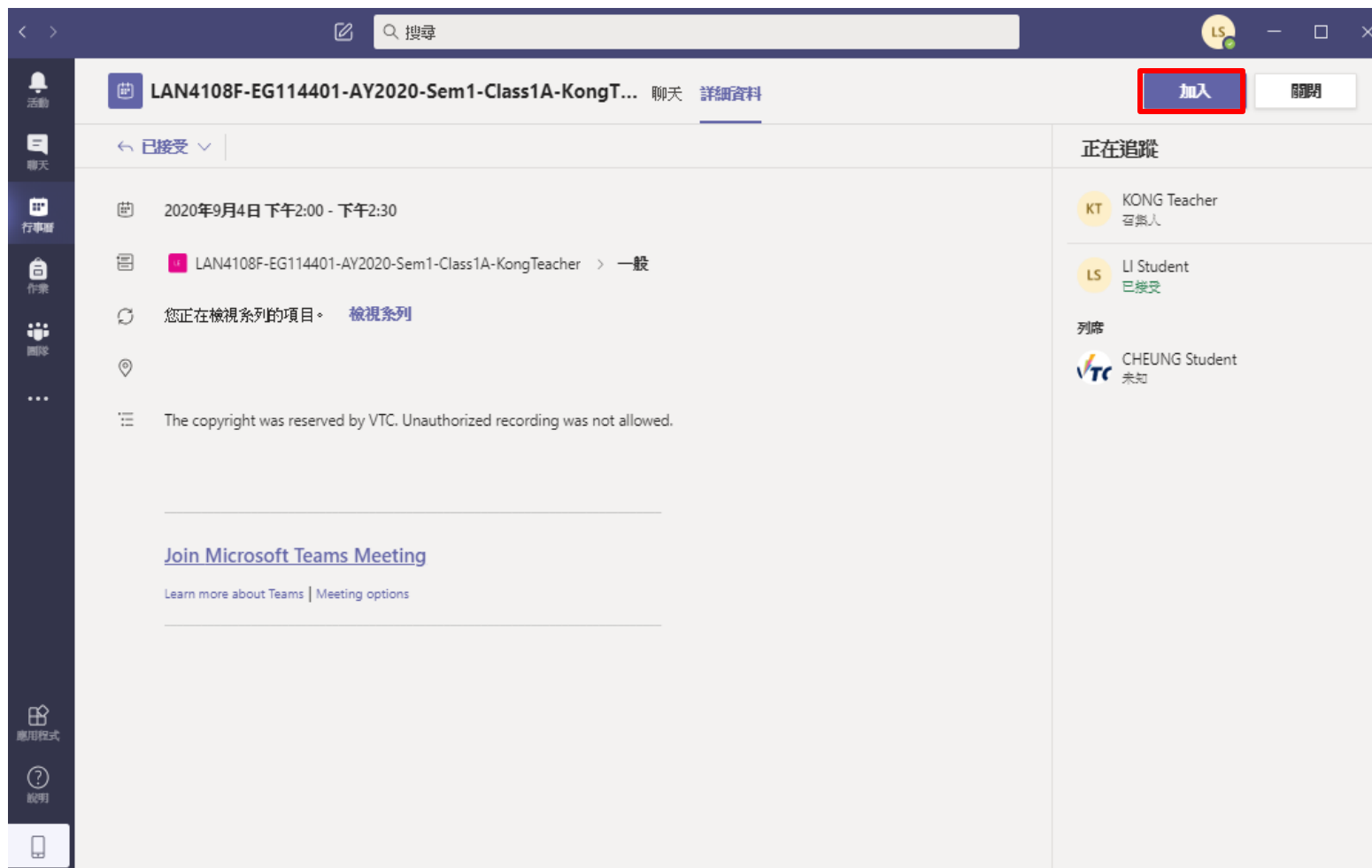
添加預定線上視像課堂到行事曆

The screenshot shows the Microsoft Teams calendar interface. The left sidebar contains a navigation menu with icons for '活動' (Activities), '聊天' (Chat), '行事曆' (Calendar), '作業' (Assignments), '團隊' (Teams), '應用程式' (Apps), and '說明' (Help). The '行事曆' icon is highlighted with a red box and labeled (1). The main calendar area displays a weekly view for August 31st to September 4th, 2020. A meeting titled 'MC41304-LAN1025-AY2021-Sem-Class1A' by 'CHAN Teacher' is scheduled for August 31st from 10:00 AM to 12:00 PM. A red box labeled (2) highlights a meeting titled 'LAN4108F-EG114401-AY2020-Sem1' by 'KONG Teacher' scheduled for September 4th from 02:00 PM to 03:00 PM. The interface includes a search bar at the top, a '立即開會' (Join Meeting) button, and a '+ 新增會議' (Add Meeting) button.

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



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



點擊 “加入” 按鈕



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>