



教學指引:

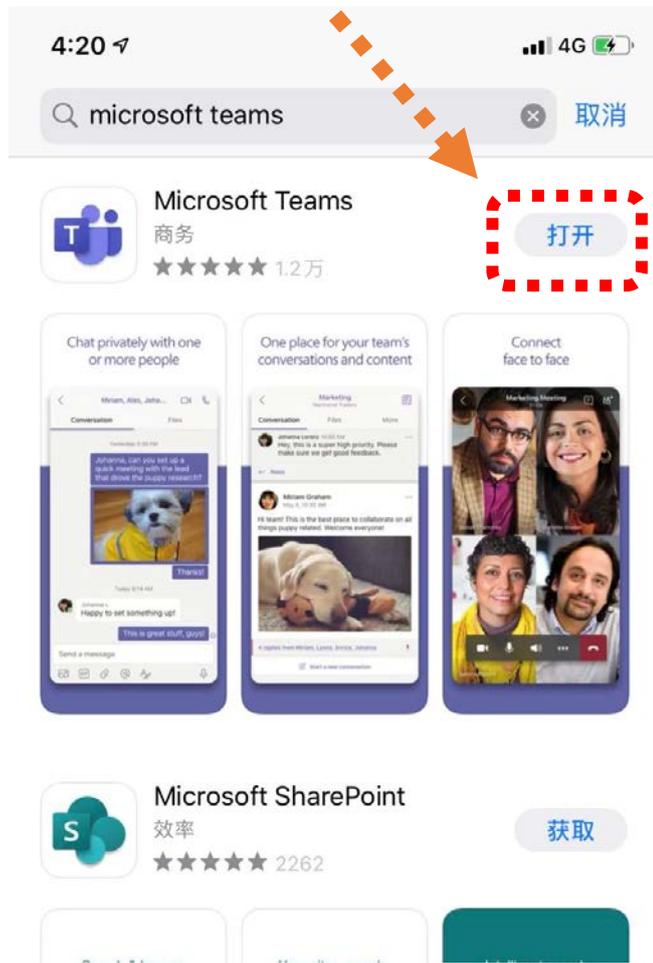
-  安裝 Microsoft Teams (Android/IOS)
-  修改 Microsoft 密碼
-  Teams 查看文件

1. 安裝 Microsoft Teams

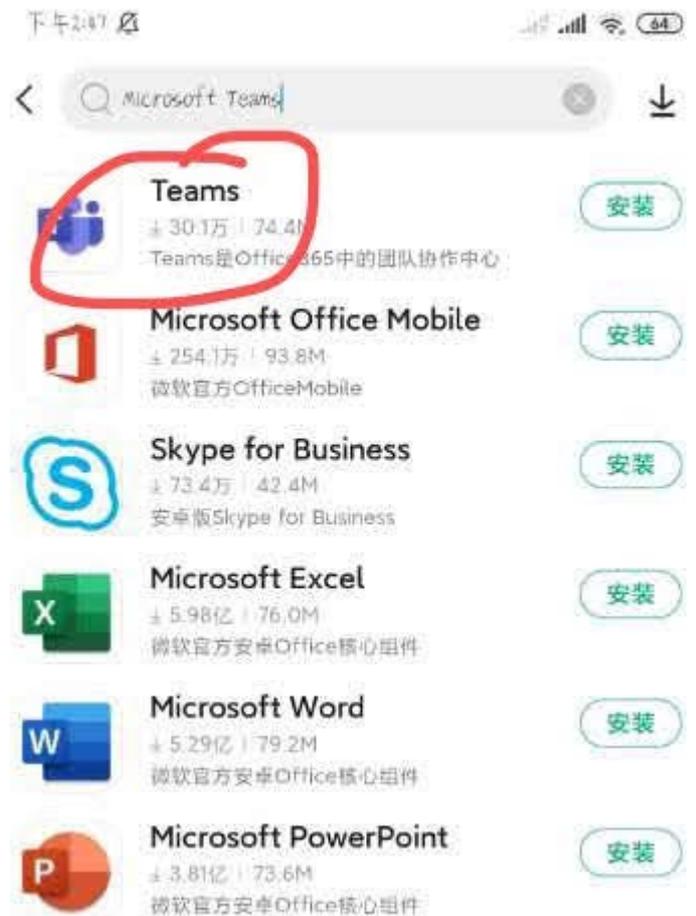
步驟(1):

1. 先打開手機上的應用程式商店
2. 搜尋 “Teams” / “Microsoft Teams”
3. 下一步便能安裝程式

App Store 示範：

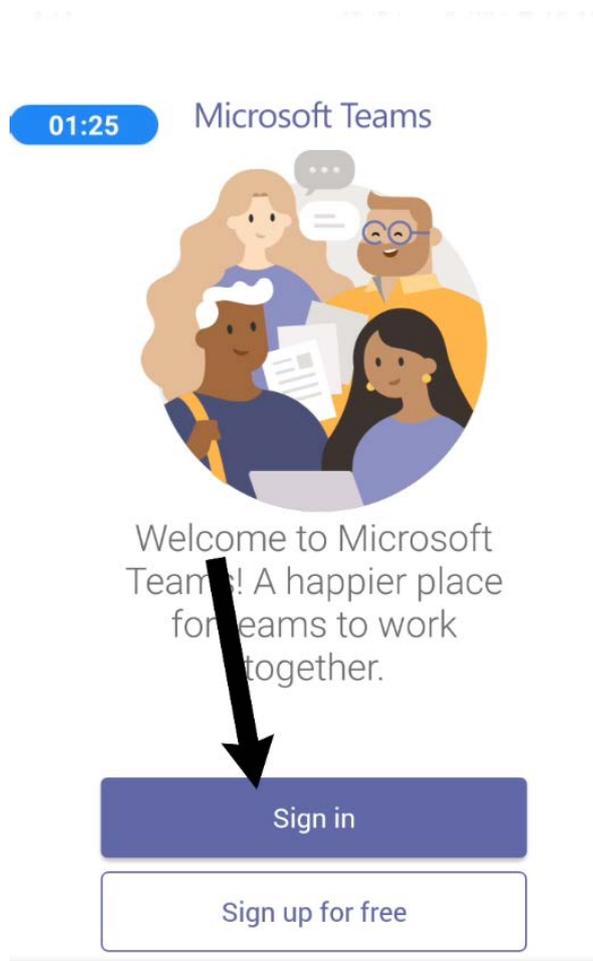


內地手機應用程式商店示範：



步驟(2):

進入程式後，可以按 **Sign in** (登入)



步驟(3):

學生登入電郵是:

學生編號@plkmkmc.edu.hk

例如: 2020999@plkmkmc.edu.hk



Sign in using your work, school, or Microsoft account.

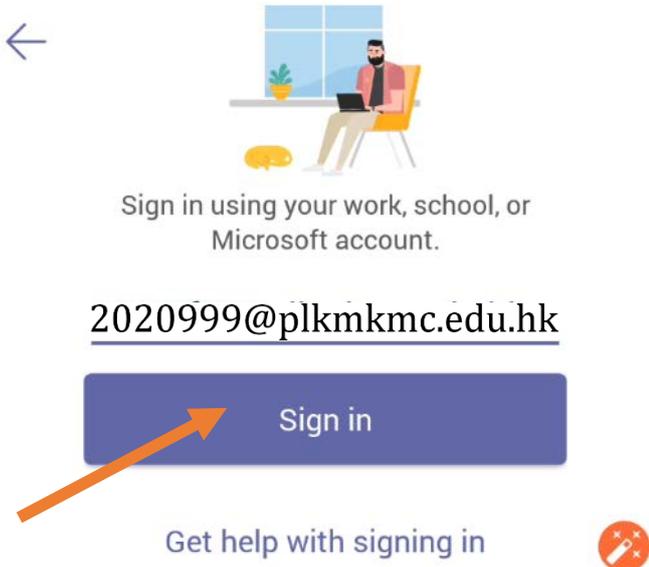


Sign in

[Get help with signing in](#)

步驟(4):

輸入完成後可以按 Sign in



19201f01@plkmkmc.edu.hk



步驟(5):

1. 然後需要輸入密碼
2. 第一次登入的密碼是 @Password
3. 要注意!
只有第一個英文字母(P) 是大楷
4. 完成後可以按登入

Sign in to Microsoft Teams

2020999@plkmkmc.edu.hk

輸入密碼

.....

[忘記密碼](#)

[使用其他帳戶登入](#)



2. 修改 Microsoft 密碼

步驟(1):

登入完成後，系統會要求更新密碼

Sign in to Microsoft Teams



2020999@plkmkmc.edu.hk

更新您的密碼

因為這是您第一次登入，或您的密碼已過期，所以您必須更新密碼。

目前密碼

新密碼

確認密碼

登入

Welcome Office 365

步驟(2):

先在目前密碼填寫 @Password

Sign in to Microsoft Teams



2020999@plkmkmc.edu.hk

更新您的密碼

因為這是您第一次登入，或您的密碼已過期，所以您必須更新密碼。

.....

新密碼



步驟(3):

1. 然後填寫新密碼
2. 注意! 填寫新密碼時
新密碼必須要包含:
大楷、細楷英文字母及數字
3. 例如: Abc1234 ← (密碼只供參考)

Sign in to Microsoft Teams

以您必須更新密碼。

.....

新密碼

確認密碼

登入

Welcome Office 365

步驟(4):

完成後可以按登入

Sign in to Microsoft Teams

Office 365 for Education

2020999@plkmkmc.edu.hk

更新您的密碼

因為這是您第一次登入，或您的密碼已過期，所以您必須更新密碼。

.....

.....

.....

登入

Welcome Office 365

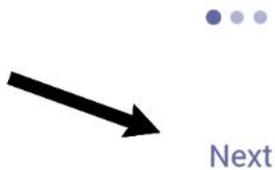
步驟(5):

1. 然後 Teams 會有一些使用小提示
2. 可以按 "Next" 繼續

00:44



Notebooks, files, and assignments are all available in tabs at the top of every team.

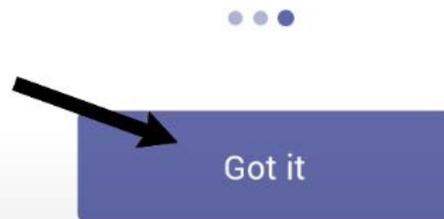


步驟(6):

最後按 Got it

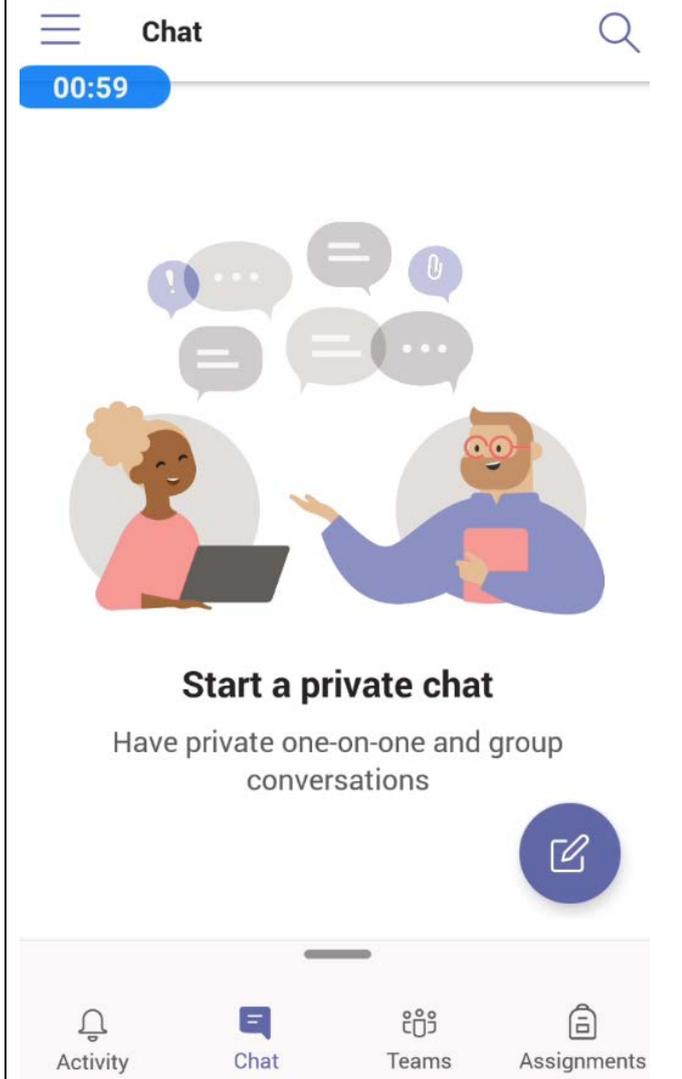


@mentions and the activity feed help you stay on top of your work and assignments.

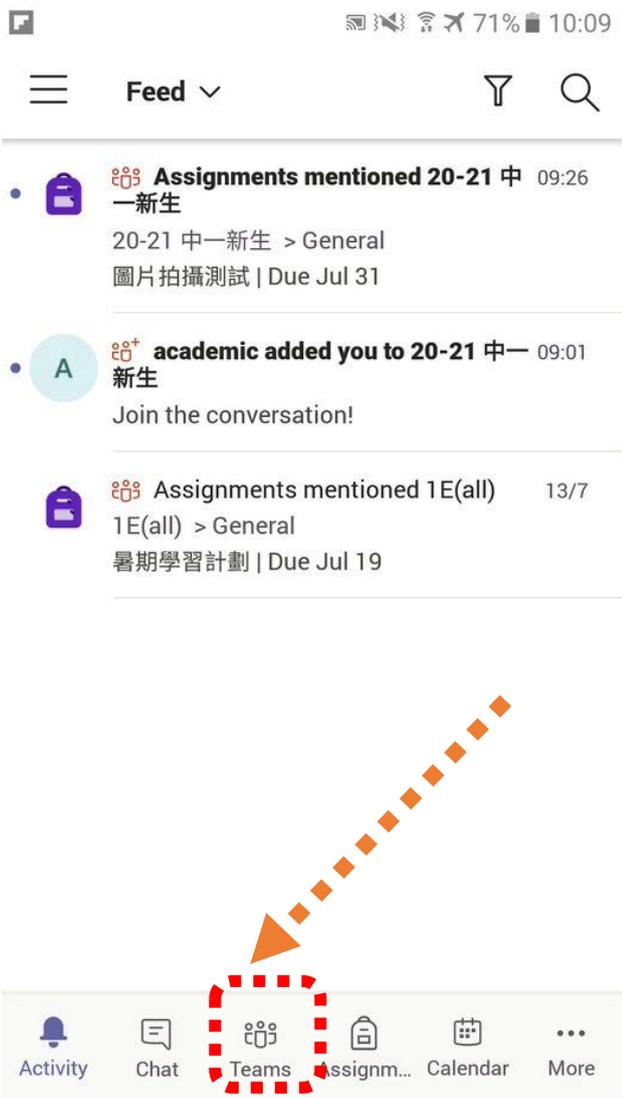


步驟(7):

成功修改登入密碼及進入程式的主頁面

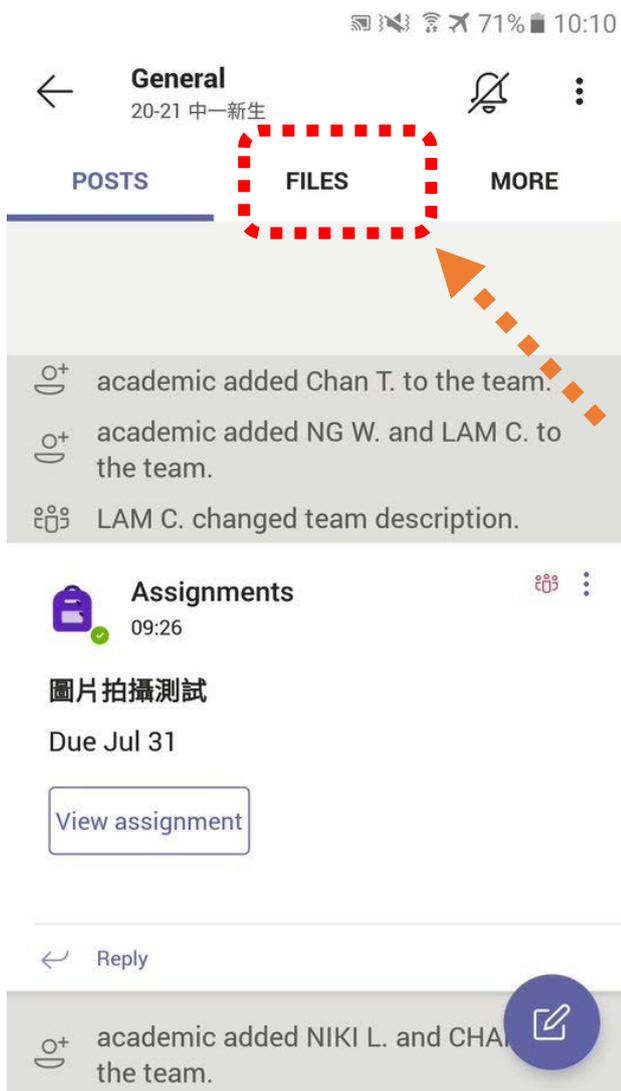


3. Teams 查看文件 - 手機查閱

步驟(1):	步驟(2):
<p data-bbox="108 264 794 360">登入完成後，可以揀選下方“Teams” / “團隊”</p>  <p data-bbox="140 427 762 1525">The screenshot shows the Microsoft Teams mobile app interface. At the top, there's a status bar with signal strength, Wi-Fi, airplane mode, 71% battery, and 10:09. Below that, a navigation bar includes a hamburger menu, 'Feed', a filter icon, and a search icon. The main content area displays a list of items: 'Assignments mentioned 20-21 中一新生' (with a due date of Jul 31), 'academic added you to 20-21 中一新生' (with a 'Join the conversation!' button), and 'Assignments mentioned 1E(all)' (with a due date of Jul 19). At the bottom, a navigation bar contains icons for Activity, Chat, Teams (highlighted with a red dashed box), Assignments, Calendar, and More.</p>	<p data-bbox="817 264 1377 360">然後揀選“20-21 中一新生”，點選“General” / “普通”的按鈕</p>  <p data-bbox="849 483 1481 1563">The screenshot shows the Microsoft Teams mobile app interface with the 'Teams' view selected. At the top, there's a status bar with signal strength, Wi-Fi, airplane mode, 71% battery, and 10:10. Below that, a navigation bar includes a hamburger menu, 'Teams', a vertical ellipsis, and a search icon. The main content area displays a list of teams: '1F-地理', '1F-測驗', 'General', '1F-電腦', 'General', and '20-21 中一新生'. The '20-21 中一新生' team is expanded, showing a 'General' channel which is highlighted with a red dashed box. An orange dashed arrow points from this 'General' channel to the 'Teams' icon in the previous screenshot. At the bottom, a navigation bar contains icons for Activity, Chat, Teams (selected), Assignments, Calendar, and More.</p>

步驟(3):

進入團隊後，可以揀選“FILES” / “檔案”



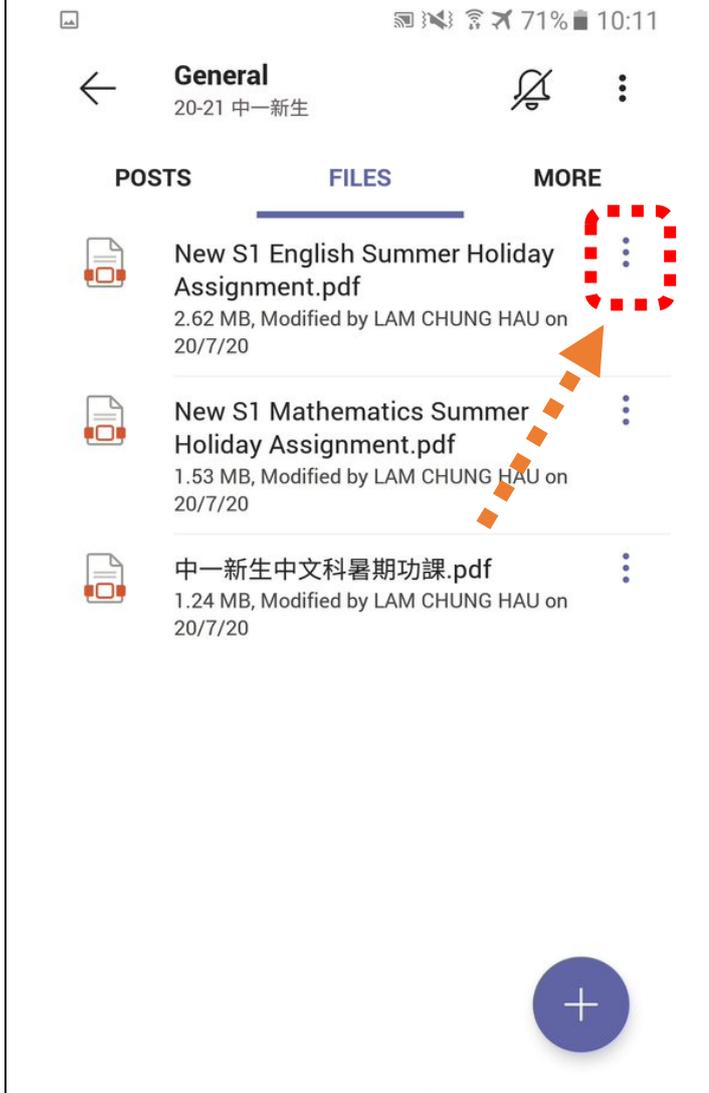
步驟(4):

學生可以在檔案中下載文件，例如:暑期功課



步驟(5):

揀選 選項 “⋮”，便能夠下載暑期功課



4. Teams 查看文件 - 電腦查閱

步驟(1):

1. 先打開瀏覽器，輸入 Microsoft Teams 網站:

(香港版) <https://products.office.com/zh-hk/microsoft-teams/free>

(內地版) <https://products.office.com/zh-cn/microsoft-teams/free>

2. 然後可以按“登入”



步驟(2):

1. 然後輸入學生電郵

2. 學生編號@plkmkmc.edu.hk

3. 例如: 2020999@plkmkmc.edu.hk

4. 輸入完成後，可以按“下一步”



登入

2020999@plkmkmc.edu.hk

沒有帳戶嗎? [建立一個吧!](#)

[無法存取您的帳戶嗎?](#)

[登入選項](#)

下一步

步驟(3):

1. 輸入密碼
2. 然後按“登入”

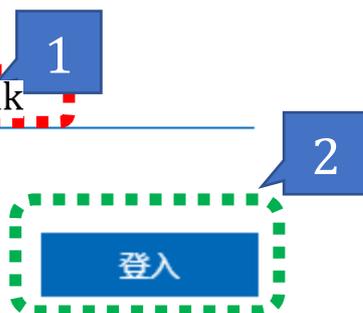


← 2020999@plkmkmc.edu.hk

輸入密碼

2020999@plkmkmc.edu.hk

[忘記密碼](#)



步驟(4):

1. 網站會查問是否需要保持登入
2. 建議按“否”(不建議保持登入)

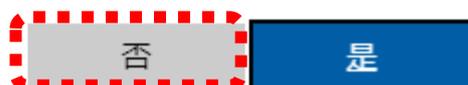


2020999@plkmkmc.edu.hk

保持登入嗎?

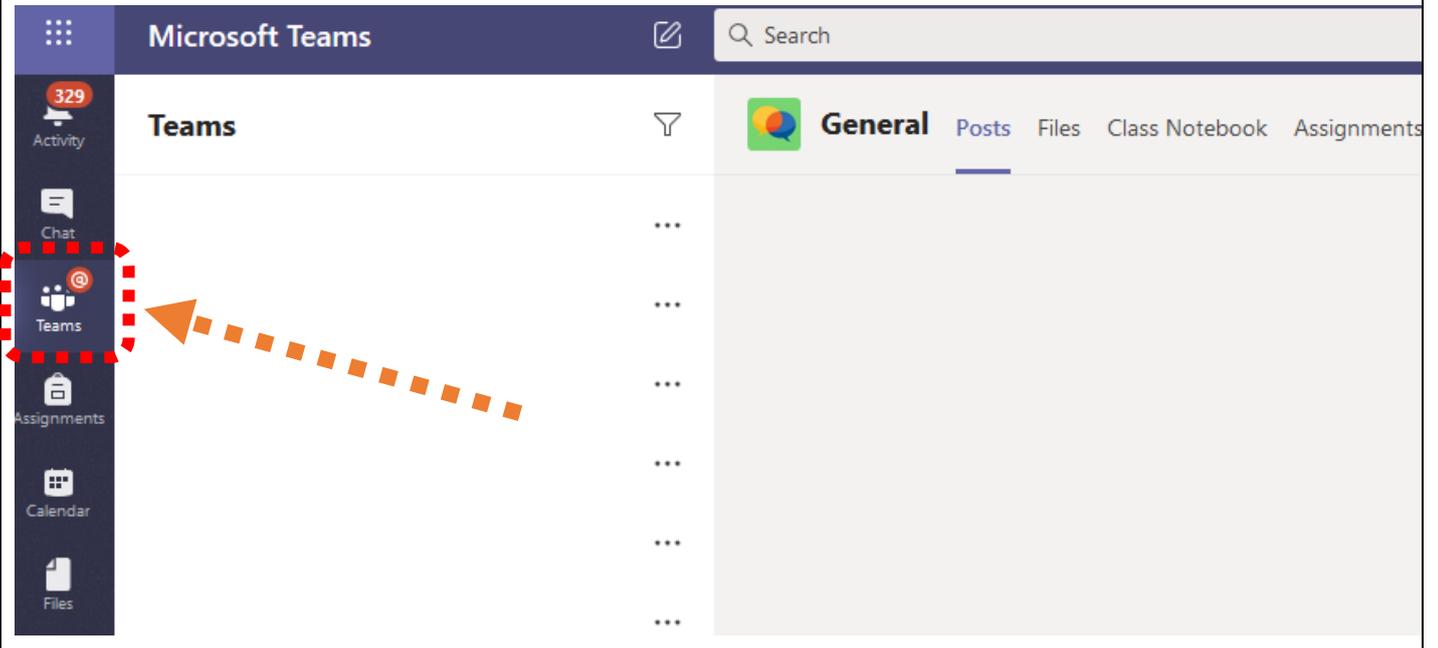
這樣做可以減少系統要求您登入的次數。

不要再顯示



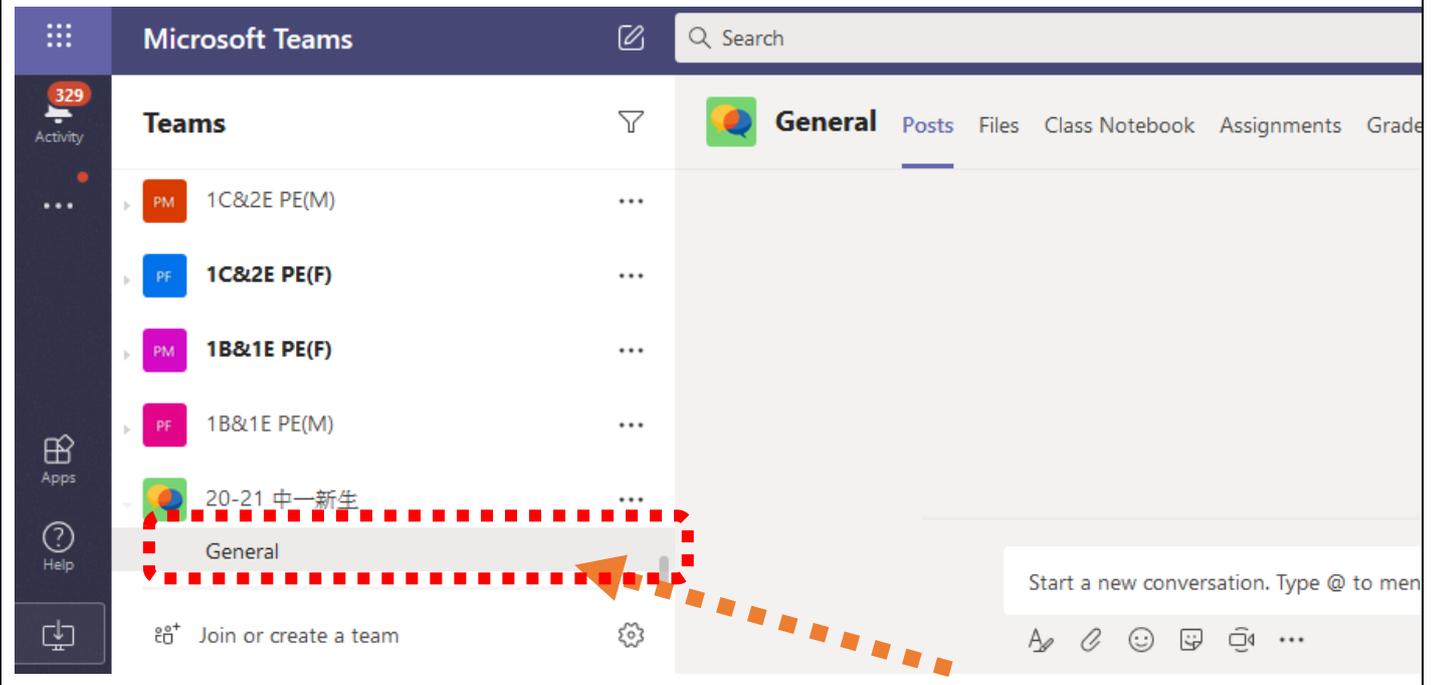
步驟(5):

登入完成後，可以揀選左方 “Teams” / “團隊”



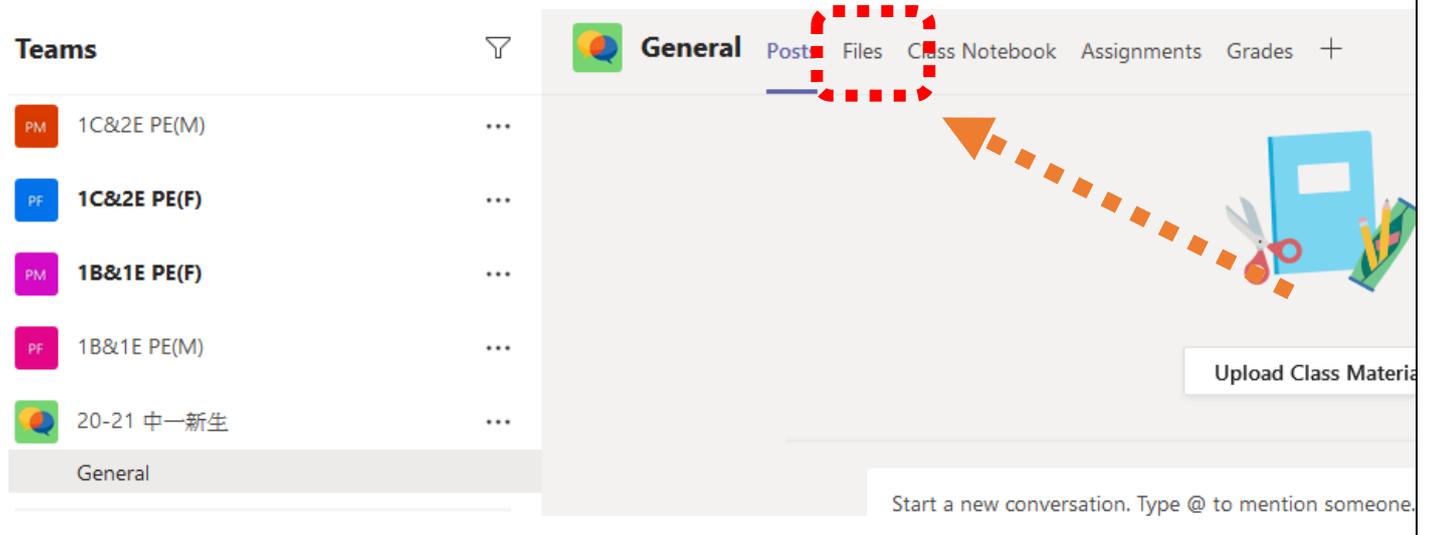
步驟(6):

然後揀選 “20-21 中一新生”，點選 “General” / “普通” 的按鈕



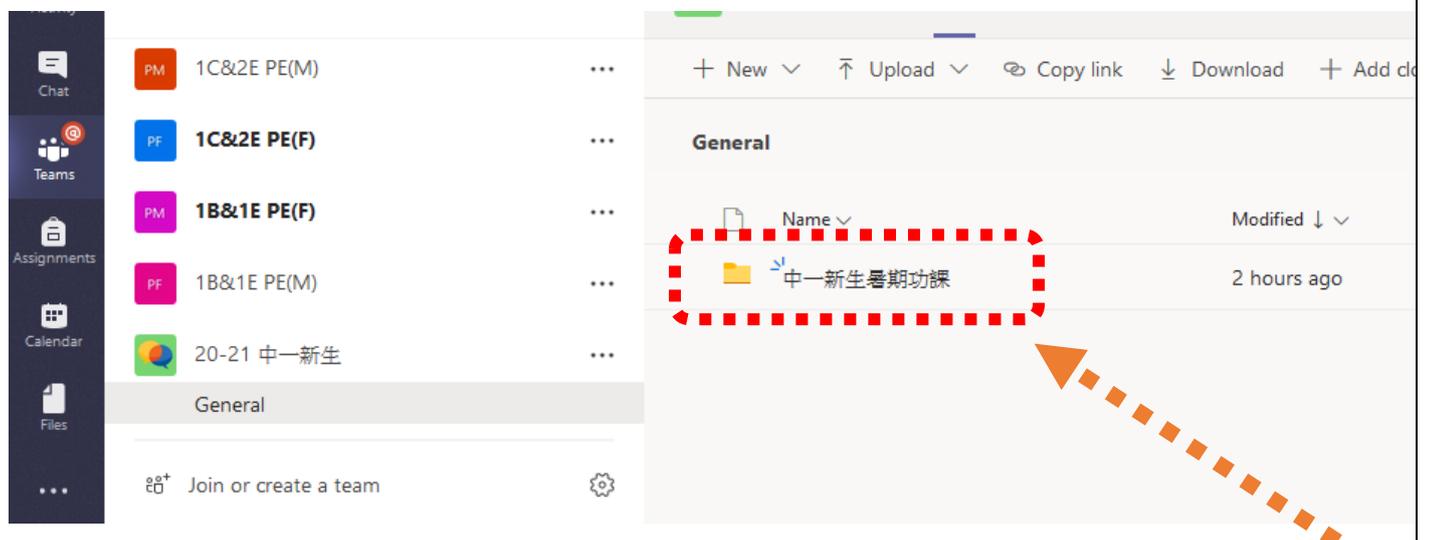
步驟(7):

進入團隊後，可以揀選 “Files” / “檔案”



步驟(8):

學生可以在檔案中下載文件，例如: 暑期功課



步驟(9):

最後可以揀選 選項 “...” ， 便能夠下載暑期功課

The screenshot displays the Microsoft Teams interface. On the left, a list of teams is visible, including '1C&2E PE(M)', '1C&2E PE(F)', '1B&1E PE(F)', '1B&1E PE(M)', and '20-21 中一新生'. The 'General' channel of the '20-21 中一新生' team is selected. The main area shows a file list with the following items:

Name	Time	Location
New S1 English Summer Holiday Assig...	2 hours ago	LAM C
New S1 Mathematics Summer Holiday Assig...	2 hours ago	LAM C
中一新生中文科暑期功課.pdf	2 hours ago	LAM C

A context menu is open over the file '中一新生中文科暑期功課.pdf'. The menu options are: Copy link, Download (highlighted), Delete, Pin to top, Rename, Open in SharePoint, Move, Copy, and More. A red dashed circle highlights the 'More' option, and a dashed orange arrow points from it to the 'Download' option in the menu.