

「運用 Google 日曆及 Google Meet 進行線上課堂」使用手冊





「Google 日曆」及「Google Meet」會不定時進行系統更新，請家長留意，並注意更新。




下載程式及安裝方法(iOS 用戶)

	<ol style="list-style-type: none">1. 開啟「App Store」2. 搜尋「Google 日曆」及「Google Meet」3. 然後按「取得」按鈕4. 下載完成後在主畫面中開啟
	<p>「Google 日曆」的圖示</p> 





程式下載連結

<p>Google 日曆</p> 	<p>Google Meet</p> 
	

下載程式及安裝方法(Android 用戶)

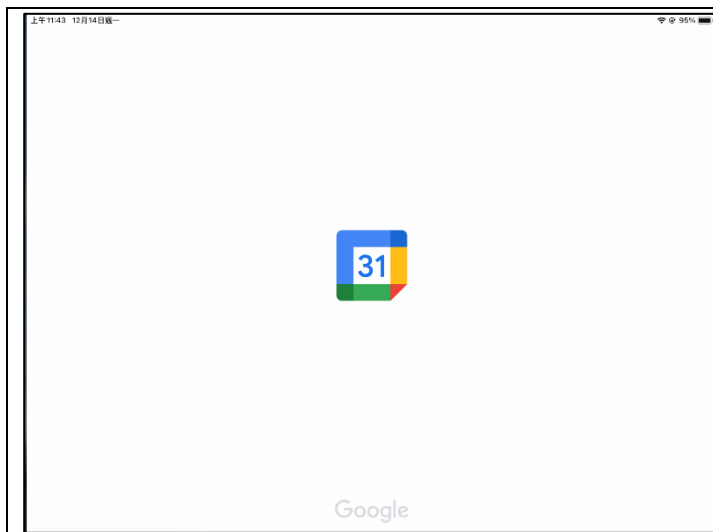
 A screenshot of the Google Play Store search results for 'Google 日曆'. The search bar contains 'google 日曆'. Below the search bar, three search results are listed: 'google 日曆行事表', 'google 日曆app', and 'google 日曆'. A red arrow points from the Play Store icon to the search bar.	<ol style="list-style-type: none">1. 開啟「Play 商店」2. 搜尋「Google 日曆」及「Google Meet」3. 然後按「安裝」按鈕4. 下載完成後在主畫面中開啟「Google 日曆」的圖示
 A screenshot of the Google 日曆 app page in the Play Store. The app is titled 'Google 日曆' by Google LLC. It has a rating of 4.5 stars from 1,495,050 reviews. The '安裝' (Install) button is highlighted with a red box. Below the app name, there are several preview images showing the app's interface.	 The Google 日曆 app icon, which is a blue square with a white circle containing the number '31'.

程式下載連結

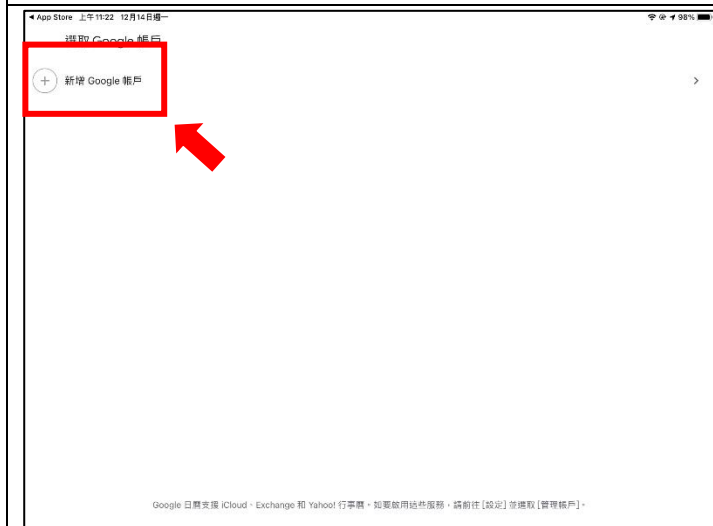
<p>Google 日曆</p> 	<p>Google Meet</p> 
	



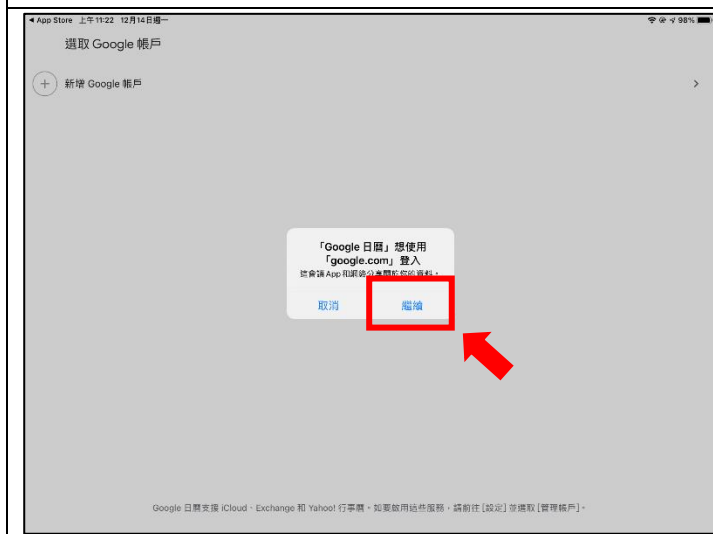
運用「Google 日曆」及「Google Meet」進行網上實時課堂的操作方法 (適用於使用 iOS 及 Android 之用戶)



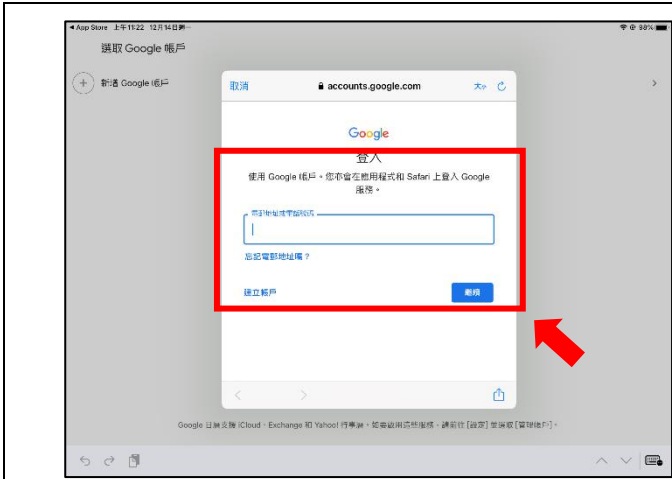
1. 開啟「Google 日曆」



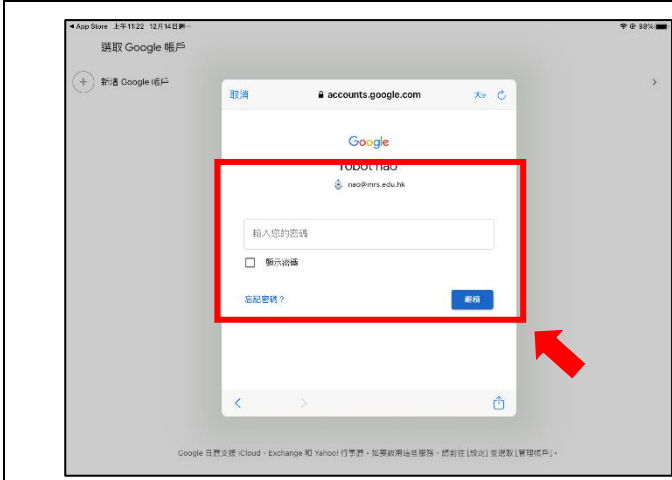
2. 點選「新增 Google 帳戶」



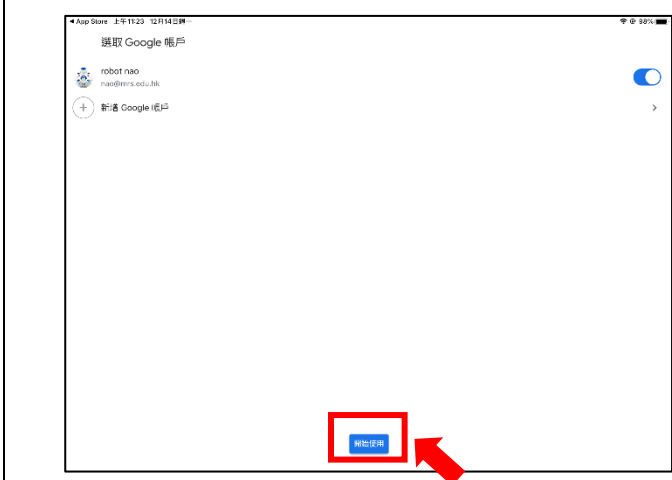
3. 點選「繼續」



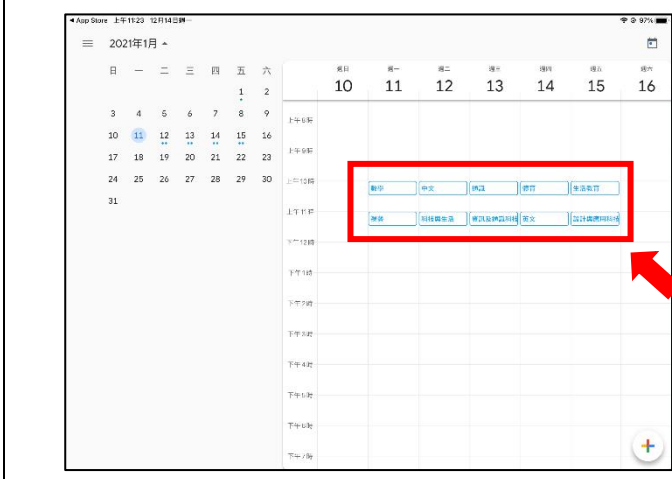
4. 輸入由學校提供的學生 Google 帳戶，並點選「繼續」



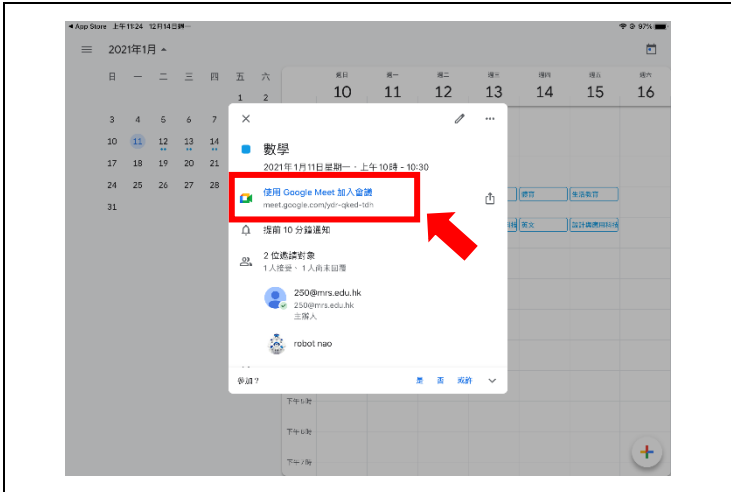
5. 輸入密碼，並點選「繼續」



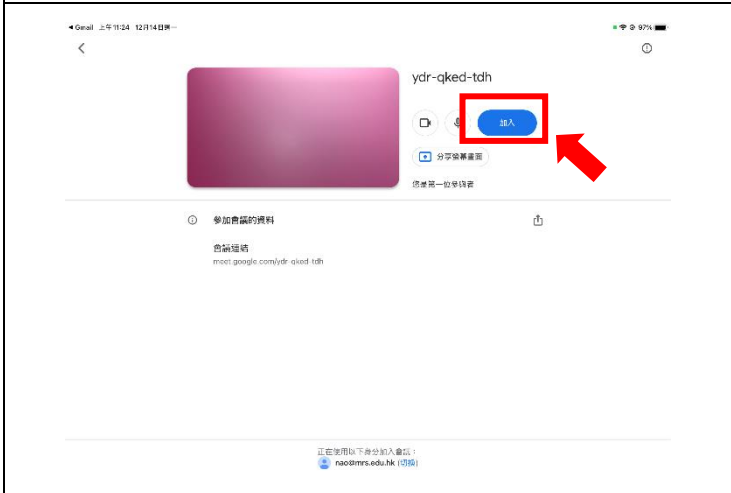
6. 點選「開始使用」



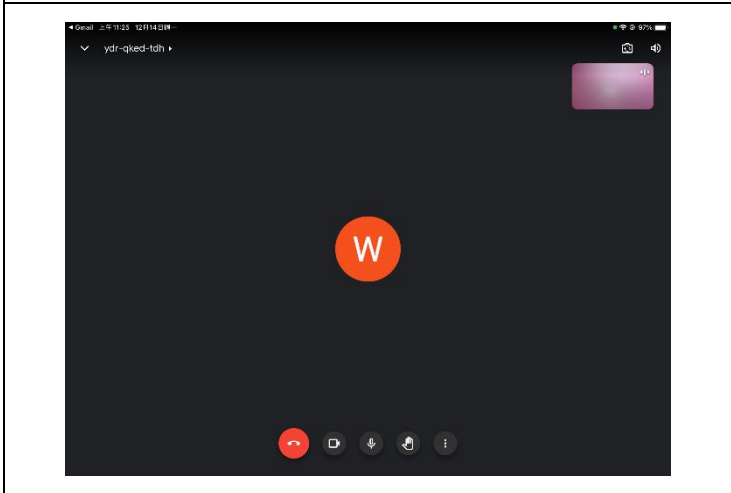
7. 根據時間，點選課堂



8. 點選「使用 Google Meet 加入會議」

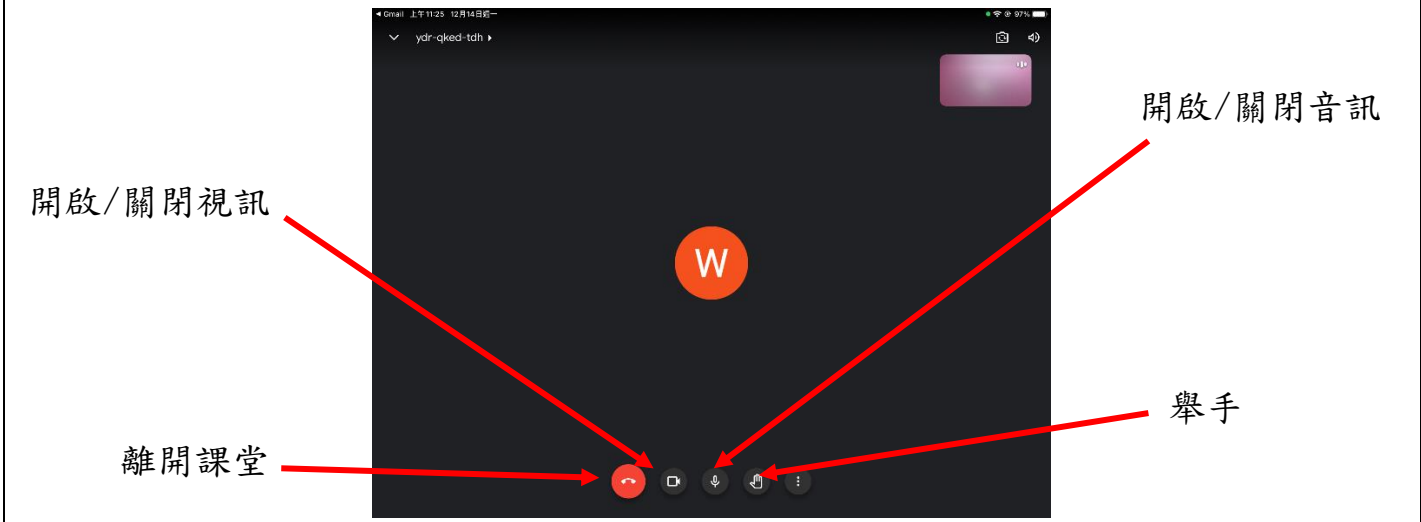


9. 系統會自動轉至「Google Meet」，
點選「加入」



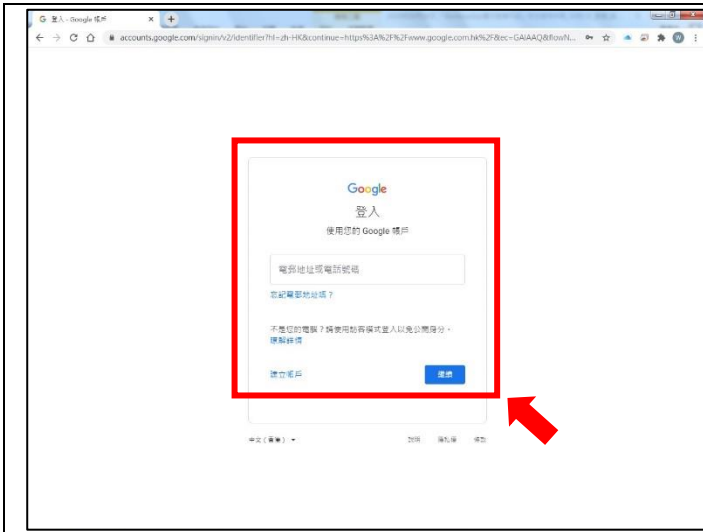
10. 耐心等待課堂開始

「Google Meet」進行課堂時的操作介紹

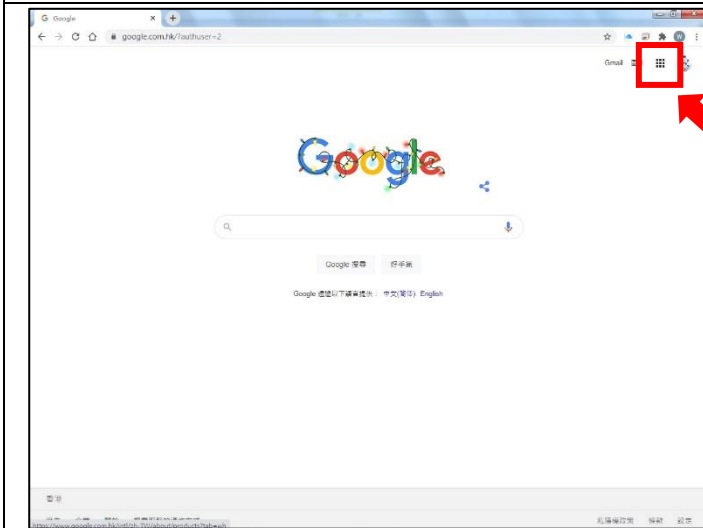




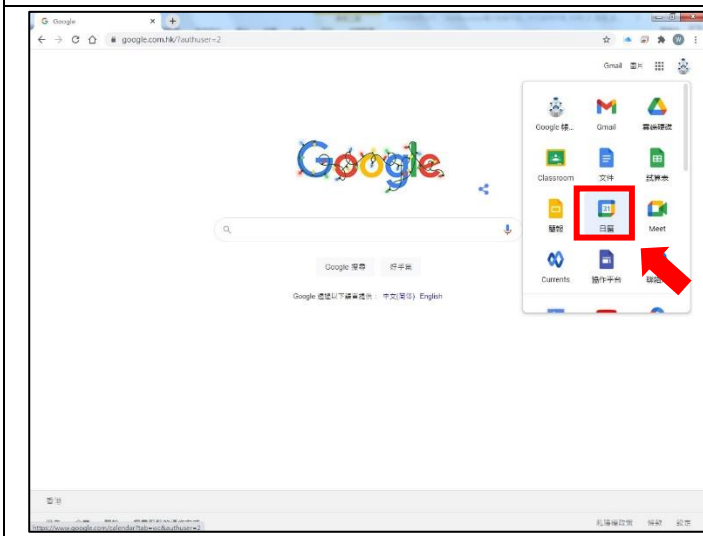
運用「Google 日曆」及「Google Meet」進行網上實時課堂的操作方法 (適用於使用網頁版之用戶)



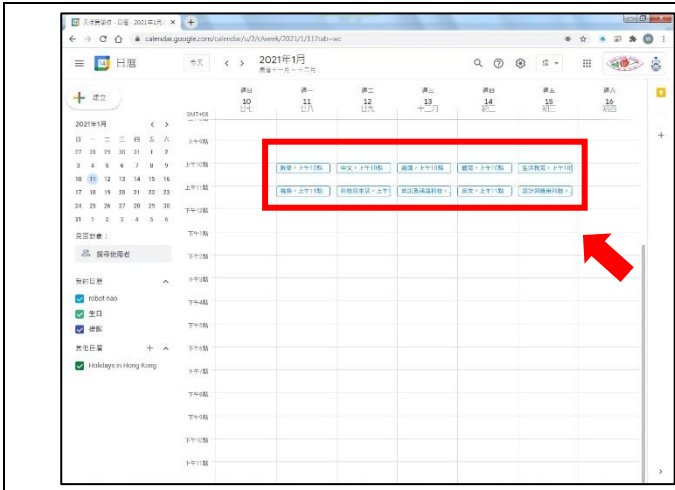
1. 登入由學校提供的學生 Google 帳戶，並點選「繼續」



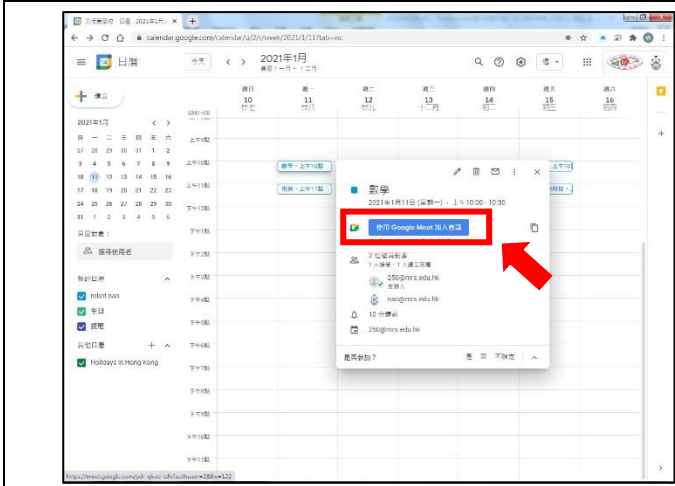
2. 點選「Google 應用程式」



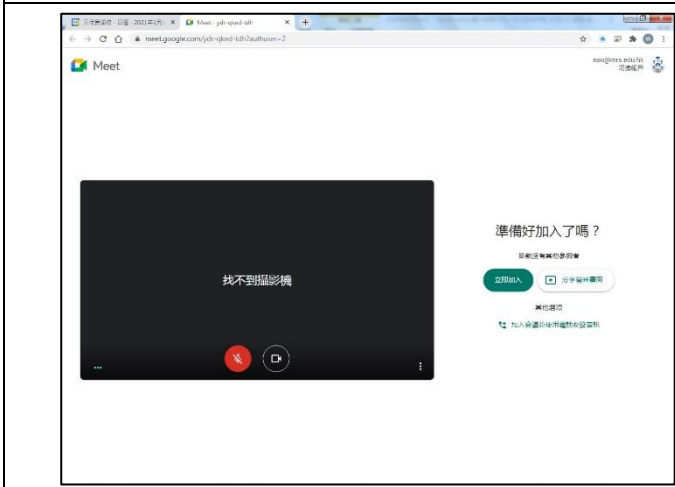
3. 點選「日曆」



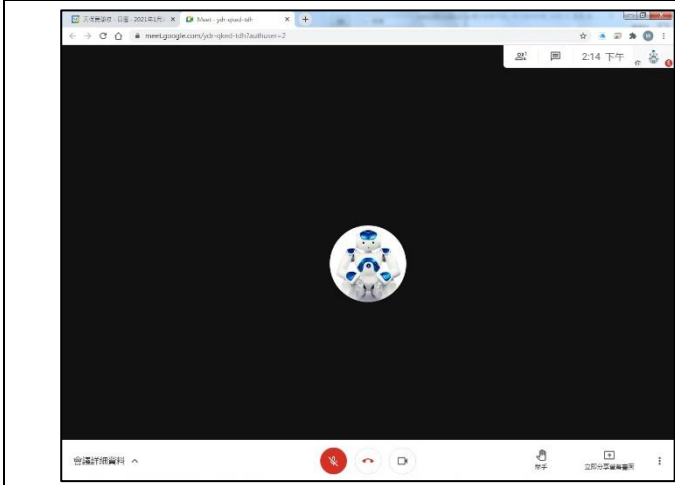
4. 根據時間，點選課堂



5. 點選「使用 Google Meet 加入會議」



6. 系統會自動轉至「Google Meet」，
點選「加入」



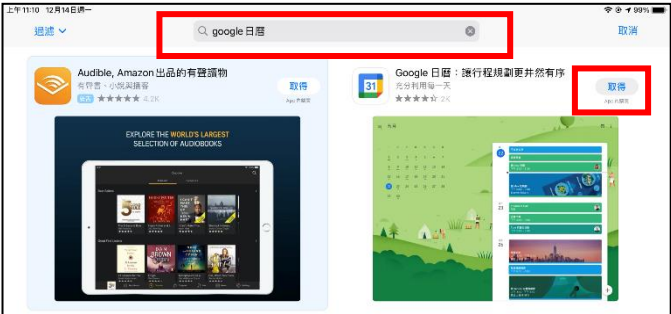
7. 耐心等待課堂開始

“Google Calendar & Google Meet” User guide





“Google Calendar” and “Google Meet” releases updates regularly. Please update to the latest version of the application.



Install “Google Calendar” and “Google Meet”(iOS Version)

	<ol style="list-style-type: none">1. Visit the AppStore.2. Search for “Google Calendar” and “Google Meet”.3. Press “GET” button.4. Start the App on the home screen after downloading.
	



Link to download application:

<p>Google Calendar</p> 	<p>Google Meet</p> 
	

Install “Google Calendar” and “Google Meet” (Android version)

	<ol style="list-style-type: none">1. Visit the Play store.2. Search for “Google Calendar” and “Google Meet”.3. Press “INSTALL” button.4. Start the App on the home screen after downloading.
	

Link to download application:

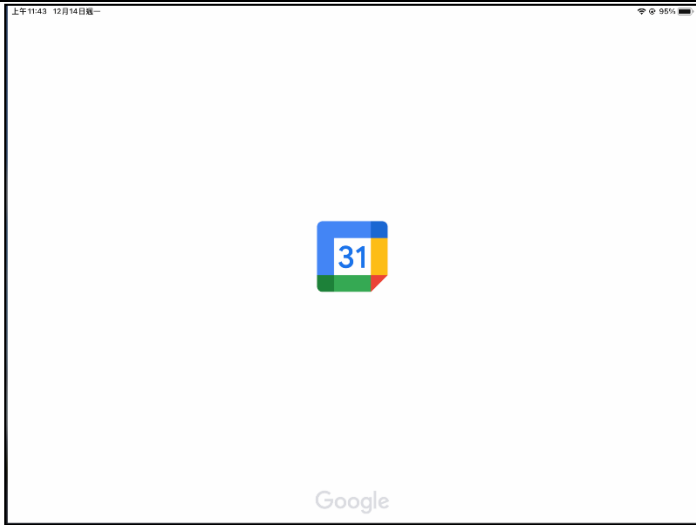
<p>Google Calendar</p> 	<p>Google Meet</p> 
	



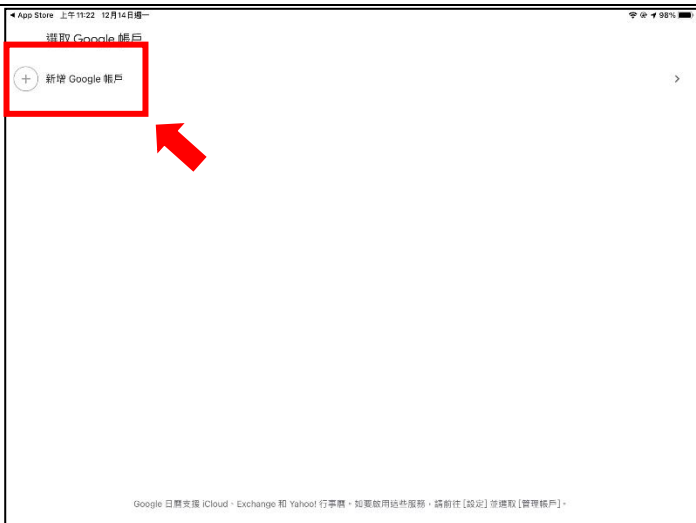
How to use “Google Calendar” and “Google Meet” to enter and attend online class

(For iOS and Android users)

1. Open “Google Calendar”.

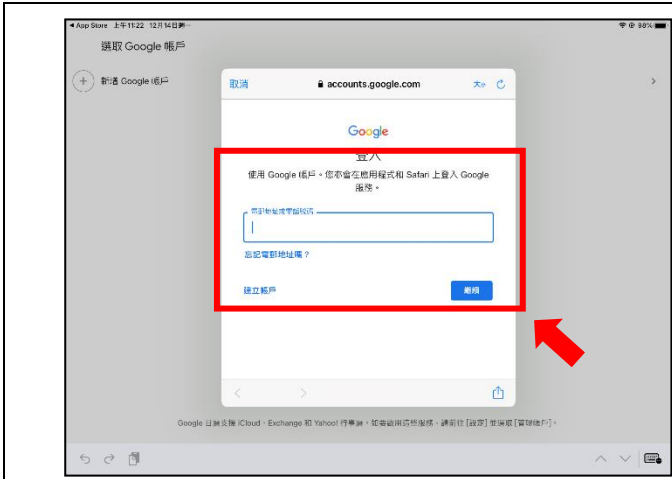


2. Choose “Add New Google Account”.

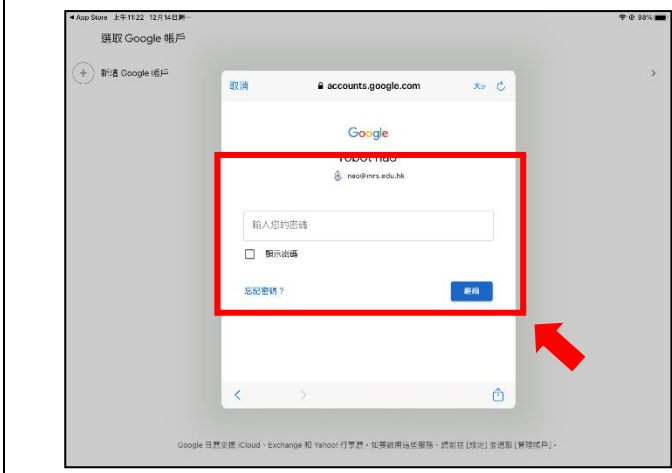


3. Choose “Continue”.





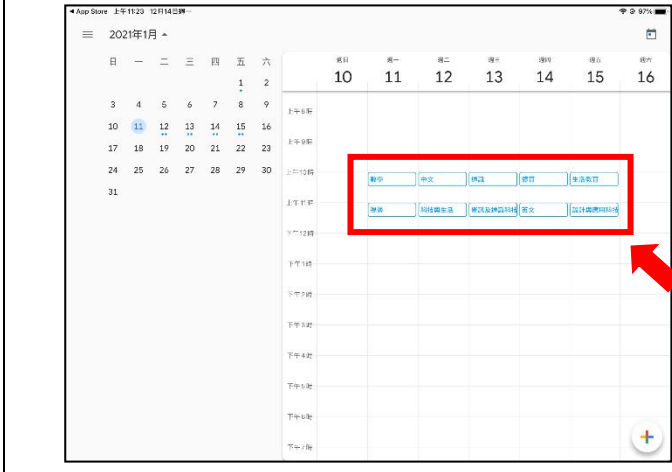
4. Insert the Google account provided by the school, then press “Continue”.



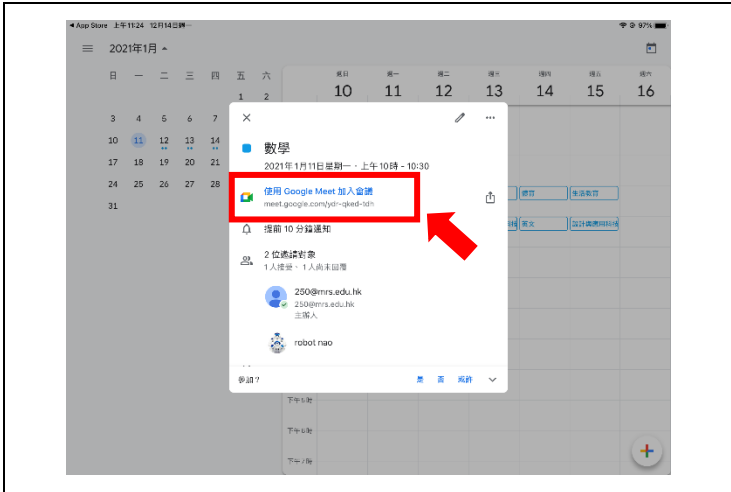
5. Insert the password, then press “Continue”.



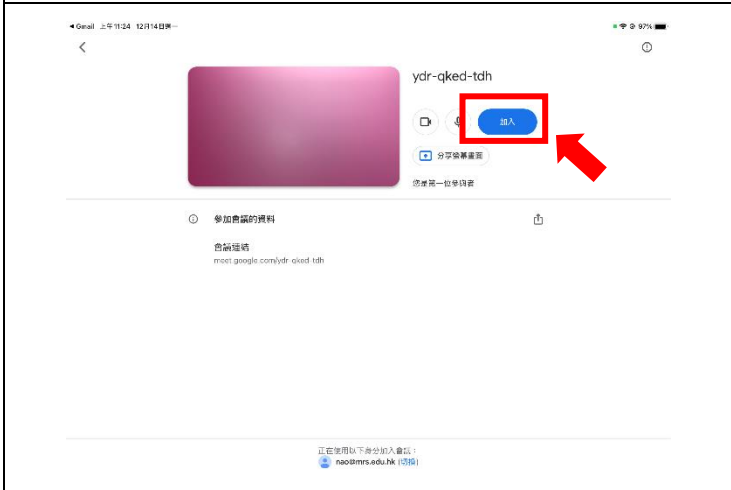
6. Choose “Start”.



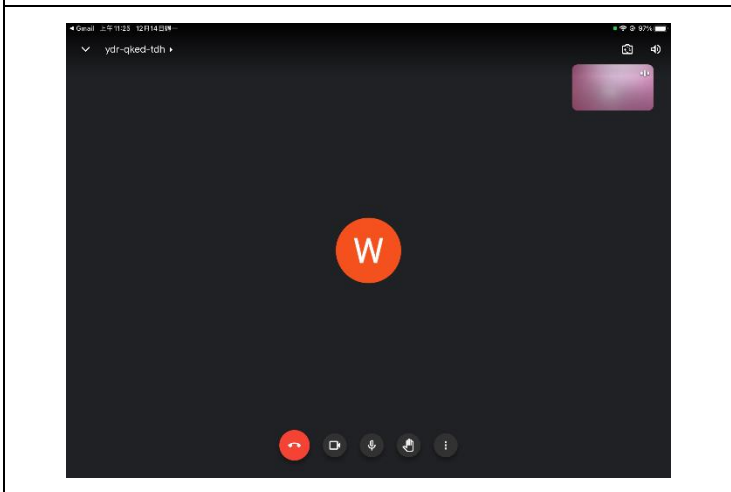
7. According to the schedule, choose the class you wish to attend.



8. Choose “Join Conference using Google Meet”.

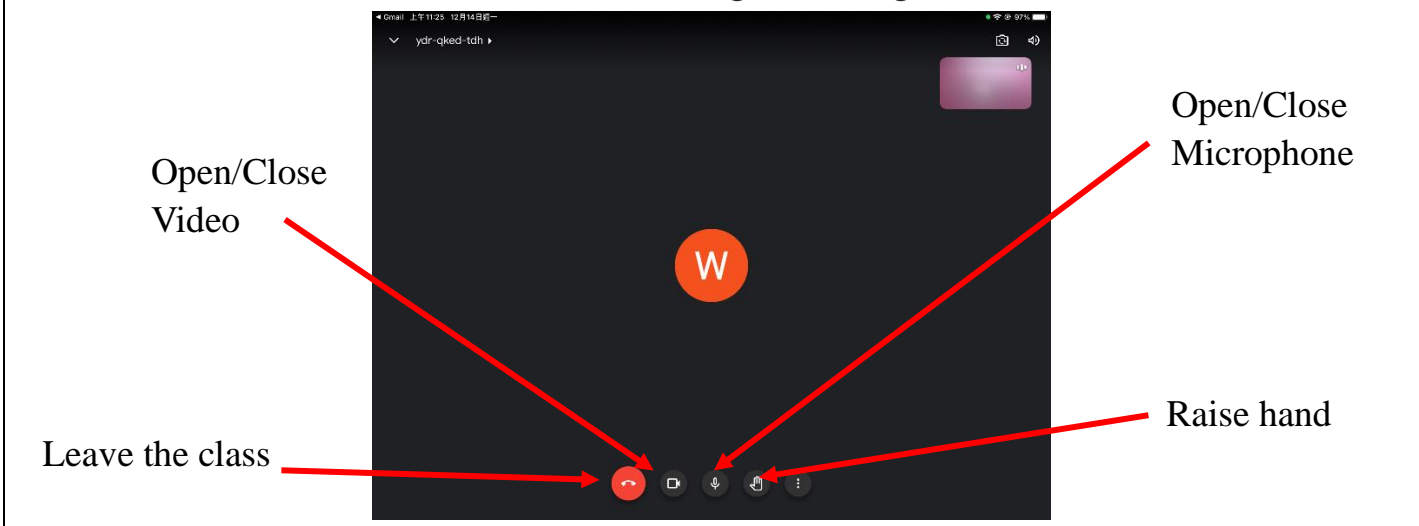


9. You will be redirected to “Google Meet”. Choose “Join” to enter.



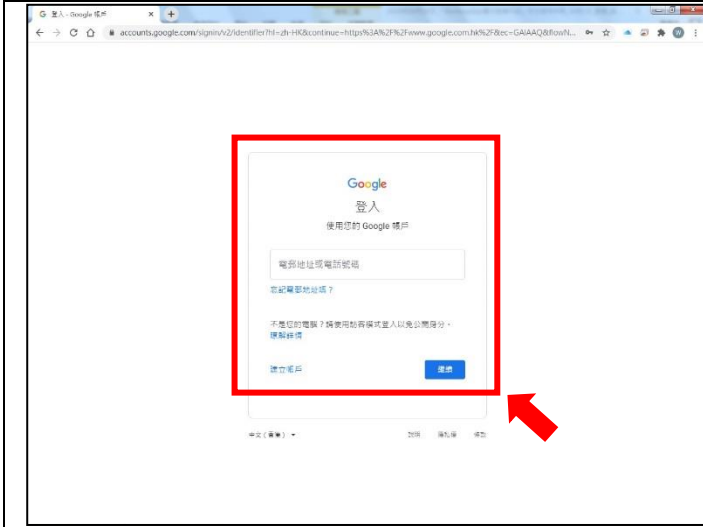
10. Wait patiently for the class to start.

User’s interface after entering the “Google Meet” class

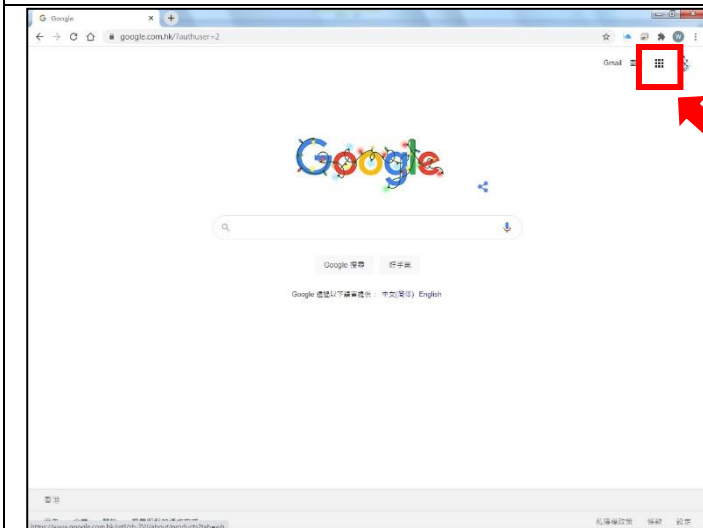




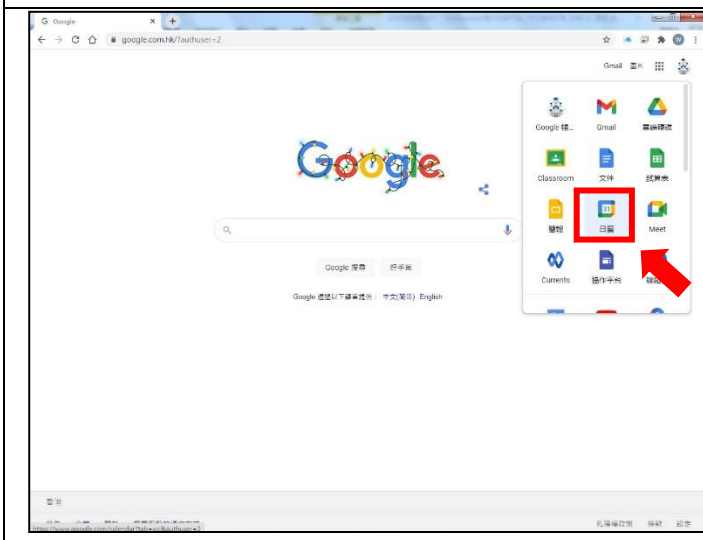
How to use “Google Calendar” and “Google Meet” to enter and attend online class (For Web users)



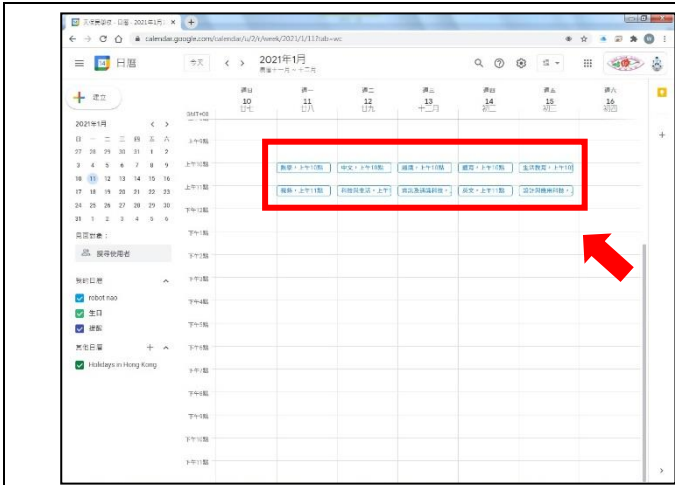
1. Insert the Google account provided by the school, then press “Continue”.



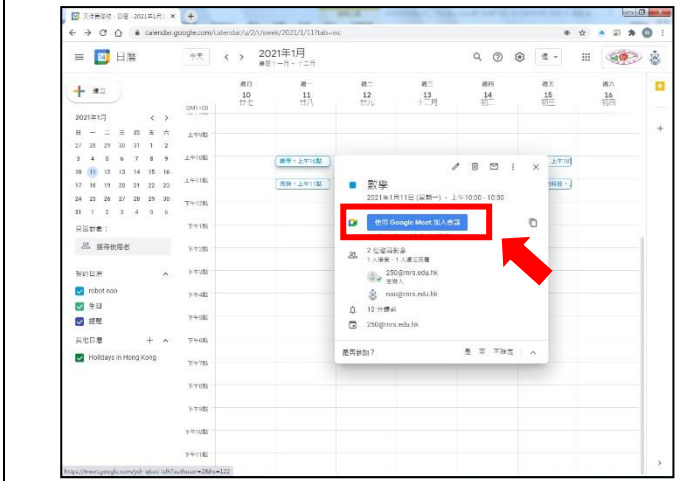
2. Choose “Google Applications”.



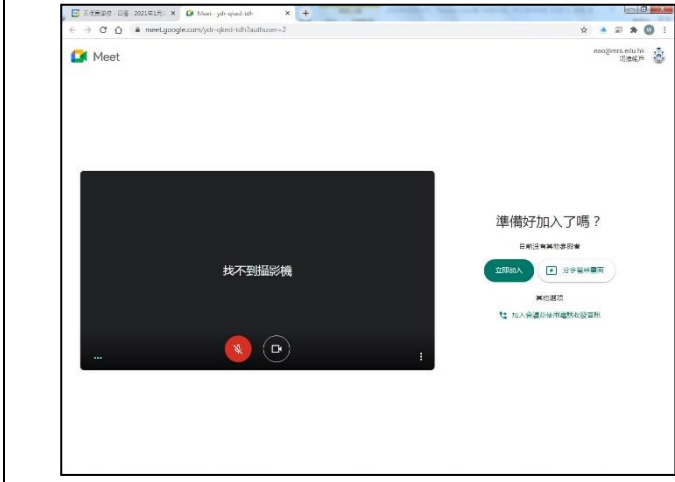
3. Choose “Calendar”.



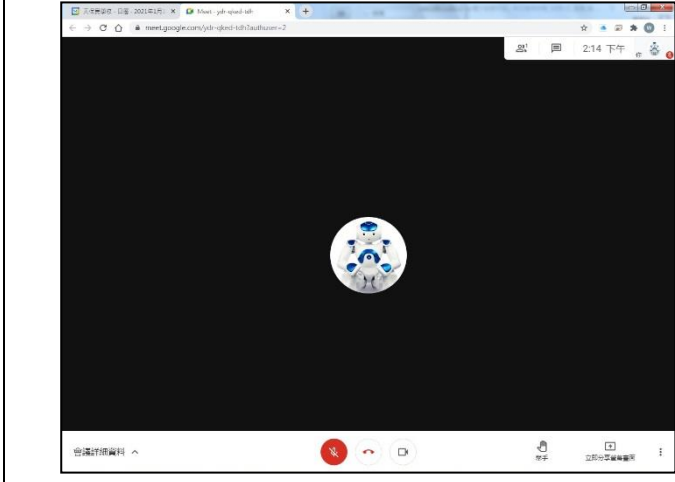
4. According to the schedule, choose the class you wish to attend.



5. Choose “Join Conference using Google Meet”.



6. You will be redirected to “Google Meet”. Choose “Join” to enter.



7. Wait patiently for the class to start.