

馬錦明慈善基金
馬陳端喜紀念中學



Google Meet使用教學

iPad / iPhone / Android版

視像課堂守則

- ▶ 請在安靜環境下進行課堂
- ▶ 準時出席課堂
- ▶ 穿著合宜，可穿著校服或便服，勿穿睡衣
- ▶ 上課前準備書本、筆記、文具和其他學習材料
- ▶ 未得老師批准，請勿使用聊天和繪畫功能
- ▶ 有序和有禮地進行對話，並關上發聲功能至獲邀發言
- ▶ 尊重個人私隱，上課期間，請勿拍照、錄音或錄影
- ▶ 如發現不當行為，老師會依校規處理

注意事項

- ▶ 請用Wifi上網，以免使用大量數據
- ▶ 家長請讓學生自行上課，如非必要，不需留在學生旁邊，以免影響學生集中精神
- ▶ 如有需要，老師或會錄影課堂作教學用途

安裝Google Meet

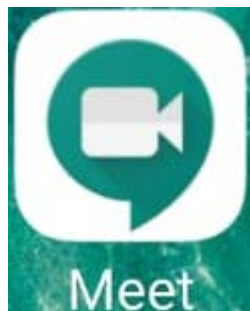
- ▶ 在App Store或Google Play搜尋Google Meet



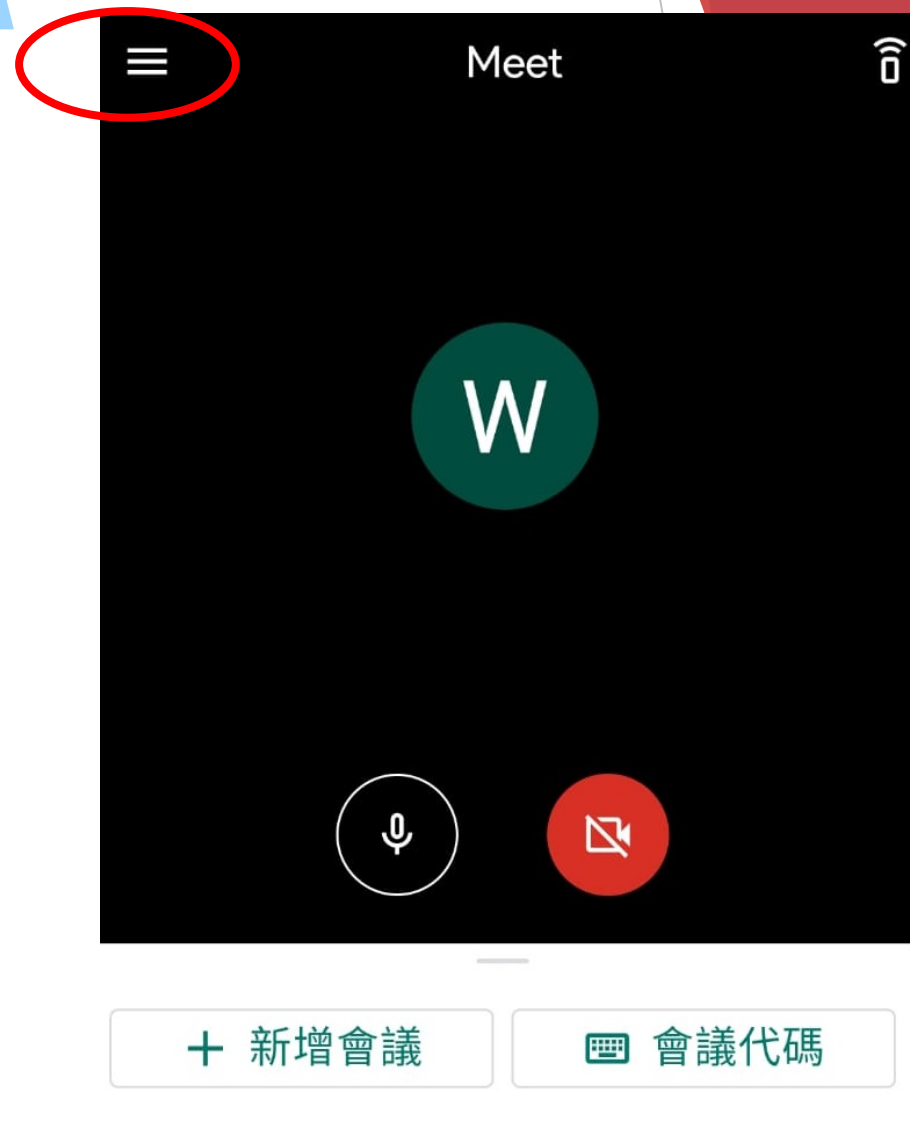
The screenshot shows the Google Play Store listing for the Google Meet app. At the top, the app icon is a green speech bubble with a white video camera. To its right, the text reads "Google Meet" and "Google LLC". A green button with the white Chinese characters "開啟" (Open) is in the top right corner. Below the app name, three statistics are displayed: "3.7★" with "35K 則評論" (35K reviews) below it; "10M+" with "下載次數" (Downloads) below it; and "3+" with "3 歲或以上" (3 years and older) below it. An information icon (i) is to the right of the age rating. Below these statistics are four preview images of the app's interface: 1. A close-up of a woman's face in a meeting. 2. A "Your meetings" list showing "Annual Budget Review" and "All-Day Q3 Planning" with "JOIN" buttons. 3. A meeting in progress with a grid of participants. 4. A meeting details screen for "Annual Budget Review" with joining information and a "SHARE" button. At the bottom of the screenshot, the Chinese text "安全的視像會議" (Safe video meetings) is displayed.

設定學校戶口(1)

- ▶ 開啟Google Meet應用程式

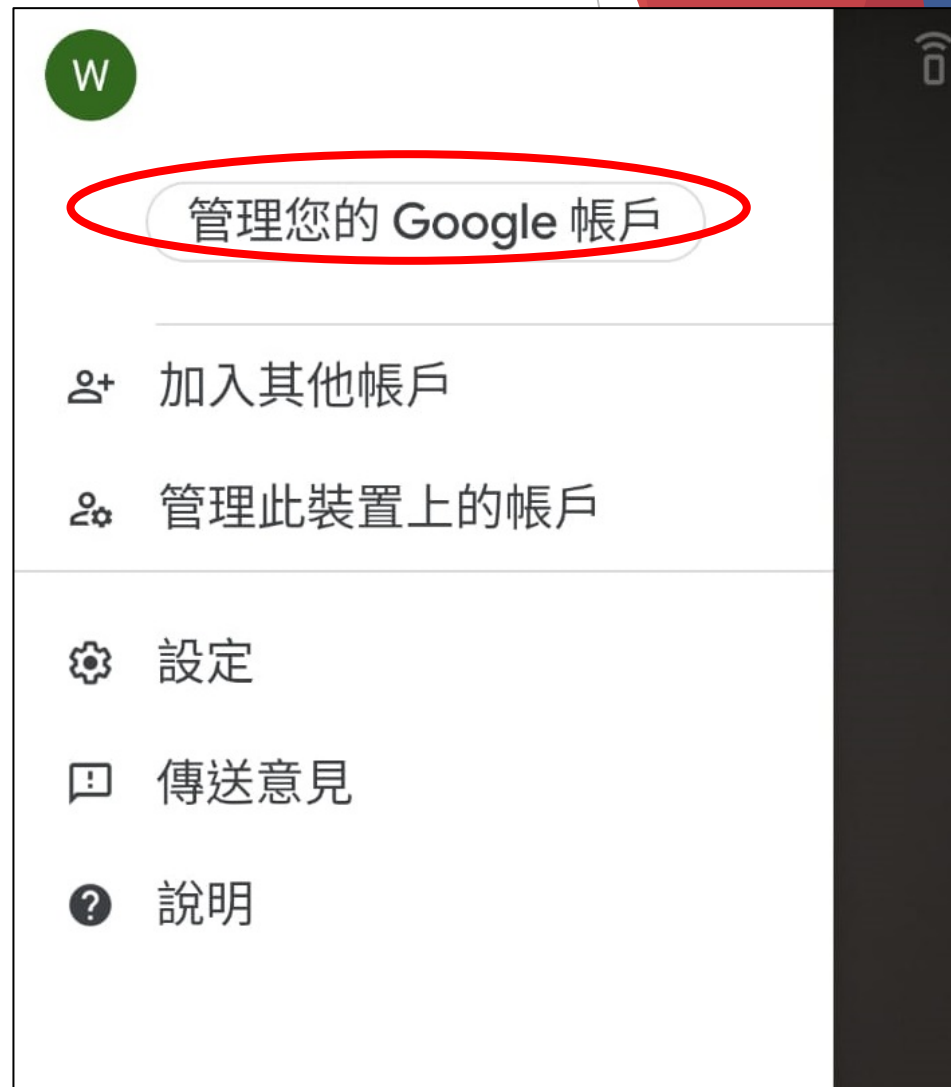


- ▶ 按左上角位置設定戶口



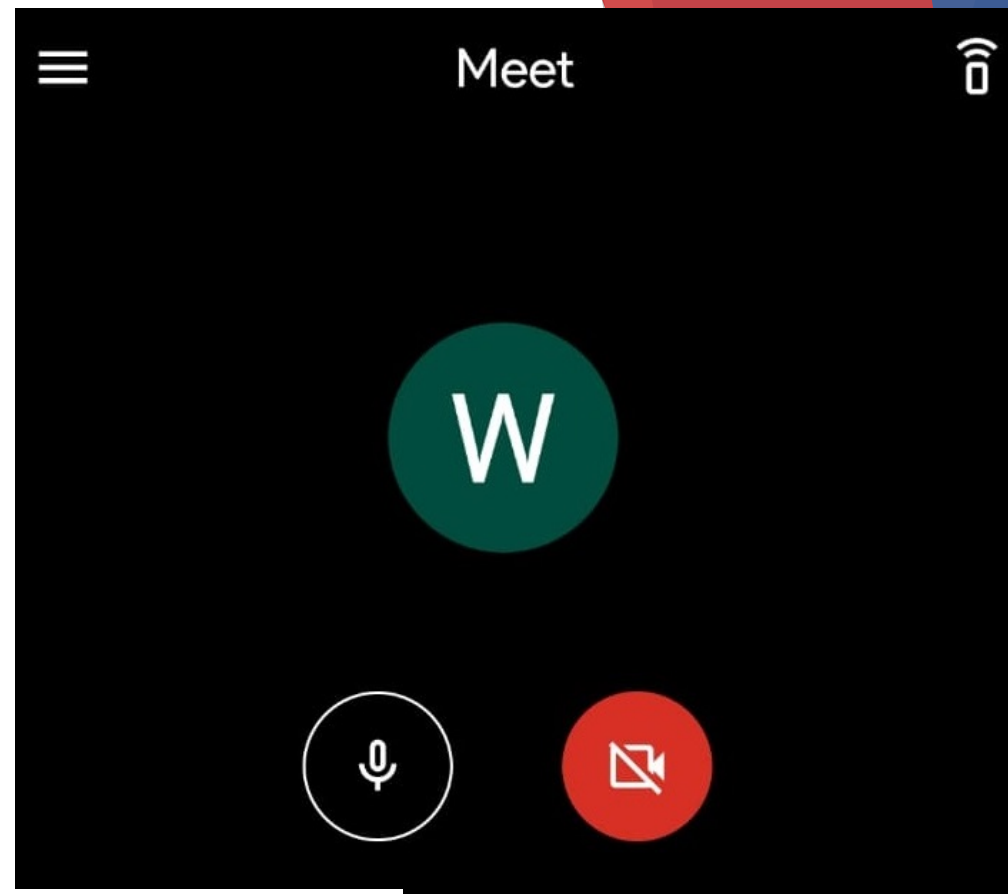
設定學校戶口(2)

- ▶ 按「管理您的Google帳戶」
- ▶ 使用學校Google戶口登入



加入會議(1)

- ▶ 在課堂電郵中按會議連結
- 或
- ▶ 輸入「會議代碼」
- ▶ 按「加入會議」



使用界面

