

Microsoft Teams 操作常見問題

【如何查詢 Teams 簽到結果】

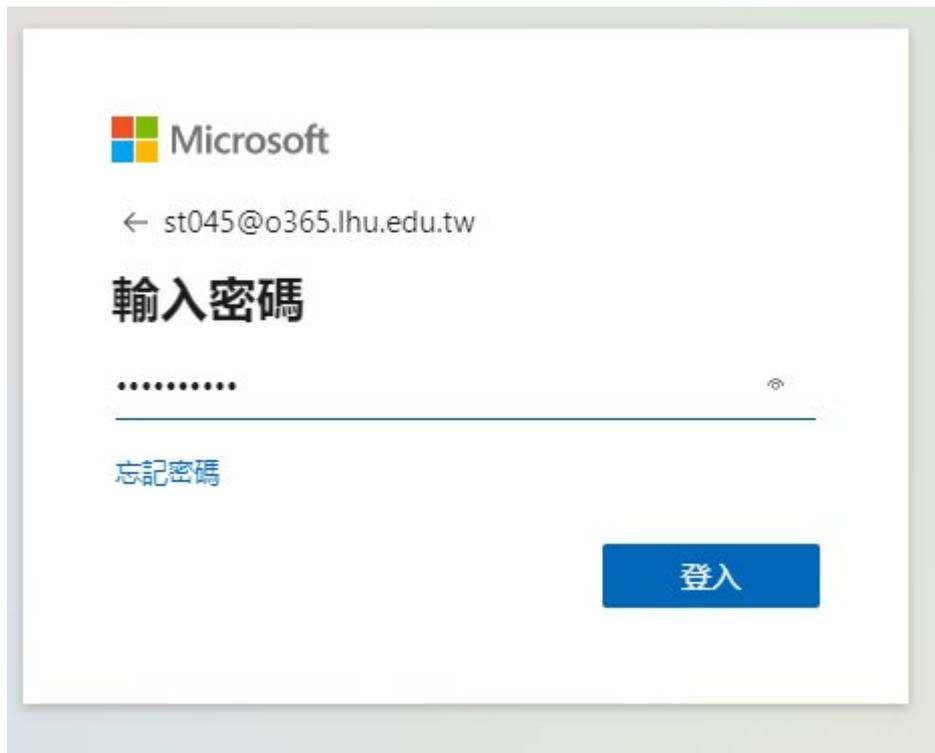
操作方式：

1. 登入 Office 365 web 版，網址 <https://www.office.com/>

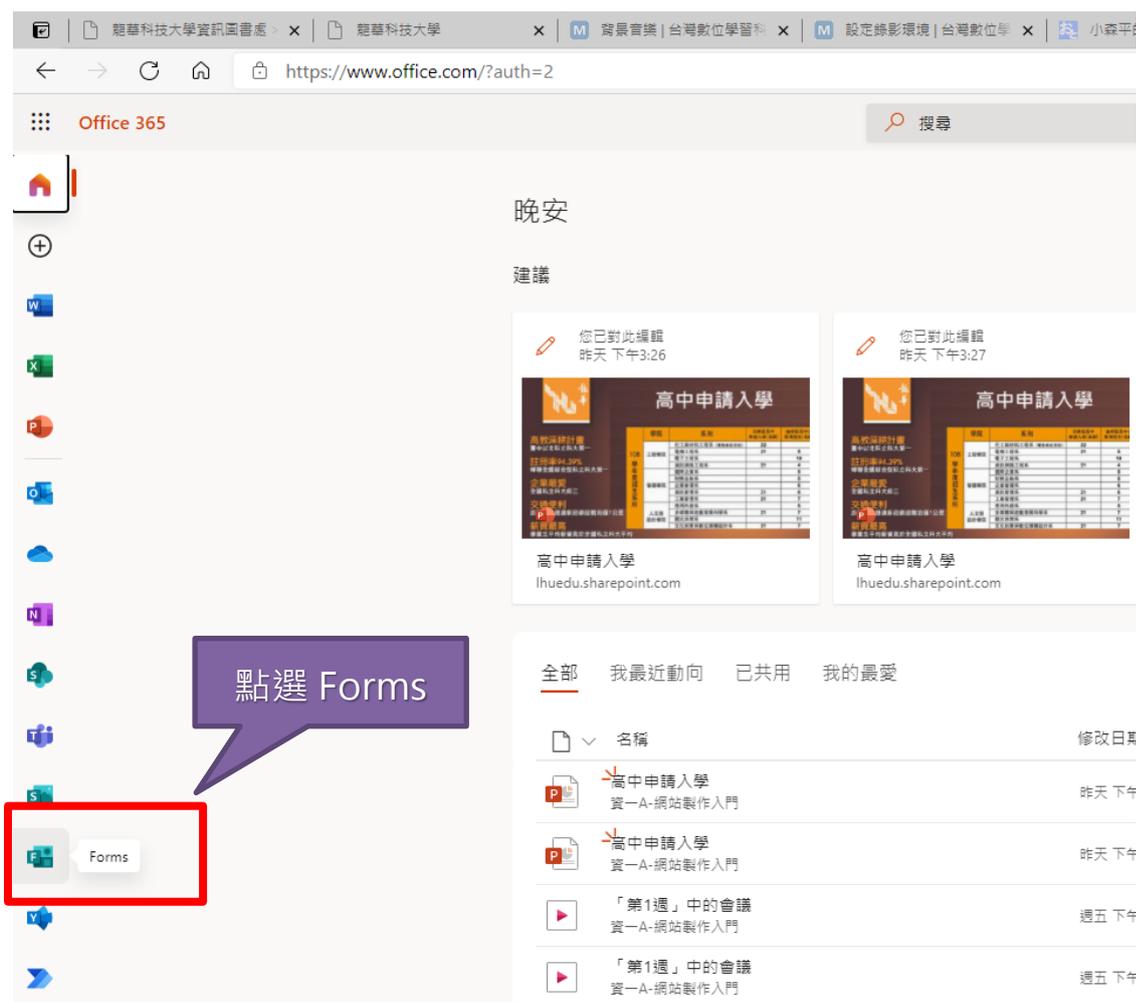


2. 輸入 O365 的帳號及密碼

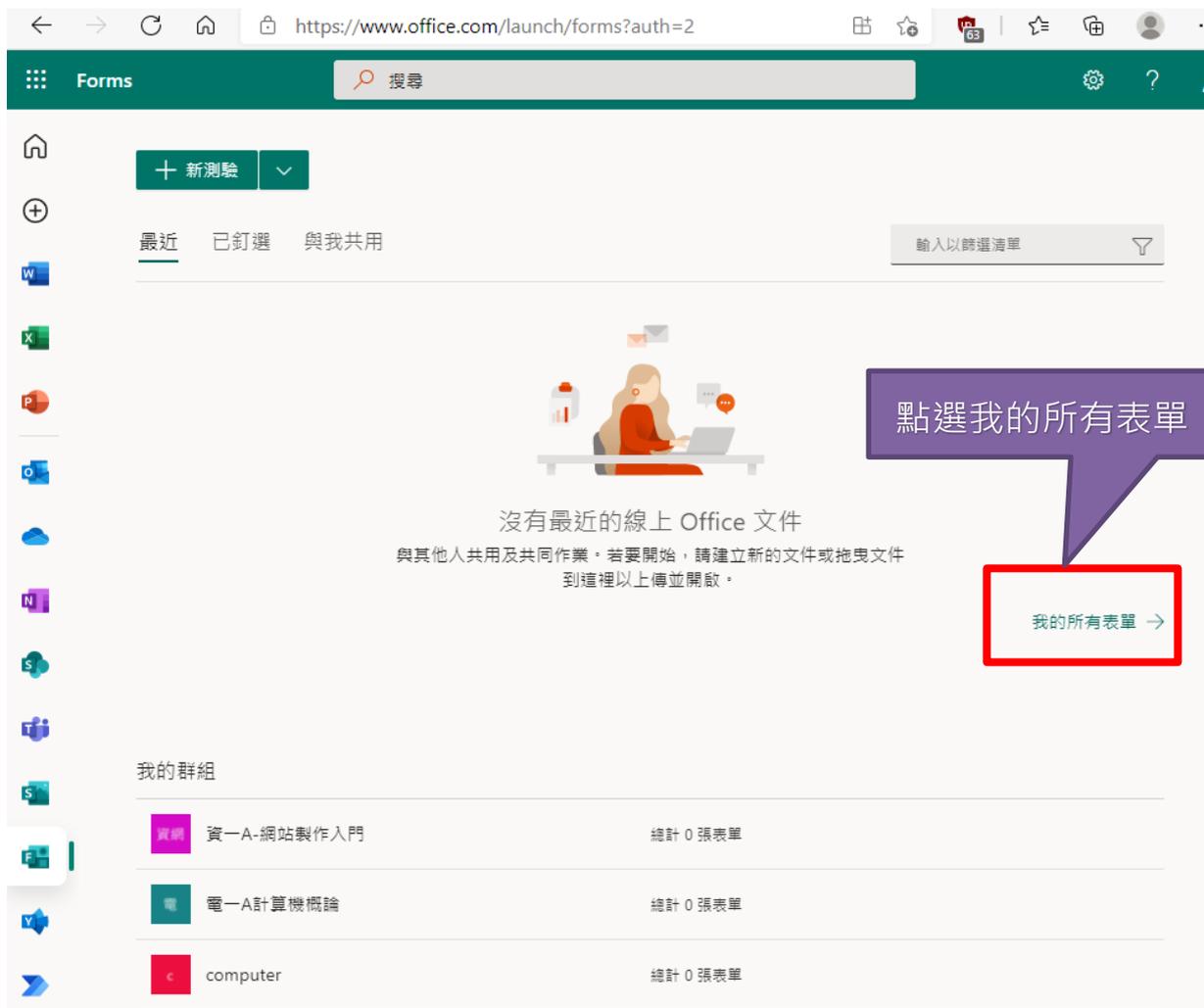




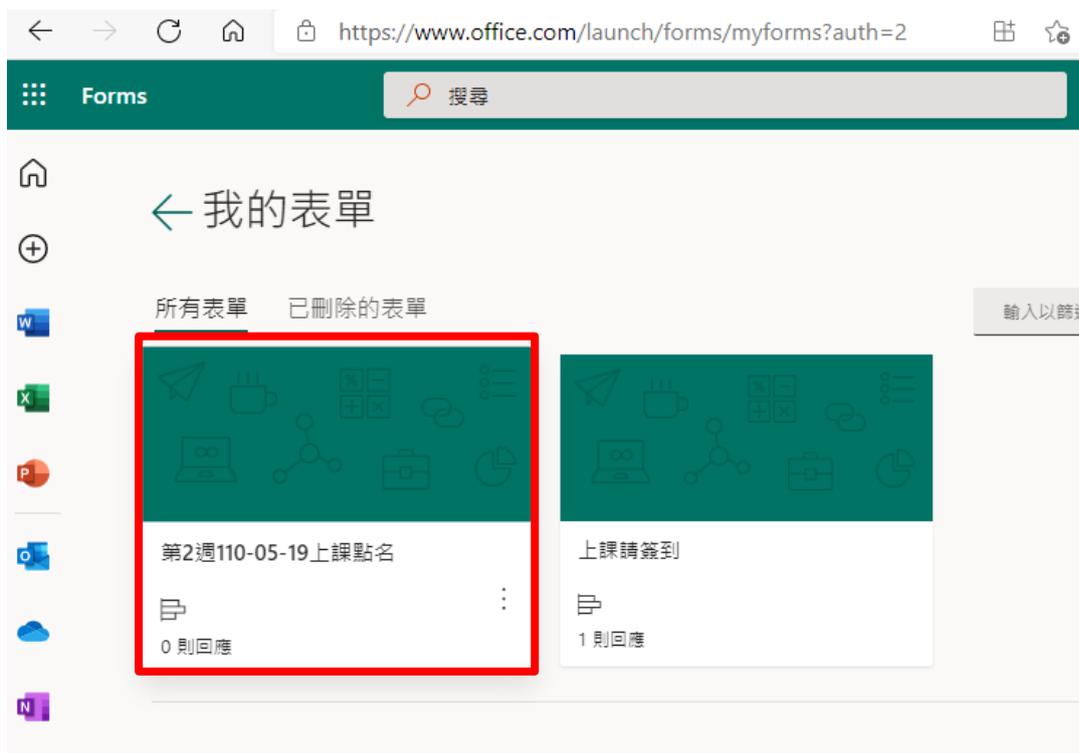
3. 完成登入，進到 Office 365 web 介面，點選「Forms」。



4. 點選「我的所有表單」。



出現所有表單，找到您需要的表單，如下圖。



5. 打開表單後會看到投票結果，也可以下載 Excel 檔。

The screenshot shows a Microsoft Forms interface for a poll titled "第2週110-05-19上課點名 - 已儲存". The poll question is "第2週110-05-19上課點名". The results show 1 response, with an average completion time of 00:00 and a status of "使用中".

Annotations and callouts:

- 點選回應**: A purple callout box pointing to the "回應 1" (1 response) indicator in the top right of the question area.
- 檢視結果**: A purple callout box pointing to the "檢視結果" (View Results) button, which is highlighted with a red box.
- 檢視個別結果**: A purple callout box pointing to the "在 Excel 中開啟" (Open in Excel) button, which is also highlighted with a red box.
- 下載 EXCEL 檔**: A purple callout box pointing to the "在 Excel 中開啟" (Open in Excel) button, which is also highlighted with a red box.

Additional UI elements include a "預覽" (Preview) button, a "共用" (Share) button, and a "點我簽到" (Check in) button at the bottom left.