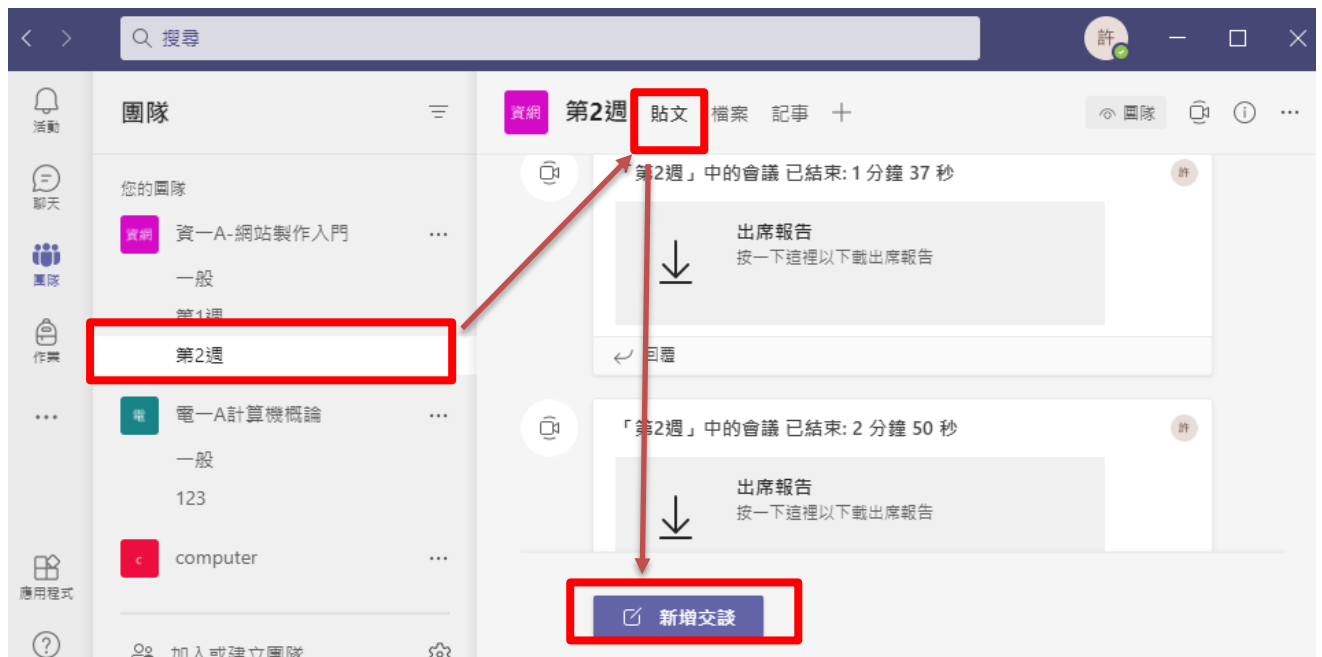


Microsoft Teams 操作常見問題

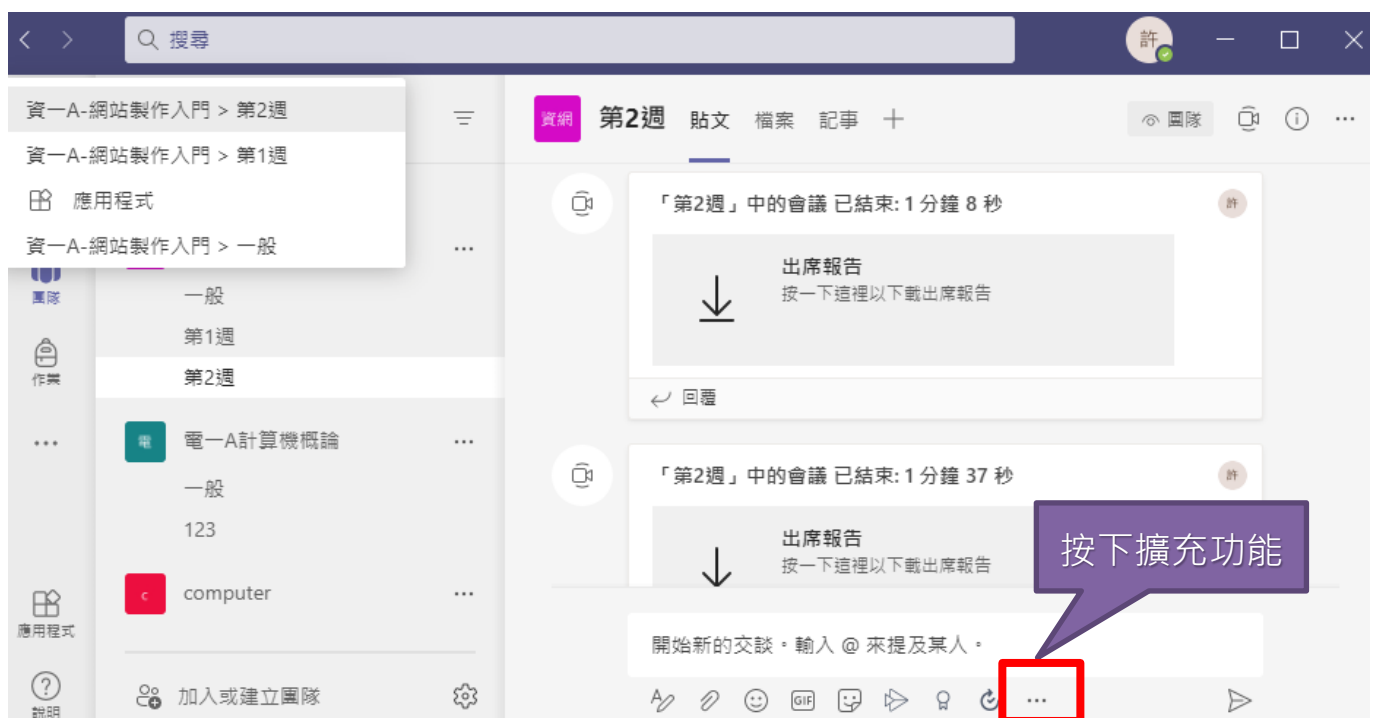
【如何在 Teams 設定簽到或投票】

操作方式：

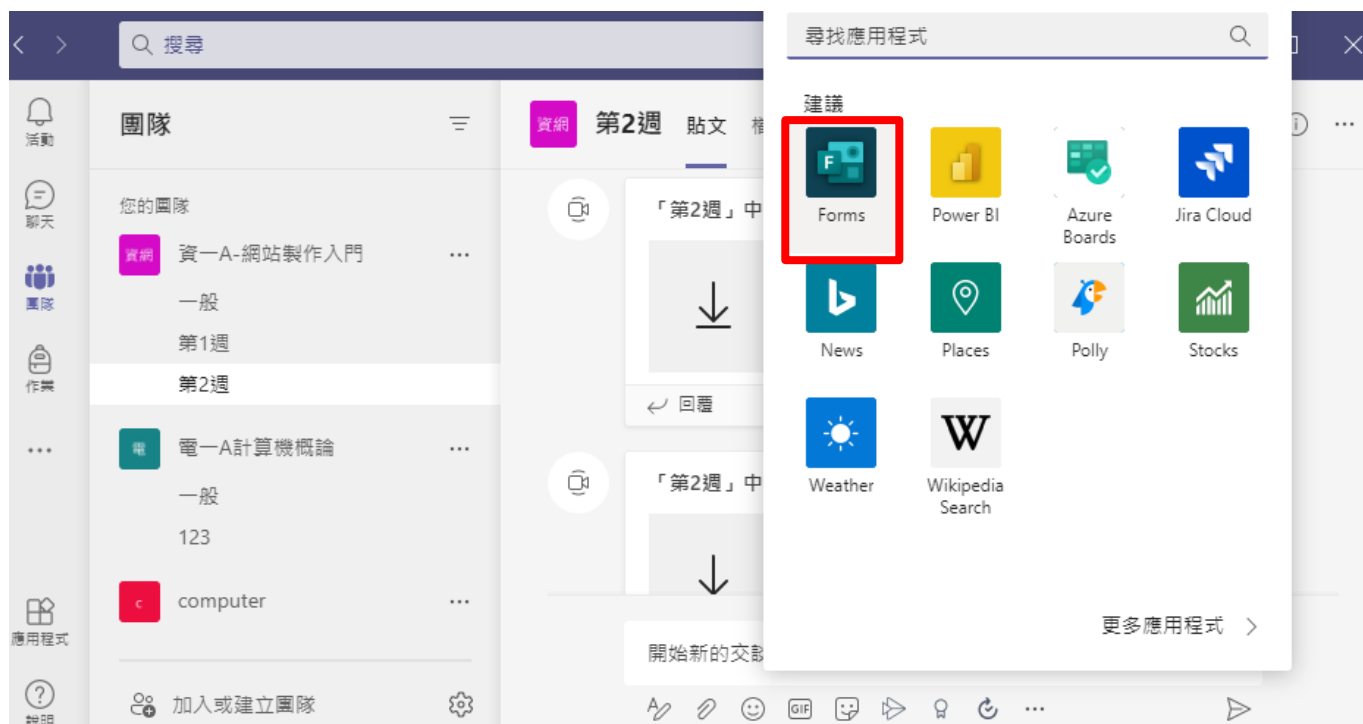
1. 首先，進入團隊→選擇頻道，在「貼文」頁籤，點選「新增交談」。



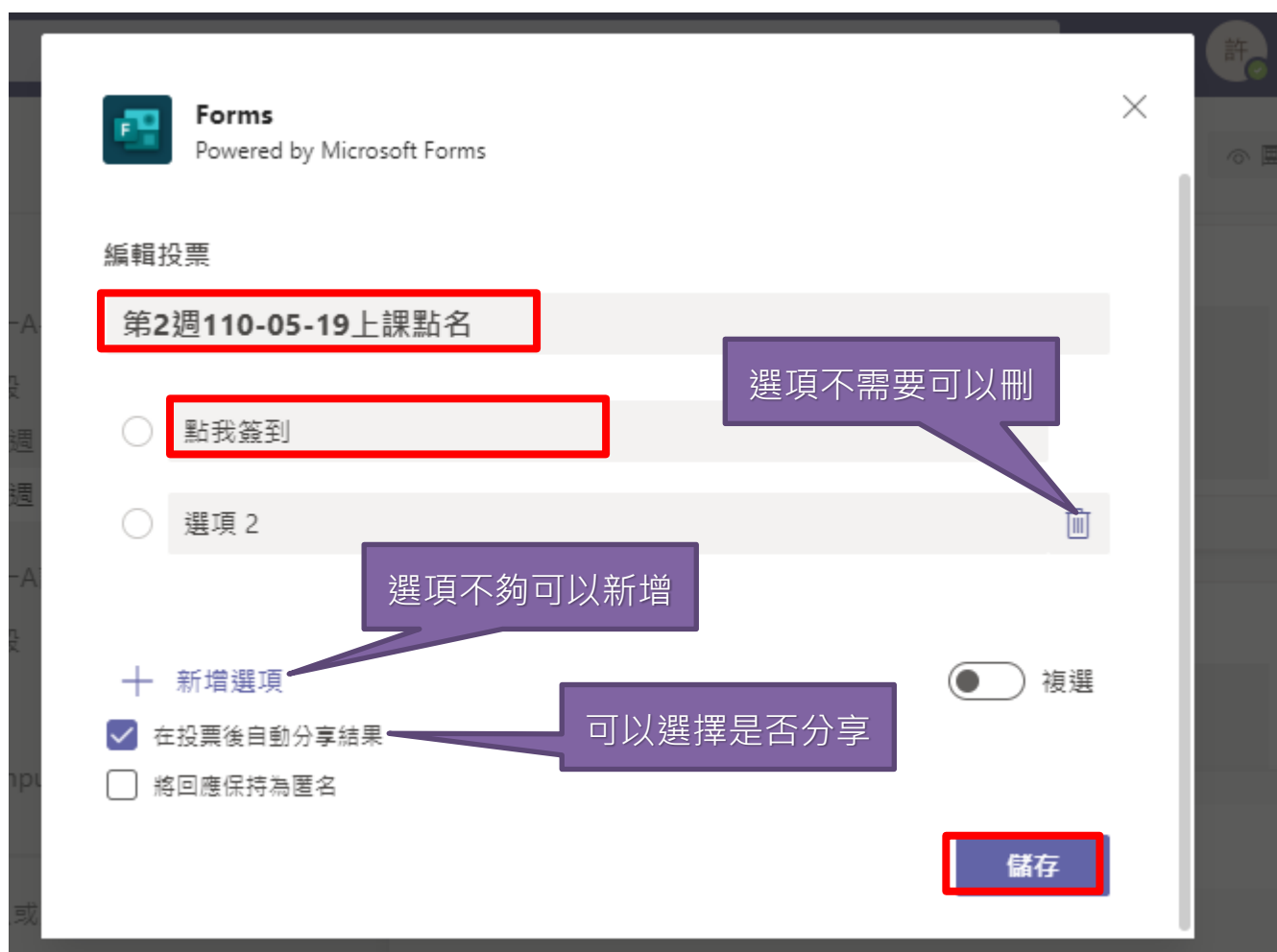
2. 出現工具列，按下「...」。



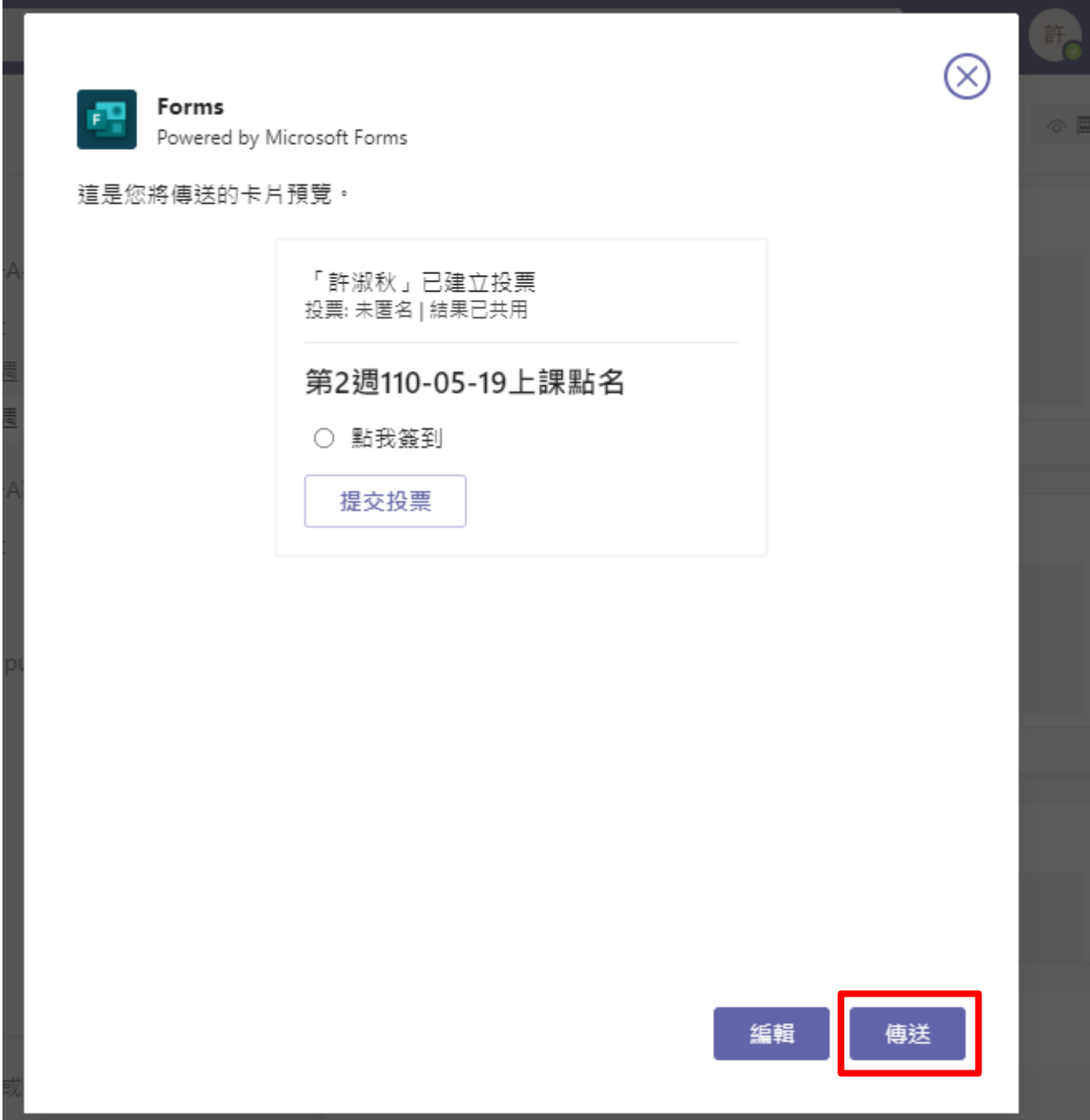
3. 跳出擴充視窗，選擇「Forms」。



4. 開始編輯簽到或投票(以簽到為例)，填上標題及選項名稱，按下儲存。



5. 出現預覽畫面，確認沒有問題後，按下「傳送」。



The screenshot shows a mobile interface for a Microsoft Forms poll. At the top left is the 'Forms' logo with the text 'Powered by Microsoft Forms'. A close button (X) is in the top right. Below the logo, it says '這是您將傳送的卡片預覽。' (This is a preview of the card you will send). The main content is a poll card with the following text: '「許淑秋」已建立投票' (Xiao Shuqiu has created a poll), '投票: 未匿名 | 結果已共用' (Poll: Not anonymous | Results shared), and the title '第2週110-05-19上課點名' (Week 2, 110-05-19 Class Attendance). There is a radio button labeled '點我簽到' (Click to sign in) and a '提交投票' (Submit Poll) button. At the bottom right, there are two buttons: '編輯' (Edit) and '傳送' (Send), with the 'Send' button highlighted by a red box.

Forms
Powered by Microsoft Forms

這是您將傳送的卡片預覽。

「許淑秋」已建立投票
投票: 未匿名 | 結果已共用

第2週110-05-19上課點名

點我簽到

提交投票

編輯 傳送

6. 在「貼文」裡出現剛剛設定的 Forms 內容，如下圖，就建立完成了。

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows a channel named '第2週' (Week 2) with a post from 'Forms' at 10:06 AM. The post content is as follows:

Forms 下午 10:06 已更新

「許淑秋」已建立投票
投票: 未匿名 | 結果已共用

第2週110-05-19上課點名

點我簽到

[提交投票](#)

Below the poll, there is a response section showing '點我簽到' with a progress bar at 0% (0) and '0 個回應' (0 responses). A '新增交談' (Add Conversation) button is visible at the bottom right of the interface.