



邀請他人進行視象會議

1 開啟 Office365 登入網址

<https://login.microsoftonline.com>

2 填寫 Office365 Account 登入



工作或學校、或是個人 Microsoft 帳戶

peter@vlabhk.onmicrosoft.com
.....

讓我保持登入

登入

返回

[無法存取您的帳戶嗎？](#)

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3 登入後在首頁開啟郵件

The screenshot shows the Office 365 application launcher interface. At the top, there is a navigation bar with a grid icon on the left, the text "Office 365" in the center, and "首頁" (Home) on the right. Below this is the "Office 365 Menu" which is a grid of application tiles. The "郵件" (Mail) tile is highlighted with a red box. Other tiles include "行事曆" (Calendar), "人員" (People), "Yammer", "新聞摘要" (News), "OneDrive", "網站" (Sites), "工作" (Work), "Delve", "Video", "Word", "Excel", "PowerPoint", "OneNote", "Sway", "市集" (Marketplace), and "管理員" (Admin). Below the grid, there are two links: "檢視我的所有應用程式" (View all my apps) and "應用程式啟動器的說明" (Learn more about the app launcher).



The screenshot shows the Outlook interface. At the top, there are tabs for 'Office 365' and 'Outlook'. Below the tabs is a search bar labeled '搜尋郵件和人員' with a magnifying glass icon. To the right of the search bar is a '+ 新增' button with a dropdown arrow. A red arrow points to this button. A dropdown menu is open below the '+ 新增' button, showing two options: '電子郵件訊息' and '行事曆事件'. A red arrow points to the '行事曆事件' option. To the right of the dropdown menu is a '全部' button with a dropdown arrow. On the left side of the interface, there is a sidebar with a '資料夾' (Folders) section containing '收件匣' (Inbox), '寄件備份' (Outbox), '刪除的郵件' (Deleted Items), and '其他' (Other). Below the folders is a '群組' (Groups) section with a green asterisk and the text '* 新增'. There is an icon of three people and a description: '群組提供團隊一個共用的空間，可放置電子郵件、文件，以及排程事件。' Below the description are two buttons: '→ 探索' (Explore) and '+ 建立' (Create). In the center of the main content area, there is a grey box with a sad face icon and the text: ':-) 我們未找到任何可顯示於此的項目。' (We didn't find any items to display here.)

6 選擇 新增 Skype 會議

The screenshot shows the Outlook web interface in Google Chrome. The browser address bar displays the URL: <https://outlook.office365.com/owa/?viewmodel=IComposeCalendarItemViewModelFactory&wid=43&ispopout=1&path=>. The page title is "Peter Lo - Outlook - Google Chrome".

The main content area is titled "詳細資料" (Details) and contains several input fields and dropdown menus for creating a meeting:

- 新增事件標題** (Add event title): A text input field.
- 新增位置** (Add location): A text input field.
- 新增會議室** (Add meeting room): A button.
- 開始** (Start): A dropdown menu showing "週五 1/4/2016" and a time dropdown showing "4:00". There is an unchecked checkbox for "全天" (All day).
- 結束** (End): A dropdown menu showing "週五 1/4/2016" and a time dropdown showing "5:00". There is an unchecked checkbox for "私人" (Private).
- 重複** (Repeat): A dropdown menu showing "永不" (Never).
- 儲存至行事曆** (Save to calendar): A dropdown menu showing "行事曆" (Calendar).
- 提醒** (Reminder): A dropdown menu showing "15 分鐘" (15 minutes).
- 顯示為** (Show as): A dropdown menu showing "忙碌" (Busy).

Below the form is a link: [新增電子郵件提醒](#) (Add email reminder).

At the bottom of the form is a rich text editor toolbar with icons for image, emoji, bold, italic, underline, text color, background color, link, unlink, and list. Below the toolbar is a large empty text area.

On the right side of the page, there is a section titled "人員" (People) with a "新增人員" (Add people) button and a "排程助理員" (Scheduling assistant) icon. Below this is a card for "Peter Lo" with the initials "PL" and the role "召集人" (Organizer).

In the top navigation bar, the "Skype 會議" (Skype Meeting) option is highlighted with a red box, and a red arrow points to the "新增 Skype 會議" (Add Skype Meeting) button.

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7 填寫相關的項目及新增會議成員

The screenshot shows the Outlook meeting creation page. The browser address bar displays the URL: <https://outlook.office365.com/owa/?viewmodel=IComposeCalendarItemViewModelFactory&wid=43&ispopout=1&path=>. The page title is "詳細資料" (Details). The "人員" (Attendees) section is highlighted with a red arrow pointing to the text "填寫會議成員電郵地址" (Enter meeting member email address). The "人員" list contains one entry: "blee@vlabhk.onmicrosoft.com" with a plus sign to its right. A red arrow points to the "使用此地址: blee@vlabhk.onmicrosoft.com" option. Below the list is a search box labeled "搜尋目錄" (Search Directory). The meeting details section includes: "新增事件標題" (Add event title), "線上會議" (Online meeting) with a "新增會議室" (Add meeting room) button, "開始" (Start) time set to "週五 1/4/2016" at "4:00" with a "全天" (All day) checkbox, "結束" (End) time set to "週五 1/4/2016" at "5:00" with a "私人" (Private) checkbox, "重複" (Repeat) set to "永不" (Never), "儲存至行事曆" (Save to calendar) set to "行事曆" (Calendar), "提醒" (Reminder) set to "15 分鐘" (15 minutes), and "顯示為" (Show as) set to "忙碌" (Busy). A "新增電子郵件提醒" (Add email reminder) link is also present. The meeting description area contains a rich text editor with the text: "可填寫會議相關概要及說明" (You can enter a summary and description of the meeting), a link "加入線上會議" (Join online meeting), and "會議 ID:" (Meeting ID:). The Virtual Lab logo and tagline "OUR VISION RAISE YOUR EFFICIENCY" are displayed at the bottom of the description area.

8 新增成功後出席者顯示在列表中

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人員

排程助理員

新增人員



PL Peter Lo
召集人

出席者

排序方式: ▾

要求回應

B blee@vlabhk.onmicr x
新增出席者

9 最後傳送會議到相關的人員

The screenshot shows the Outlook interface in Google Chrome. The browser address bar displays the URL: <https://outlook.office365.com/owa/?viewmodel=IComposeCalendarItemViewModelFactory&wid=43&ispopout=1&path=>. The top navigation bar includes icons for '傳送' (Send), '捨棄' (Discard), '附加' (Attach), 'Skype 會議' (Skype Meeting), '增益集' (Add-ins), '顯示' (Show), and '分類' (Categorize). A red box highlights the '傳送' icon, with a red arrow pointing to it. The main content area is split into two panes. The left pane, titled '詳細資料' (Details), contains fields for '新增事件標題' (Add event title), '線上會議' (Online meeting) with a '新增會議室' (Add meeting room) button, and meeting scheduling options: '開始' (Start) on '週五 1/4/2016' at '4:00' (with '全天' checkbox), '結束' (End) on '週五 1/4/2016' at '5:00' (with '私人' checkbox), and '重複' (Repeat) set to '永不' (Never) with '儲存至行事曆' (Save to calendar) set to '行事曆' (Calendar). The right pane, titled '人員' (People), shows '新增人員' (Add people) and '出席者' (Attendees) sections. The attendees list includes 'Peter Lo' (召集人) and 'blee@vlabhk.onmicr' (新增出席者).

10 完成

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Demo



Peter Lo

出席者: Peter Lo, Blee Lee, & others



全部回覆



4:11



時間: 週一 4/4/2016 4:00 到 週四 7/4/2016 5:00

地點: 線上會議

沒有衝突

[加入線上會議](#)

會議 ID:

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