

MICROSOFT

TEAMS

操作手冊

- 
- 下載 MICROSOFT TEAMS
 - TEAMS 使用 - 加入會議

TEAMS使用

下載Microsoft Teams

下載 MICROSOFT TEAMS

1. 請先至此網址下載 Teams，下載電腦版

<https://www.microsoft.com/zh-tw/microsoft-teams/download-app>

Microsoft | Teams 產品 解決方案 資源 價格 更多 Microsoft 365 資訊 下載 Teams 免費註冊

在 Microsoft Teams 中立即與家人和朋友通話、聊天和擬定計劃。深入了解 >

下載 Microsoft Teams

在 Teams 上隨時隨地與任何人聯繫和共同作業。

下載電腦版

下載行動裝置版

A tablet with a video call in progress on Teams.

Windows taskbar: 在這裡輸入文字來搜尋 | File Explorer | Chrome | Edge | Teams | Mail | OneDrive | Store | Photos | Word | Lync | PowerPoint | System tray: 上午 09:11 2021/5/18

下載 MICROSOFT TEAMS

2. 點選下載 Teams

在您的電腦下載工作用 Teams



下載 Teams

了解如何使用 Microsoft Teams



下載MICROSOFT TEAMS

3. 下載完成後，點選桌面的Teams

- 若是安裝在學校行政電腦會出現右圖畫面。
- 請點選**使用另一個帳戶或註冊**
- **家用電腦操作步驟相同**



歡迎使用 Microsoft Teams!

在一個應用程式中與您的同事共同作業，或與您的社交群組互相協調。

選擇您的帳戶

30214@office.cycu.edu.tw

使用另一個帳戶或註冊

下載MICROSOFT TEAMS

4. 請輸入帳號密碼

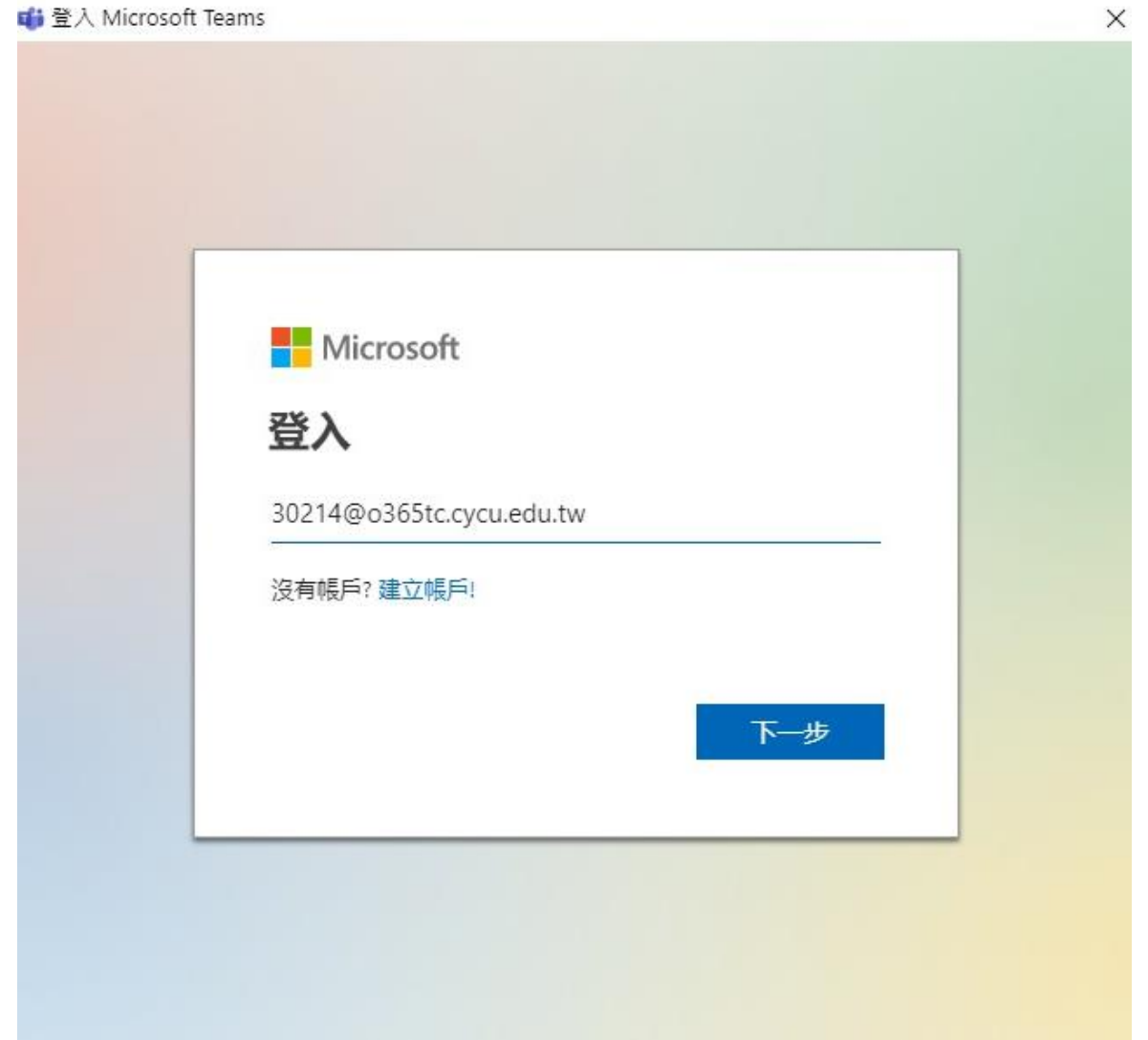
本校學生

學生學號@o365tc.cycu.edu.tw

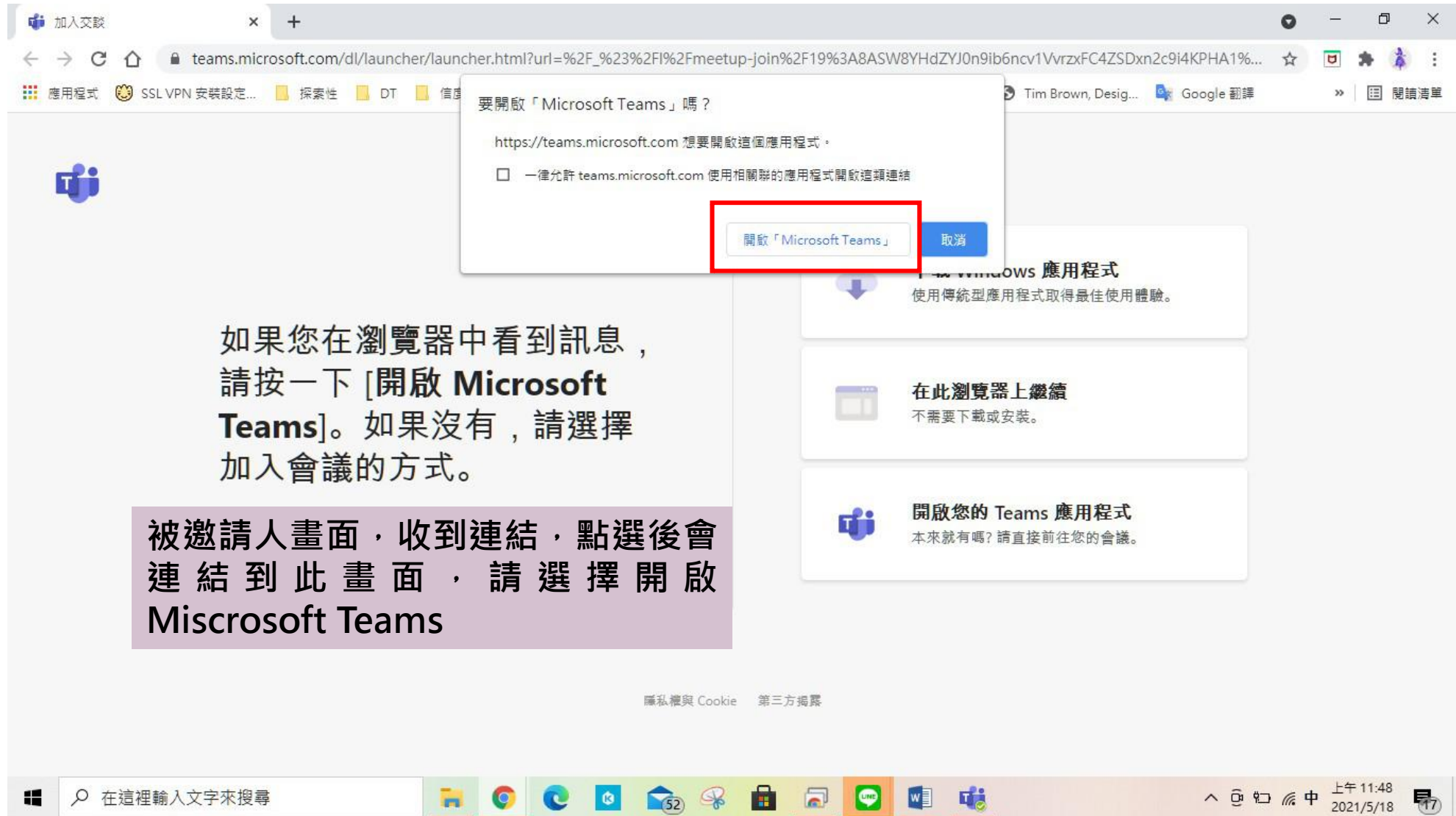
密碼是itouch登入的密碼

微軟Office365(含Teams)登入及說明

路徑：中原 e 點靈/資訊處/微軟
Office365(含Teams)登入及說明
<https://reurl.cc/vqj9Wj>



TEAMS使用-加入會議-會議連結



加入交談

teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3A8ASW8YHdZYJ0n9ib6ncv1VvrzxFC4ZSDxn2c9i4KPHA1%...

要開啟「Microsoft Teams」嗎？

https://teams.microsoft.com 想要開啟這個應用程式。

一律允許 teams.microsoft.com 使用相關聯的應用程式開啟這類連結

開啟「Microsoft Teams」 取消

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。

被邀請人畫面，收到連結，點選後會連結到此畫面，請選擇開啟 Microsoft Teams

隱私權與 Cookie 第三方揭露

在這裡輸入文字來搜尋

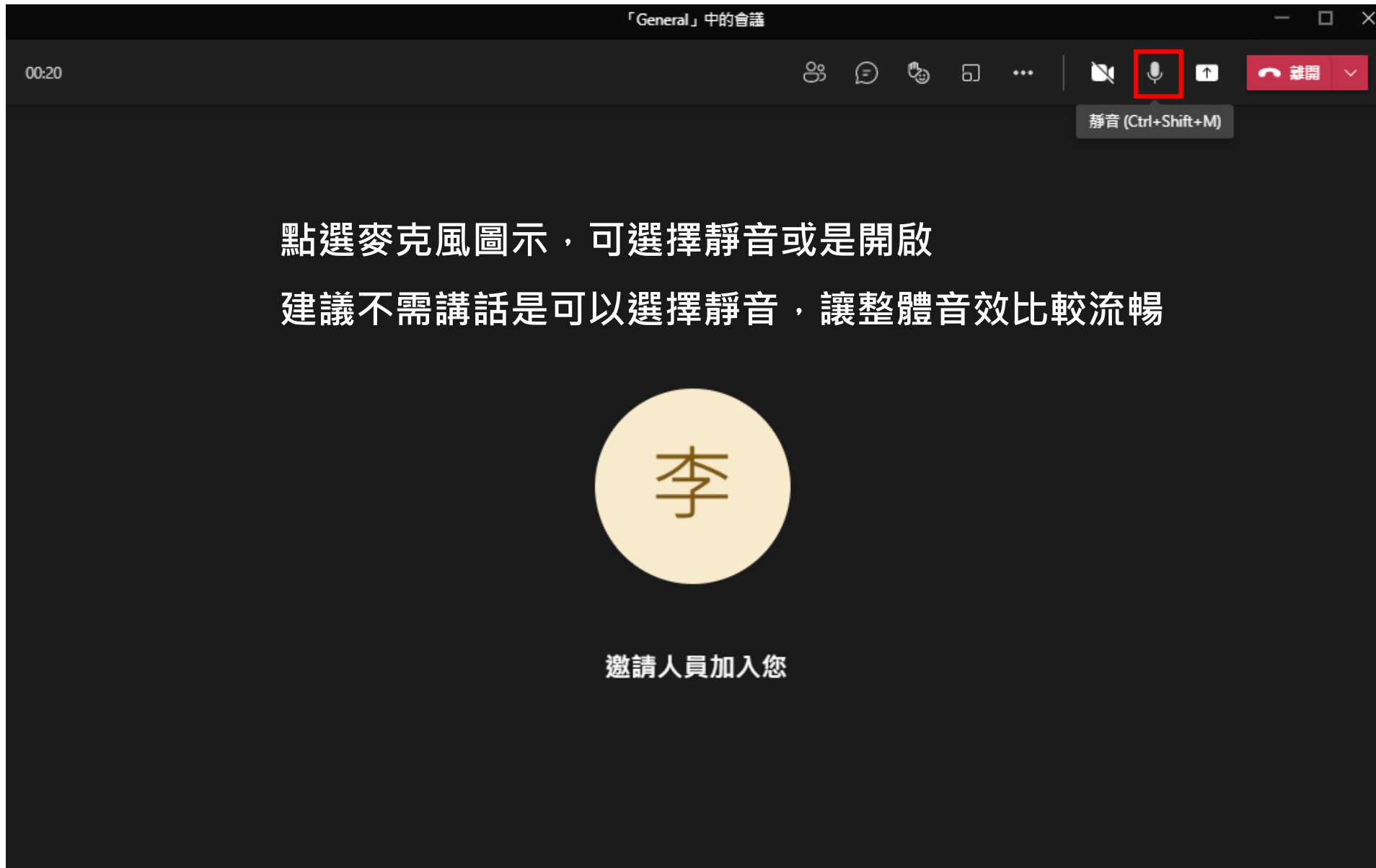
上午 11:48 2021/5/18

TEAMS使用-加入會議



被邀請人畫面，開啟後即可加入

TEAMS使用-加入會議-麥克風



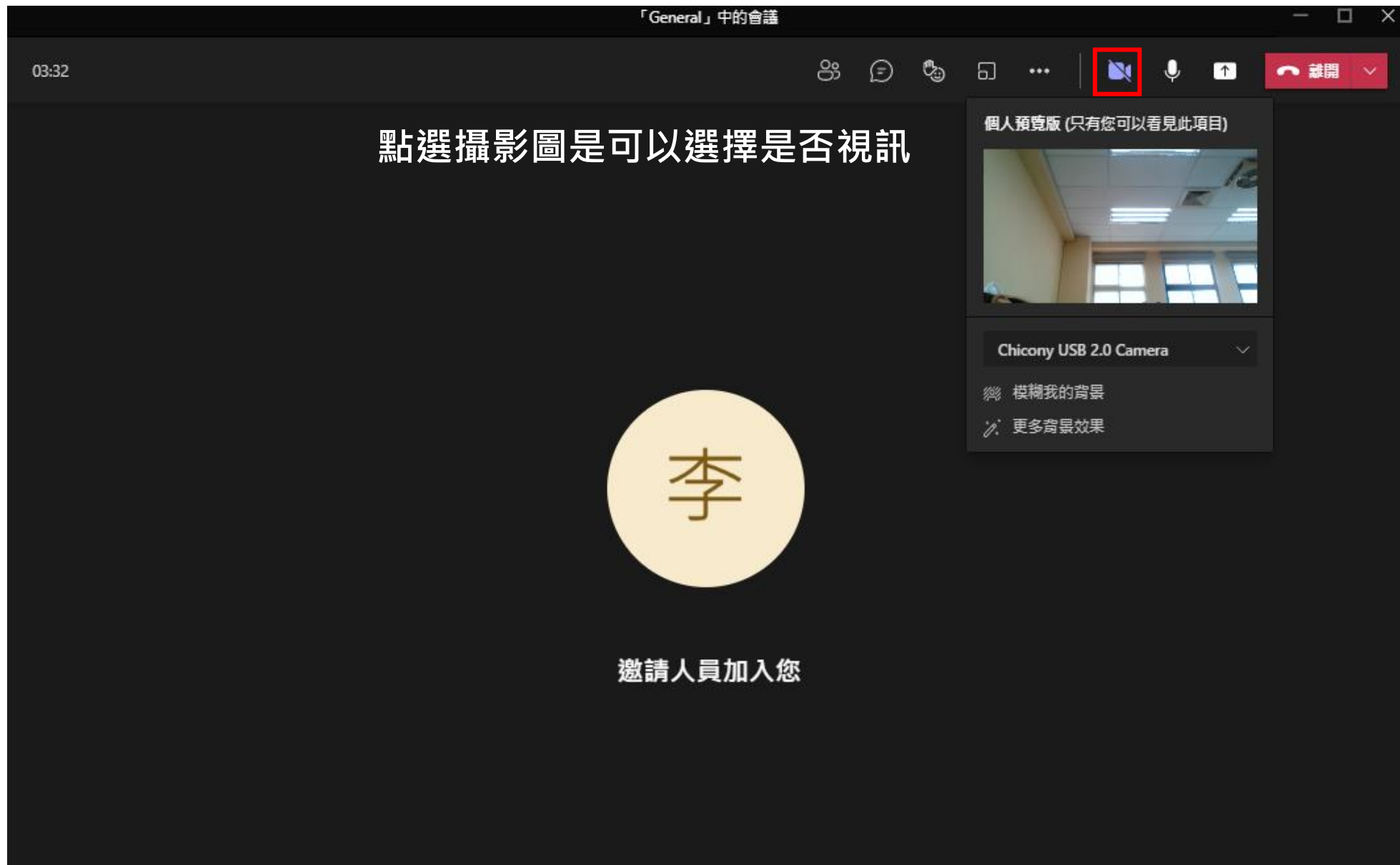
點選麥克風圖示，可選擇靜音或是開啟

建議不需講話是可以選擇靜音，讓整體音效比較流暢



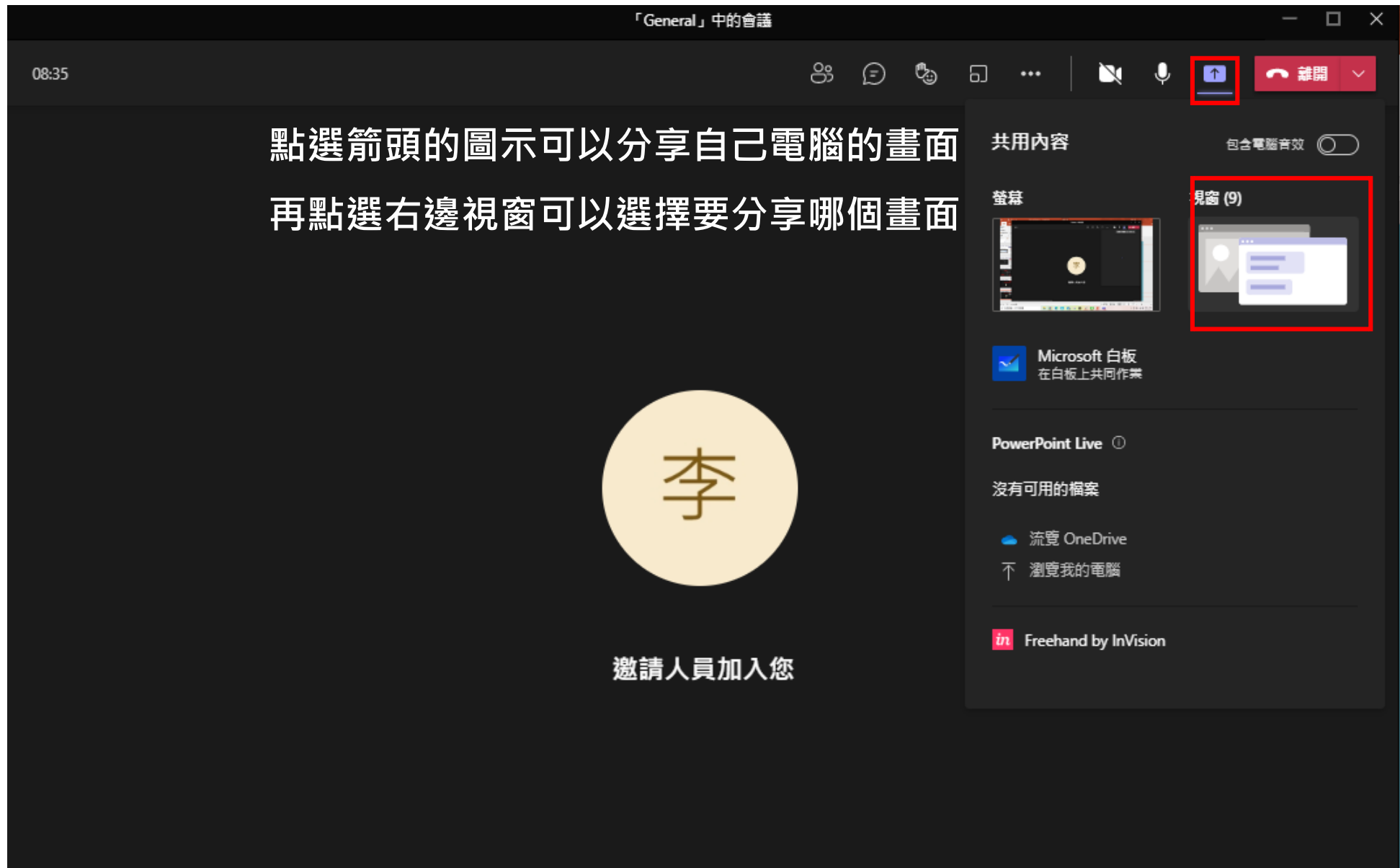
邀請人員加入您

TEAMS使用-加入會議-攝像頭



The screenshot shows the Microsoft Teams meeting interface. At the top, the window title is "「General」中的會議". The top bar includes a clock showing "03:32", icons for participants, chat, mute, and screen sharing, and a red "離開" (Leave) button. A red box highlights the camera icon in the top bar. The main area displays a large yellow circle with the Chinese character "李" (Li) and the text "邀請人員加入您" (Invite people to join you). A central text prompt reads "點選攝影圖是可以選擇是否視訊" (Clicking the camera icon allows you to choose whether to video). On the right, a "個人預覽版 (只有您可以看見此項目)" (Personal preview (only you can see this item)) panel shows a camera preview of a room and a dropdown menu for "Chicony USB 2.0 Camera". Below the camera preview are options for "模糊我的背景" (Blur my background) and "更多背景效果" (More background effects).

TEAMS使用-加入會議-共享畫面



The screenshot shows the Microsoft Teams interface during a meeting. At the top, the title bar reads "「General」中的會議". The time is 08:35. The top navigation bar includes icons for participants, chat, mute, video, and a red "離開" (Leave) button. A red box highlights the "Share" icon (a blue square with a white arrow pointing up) in the top bar. Below the navigation bar, the main area displays a large yellow circle with the Chinese character "李" (Li) and the text "邀請人員加入您" (Invite people to join you). To the right, the "共用內容" (Share content) sidebar is visible. It includes a "螢幕" (Screen) section with a red box around the "視窗 (9)" (Windows (9)) option, indicating the selection of a window to share. Other options in the sidebar include "Microsoft 白板" (Microsoft Whiteboard), "PowerPoint Live", and "Freehand by InVision".

08:35

「General」中的會議

離開

點選箭頭的圖示可以分享自己電腦的畫面
再點選右邊視窗可以選擇要分享哪個畫面

共用內容 包含電腦音效

螢幕 視窗 (9)

Microsoft 白板
在白板上共同作業

PowerPoint Live
沒有可用的檔案

瀏覽 OneDrive
瀏覽我的電腦

Freehand by InVision

李

邀請人員加入您

TEAMS使用-加入會議-共享畫面

The screenshot shows the Microsoft Teams interface during a meeting. The main window displays the name '李' (Li) and the text '邀請人員加入您' (Invite people to join you). A red box highlights the '視窗' (Windows) sharing menu on the right side of the screen. The menu lists several applications available for sharing:

- 「General」中的會議 | Micros...
- Microsoft teams - PowerPoint
- LINE
- 一般 (1999客服) | Microsoft Te...
- Chrome 遠端桌面
- Microsoft Teams 說明與學習 -...

The interface also shows the time '10:32' and various meeting controls at the top.

TEAMS使用-加入會議

13:38

「General」中的會議

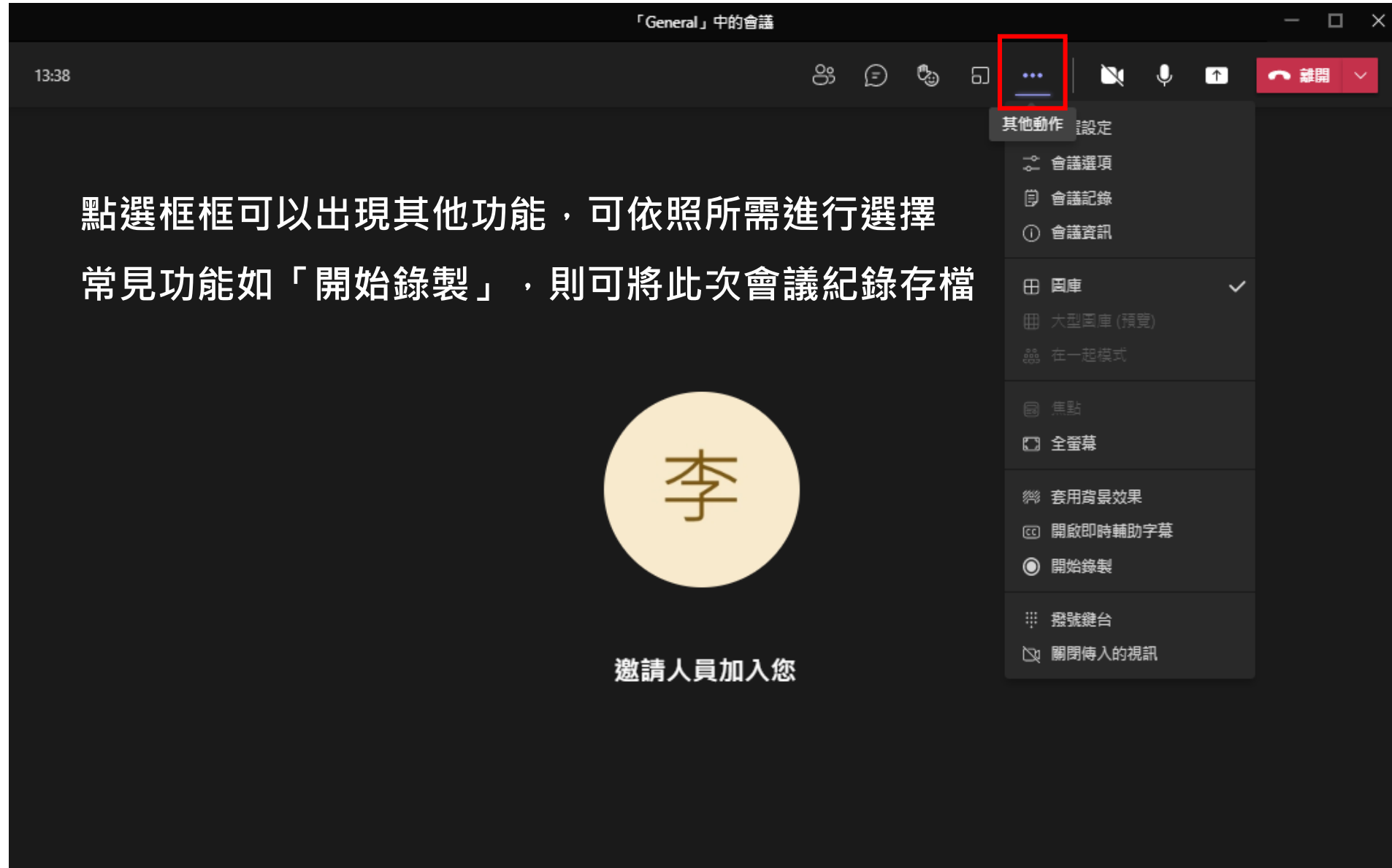
點選框框可以出現其他功能，可依照所需進行選擇
常見功能如「開始錄製」，則可將此次會議紀錄存檔

李

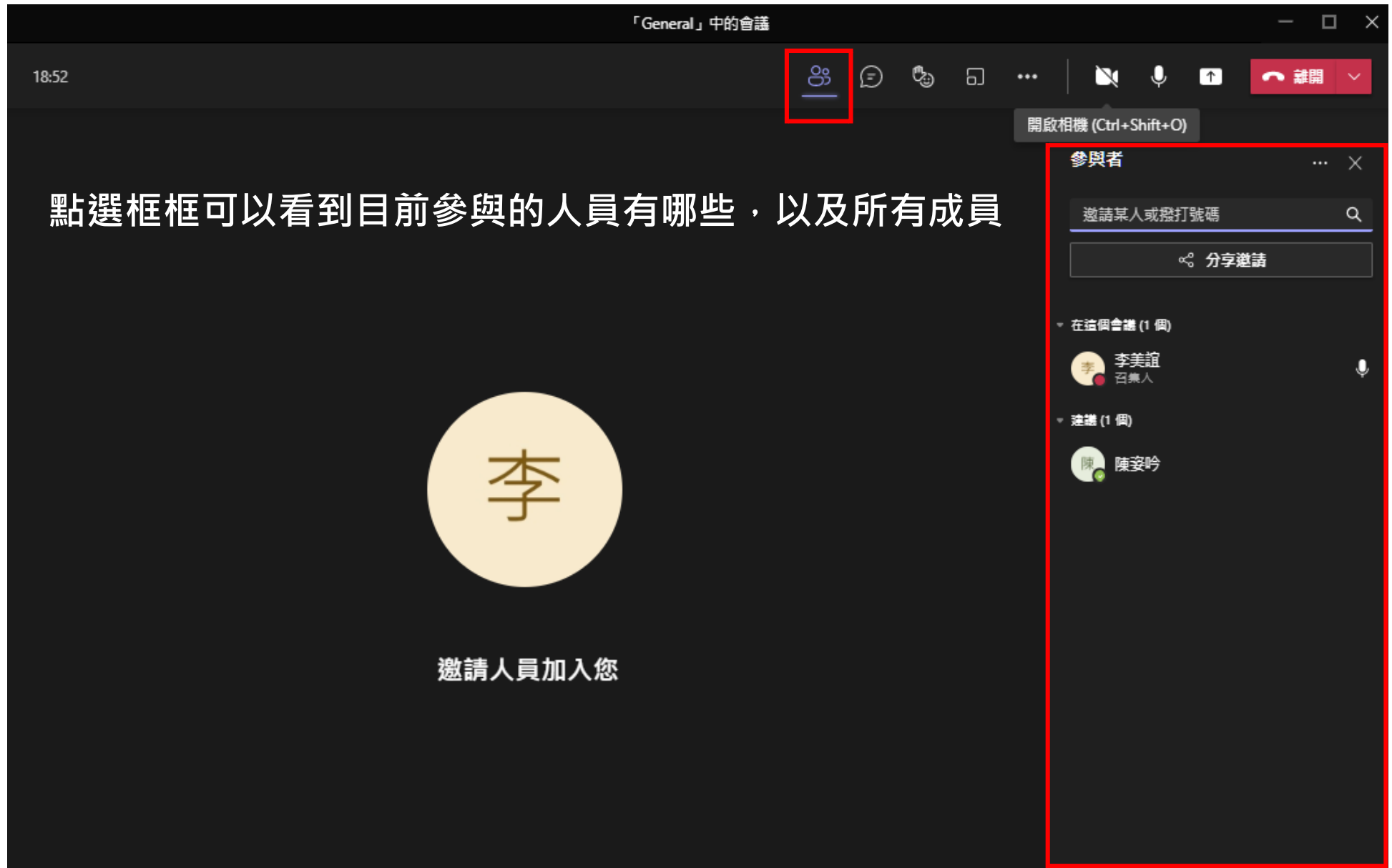
邀請人員加入您

其他動作 設定

- 會議選項
- 會議記錄
- 會議資訊
- 圖庫
- 大型圖庫 (預覽)
- 在一起模式
- 焦點
- 全螢幕
- 套用背景效果
- 開啟即時輔助字幕
- 開始錄製
- 撥號鍵台
- 關閉傳入的視訊

The image shows a screenshot of the Microsoft Teams meeting interface. At the top, the window title is "「General」中的會議" and the time is 13:38. The meeting toolbar includes icons for participants, chat, mute, video, and a red "離開" (Leave) button. A red box highlights the "More options" menu icon (three dots). A dropdown menu is open, listing various actions such as "會議選項", "會議記錄", "會議資訊", "圖庫", "大型圖庫 (預覽)", "在一起模式", "焦點", "全螢幕", "套用背景效果", "開啟即時輔助字幕", "開始錄製", "撥號鍵台", and "關閉傳入的視訊". In the center of the screen, a yellow circle contains the Chinese character "李" (Li), and below it, the text "邀請人員加入您" (Invite people to join you) is displayed.

TEAMS使用-加入會議-參與者顯示

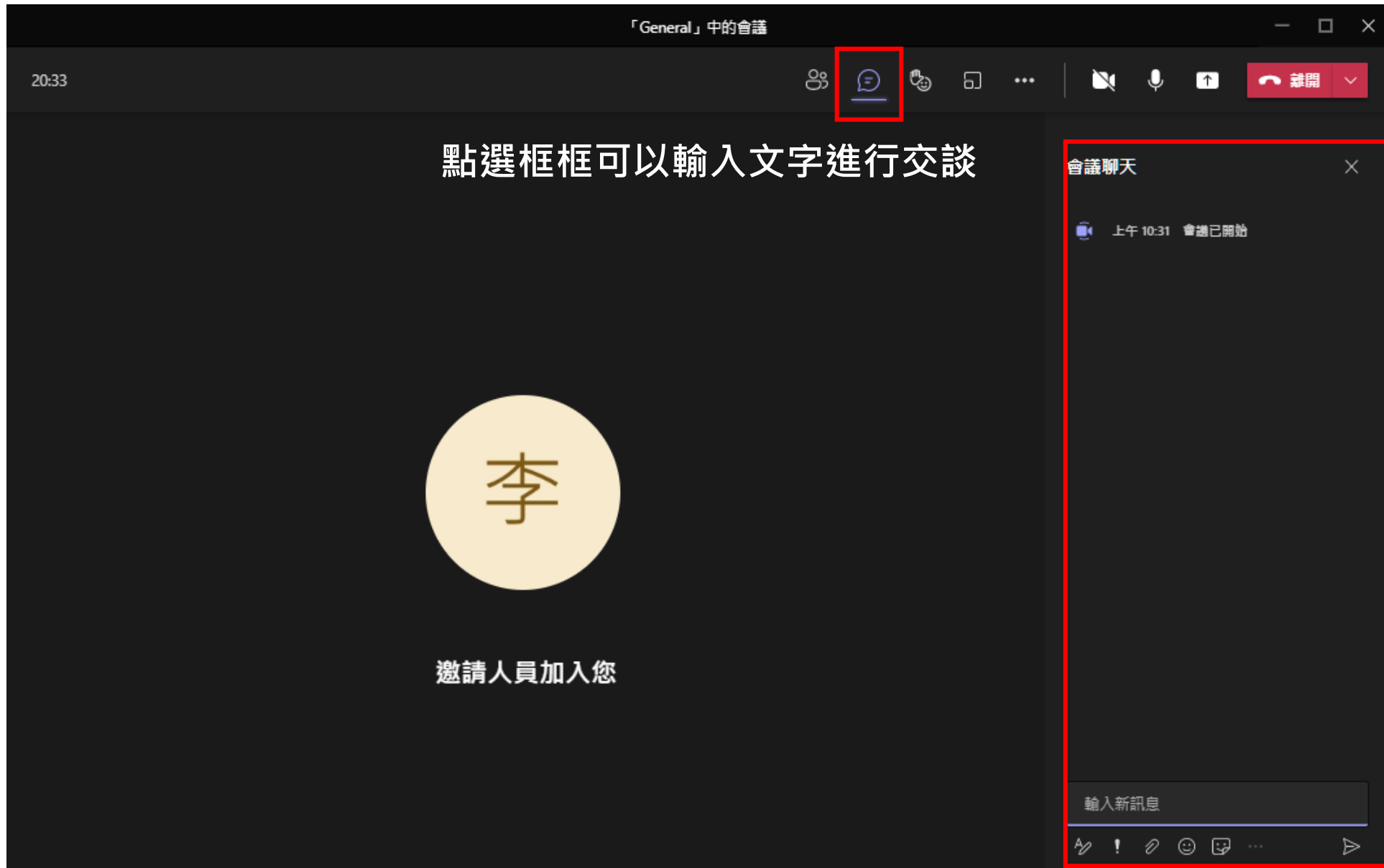


點選框框可以看到目前參與的人員有哪些，以及所有成員

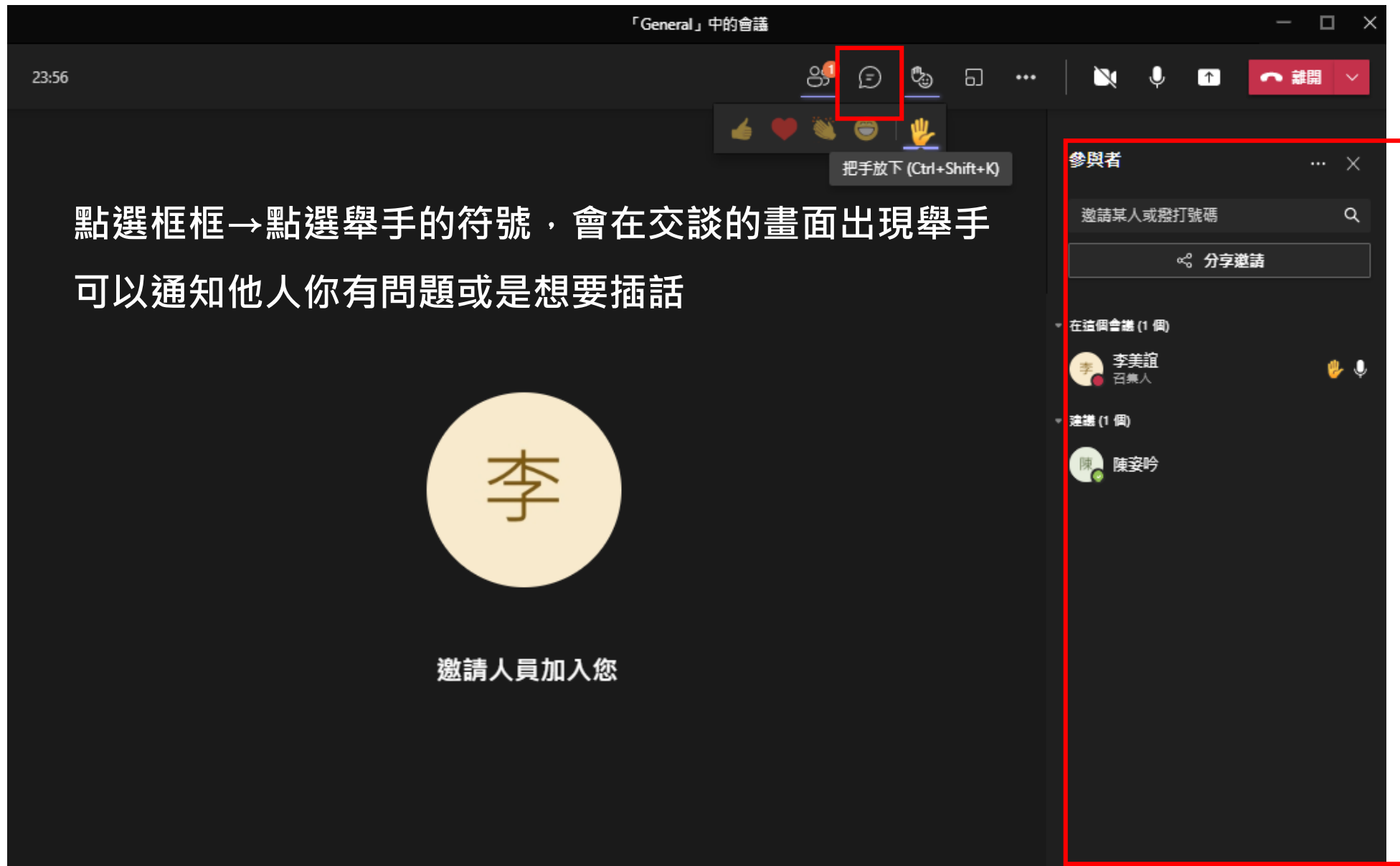


邀請人員加入您

TEAMS使用-加入會議-聊天室



TEAMS使用-加入會議-舉手功能



The screenshot shows a Microsoft Teams meeting window titled "「General」中的會議". The top bar includes a toolbar with icons for chat, video, microphone, and a red "離開" (Leave) button. A red box highlights the "raise hand" icon in the toolbar. Below the toolbar, a tooltip displays "把手放下 (Ctrl+Shift+K)". The main meeting area shows a large yellow circle with the character "李" (Li) and the text "邀請人員加入您" (Invite people to join you). On the right, a "參與者" (Participants) sidebar is highlighted with a red box, showing a search bar, a "分享邀請" (Share invite) button, and a list of participants: "李美誼" (Li Meiying) and "陳姿吟" (Chen Ziyin).

23:56

「General」中的會議

把手放下 (Ctrl+Shift+K)

點選框框→點選舉手的符號，會在交談的畫面出現舉手
可以通知他人你有問題或是想要插話

李

邀請人員加入您

參與者

邀請某人或撥打號碼

分享邀請

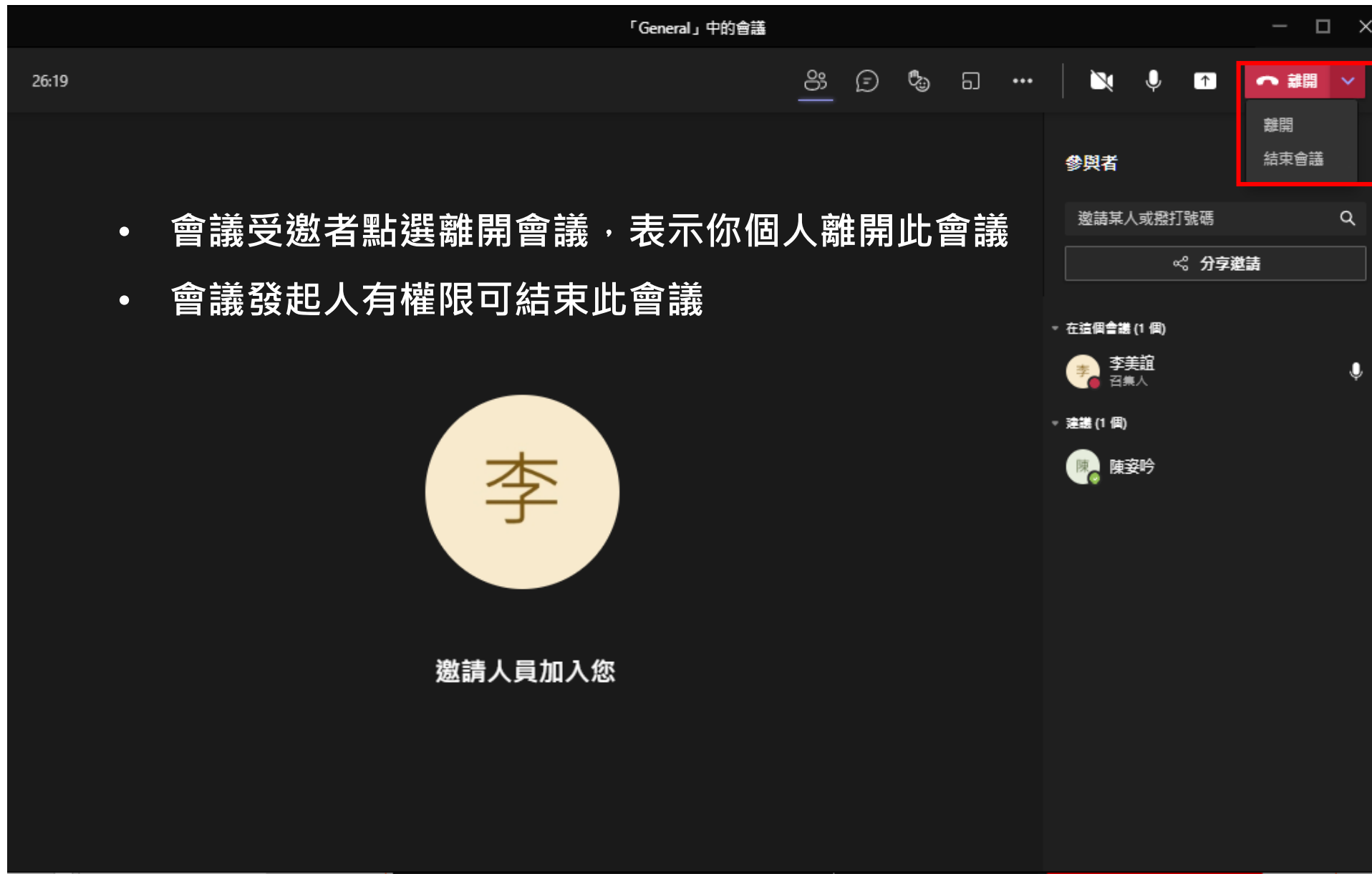
在這個會議 (1 個)

李 李美誼
召無人

連續 (1 個)

陳 陳姿吟

TEAMS使用-離開會議



The screenshot shows a Microsoft Teams meeting window titled 「General」中的會議. The top bar includes a clock showing 26:19 and several icons for participants, chat, screen sharing, and more options. On the right side of the top bar, there are icons for mute, video off, and a red button labeled 「離開」 (Leave) with a dropdown arrow. A red box highlights this button and its dropdown menu, which contains two options: 「離開」 (Leave) and 「結束會議」 (End Meeting). The main area of the meeting is dark with a large yellow circle containing the character 「李」 (Li) in the center. Below the circle, it says 「邀請人員加入您」 (Invite people to join you). On the right side, there is a sidebar with the title 「參與者」 (Participants). It includes a search bar for 「邀請某人或撥打號碼」 (Invite someone or dial a number) and a 「分享邀請」 (Share invite) button. Below that, it lists participants: 「在這個會議 (1 個)」 (In this meeting (1)) with 「李美誼 召集人」 (Li Meiying, Organizer) and 「遠端 (1 個)」 (Remote (1)) with 「陳安吟」 (Chen Anyin).

- 會議受邀者點選離開會議，表示你個人離開此會議
- 會議發起人有權限可結束此會議

1999 服務專線