

# Microsoft Teams-補充功能(關閉學生端操作、自我訊息通知設定)

Q：如何關閉出席者(學生)的麥克風、畫面分享功能：

關閉出席者(學生)畫面分享及麥克風，點選視訊畫面右上方的【...】→ 點選【會議選項】→如下圖說明

The screenshot shows the Microsoft Teams interface during a meeting. The title bar indicates the meeting is in the 'General' channel. The top navigation bar includes icons for participants, chat, reactions, screen sharing, and a menu (three dots). The '會議選項' (Meeting Options) menu is open, showing various settings. A red box highlights the '誰可以簡報?' (Who can present?) setting, which is currently set to '只有我' (Only me). A blue box highlights the '要允許出席者的麥克風嗎?' (Should I allow attendees to unmute themselves?) setting, which is currently turned off. The '儲存' (Save) button is visible at the bottom of the settings panel. The bottom left shows the user's name '詩堯 陳 (來賓)' and the bottom right shows a circular profile picture with the name '陳'.

會議選項

誰無需先在大廳等候?

我組織中的人員和來賓

一律讓來電者略過大廳

當來電者加入或離開時宣告

誰可以簡報?

只有我

要允許出席者的麥克風嗎?

允許表情符號

儲存

將【誰可以簡報?】改為【只有我】  
--學生無法分享畫面

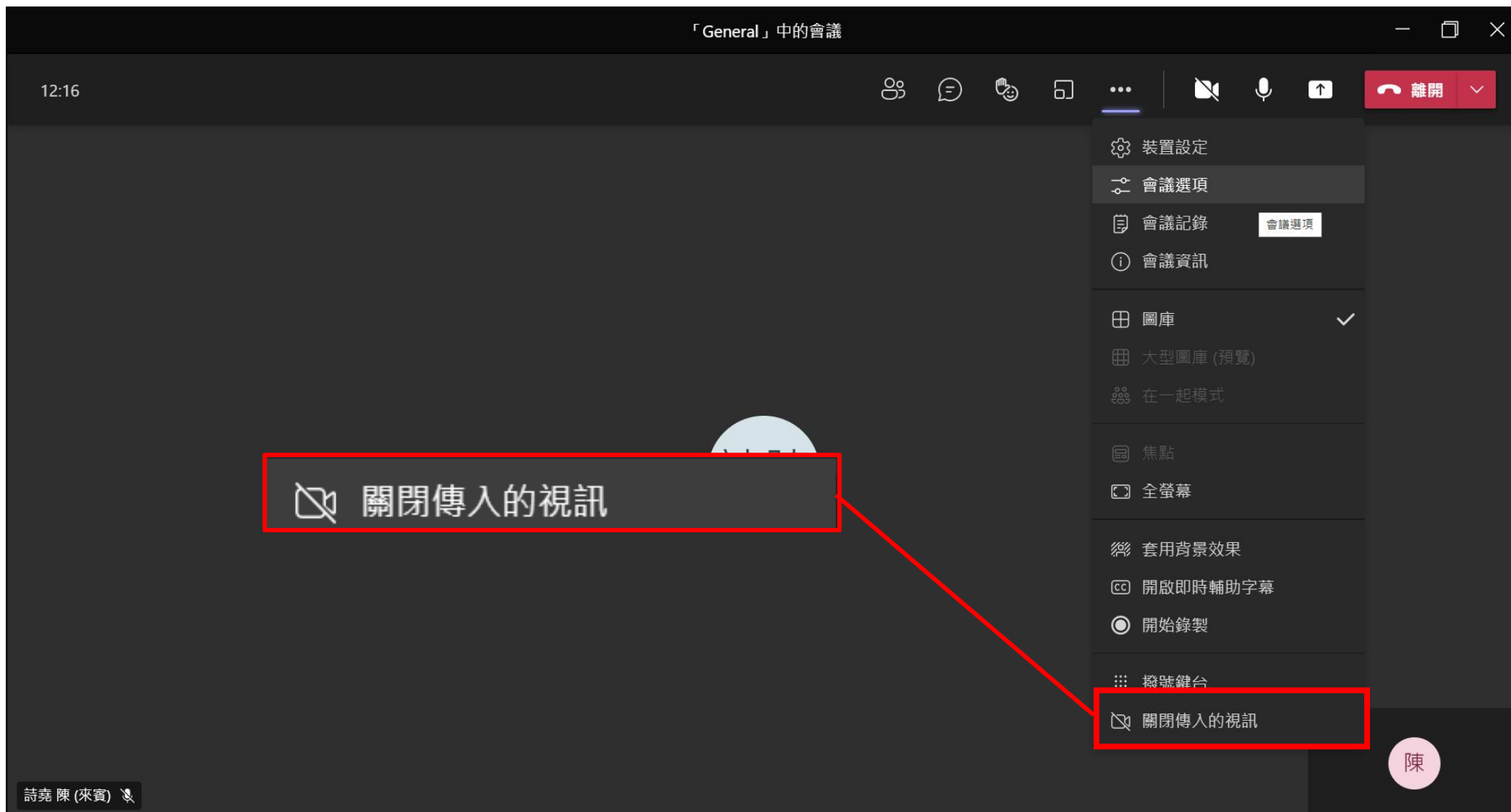
將【要允許出席者的麥克風嗎?】關閉  
--學生無法講話

裝置設定  
會議選項  
會議記錄  
會議資訊  
圖庫  
大型圖庫 (預覽)  
在一起模式  
焦點  
全螢幕  
套用背景效果  
開啟即時輔助字幕  
開始錄製  
撥號鍵台  
關閉傳入的視訊

陳

## Q：如何關閉出席者(學生)的視訊分享功能：

關閉出席者(學生)視訊，點選視訊畫面右上方的【...】→ 點選【會議選項】→選【關閉傳入的視訊】即可關閉。



Q：如何關閉課程中聊天互動的通知：團隊介面→點選自己的圖示→設定→【團隊和頻道】→【自訂】

The screenshot displays the Microsoft Teams settings interface. On the left sidebar, the '團隊' (Teams) icon is highlighted with a red box. The main settings window is open to the '設定' (Settings) page. The '通知' (Notifications) section is selected in the left-hand menu. A blue box highlights the '外觀和音效' (Appearance and Sounds) section, with a text box containing '對於通知音效樣式的設定 ↓'. Below this, the '通知樣式' (Notification style) is set to 'Teams 內建' (Teams default). The '顯示郵件預覽' (Show message preview) toggle is turned on, and the '為來電和通知播放音效' (Play sounds for incoming calls and notifications) toggle is turned off. The '團隊和頻道' (Teams and Channels) section is highlighted with a red box. It shows three notification options: '所有活動' (All activity), '提及與回覆' (Mentions and replies), and '自訂' (Custom). The '自訂' option is highlighted with a red box and includes a right-pointing arrow. Below it, a message states '您的自訂設定已啟用。' (Your custom settings are enabled). The '聊天' (Chat) and '會議' (Meetings) sections are also visible, each with an '編輯' (Edit) button. In the background, the Teams profile card for '陳' (Chen) is visible, with the '設定' (Settings) option highlighted by a red box. The Windows taskbar at the bottom shows the system tray with the date and time: 上午 01:27, 2021/5/17.

在【所有團隊與頻道】下【回覆至我開始的交談】→選擇【關閉】。其他部分由自己需求調整。

< 回到設定 ×

### 自訂

#### 所有團隊與頻道 ⓘ

|            |       |   |
|------------|-------|---|
| @提及個人      | 橫幅和摘要 | ▼ |
| 提及團隊       | 橫幅和摘要 | ▼ |
| 回覆至我開始的交談  | 關閉    | ▼ |
| 對我所回覆交談的回覆 | 橫幅和摘要 | ▼ |
| 讚與表情符號     | 橫幅和摘要 | ▼ |

---

#### 已顯示與已釘選的頻道 ⓘ

|                                 |       |   |
|---------------------------------|-------|---|
| 所有新貼文<br>每當此頻道有新貼文時通知我          | 關閉    | ▼ |
| <input type="checkbox"/> 包括所有回覆 |       |   |
| 頻道提及<br>每當有人提到此頻道，就通知我          | 橫幅和摘要 | ▼ |

[重設為預設值](#)