



使用 Zoom 說明文件

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註：

1. 請參閱第 11 頁 3.4 說明，**學生**務必使用**實名登入 Zoom**，**家長**則請使用「**學生名字**」再加上「**家長**」字眼，**老師**則請使用「**學生名字**」再加上「**老師**」字眼
2. 若要使用電腦版或其他作業平台的設備，可以至 Zoom 官網參加網頁版會議(www.zoom.us)，或安裝符合屬於您的電腦環境的 Zoom 程式(www.zoom.us/download#client_4meeting)

1. 安裝 Zoom app

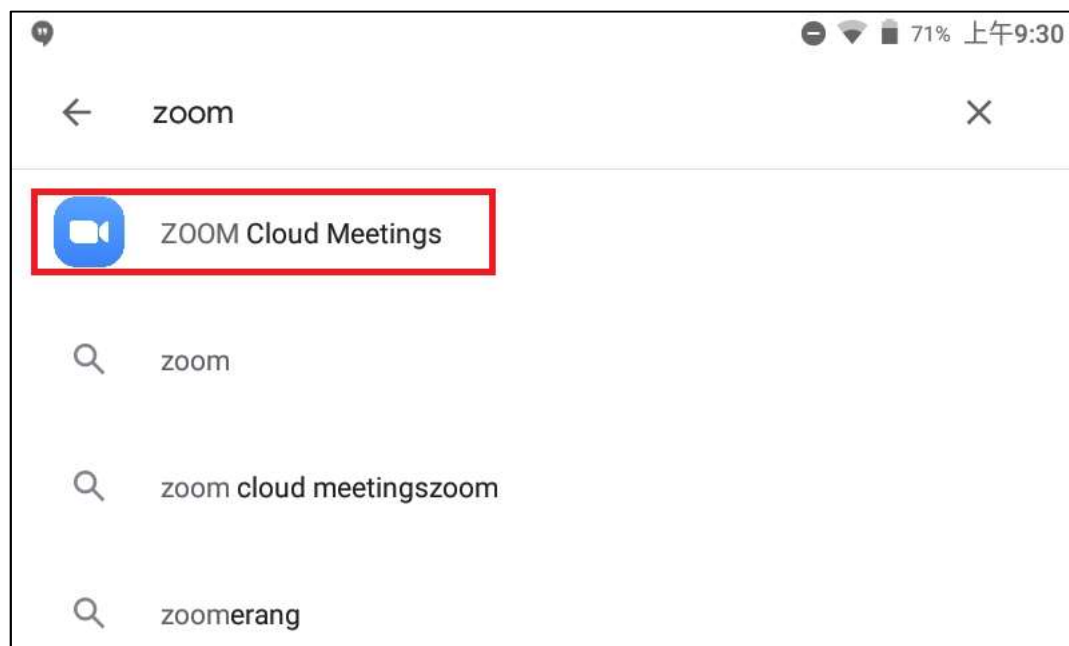
1.1. 在 WALEX Passport 開啟 Play 商店(此為 Android 環境；若為 Apple iOS 環境，請開啟 App Store)



1.2. 在「搜尋應用程式與遊戲」搜尋框中輸入 Zoom(大小寫都可以)



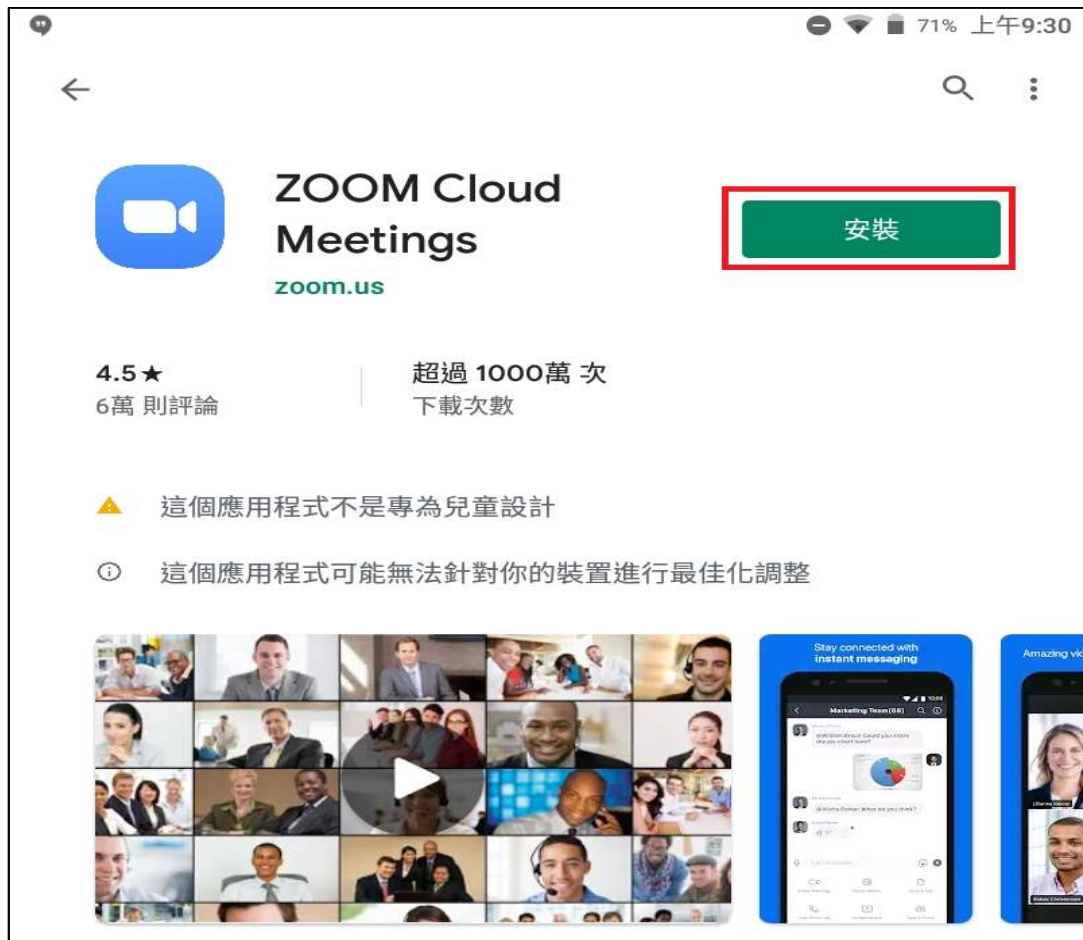
1.3. 輸入 Zoom 後，請點選「 ZOOM Cloud Meetings」



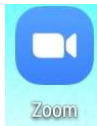


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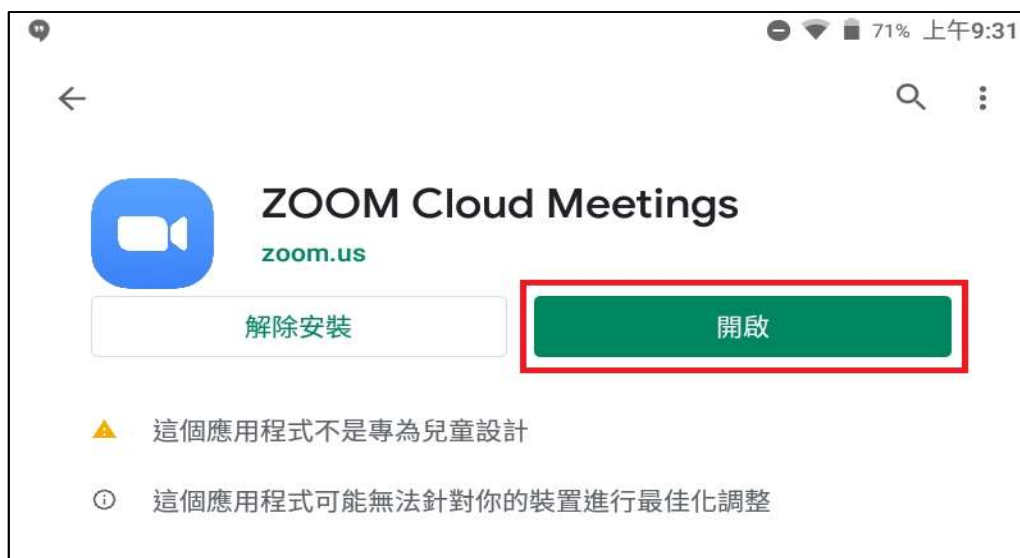
1.4.開啟 ZOOM Cloud Meetings app 安裝畫面後，請點選「安裝」



1.5.完成安裝後請點選「開啟」，或是於 WALEX Passport 桌面找到

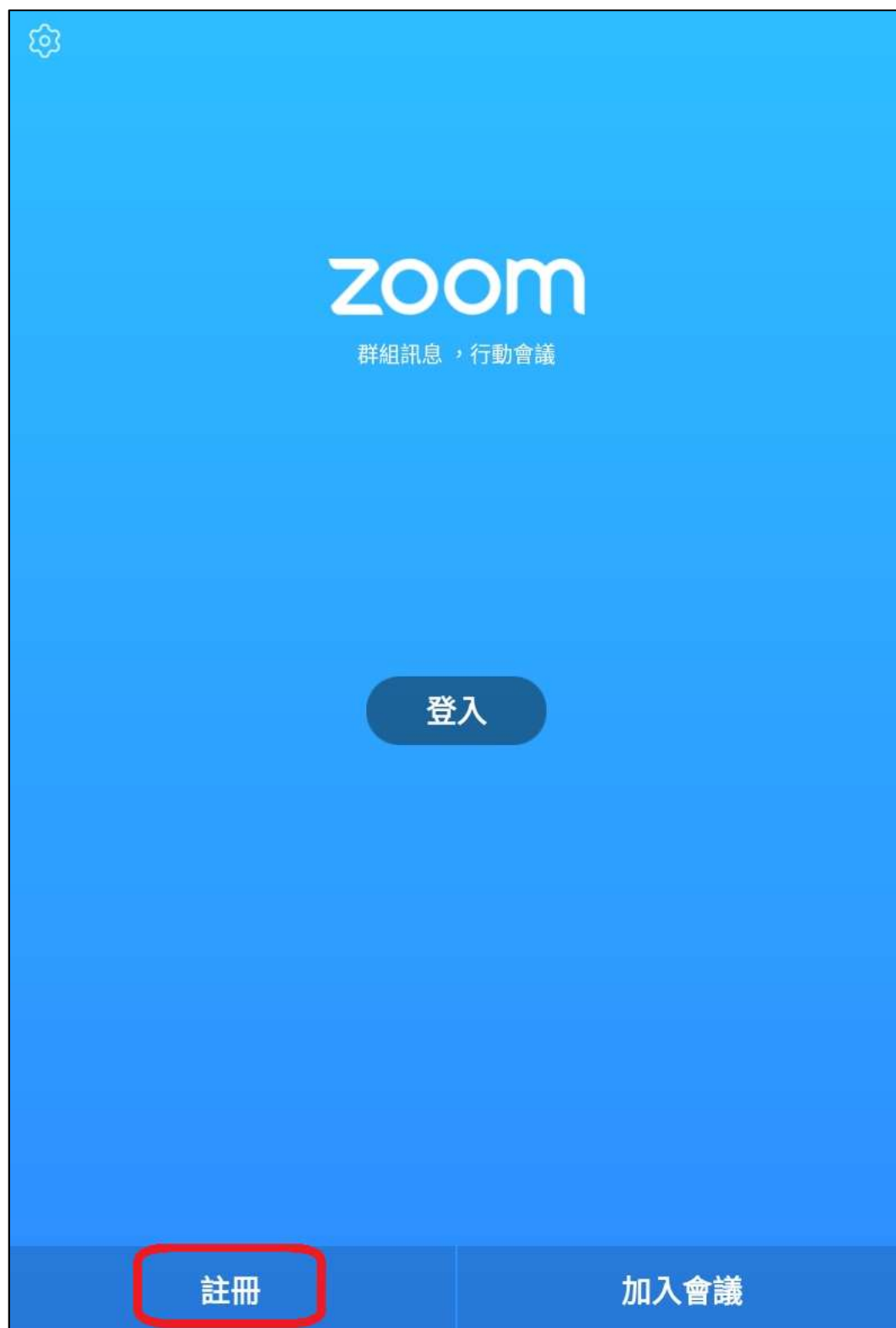


圖示開啟



2.註冊 Zoom 帳號

2.1.開啟 Zoom app 後，尚未有 Zoom 帳號者請先按左下角「註冊」





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2.2.請如註冊畫面指示，輸入資料與查看其服務條款內容，然後點選「我同意服務條款」進行申請帳號



A screenshot of a mobile registration form titled "註冊" (Register). The form has a dark header bar with a back arrow, the title, and a "下一步" (Next Step) button. Below the header, there are four input fields: "Email" with a hint "(1)請輸入e-mail address", "名" (First Name) with a hint "(2)請輸入名字(First Name) · 中英文皆可", "姓" (Last Name) with a hint "(3)請輸入姓(Last Name) · 中英文皆可", and a checkbox labeled "(4) 我同意 服務條款." (I agree to the Terms of Service). The checkbox is highlighted with a red box.

2.3.請填好資料後請點選右上角「下一步」



A screenshot of the same registration form, now with the following data entered: Email: "wps-ab00095@steamfeat.org", First Name: "Ab00095", Last Name: "wps". The "下一步" (Next Step) button in the top right corner is highlighted with a red box. At the bottom, the checkbox "我同意 服務條款." is now checked with a blue checkmark.

2.4.請依照指示到申請的帳號 e-mail 信箱驗證 Zoom 帳號的註冊申請



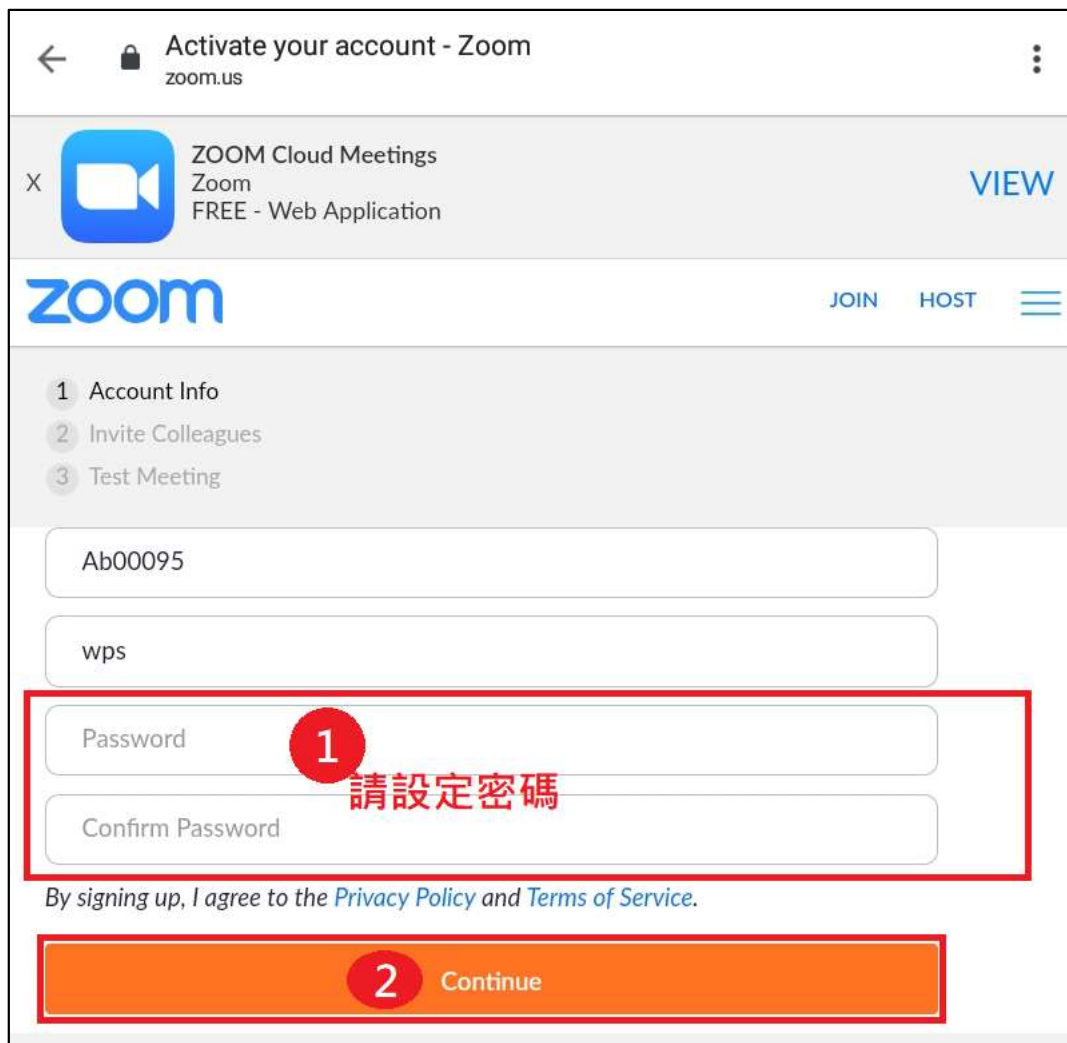
A screenshot of a confirmation message titled "註冊" (Register). The message is displayed on a yellow background and states: "我們已送出了一封Email以驗證您的Email地址。" (We have sent an email to verify your email address). Below this message, the email address "wps-ab00095@steamfeat.org" is displayed. The entire message area is highlighted with a red box.

2.5.啟用 Zoom 帳號



2.6.啟用後會連結設定密碼等 Zoom 基本設定

2.6.1 設定密碼



Zoom 密碼設定要求

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

2.6.2 Skip 邀請同儕

[←](#)  **Activate your account - Zoom** [zoom.us](#) 

 **ZOOM Cloud Meetings**
Zoom
FREE - Web Application

[VIEW](#)

 [JOIN](#) [HOST](#) 

1 Account Info

2 Invite Colleagues

3 Test Meeting

[Add another email](#)

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

[Invite](#)

[Skip this step](#)

2.6.3 完成設定

 Activate your account - Zoom
zoom.us

X

ZOOM Cloud Meetings
Zoom
FREE - Web Application

VIEW



JOINHOST

1 Account Info

2 Invite Colleagues

3 Test Meeting

Excellent! Now it's time to start meeting.

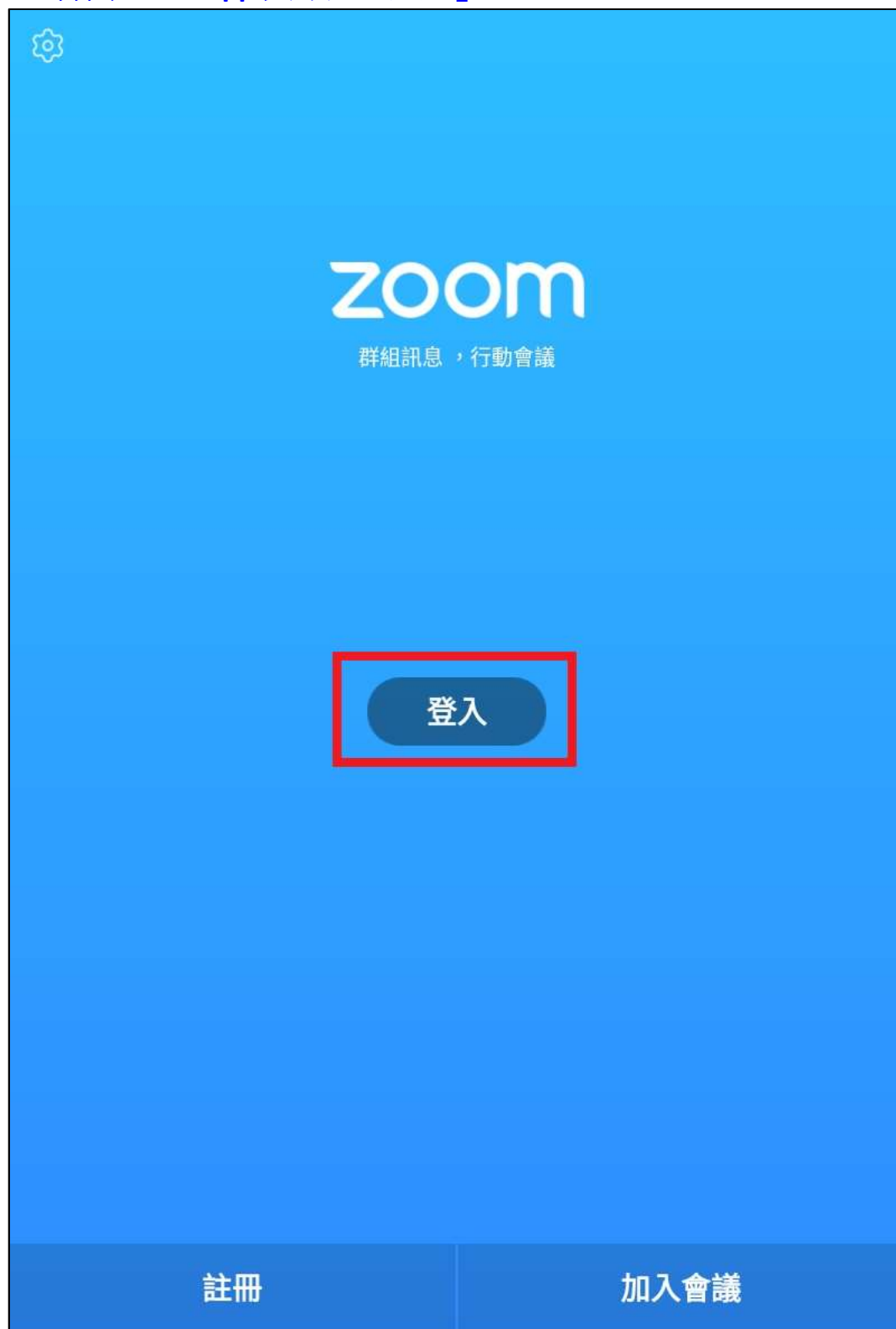
Your personal meeting url:
<https://zoom.us/j/7853029927>

Start Meeting Now

Go to My Account

3.參加 Zoom 會議

3.1.打開 Zoom app 與點選「登入」



3.2.請輸入您的 Zoom 帳號(E-mail)與密碼



The screenshot shows the Zoom login interface. At the top left is a '取消' (Cancel) button. In the center is the title '登入' (Login). Below the title are two input fields: 'Email地址' (Email address) and '密碼' (Password). At the bottom is a large blue button labeled '登入' (Login).

3.3.請點選「+加入」參加會議



3.4.請填入 Zoom ID「會議號碼」與提供學生實際名字參加，學生請填入『學生名字』，家長填入『學生名字家長』，老師填入『學生名字老師』，否則管理員會踢除不合規定者



The screenshot shows the '加入會議' (Join Meeting) screen. At the top is a back arrow and the title '加入會議'. Below the title is a red-outlined box containing the label '會議號' (Meeting ID). Underneath is the text '使用個人會議名稱加會' (Use personal meeting name to join). Below that is another red-outlined box containing the text 'Ab00095 wps' and '王小明'. At the bottom is a large grey button labeled '加入會議'. Below the button is a note: '如果您收到了邀請鏈接，請點擊該鏈接加入會議。' (If you received an invitation link, click the link to join the meeting). At the very bottom is a red-outlined box containing the title '加會選項' (Join options) and two toggle switches. The first toggle is for '不自動接入音頻' (Do not automatically join audio) and the second is for '保持視訊關閉' (Keep video off). Both toggles are currently turned on. A red text overlay says '請先點選不開啟聲音與影像' (Please first select not to start audio and video).

3.4.需要發言時請點選「音訊」圖示即可

加入會議設定「不自動接入音頻」為  灰階圖示為正常現象



3.5.結束會議請點選「離開」或關掉 Zoom app 即可

