香港道教聯合會圓玄學院第三中學

HKTA THE YUEN YUEN INSTITUTE NO.3 SECONDARY SCHOOL

視像課堂指引(電腦) / Instruction of Online Lessons (PC,Notebook)
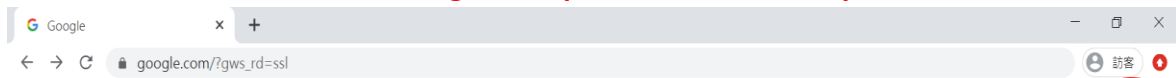
1. 使用 Chromoe 瀏覽器 → www.google.com
   Use Chrome Broswer → www.google.com

2. 登入學校帳戶 (如本身已有其他帳戶，需轉換至學校帳戶)
   Login YY3 account (If the apps is login with another account, you need to change to YY3 account)
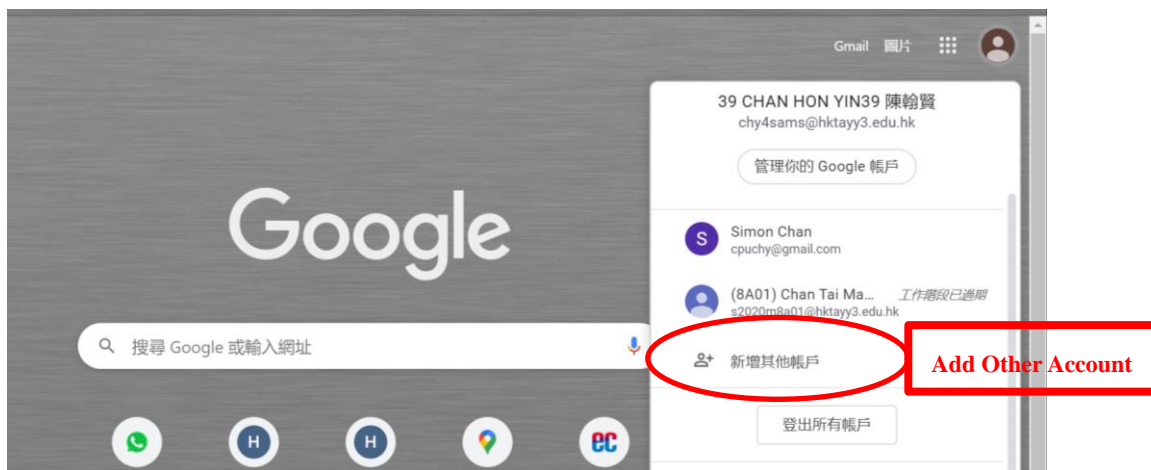
   2a. 如未有其他 Gmail 帳戶登入, 輸入 YY3 帳戶及密碼
   If no other Gmail account logined, input YY3 account and password

   2b. 如已有其他 Gmail 帳戶登入, 加入 YY3 帳戶及密碼
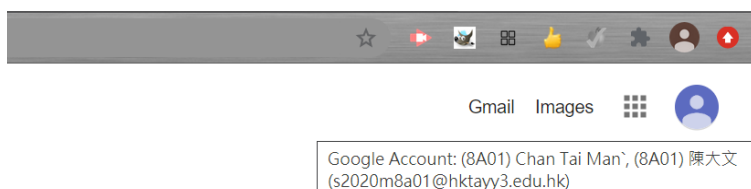   If there other Gmail account logined, add YY3 account and password

   Login

   Add Other Account

   2c. 如成功登入，圖示將會顯示學生資料
   If login successfully, the icon will show the student information.

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   2c. 如成功登入，圖示將會顯示學生資料
   If login successfully, the icon will show the student information.

Gmail   Images

Google Account: (8A01) Chan Tai Man`, (8A01) 陳大文
(s2020m8a01@hktayy3.edu.hk)

3. 進入視像課堂
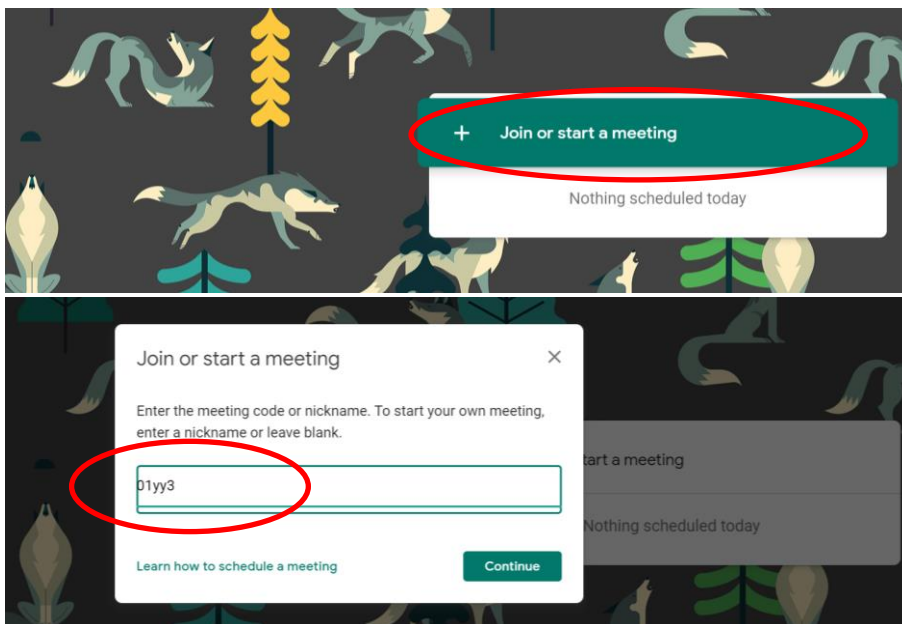**Enter Online Lesson**

3a. 於右上角按下"**Meet**"圖示
Click the "Meet" icon at the right hand corner.
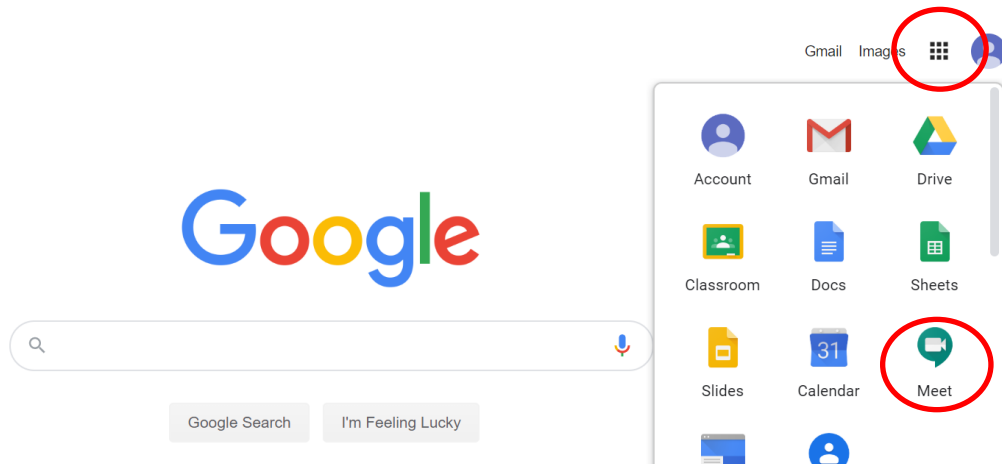
3a. 輸入學校提共之會議代碼 **(**例如 **01yy3, 02yy3)**
Input meeting code provided by the school. (e.g. 01yy3, 2yy3)

3b. 如顯示"找不到這場會議",代表未登入學校帳戶,請重做步驟 **2**
If "No such meeting" is displayed, it means the current login is not YY3 account. Redo Step2.