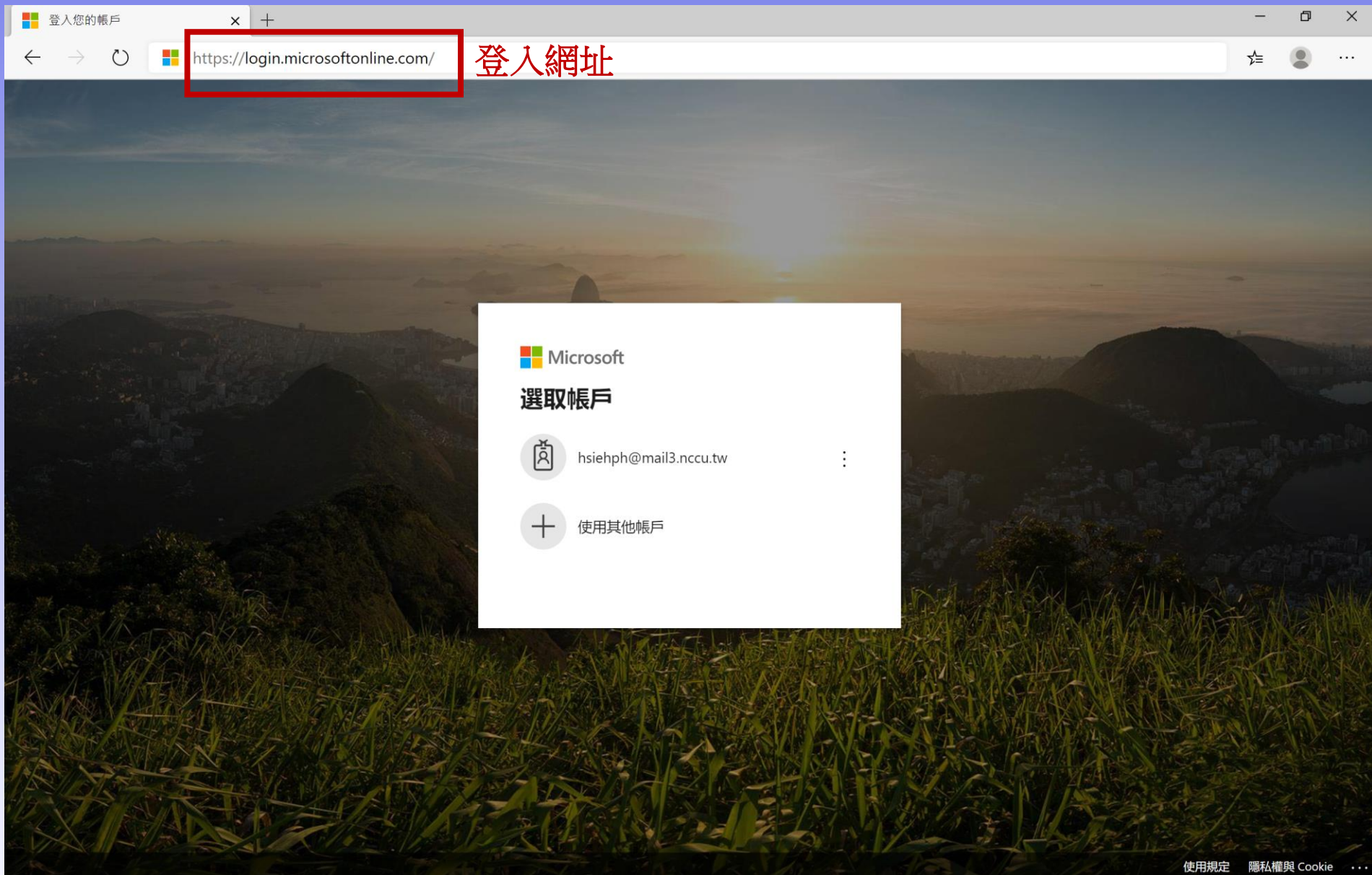




Microsoft Team

先確認自己的Office365帳號已經開通了~
登入inccu / 點選右上角的[個人設定] / 在進階設定中啟用
<http://learning.nccu.edu.tw/zh-hant/node/1772>
https://i.nccu.edu.tw/doc/manual_mail3_index.html
帳號開通後即可登入 <https://login.microsoftonline.com/>



Office 365 搜尋

午安

安裝 Office

最近 已釘選 與我共用 探索

上傳並開啟...

沒有最近的線上 Office 文件

與其他人共用及共同作業。若要開始，請建立新的文件或拖曳文件到這裡以上傳並開啟。

上傳並開啟... 新增

1. 先了解這個頁面的所有按鈕與連結，想想自己的課堂有無需要 (左上、中間、右下、右上、左下)

2. 接著，點選進入

OneDrive

最近的資料夾

沒有最近的資料夾

移至 OneDrive · 我們會將您最近開啟的資料夾清單放在這裡。

移至 OneDrive →

意見反應

The image shows the Office 365 home page. At the top left, there's a home icon and a search bar. Below the home icon is a vertical sidebar with icons for Word, Excel, PowerPoint, Outlook, OneDrive, and Teams. The Teams icon is highlighted with a red box. The main content area has a greeting '午安', a navigation bar with '最近', '已釘選', '與我共用', and '探索', and a central message about online Office files. There are buttons for '上傳並開啟...' and '新增'. At the bottom, there's a message about OneDrive folders and a '移至 OneDrive' link. A '意見反應' button is in the bottom right corner.



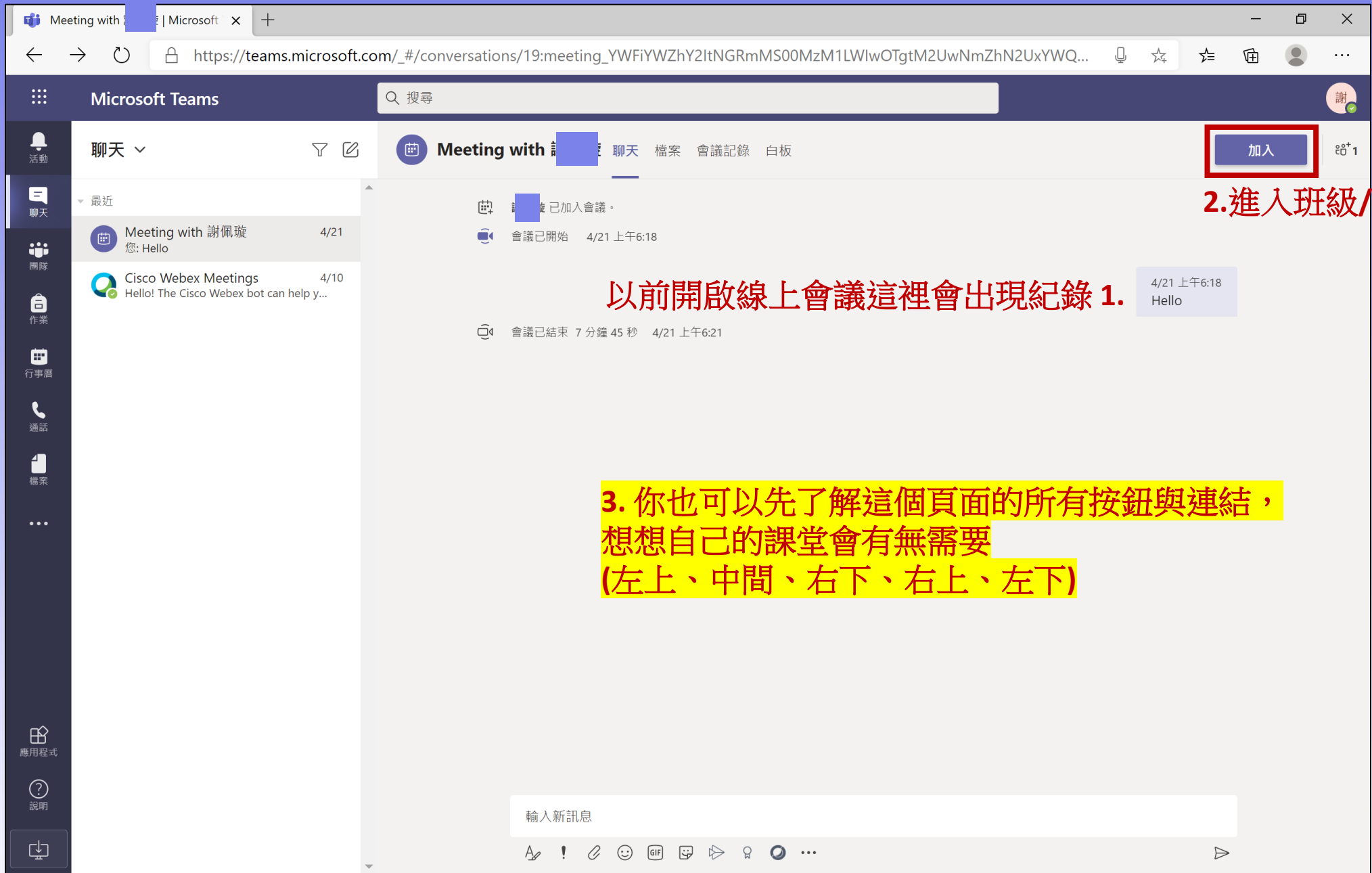
1. 剛進入你在這裡!

2. 若要開始上課，就要到這裡~

3. 不要開始上課，就到這裡~ 再到投影片no.9 注意! 團隊 = 班級/課程

4. 你也可以先了解這個頁面的所有按鈕與連結，想想自己的課堂會有無需要 (左上、中間、右下、右上、左下)

開始上課



開始上課

The screenshot shows the Microsoft Teams pre-join call interface. The browser address bar displays the URL: https://teams.microsoft.com/_#/pre-join-calling/19:meeting_YWFiYWZhY2ltNGRmMS00MzM1LWlwOTgtM2UwNmZhN2UxYW...

The main content area displays the meeting title "Meeting with 謝" and a central icon of a computer monitor. Below the icon are three controls: a muted microphone icon, a muted speaker icon, and a gear icon labeled "裝置" (Devices). The "裝置" icon is highlighted with a red box and labeled "2.". The "立即加入" (Join Now) button is also highlighted with a red box and labeled "1.". A "關閉" (Close) button is located in the top right corner of the main area.

On the right side, a "裝置設定" (Device Settings) panel is open, showing the following settings:

- 喇叭 (Speakers): Speakers (Realtek High Definition Au...)
- 麥克風 (Microphone): Microphone Array (Realtek High Defi...)
- 攝影機 (Camera): Microsoft Camera Front

Below the device settings panel, the text "3. 慎選" (3. Choose carefully) is displayed.

At the bottom of the screen, there are three buttons under the heading "其他加入選項" (Other Join Options): "音訊關閉" (Turn off audio), "電話音訊" (Call audio), and "新增會議室" (Add meeting room).

開始上課

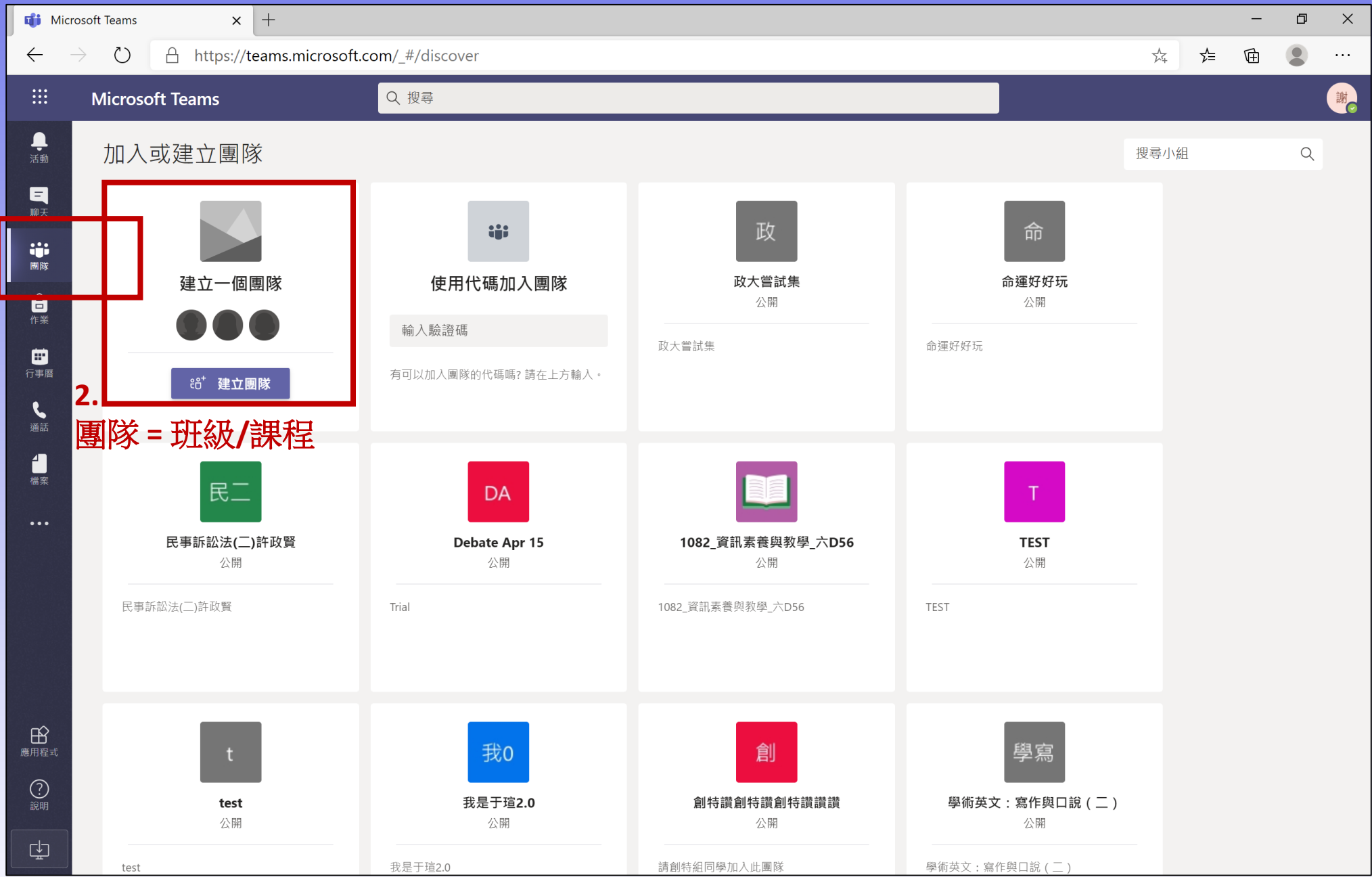
The screenshot shows the Microsoft Teams interface during a meeting. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a meeting with a large circular placeholder for a video feed. A context menu is open over the video placeholder, listing options such as '顯示裝置設定', '顯示會議記錄', '資訊窗格已被原則停用', '進入全螢幕', '鍵盤', '開始錄製', '結束會議', and '關閉傳入的視訊'. The '開始錄製' option is highlighted with a red box and labeled '2. 注意!'. Below the video placeholder is a meeting control bar with icons for mute, video, screen share, a three-dot menu, chat, gallery view, and end call. The three-dot menu icon is highlighted with a red box and labeled '1. 其他動作'. A red arrow points from this menu icon to the chat window on the right. The chat window, titled '會議聊天', shows a message: '謝佩璇 已加入會議。' At the bottom of the chat window, the text input field '輸入新訊息' is highlighted with a red oval.

開始上課

The screenshot shows the Microsoft Teams interface during a meeting. The top navigation bar includes the Microsoft Teams logo, a search bar, and user profile information. The left sidebar contains navigation options: 活動 (Activity), 聊天 (Chat), 團隊 (Teams), 作業 (Assignments), 行事曆 (Calendar), 通話 (Calls), 檔案 (Files), and 應用程式 (Apps). The main area displays a large circular placeholder with the text "邀請人員加入您" (Invite people to join you). The bottom toolbar contains icons for 00:17, video, microphone, screen sharing, a three-dot menu, hand raise, chat, a red circle around the "人員" (People) icon, and a red call icon. The "人員" list is open on the right, showing a list of participants. The "下載出席清單" (Download Attendee List) option is highlighted with a red circle and labeled "Excel". A red arrow points from the "人員" icon in the bottom toolbar to the "Download Attendee List" option.

1. 剛進入
你在這裡!

2. 團隊 = 班級/課程



Microsoft Teams

https://teams.microsoft.com/_#/discover

Microsoft Teams

搜尋或輸入命令

加入或建立團隊

搜尋小組

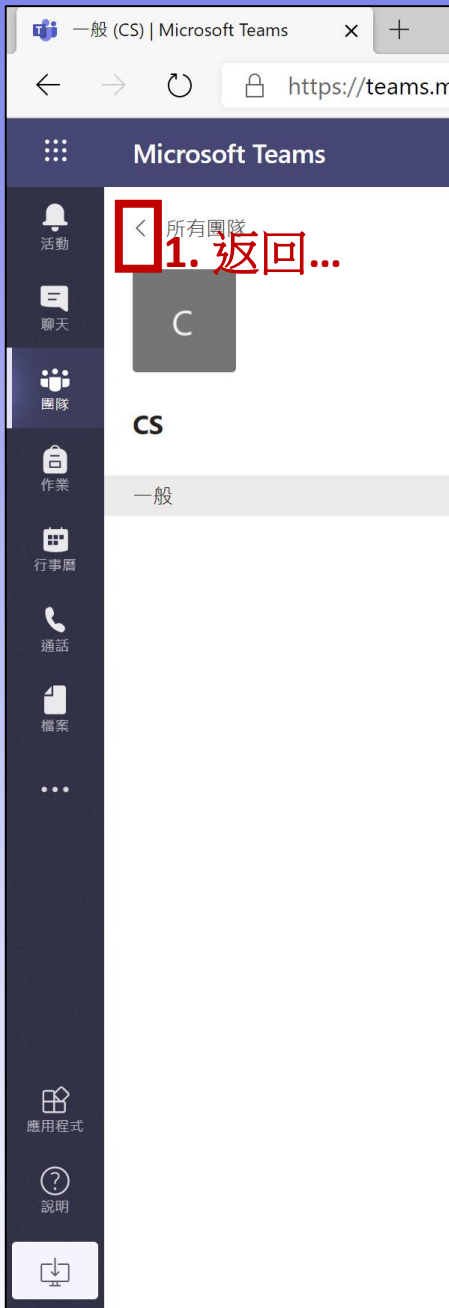
選取團隊類型

- 班級**
討論區、群組專案、作業
- 專業學習社群 (PLC)
授課者工作群組
- 教職員
學校管理與開發
- 其他
社團、研究群組、課後活動

取消

依據課程屬性，選擇「班級」較合適。
若要建立其他團隊，依據團隊屬性，選擇右方其他三個。

政大教務處教學發展中心
NCCU 勞社法
政大嘗試集
108-2 政大財經法綜合研習



Microsoft Teams

https://teams.microsoft.com/_#/discover

Microsoft Teams 搜尋或輸入命令

加入或建立團隊 搜尋小組

建立一個團隊

把大家聚在一起並開始工作!

深度咖啡測試團 公開

深度咖啡測試團

政大教務處教學發展中心 公開

NCCU 勞社法 公開

政大嘗試集 公開

108-2 政大財經法綜合研習 公開

建立您的團隊

老師是課程團隊的擁有者，而學生是參與成員。每個課程團隊都可讓您建立作業及測驗、記錄學生意見反應，以及提供學生在課程筆記本中記筆記的私人空間。

名稱

CS 1. 課程名稱 (請自行打字)

說明 (選填)

取消 2. 下一步

Microsoft Teams

https://teams.microsoft.com/_#/discover

Microsoft Teams

搜尋或輸入命令

加入或建立團隊

搜尋小組

新增人員至「CS」

學生 老師

搜尋學生

新增

開始輸入名稱來選擇學校內的群組、通訊群組清單或個人。

1. 請自行搜尋學生學號或老師以建立團隊

2. 之前若已完成新增人員可直接略過此步驟

略過

建立一個團隊

把大家聚在一起並開始工作!

深度咖啡測試團
公開

深度咖啡測試團

政大教務處教學發展中心
公開

NCCU 勞社法
公開

政大嘗試集
公開

108-2 政大財經法綜合研習
公開

The screenshot shows the Microsoft Teams interface for a channel named '一般 (CS)'. The interface includes a left-hand navigation pane with icons for '活動', '聊天', '團隊', '作業', '行事曆', '通話', '檔案', and '應用程式'. The main area displays a welcome message '歡迎來到CS' and two buttons: '上傳課程教材' and '尋找說明與訓練'. A context menu is open over the '一般' channel, listing options like '管理團隊', '新增頻道', '新增成員', '離開團隊', '編輯團隊', '取得團隊的連結', '管理標籤', and '刪除團隊'. A search bar at the top contains the text '搜尋或輸入命令'. A user profile icon '謝' is visible in the top right corner.

1. 剛進入你在這裡!

2. 先看看這個選單

3. 再看看這個選單

4. 然後再了解這個頁面的所有按鈕與連結，想想自己的課堂會有無需要 (左上、中間、右下、右上、左下)

5. 連結到以下網址獲得更多有關「聊天」的說明

<https://www.microsoft.com/videoplayer/embed/ca542b1c-eda2-4a82-85ed-caf045b4376c?autoplay=false>



2. 檔案的各種管理功能



1. 作業 Grades + 新增App索引標籤

2. 建立 作業建立的功能

3. 作業建立後才可進行評量

4. 展開... 重新載入...

是不是等不及要有新的開始了? 在這裡建立您的第一個作業。

新增索引標籤

將您最愛的 App 與檔案變成頻道頂端的索引標籤 更多 App

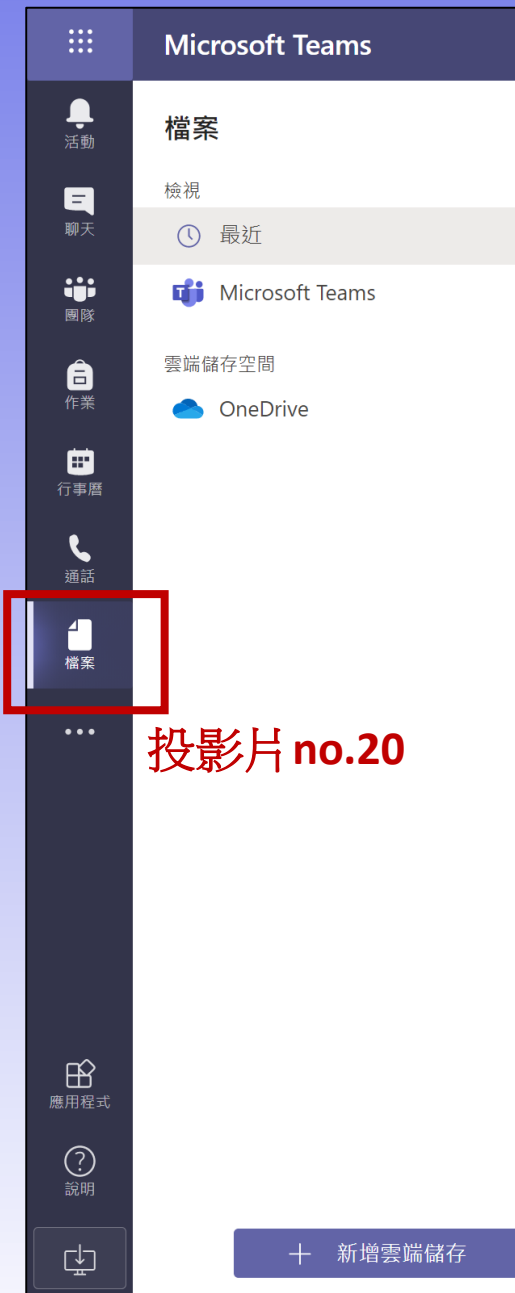
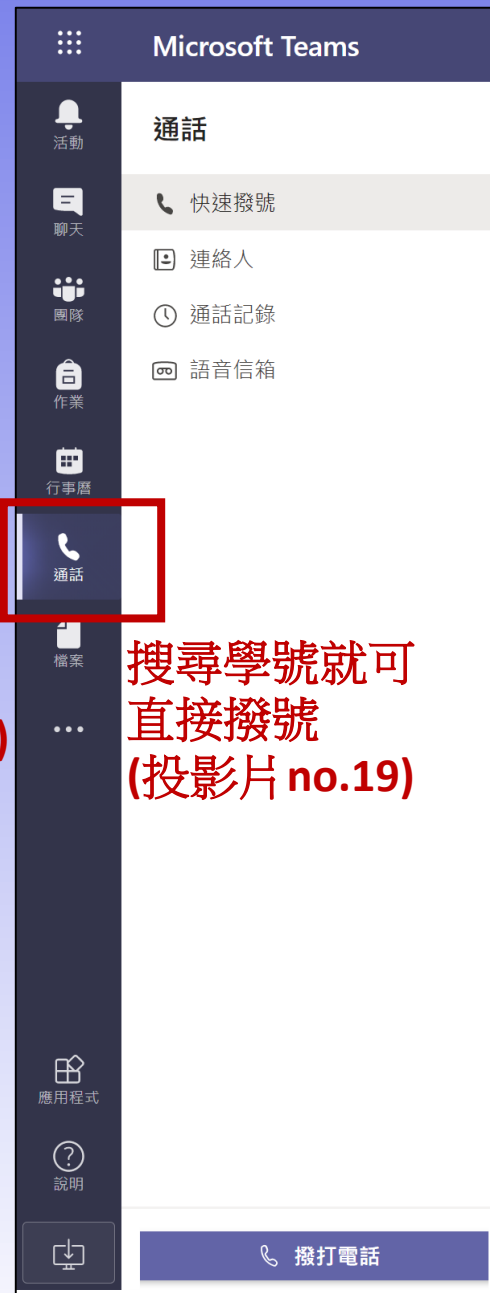
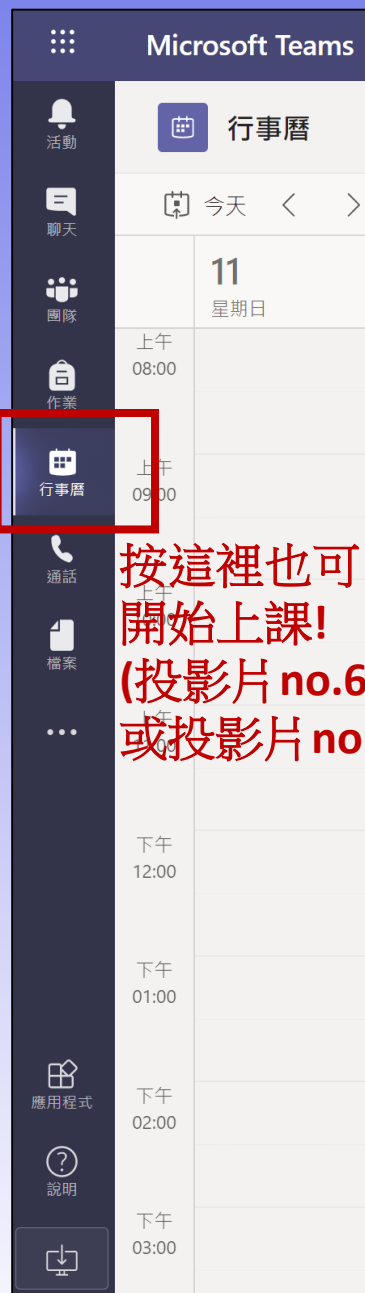
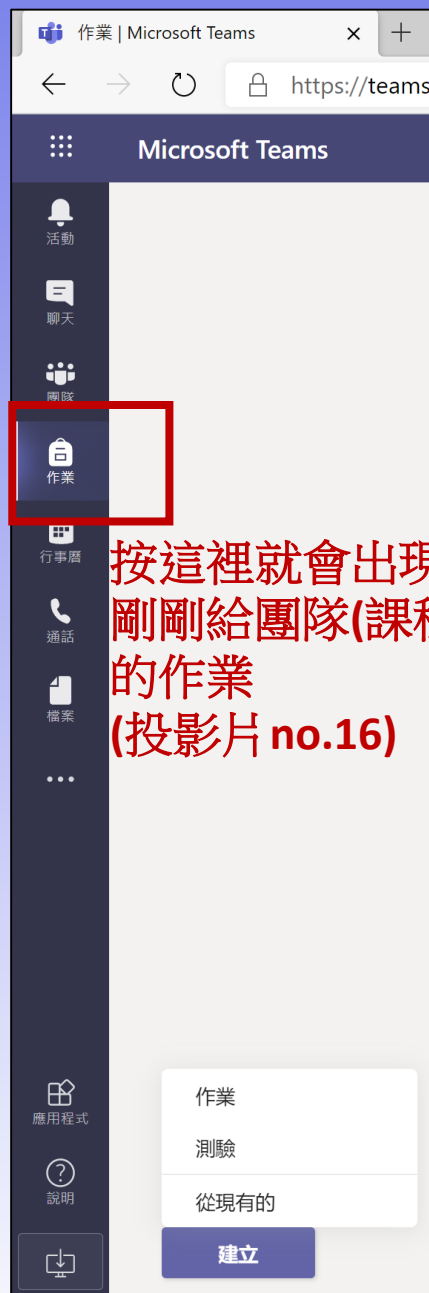
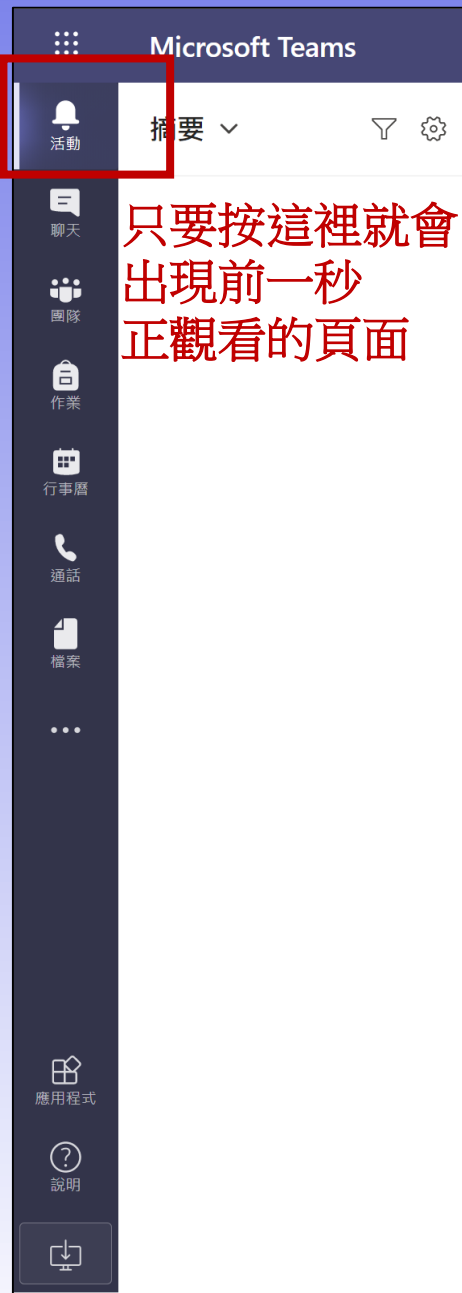
您團隊的索引標籤

Excel	Forms	OneNote	PDF	Planner	Power BI	PowerPoint
SharePoint	Stream	Wiki	Word	文件庫	網站	

更多索引標籤

AgilePolly	Aktivlearn Plus	Ally	AMION	aulaPlaneta	Avochato	awork
BA Insight	Beedle	Beekast	Beesy	Beezy Stories	Box	Brockhaus.de

管理 App



行事曆 | Microsoft Teams

https://teams.microsoft.com/_#/calendarv2

Microsoft Teams

搜尋

謝

行事曆

今天 < > 2020年十月

週

立即開會

新增會議

11 星期日

12 星期一

13 星期二

14 星期三

15 星期四

16 星期五

17 星期六

09:00

上午

10:00

上午

11:00

下午

12:00

下午

01:00

教學發展中心活動

可善用行事曆，了解這個頁面的所有按鈕與連結
(左上、中間、右下、右上、左下)

The screenshot shows the Microsoft Teams calendar interface. At the top, there's a search bar and a user profile icon. Below that, the calendar header includes the current date and month, with navigation arrows. On the right side of the header, there are two buttons: '立即開會' (Join Meeting) and '新增會議' (New Meeting), both circled in red. The calendar grid shows days from Sunday to Saturday. A meeting titled '教學發展中心活動' is scheduled for Wednesday, October 14th, from 11:00 AM to 12:00 PM. A yellow text box is overlaid on the calendar grid, containing the text: '可善用行事曆，了解這個頁面的所有按鈕與連結 (左上、中間、右下、右上、左下)'. The left sidebar contains navigation icons for '活動', '聊天', '團隊', '作業', '行事曆', '通話', and '檔案'.

Microsoft Teams 快速撥號

活動 聊天 團隊 作業 行事曆 通話 檔案 應用程式 說明

快速撥號

新增快速撥號 新增群組

可了解這個頁面的所有按鈕與連結 (左上、中間、右下、右上、左下)

新增一些連絡人並撥打電話給他們

撥打電話

檔案 | Microsoft Teams x +

https://teams.microsoft.com/_#/my/file-recent

Microsoft Teams 搜尋

檔案

檢視

最近

Microsoft Teams

雲端儲存空間

OneDrive

新增雲端儲存

選擇要在 Teams 中使用的雲端儲存空間提供者。

- Dropbox
Dropbox 以安全且容易使用的共用作業工具及最快速可靠的檔案同步處理平台來簡化小組共同作業的方式。
- Box
Box 是安全的內容管理及共同作業平台，可協助小組和組織輕鬆地共用、管理最重要的資訊並共同作業。
- Egnyte
可以從任何裝置、任何地點、任何時間來安全地存取、編輯和共用儲存於內部部署或雲端中的內容。
- ShareFile
Citrix ShareFile 可協助人們輕鬆、安全且專業地交換檔案。
- Google Drive
Google Drive 安全的雲端儲存空間能夠存放您的相片、影片、檔案等等，讓您隨時隨地都能存取和備份檔案。

我們讓您隨手就能取得使用中檔案。
請至此處了解您最近的工作內容。

+ 新增雲端儲存

可了解這個頁面的所有按鈕與連結 (左上、中間、右下、右上、左下)

Microsoft Teams 搜尋或輸入命令

App

搜尋全部

全部 >

個人 App

瀏覽可用的應用程式及服務

為您自己或團隊新增您最愛的應用程式。

查看我們的熱門精選

Opsgenie

aktivlearn plus

smartsheet

ScrumGenius

尋找應用程式

Edu Class Notebook

Edu Staff Notebook

OneNote

Planner

Stream

Who

Wiki

班次

說明

其他應用程式 >

Trello 專案管理

Flow 工作流程 + 企業管理

Polly 通訊

Azure DevOps 開發人員工具

Zoom 通訊

Cisco Webex Meetings 通訊

Jira Cloud 專案管理

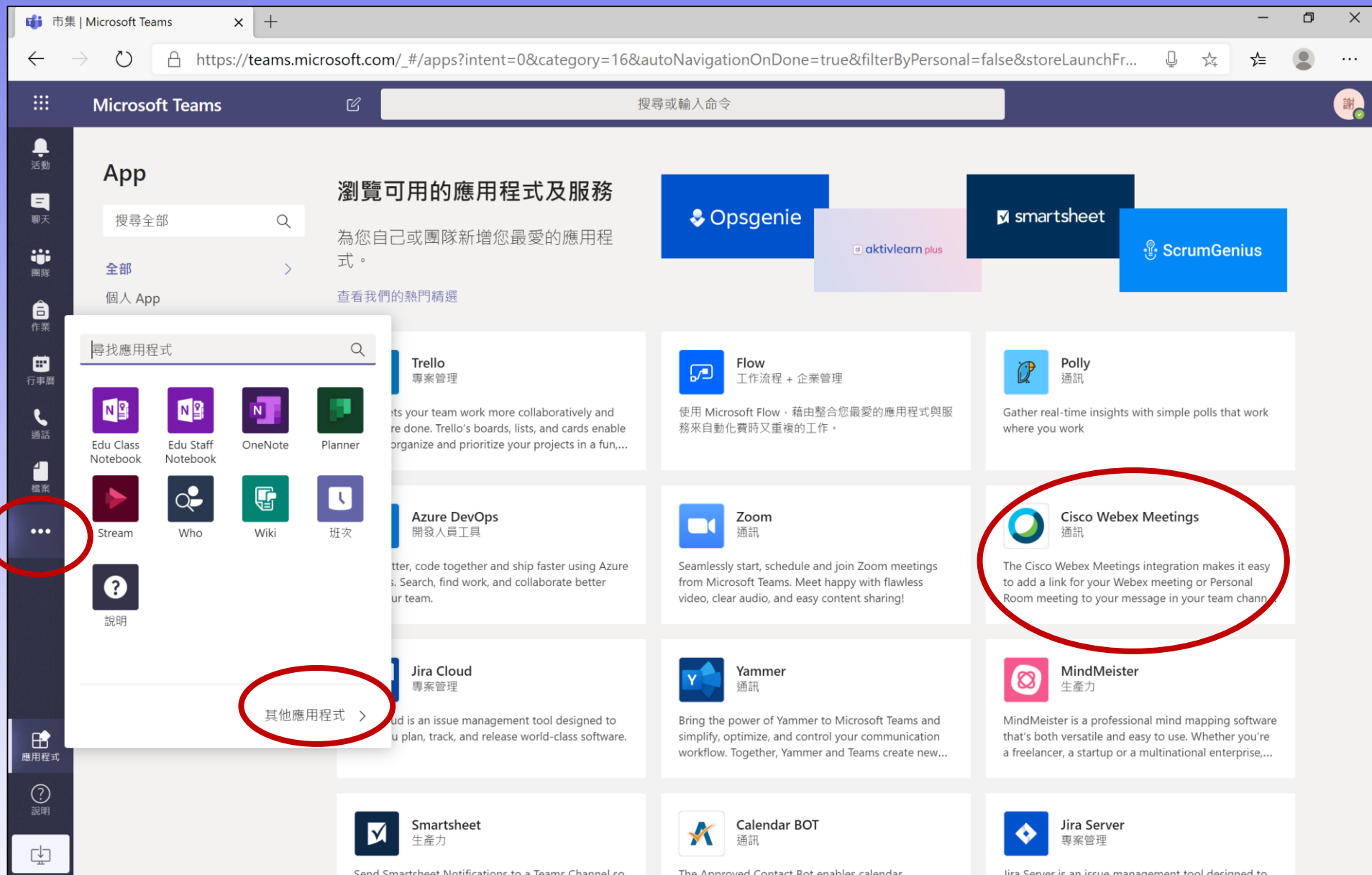
Yammer 通訊

MindMeister 生產力

Smartsheet 生產力

Calendar BOT 通訊

Jira Server 專案管理



市集 | Microsoft Teams

https://teams.microsoft.com/_#/apps?intent=2&category=16&autoNavigationOnDone=true&skipInstalledSuccess=false&filterByPersonal...

Microsoft Teams

搜尋或輸入命令

App

搜尋全部

全部

個人 App

Bot

索引標籤

連接器

即時訊息

熱門精選

分析及 BI

開發人員及 IT

教育

人力資源

生產力

專案管理

銷售及支援

社交及娛樂

應用程式

說明

新增

**新增後可開啟
請另參考
Cisco Webex
投影片**

Cisco Webex Meetings
通訊、生產力

Schedule, start, and join Cisco Webex meetings directly from Microsoft Teams.

The Cisco Webex Meetings integration makes it easy to add a link for your Webex meeting or Personal Room meeting to your message in your team channel in Microsoft Teams. With the Webex tab, you can schedule a Webex meeting and invite channel members so that it appears in their upcoming meetings lists and in their Microsoft Office 365 calendars. You and the members of your team can start or join the video meeting easily by clicking the link within the channel or tab. You must have a Cisco Webex Meetings host account to use this app. If you don't have an account, you can go to <https://www.webex.com> to sign up for an account for you or your company. For more information, see [Cisco Webex Meetings for Microsoft Teams](#). Cisco Webex Meetings is the most widely adopted and trusted video conferencing service on the market. It provides simple, modern video meetings with the easiest schedule and join experiences. Join from any device including browser, mobile, and video room devices. Cisco Webex is globally available, secure and optimized to eliminate delays so that everyone has an amazing experience no matter where they are. Work more effectively with intelligence built into your meeting, providing insight about participants, detecting and reducing disruptive noises, and pairing your mobile device apps with meeting room systems for ease of meeting start and sharing content. From the proven industry leader in web and video conferencing, you can expect secure and scalable Cisco Webex meetings from the global Cisco Webex Cloud.

索引標籤
在聊天或頻道頂端的索引標籤中使用

Bot
使用 App 聊天以提出問題並尋找資訊

ScrumGenius

with simple polls that work

ex Meetings

ings integration makes it easy
ebex meeting or Personal
message in your team chann...

er

ional mind mapping software
easy to use. Whether you're
a multinational enterprise,...

Send Smartsheet Notifications to a Teams Channel so

The Approved Contact Bot enables calendar

Jira Server is an issue management tool designed to

Cisco Webex Meetings | Microsoft Teams

https://teams.microsoft.com/_#/apps/80f3c320-e55f-434f-98e8-d798dfcbe182/sections/conversations?slug=28:80f3c320-e55f...

Microsoft Teams 搜尋

活動 聊天 團隊 作業 行事曆 通話 檔案

Cisco Webex Meetings 聊天 Webex 關於

如果使用 Cisco Webex Meetings，即代表您同意使用條款和隱私權聲明。

Cisco Webex Meetings 4/10 上午9:35
Hello! The Cisco Webex bot can help you start and join Webex Meetings. For the best experience, make sure that you set your team's Webex site URL by typing the following command in any Microsoft Teams channel.

@Cisco Webex Meetings site [Webex site URL]
For example, if your Webex site is teamsite.webex.com, you should type **@Cisco Webex Meetings** site *teamsite.webex.com*

For a list of available commands, type help. If you don't have a Cisco Webex Meetings host account, go to www.webex.com to sign up for an account for you or your company.

Hello! The Cisco Webex bot can help you start and join Webex Meetings. For the best experience, make sure that you set your team's Webex site URL by typing the following command in any Microsoft Teams channel.

@Cisco Webex Meetings site [Webex site URL]
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For a list of available commands, type help. If you don't have a Cisco Webex Meetings host account, go to www.webex.com to sign up for an account for you or your company.

在這裡輸入您的問題

🗨️ 😊 📄 🗑️ ➡️ 🔔 🌐 ⋮

網路資源

- <https://docs.microsoft.com/zh-tw/microsoftteams/teams-overview>
- <https://www.microsoft.com/taiwan/education/teams-learning-remotely.aspx>
- <https://support.office.com/zh-tw/teams>
- <https://www.youtube.com/watch?v=2zB2jiCxxuQ>
- <https://www.youtube.com/watch?v=U5W4mFRV9o0>
- https://i.nccu.edu.tw/pinfo/office365_Edu_user-guide.pdf
- <https://download.microsoft.com/download/5/2/d/52d902f7-14ed-428a-9ff9-3b26bc95bd6a/Teams%20QS.pdf>
- <https://oaa.nsysu.edu.tw/var/file/3/1003/img/3624/100183076.pdf>
- https://portal2.ntua.edu.tw/cc/web_doc/form/3_system/Teams%E6%93%8D%E4%BD%9C%E6%89%8B%E5%86%8A.pdf