

Microsoft Teams

操作手冊學生手機版



報告議題

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所需設備

- 筆記型電腦(有攝影機)、桌上型電腦+網路攝影機、手機或平板。



軟體

- 下載創課系統APP及Teams APP



登入創課系統

- 開啟創課(Tronclass)APP，並登入系統。



The screenshot shows the TronClass app interface. At the top, there is a status bar with signal strength, 4G+, 100% battery, and the time 11:47. Below the status bar is a help icon (question mark in a square). The main header features the TronClass logo and the text "TronClass" followed by "當前版本:1.25.5". The login form consists of four rows, each with a label on the left and a text input field on the right: "區域" (Region) with "台灣" (Taiwan) entered; "學校/機構" (School/Institution) with "弘光科技大學" (Hungkuang University) entered; "帳號" (Account) with "帳號" (Account) entered; and "密碼" (Password) with "請填寫密碼" (Please enter password) entered. Below the form is a large teal button labeled "登入" (Login). At the bottom, there is a link that says "我不屬於任何學校/機構 >" (I don't belong to any school/institution >).

選取上課之課程

- 點選上遠距教學之課程。



選取章節

- 進入後，點選「**章節**」。



點選Teams會議課程

- 點選「Teams會議」課程。



參與Microsoft Teams

- 進入課程後，點選下方「參與Microsoft Teams」選項。



登入Microsoft Teams

- 系統自行帶出Microsoft Teams畫面，選擇「登入並加入」。



登入Microsoft Teams

- 登入帳號，帳號為校務系統(單一登入)@uspace.hk.edu.tw。



登入Microsoft Teams

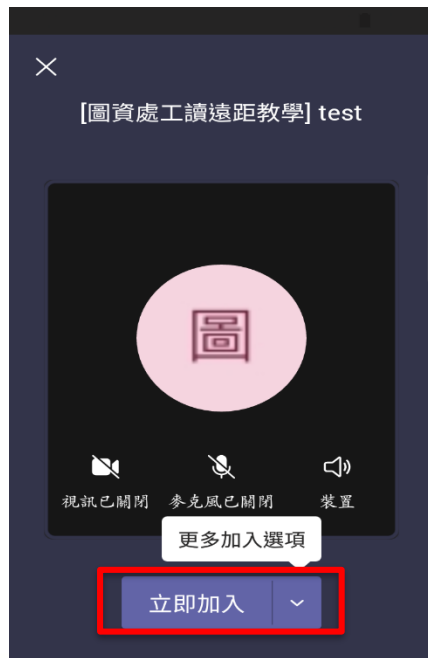
- 密碼為校務系統(單一登入)之密碼。



The screenshot shows the Microsoft Teams mobile app interface. At the top, the status bar displays signal strength, Wi-Fi, 4G+, 100% battery, and 12:01. Below the status bar, the app title "Teams" is visible. The main content area features the Hungkuang University logo and name in Chinese and English. Below the logo, the email address "alan@uspace.hk.edu.tw" is displayed with a back arrow. The primary action is "輸入密碼" (Enter Password), followed by a password input field labeled "密碼". There are links for "忘記密碼" (Forgot Password) and "使用其他帳戶登入" (Sign in with another account). A blue "登入" (Sign In) button is positioned at the bottom right. At the very bottom, there are links for "使用規定" (Terms of Use), "隱私權與 Cookie" (Privacy and Cookies), and a three-dot menu icon.

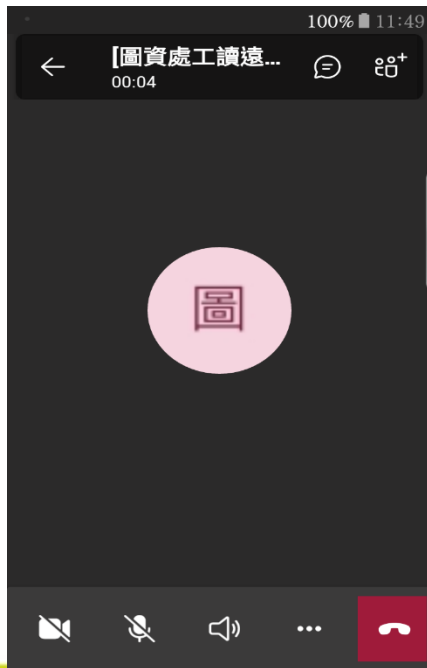
進入Microsoft Teams會議

- 登入後，點選「立即加入」要上課的課程。



進入Microsoft Teams會議

- 進入Teams課程中，即可看到老師分享之課程內容。



簡報完畢

