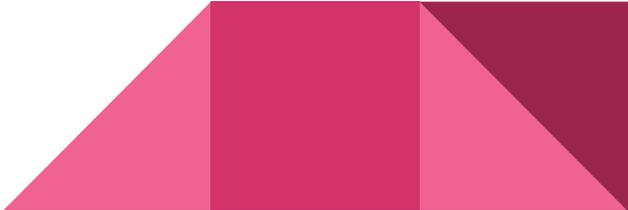


# meet操作説明

v.0114

# 準備工作

1. 師生應先確認竹北G Suite帳號是有效、且可以登入
  2. 知道本校課程代碼，教師以此發起會議，學生以此代碼加入
  3. 備妥可上網的筆電、桌機、手機或平板
- 

# 1. 本校師生務必以竹北高中G Suite帳號登入



  
選擇帳戶

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 圖書館讀者服務組 未登入  
cpshs291@cpshs.hcc.edu.tw

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 使用其他帳戶

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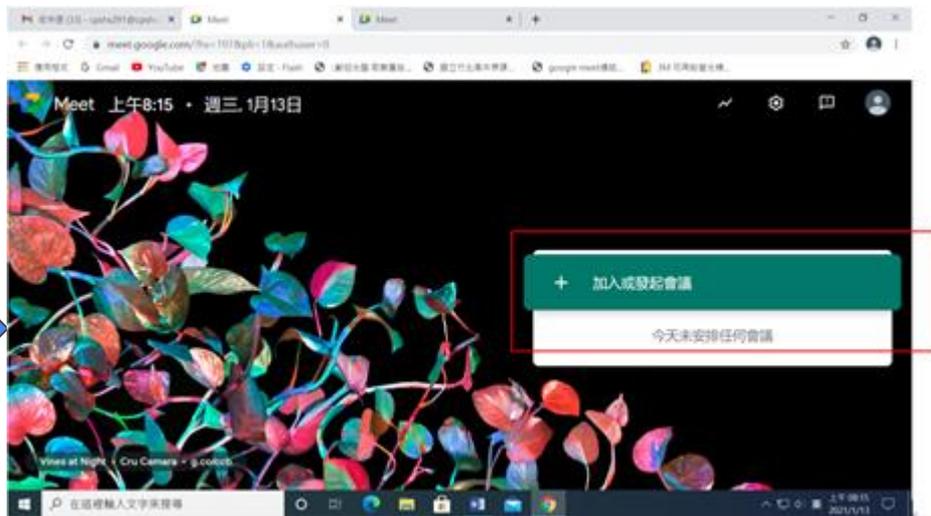
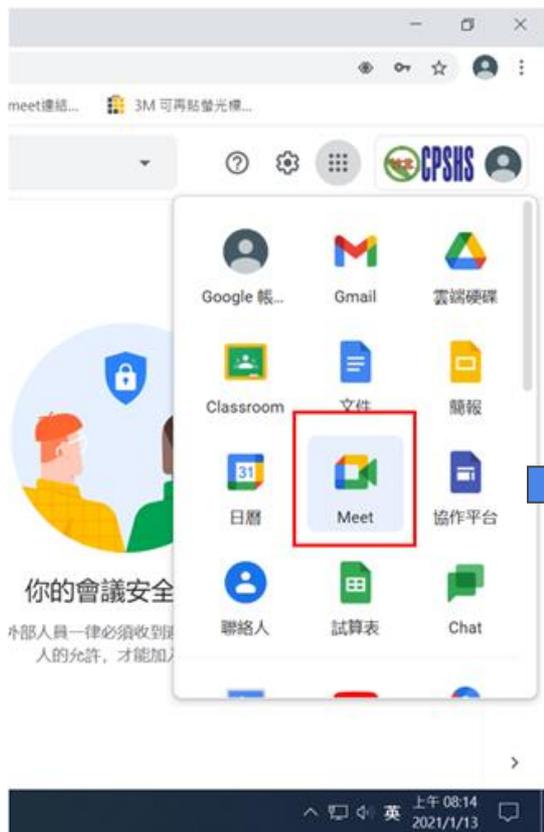
 移除帳戶

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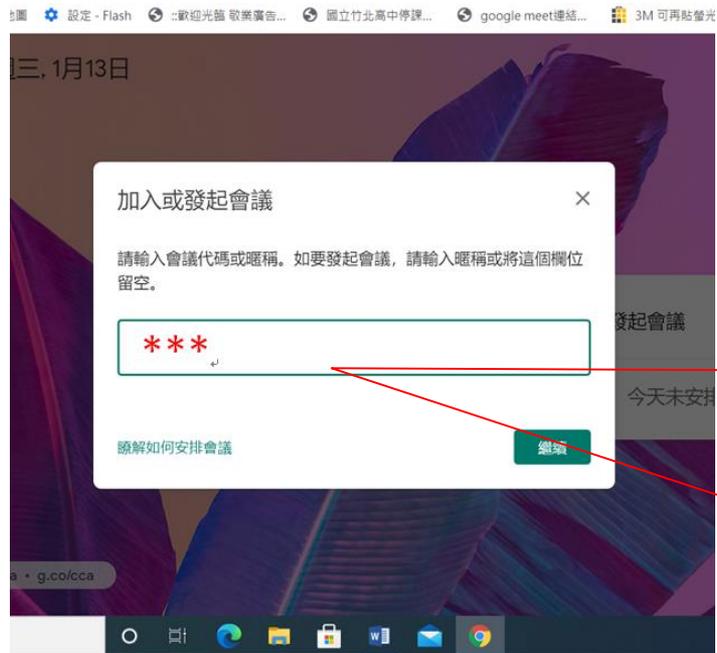
師生帳號密碼問題：  
請撥03-5517330  
分機290或291



## 2. 點選【Meet】圖示，再按【加入或發起會議】



### 3. 輸入【會議代碼】

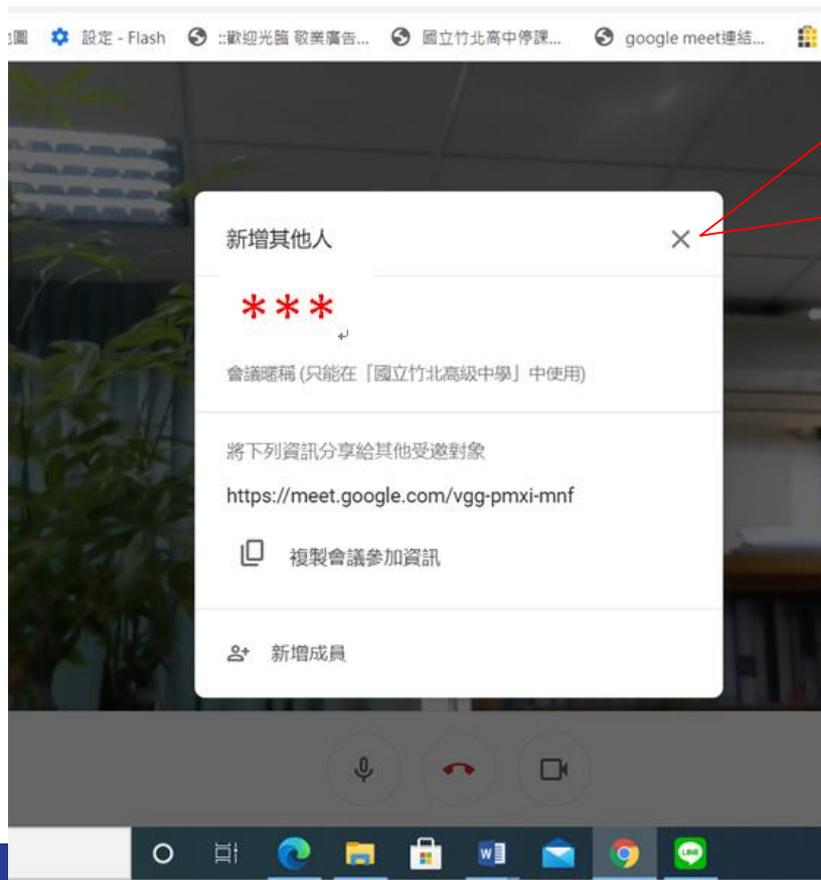


請輸入該節課之授課教師  
**會議代碼**

代碼\*\*\*可在停課不停學網頁  
查得，師生不得更換。

本校線上課表查詢

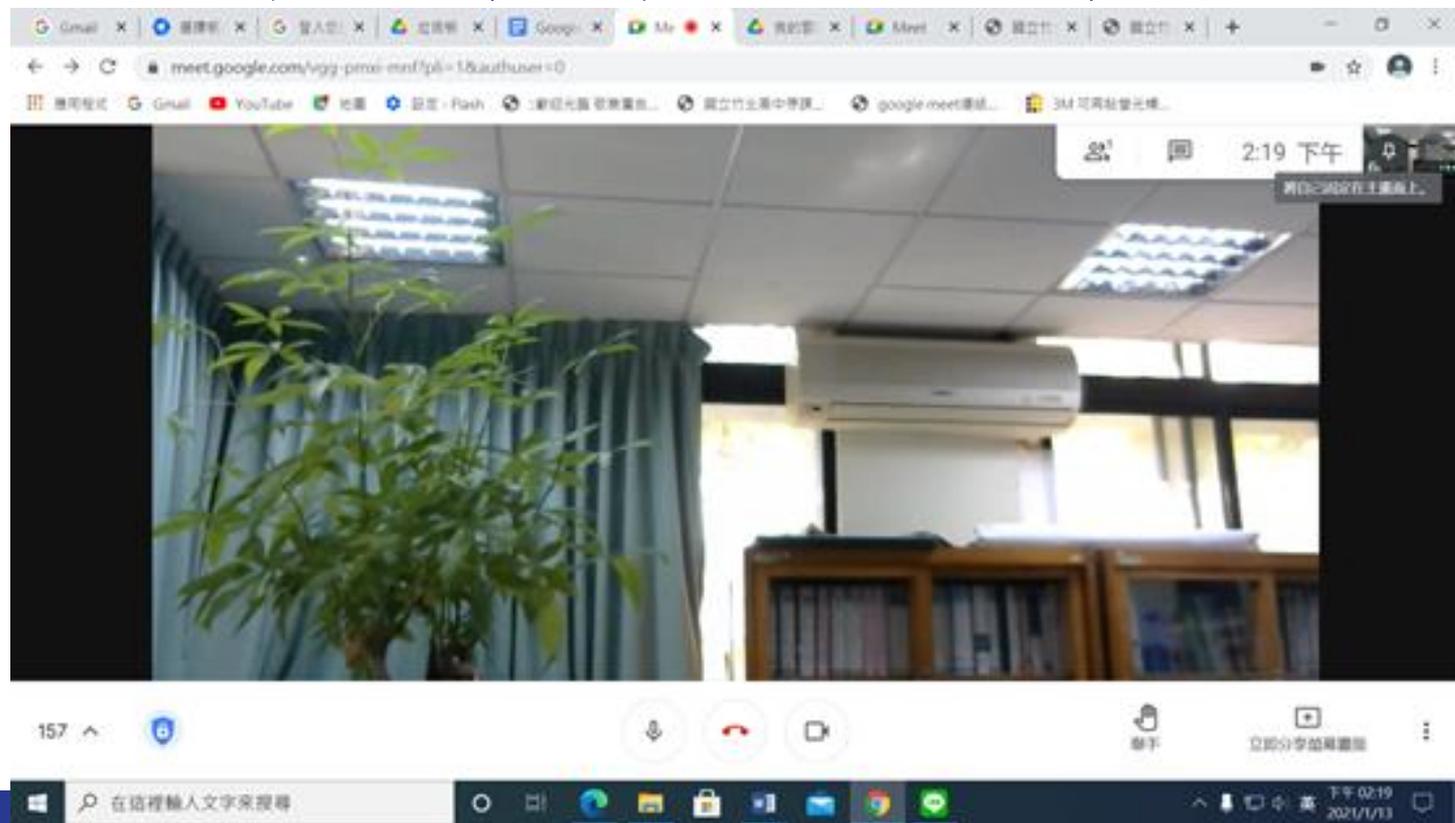
## 4. 開啟會議



教師可以直接關閉視窗，讓學生直接輸入課程代碼即可，省去複製連結網址給學生的時間。

## 5. meet 會議畫面

(參加成員需經教師允許，才能加入會議)



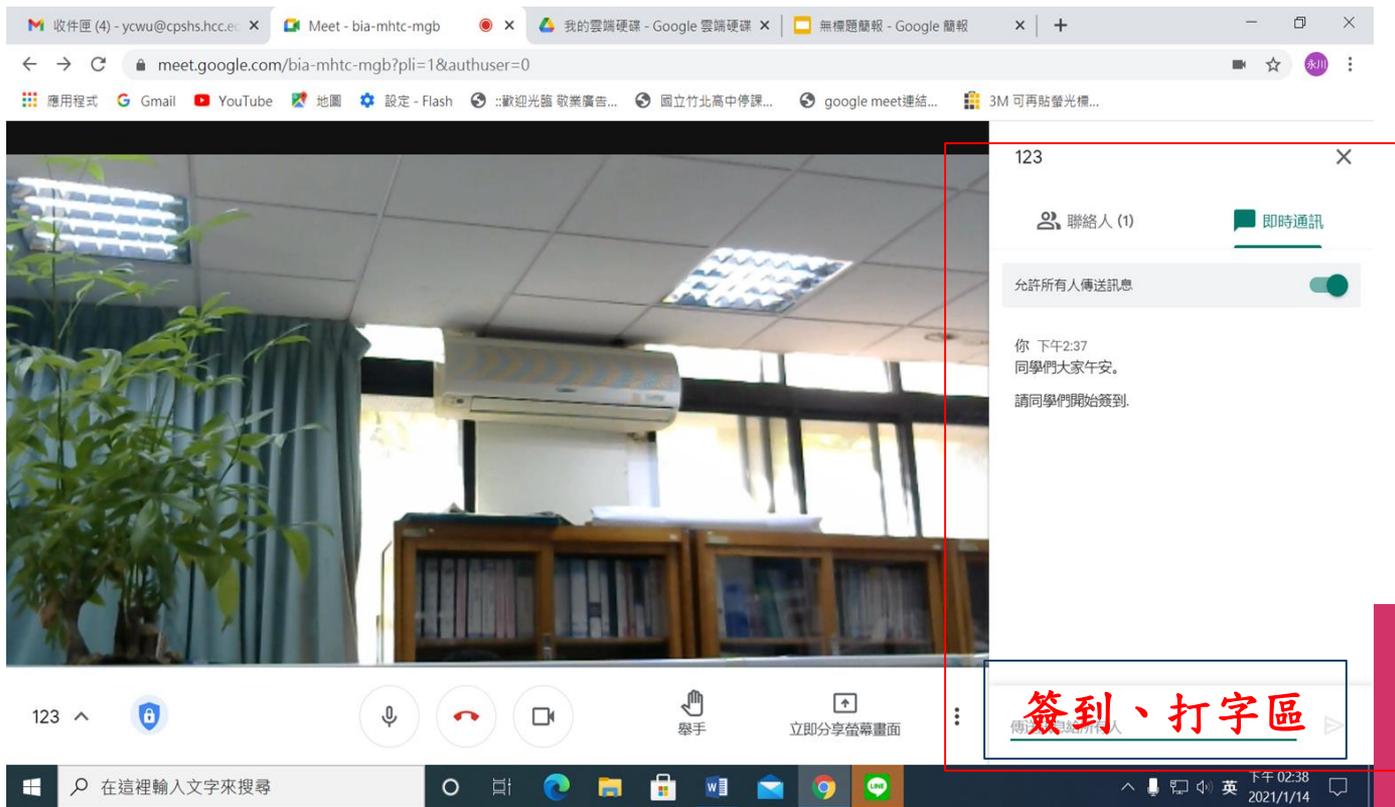
## 6. 畫面功能介紹

加入會議時，除了主持人外，其他成員請先關閉麥克風  
有需要發言才開啟麥克風。

The image shows a Google Meet interface with several callout boxes pointing to specific controls. The interface includes a browser address bar at the top with tabs for '應用程式', 'Gmail', 'YouTube', '地圖', '設定 - Flash', and 'google meet連結...'. The main video area shows a room with a plant and a window. The bottom toolbar contains icons for '舉手', '立即分享螢幕畫面', and a vertical ellipsis menu. The callout boxes are as follows:

- 會議暱稱網址**: Points to the red asterisks (\*\*\*) in the bottom left corner.
- 主辦人控制項**: Points to the lock icon in the bottom left corner.
- 麥克風開關**: Points to the microphone icon in the bottom toolbar.
- 離開會議**: Points to the red phone icon in the bottom toolbar.
- 攝影機開關**: Points to the camera icon in the bottom toolbar.
- 上線的成員**: Points to the person icon in the top right corner.
- 即時通訊**: Points to the chat icon in the top right corner.
- 更多功能: 如錄影、白板**: Points to the vertical ellipsis menu icon in the bottom right corner.
- 分享螢幕畫面**: Points to the screen sharing icon in the bottom toolbar.

# 7. 即時通訊介紹(成員簽到、提問與回答區)



The screenshot displays a Google Meet session. The main video feed shows a room with a potted plant, a bookshelf, and a window. The chat window on the right is titled '123' and contains the following text:

聯絡人 (1) 即時通訊

允許所有人傳送訊息

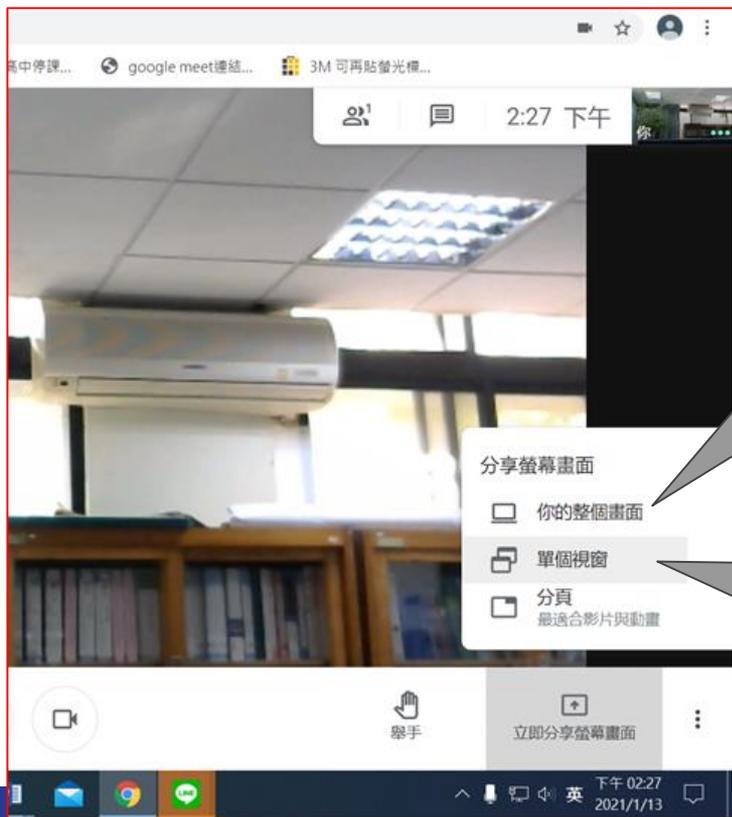
你 下午2:37  
同學們大家午安。  
請同學們開始簽到。

At the bottom of the chat window, there is a text input field with the Chinese characters '簽到、打字區' (Sign-in, typing area) overlaid in red. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

## 8. 會議可開放錄影，結束錄製後檔案存在雲端



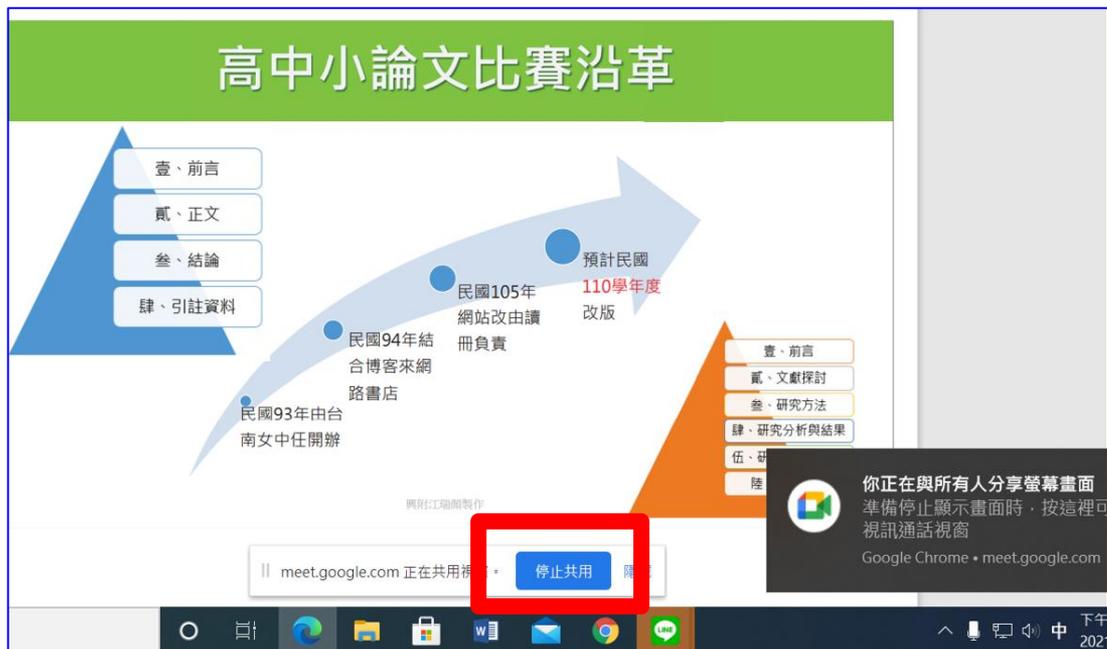
## 9. 分享畫面



分享整個windows作業系統畫面

分享PPT、WORD等單一應用程式畫面

# 10. 【停止共用】與【結束會議】



主持人停止分享畫面(解除廣播)

