

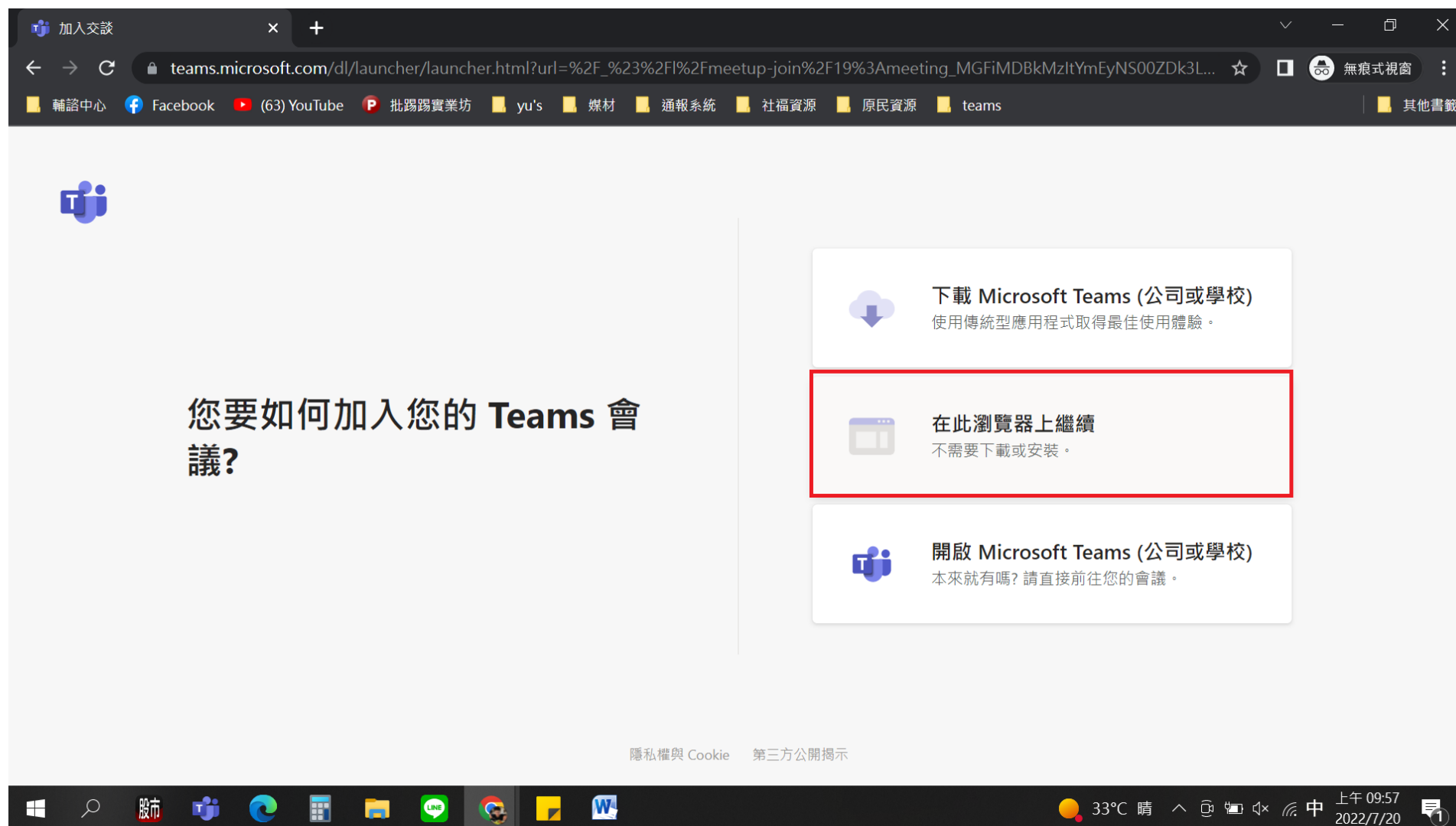
屏東縣高國中小學輔導人員18小時在職訓練進修研習視訊使用手冊

壹、最簡便方案→用桌機/筆電(不用下載程式)開啟「網頁版」

步驟1. 點選會議室網址，進入如下畫面，請點選「取消」

The screenshot shows a web browser window displaying the Microsoft Teams meeting join page. The address bar shows the URL: teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MGFIMDBkMzltYmEyNS00ZDk3L.... A security warning dialog box is overlaid on the page, asking: "要開啟「Microsoft Teams」嗎?" (Do you want to open Microsoft Teams?). The dialog box contains the text: "https://teams.microsoft.com 想要開啟這個應用程式。" (https://teams.microsoft.com wants to open this application.) and a checkbox: "一律允許 teams.microsoft.com 使用相關聯的應用程式開啟這類連結" (Always allow teams.microsoft.com to use related applications to open these links). The dialog box has two buttons: "開啟「Microsoft Teams」" (Open Microsoft Teams) and "取消" (Cancel). The "取消" button is highlighted with a red box. The background page shows the Microsoft Teams logo and the text: "您要如何加入您的 Teams 會議?" (How do you join your Teams meeting?). Below the main content, there are three options: "下載 Microsoft Teams (公司或學校)" (Download Microsoft Teams (company or school)), "在此瀏覽器上繼續" (Continue in this browser), and "開啟 Microsoft Teams (公司或學校)" (Open Microsoft Teams (company or school)). The Windows taskbar is visible at the bottom, showing the time as 上午 09:56 on 2022/7/20.

步驟2. 點選「在此瀏覽器上繼續」

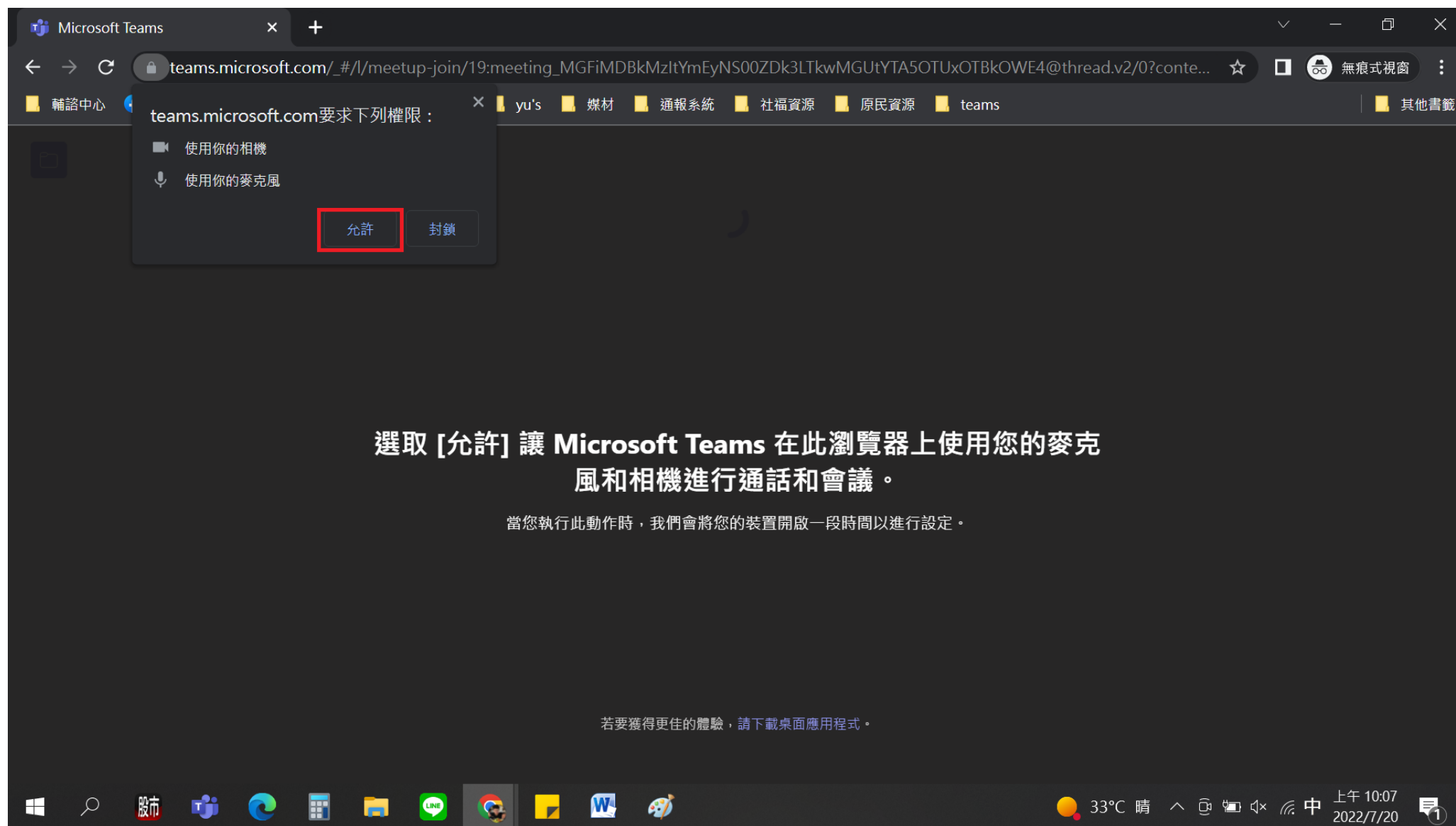


The screenshot shows a web browser window with the URL `teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MGFIMDBkMzltYmEyNS00ZDk3L...`. The page title is "加入交談" (Join Meeting). The main heading is "您要如何加入您的 Teams 會議?" (How do you want to join your Teams meeting?). Three options are presented in a list:

- 下載 Microsoft Teams (公司或學校)**
使用傳統型應用程式取得最佳使用體驗。
- 在此瀏覽器上繼續**
不需要下載或安裝。
- 開啟 Microsoft Teams (公司或學校)**
本來就有嗎? 請直接前往您的會議。

The second option, "在此瀏覽器上繼續", is highlighted with a red rectangular border. At the bottom of the page, there are links for "隱私權與 Cookie" and "第三方公開揭示". The Windows taskbar at the bottom shows the time as 上午 09:57 on 2022/7/20, with a temperature of 33°C and various system icons.

步驟3. 準備進入視訊畫面一點選允許



The screenshot shows a web browser window displaying a Microsoft Teams meeting page. A permissions dialog box is open, asking for access to the camera and microphone. The '允許' (Allow) button is highlighted with a red box. Below the dialog box, a large text prompt asks the user to select '允許' (Allow) to enable Microsoft Teams to use the microphone and camera for calls and meetings. A smaller text prompt below that states that the device will be open for a short time during the setup process. At the bottom of the page, there is a link to download the desktop application for a better experience. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system tray with the date and time (10:07 AM, 2022/7/20).

teams.microsoft.com要求下列權限：

- 使用你的相機
- 使用你的麥克風

允許 封鎖

選取 [允許] 讓 Microsoft Teams 在此瀏覽器上使用您的麥克風和相機進行通話和會議。

當您執行此動作時，我們會將您的裝置開啟一段時間以進行設定。

若要獲得最佳的體驗，請下載桌面應用程式。

33°C 晴 上午 10:07 2022/7/20

步驟4. 請務必填寫【姓名(所屬學校)】後，點選「立即加入」

針對下列項目選擇您的音訊及視訊設定:

會議



聶小倩(青春國小)

立即加入



Realtek(R) Audio

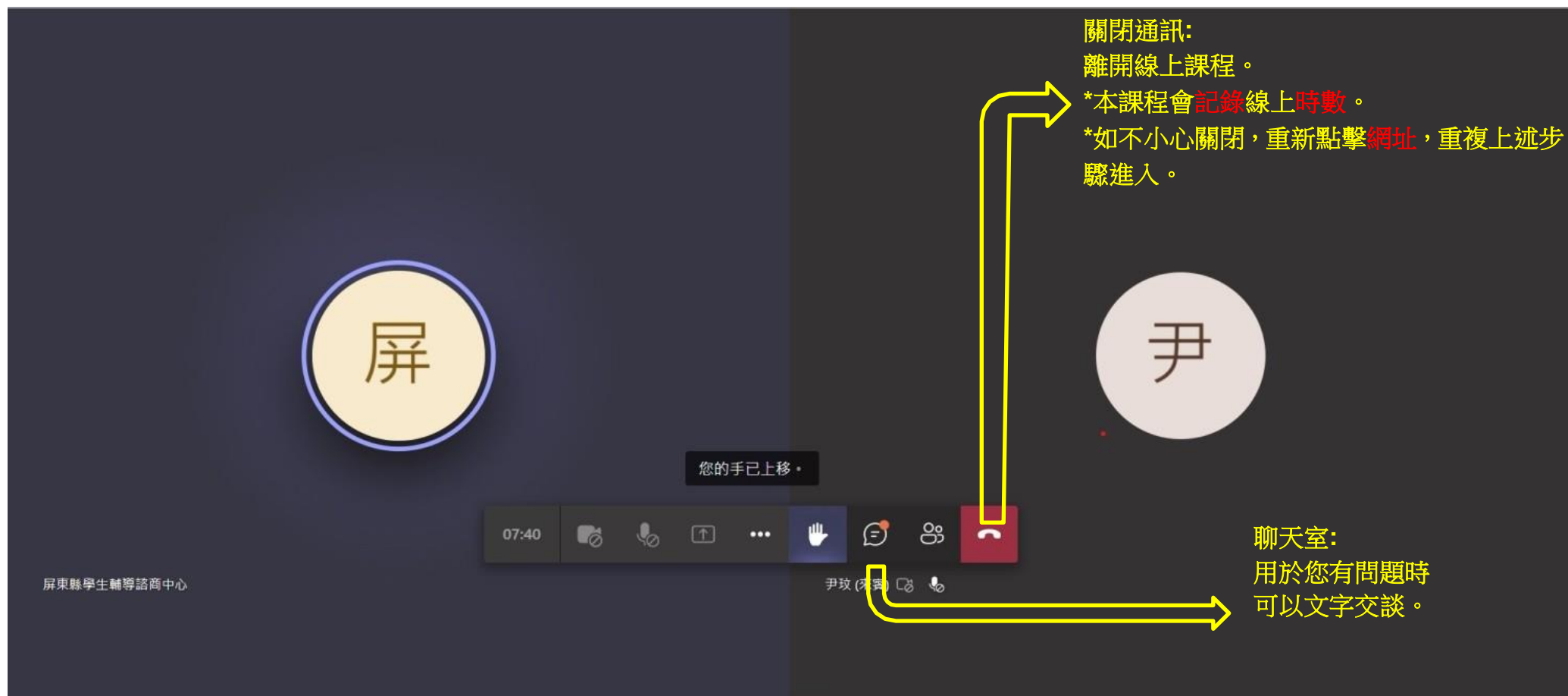
貳、 使用桌機/筆電開啟 Teams 程式並進入會議室

步驟1. 點選會議室網址後，進入如下畫面，請點選「開啟 Microsoft Teams」

步驟2. 請點選「開啟您的 Teams 應用程式」

The screenshot shows a web browser window with the URL `teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NGE0Y2M5OWYtMzhIYS00...`. A dialog box is open, asking "要開啟「Microsoft Teams」嗎?" (Do you want to open Microsoft Teams?). It includes a checkbox for "一律允許 teams.microsoft.com 使用相關聯的應用程式開啟這類連結" (Always allow teams.microsoft.com to use related apps to open these links) and two buttons: "開啟「Microsoft Teams」" (Open Microsoft Teams) and "取消" (Cancel). The "Open Microsoft Teams" button is circled in red. Below the dialog, the main page displays the heading "您要如何加入您的 Teams 會議?" (How do you want to join your Teams meeting?). There are three options: "應用程式" (App) with the subtext "使用傳統型應用程式取得最佳使用體驗。" (Use traditional apps for the best experience.); "在此瀏覽器上繼續" (Continue in this browser) with the subtext "不需要下載或安裝。" (No download or installation needed.); and "開啟您的 Teams 應用程式" (Open your Teams app) with the subtext "本來就有嗎? 請直接前往您的會議。" (Already have it? Go directly to your meeting.). The "Open your Teams app" option is also circled in red. At the bottom, there are links for "隱私權與 Cookie" (Privacy and Cookies) and "第三方揭露" (Third-party disclosures).

步驟3. 網路會議室後的相關功能圖示如下



參、 用手機/平板(需下載APP)，若無法進入請重新掃描QR CODE，再以APP進入會議室畫面(較易有突發狀況)

掃描會議室QR code → 使用APP開啟網頁 → 使用來賓身分加入 → 輸入【姓名(學校)】

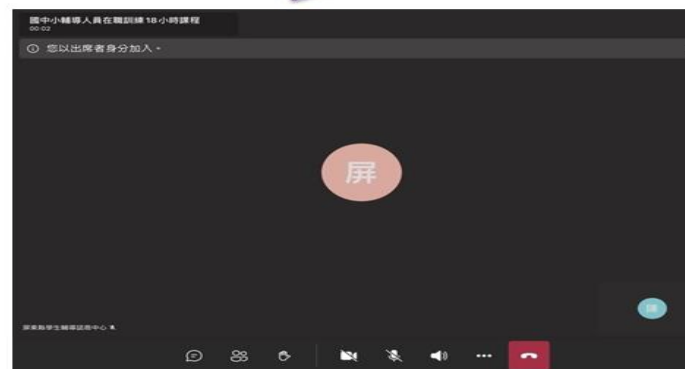
(務必確認為最新版本)



步驟5
來到此畫面，
表示您即將進入研習會場



步驟6
恭喜您!已成功加入
會場



在您下載、登入Teams帳戶之後，可能有另一種的畫面

