

Teams 使用說明—學生端

● 上課前

1. 登入 Teams

帳號：學號@ms1.mcu.edu.tw

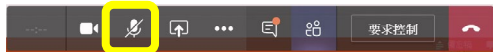
密碼：【學號後 4 碼】 + 【生日西元年月日 8 碼】

2. 點選【團隊】，進入後點選【課程團隊】

3. 找到老師開啟的會議，點選會議上的

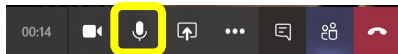
【加入 】圖示

4. 關閉麥克風



● 課堂報告

1. 開啟麥克風



2. 分享螢幕，選擇【畫面#1】或是投影片

3. 確認同學是否聽到

● 分組討論

1. 由組長在團隊中點選最下方的【立即開會 】圖示

2. 同組同學點選【加入 】按鈕加入會議



Teams Instruction for Students

● Before Class

1. Log in to Teams

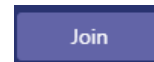
Account: Student ID number @ms1.mcu.edu.tw

Password: last four digits student ID + date of birth

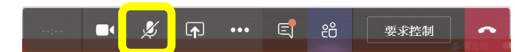
YYYYMMDD

2. Select [Teams] and click [Course Team]

3. Find the meeting being held by your teacher and click [Join]

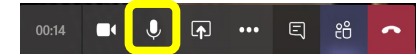


4. Mute your microphone



● Report during Class

1. Unmute your microphone



2. Begin Screen Sharing, select [Screen #1] or a slide

3. Make sure all students can hear you

● Group Discussion

1. Group Leader clicks [Meet Now] for your team among the icons at the bottom of the window

2. Students in the group click [Join] to join the meeting

