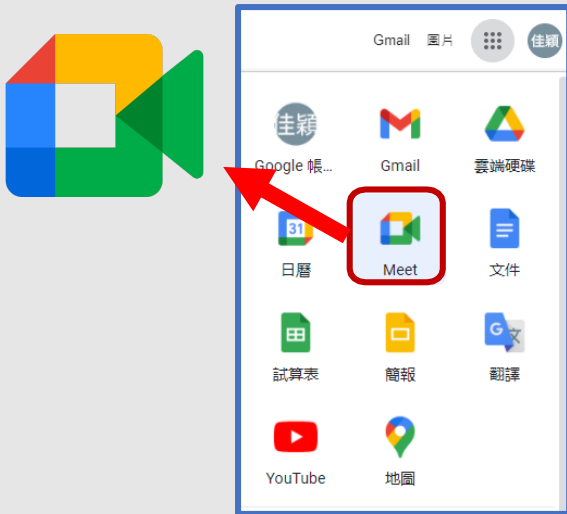


# Google Meet 即時視訊

- 適用對象：即時同步視訊授課（師長不一定要有Webcam）。
- 特性：簡單（過程幾乎單一選擇按鍵）和Google日曆結合，可以不安裝任何軟體。
- 使用說明：使用學校google帳號（ex: juichung@go.utaipei.edu.tw）

1

登入後進入Google網頁  
選取9宮格中Meet



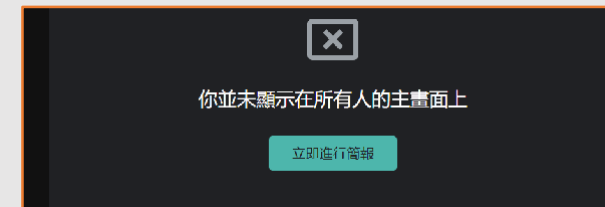
2

即時新增會議



3

邀請與進行簡報（桌面分享）



# 發起會議室方式



輸入會議代碼可加入或自訂會議暱稱。

建議不要自行建立暱稱（同會議名稱會被併入同一會議室），若要自行建立會議暱稱EX：老師名字+日期+課程名稱(英文)。



預先建立會議

可即時預先建立鏈結分享供後續加入。



發起即時會議

即時發起會議並建立連結分享供加入。



在 Google 日曆中安排會議

可預先至日曆詳細編排會議時間及建立連結供分享加入，並可預先加入附件檔案供參。

# 確認麥克風、攝影機狀態，立即加入會議

The image illustrates the process of joining a Google Meet, focusing on permissions and device status.

**Top Left:** A browser window showing the Google Meet URL. A permissions dialog box is displayed, asking for access to the microphone and camera. A red arrow points from this dialog to the zoomed-in view below.

**Bottom Left (Zoomed-in):** A detailed view of the permissions dialog. It lists the requested permissions: "使用你的麥克風" (Use your microphone) and "使用你的相機" (Use your camera). The "允許" (Allow) button is highlighted with a red box.

**Right Side:** A screenshot of the Google Meet interface. The main video area shows "攝影機已關閉" (Camera is off). Below the video area, the microphone and camera icons are highlighted with a red box and labeled "麥克風" (Microphone) and "攝影機" (Camera) respectively. On the right sidebar, the "立即加入" (Join now) button is highlighted with a red box.

# 即時分享會議室

The screenshot shows a Google Meet interface with a dark background. In the top right corner, there is a status bar with icons for participants (1), chat, settings, and the time (2:32 下午). A purple profile icon is also visible.

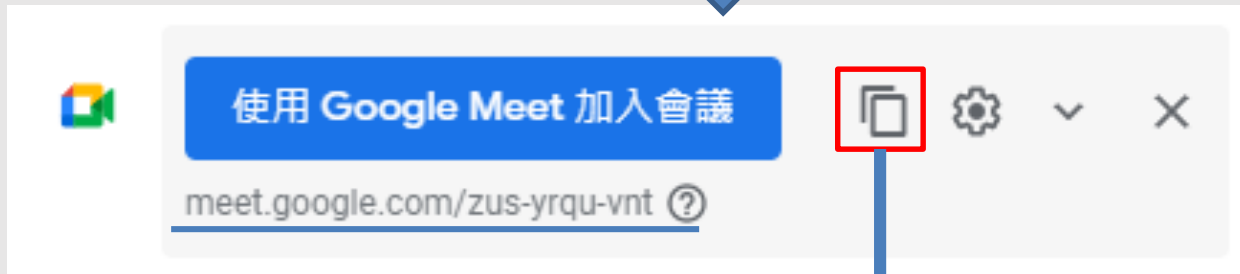
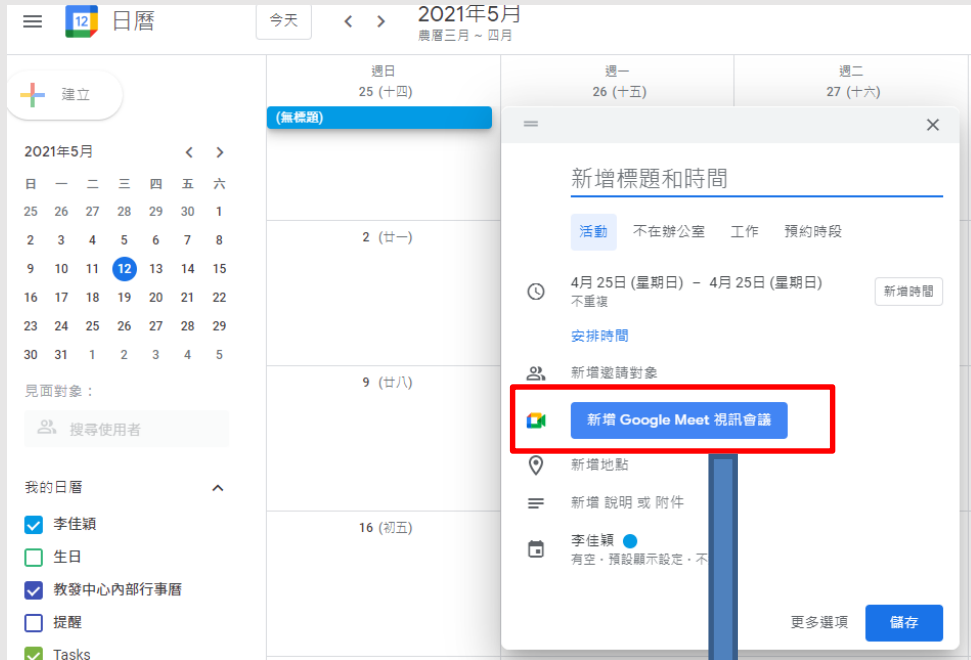
On the left side, there is a white panel titled "會議已準備就緒" (Meeting is ready). It contains a green button labeled "新增其他人" (Add others) and text indicating that the meeting link can be shared. The link is: [meet.google.com/rwj-ecqj-bxn](https://meet.google.com/rwj-ecqj-bxn). Below the link, it shows the meeting ID: (US) +1 413-241-6480 and the PIN code: 964 235 625#. A red box highlights the copy icon next to the link.

In the center, there is a large orange box with the text: "複製分享並貼上連結即可加入會議室" (Copy, share, and paste the link to join the meeting room). A blue arrow points from this box to the copy icon in the left panel.

At the bottom left, there is a white panel titled "詳細資料" (Details). It contains the same meeting link and ID. A red box highlights the copy icon next to the link, with a blue arrow pointing from the orange box to it.

At the bottom of the screen, there is a white bar with icons for "會議詳細資料" (Meeting details), a lock icon, a microphone icon, a phone icon, a video icon, a hand icon, and a button labeled "立即分享螢幕畫面" (Share screen immediately).

# Google日曆中排程會議



會議室連結複製並分享即可加入

## 排程的優點可預先建立連結公告給學生



# Google日曆會議排程中 可建立附件課程教材給學生

×

新增標題

2021年5月12日

下午12:00

到

下午1:00

2021年5月12日


時區

☐ 全天



不重複 ▾

活動詳細資料

安排時間




使用 Google Meet 加入會議


  ▾ ×

meet.google.com/fub-fcfw-pef

?



新增位置




通知 ▾

10


分鐘 ▾

×


新增通知



李佳穎 ▾



▾








忙碌 ▾

預設顯示設定 ▾

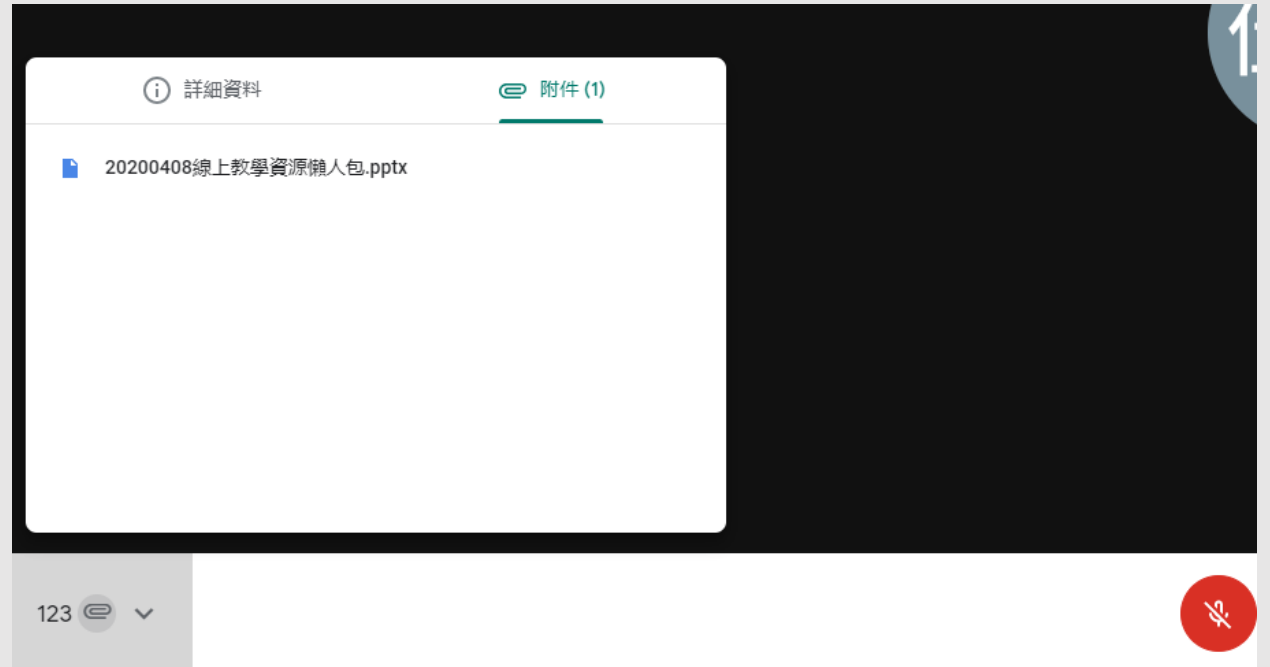
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 **B** *I* U    

W 上課教材.d... ×

新增說明



呈現於會議畫面的左下角

( 教師 ) 發起人確認參與者並接受加入。

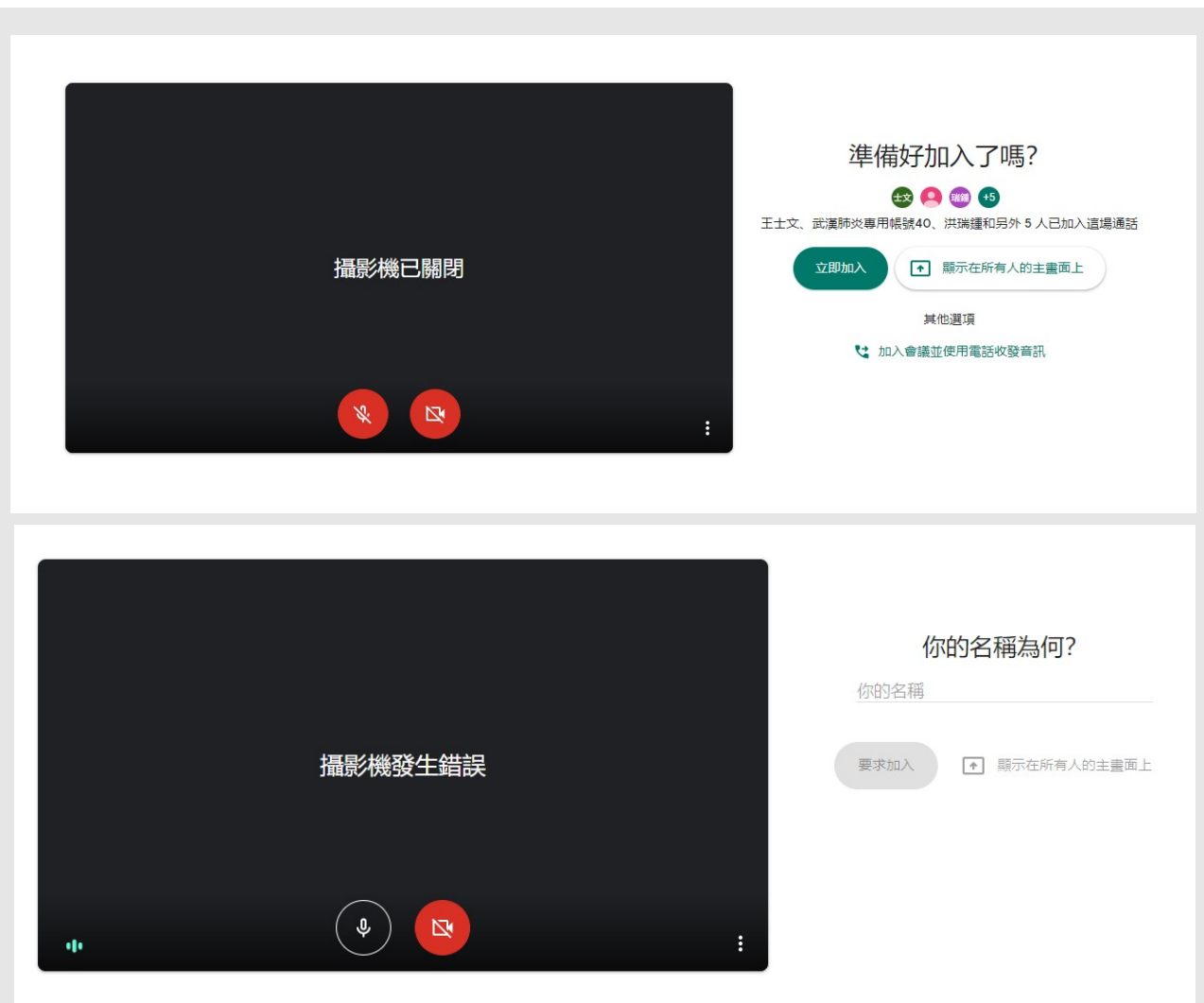
學生若非以  
@go.utapei.edu.tw登入後  
進入會議需要教師許可



# ( 學生 ) 點選會議連結，加入會議

建議登入本校  
@go.utaipei.edu.tw  
信箱可直接加入會議

未登入帳號或@gmail也能  
參視訊學習，但需要教師  
端允許，建議輸入真實姓  
名為名稱，方便老師點名！





# 分享畫面、錄製會議、即時通訊等相關功能

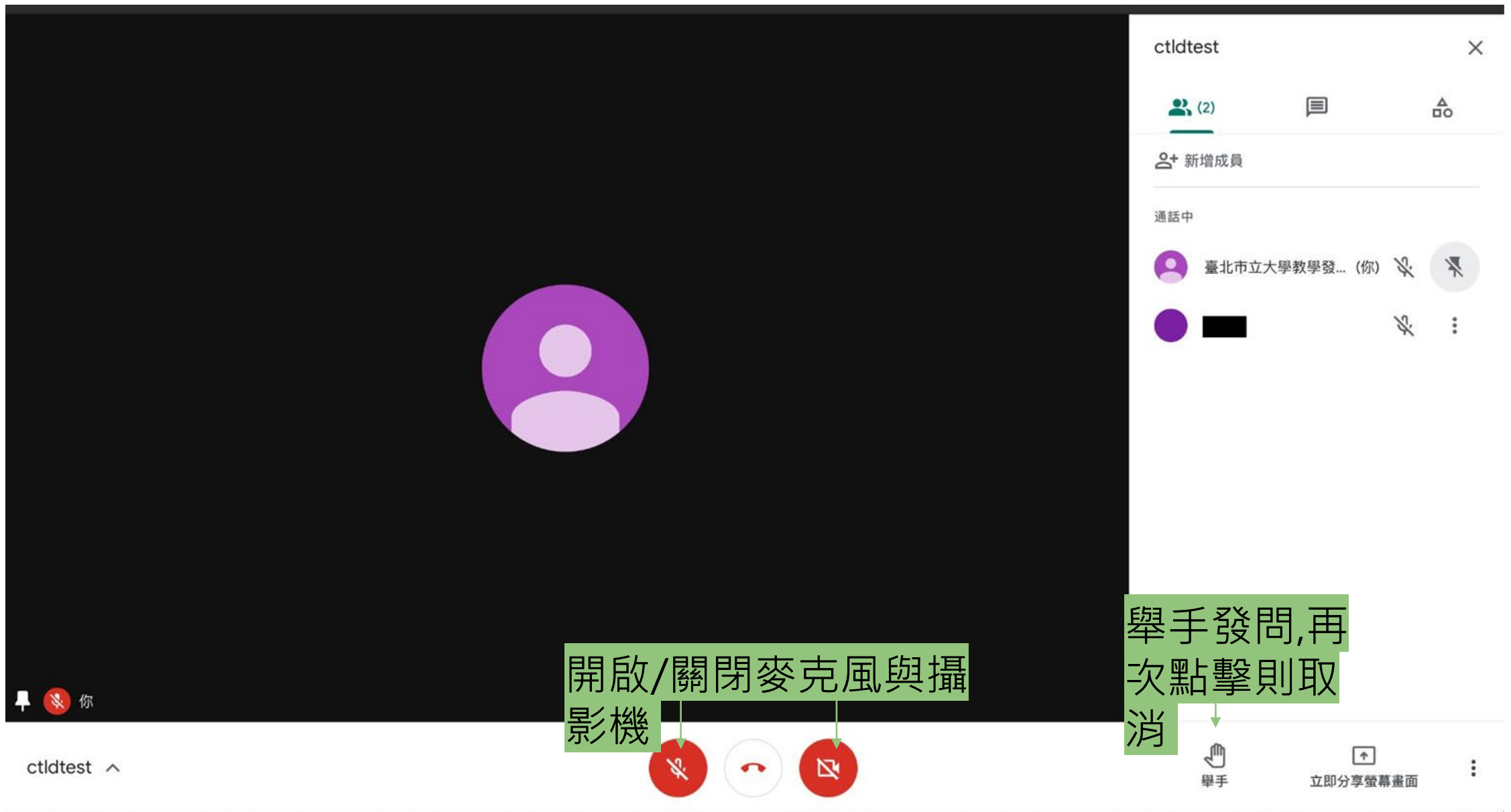
The screenshot displays a meeting application interface with several key features highlighted:

- 分享螢幕畫面 (Share Screen):** A red box highlights the top-left menu with options: 你的整個畫面 (Your entire screen), 單個視窗 (Single window), 分頁 (Tabs), 最適合影片與動畫 (Best for video and animation), and a button 立即分享螢幕畫面 (Share screen immediately).
- 錄製會議 (Record Meeting):** A red box highlights the top-right menu with options: 白板 (Whiteboard), 開啟 Jam (Open Jam), 錄製會議 (Record meeting), 變更版面配置 (Change layout), 全螢幕 (Full screen), 變更背景 (Change background), 字幕 (Captions), 使用電話收發音訊 (Use phone for audio), 回報問題 (Report problem), 檢舉違規情形 (Report rule violation), 疑難排解與說明 (Troubleshooting and help), and 設定 (Settings).
- 變更版面配置 (Change Layout):** A blue box highlights a sub-menu with options: 自動 (Automatic), 圓塊 (Grid), 聚光燈 (Spotlight), and 側欄 (Sidebar). A blue arrow points from the '變更版面配置' option in the top-right menu to this sub-menu. A text box below the sub-menu states: 依照人數可調整版面配置 (Adjust layout according to the number of people).
- 檢視會議室成員 (View Meeting Room Members):** A red box highlights a section with a button 檢視會議室成員 (View meeting room members) and a sub-section 控制成員發言權 (Control member speaking rights).
- 學生若要發言可留訊息：舉手等 (Students can leave messages to speak: raise hand, etc.):** A red box highlights a section with a button 學生若要發言可留訊息：舉手等 (Students can leave messages to speak: raise hand, etc.).

欲播放音檔或影片，請看此影片教學

[https://www.youtube.com/watch?v=vPRzXLT5s\\_k](https://www.youtube.com/watch?v=vPRzXLT5s_k)

白板：模擬實體白板功能可儲存雲端硬碟  
錄製：錄製會議後影片會自動存入雲端硬碟



更多說明功能<https://youtu.be/2HS1gv3bJml>

# 行動裝置-1

請先安裝Google Meet App



[Android](#)點此下載

[iOS](#)點此下載

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## 行動裝置-2



加入會議輸入會議代碼：



舉手發問





感謝您的耐心閱讀