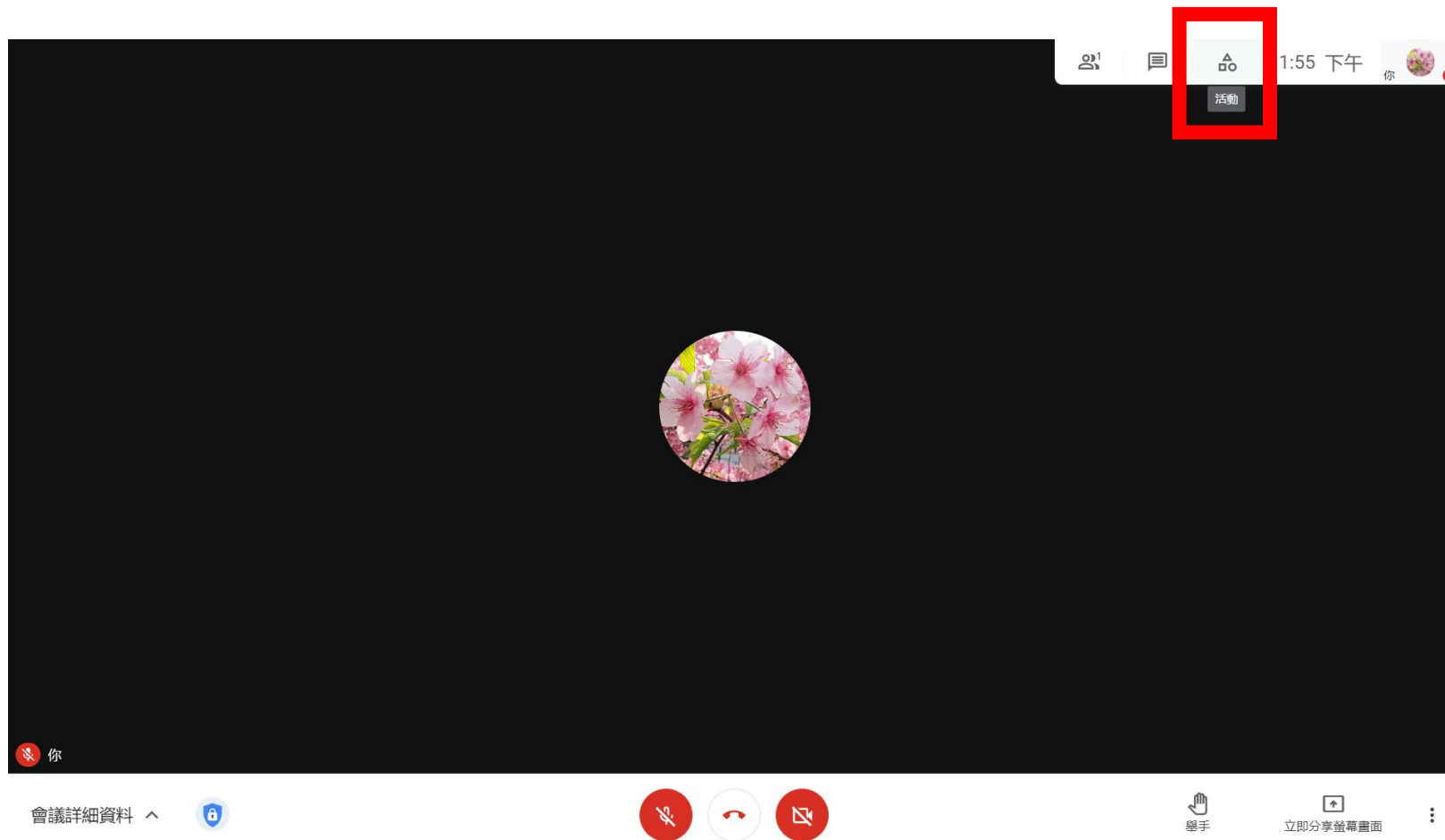
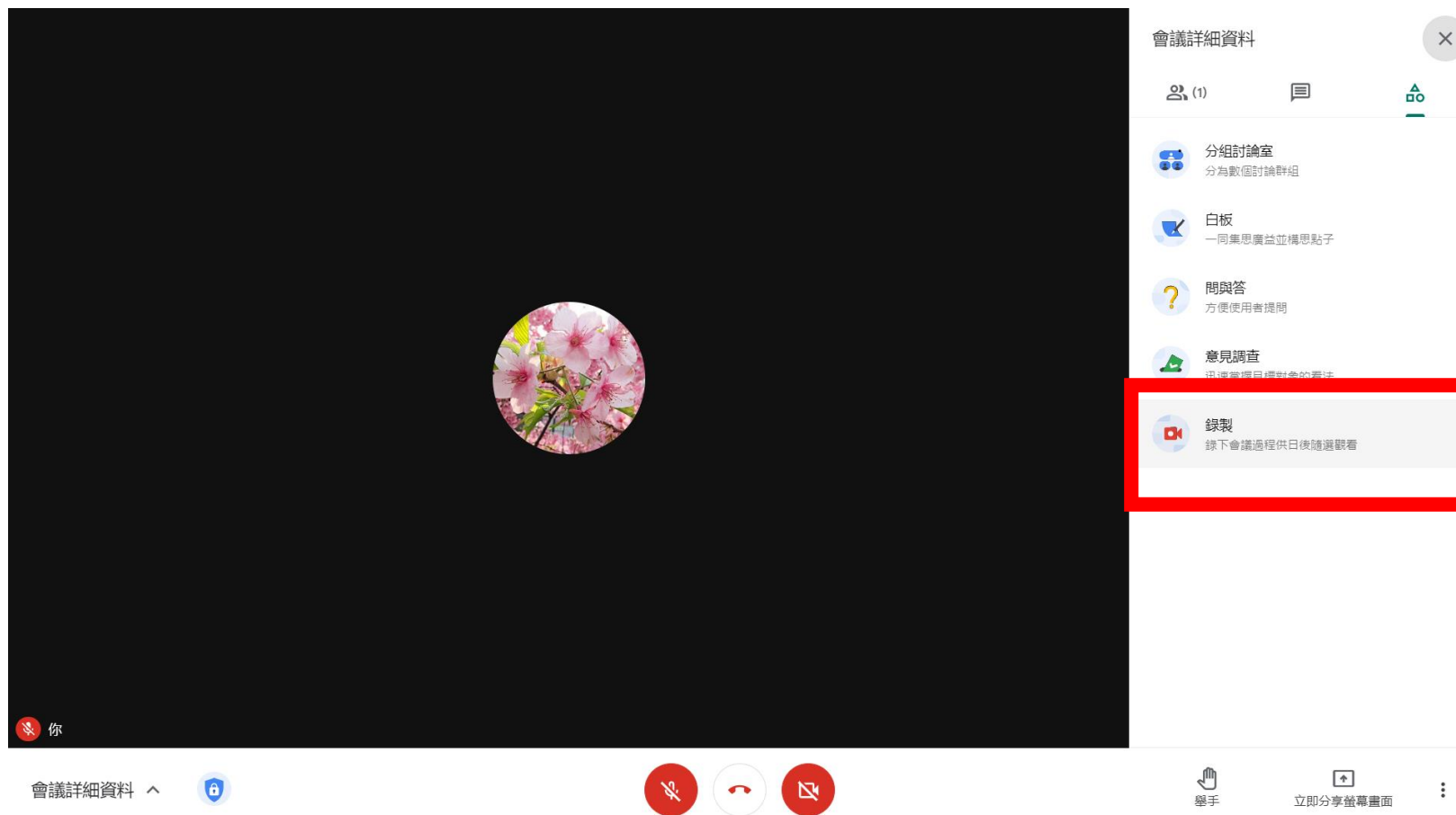


如何錄製MEET會議

1.點選右上角“活動”



2.點選”錄製”



The image shows a meeting interface with a large black video area on the left containing a circular profile picture of a person with pink cherry blossoms. On the right, a sidebar titled "會議詳細資料" (Meeting Details) is open, listing various meeting features. The "錄製" (Recording) option is highlighted with a red rectangular box. Below the sidebar, a bottom toolbar contains icons for muting, ending the meeting, and screen sharing.

會議詳細資料

(1)

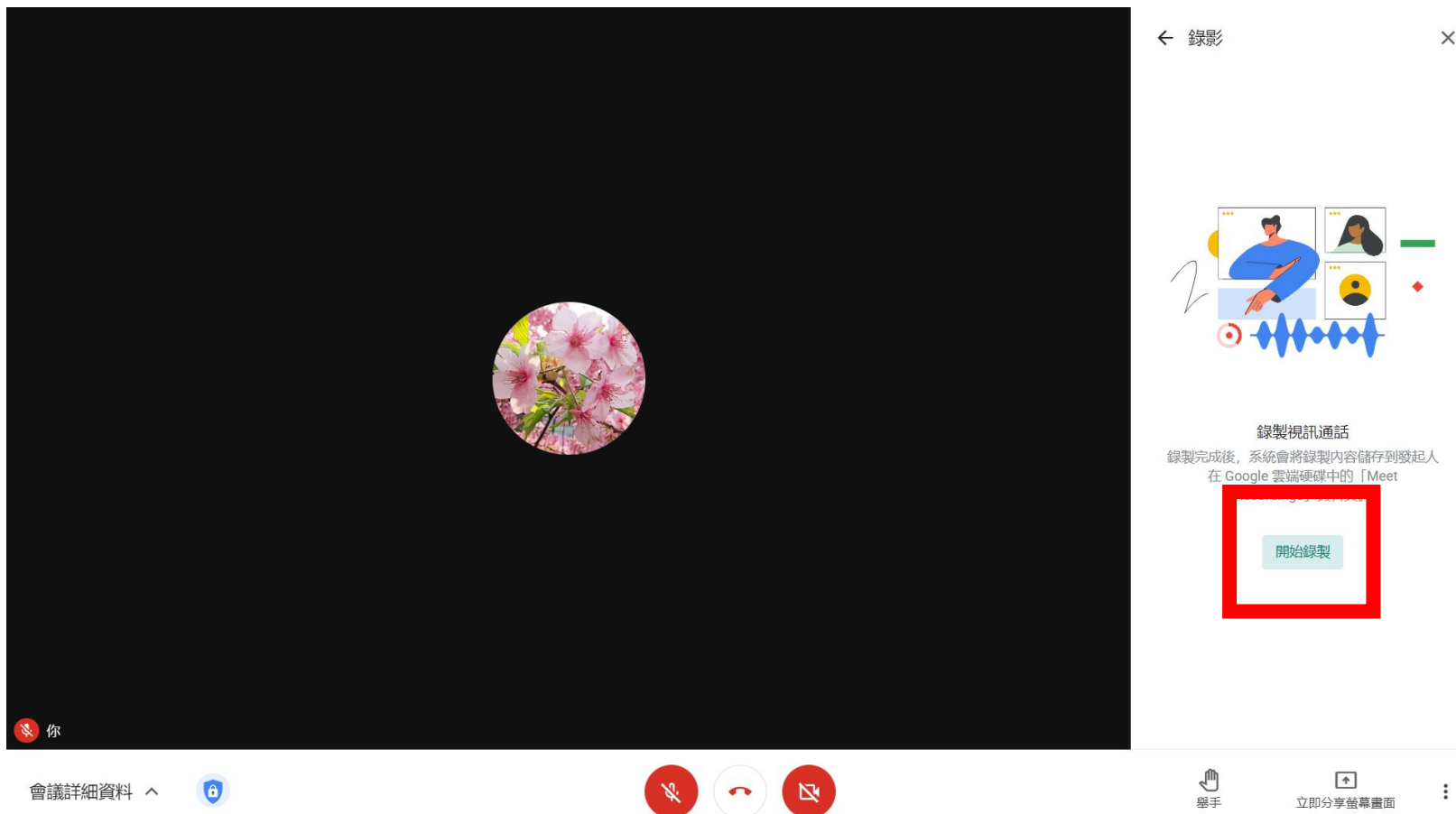
- 分組討論室
分為數個討論群組
- 白板
一同集思廣益並構思點子
- 問與答
方便使用者提問
- 意見調查
迅速掌握目標對象的意見
- 錄製**
錄下會議過程供日後隨選觀看

你

會議詳細資料 ^

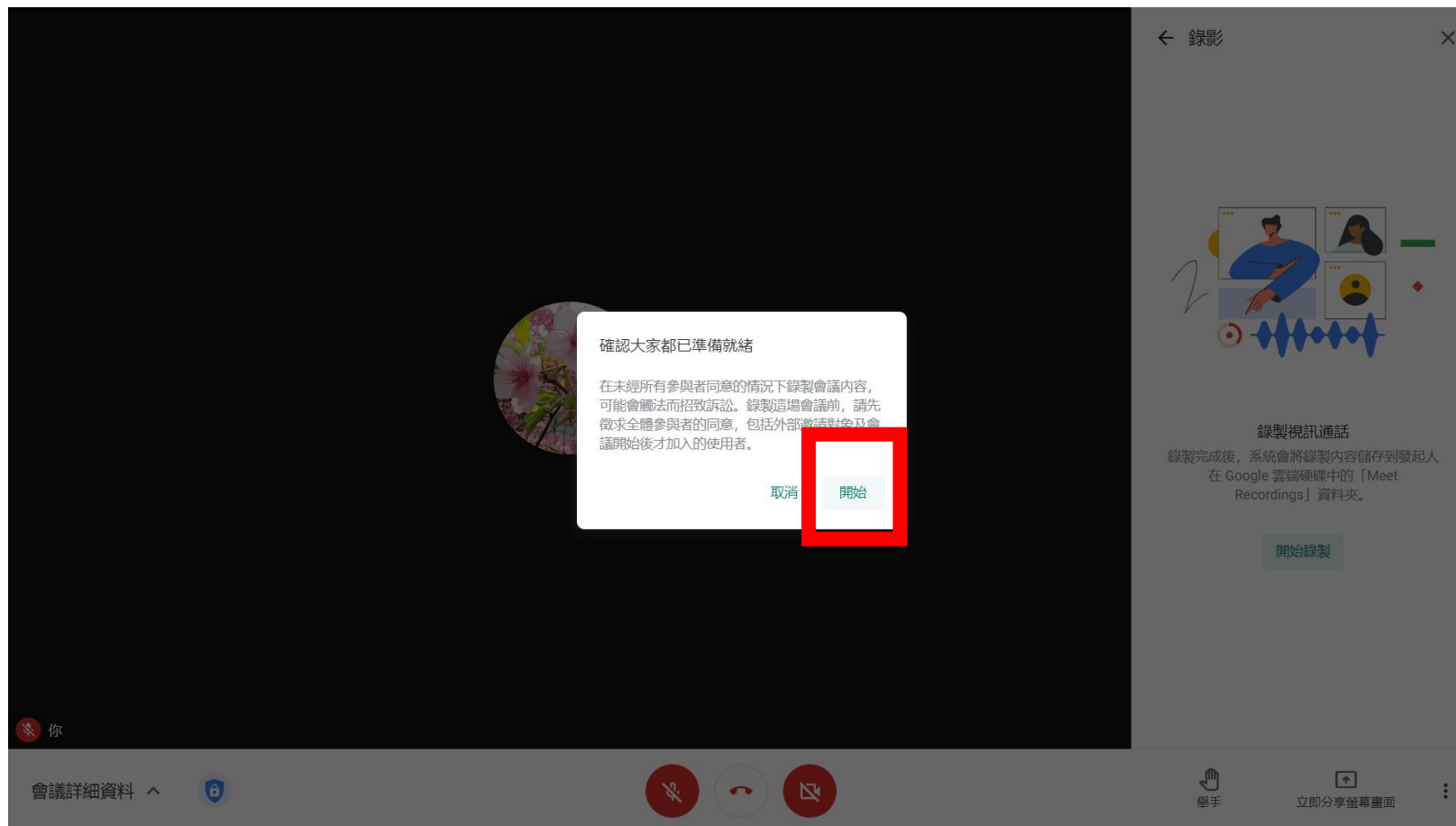
舉手 立即分享螢幕畫面

3.點選”開始錄製”

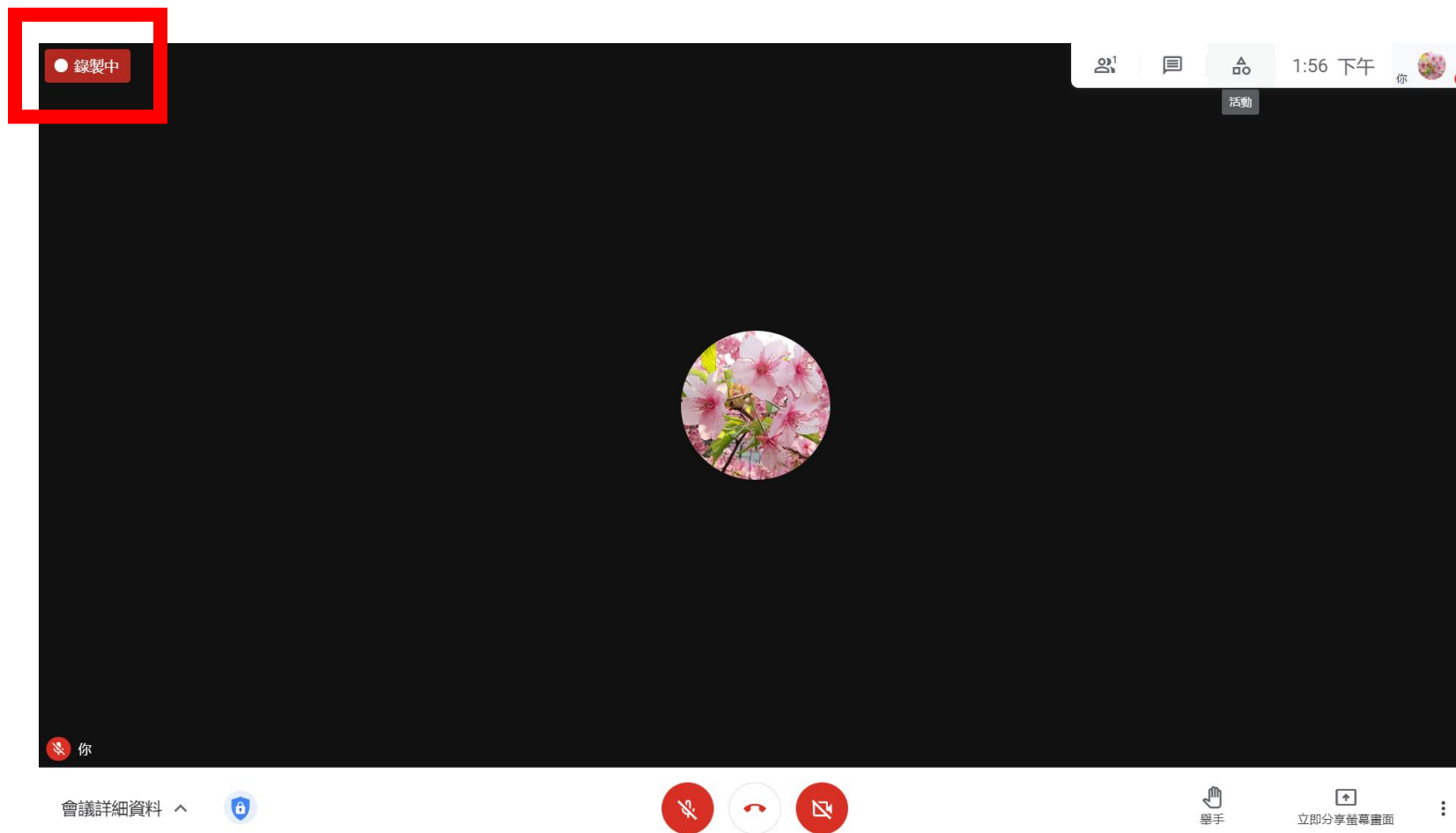


The screenshot shows a Google Meet interface. The main video area is black with a circular placeholder for a video feed. On the right side, a recording control panel is visible, titled "錄影" (Recording). It includes an illustration of a meeting with a red "2" next to it, indicating the second step in a process. Below the illustration, the text reads "錄製視訊通話" (Record video call) and "錄製完成後，系統會將錄製內容儲存到發起人在 Google 雲端硬碟中的「Meet」" (After recording is complete, the system will store the recording content in the "Meet" folder in the Google Drive of the initiator). A red square highlights the "開始錄製" (Start recording) button. At the bottom of the screen, there are icons for "會議詳細資料" (Meeting details), a lock icon, and three red circular icons for muting, ending the call, and leaving the meeting. On the right side of the bottom bar, there are icons for "舉手" (Raise hand) and "立即分享螢幕畫面" (Share screen immediately).

4.點選”開始”

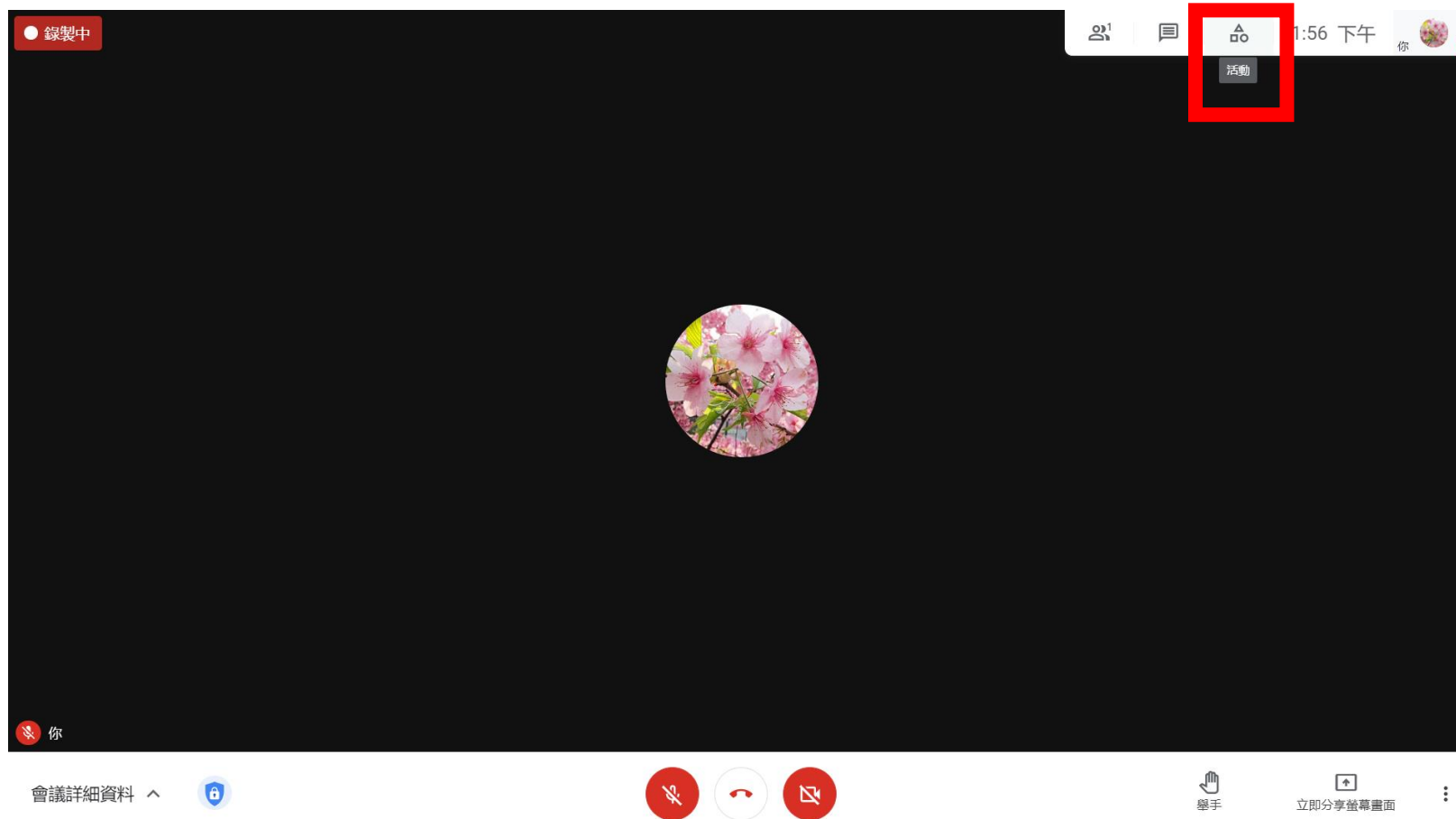


5.左上角出現“錄製中”就OK了

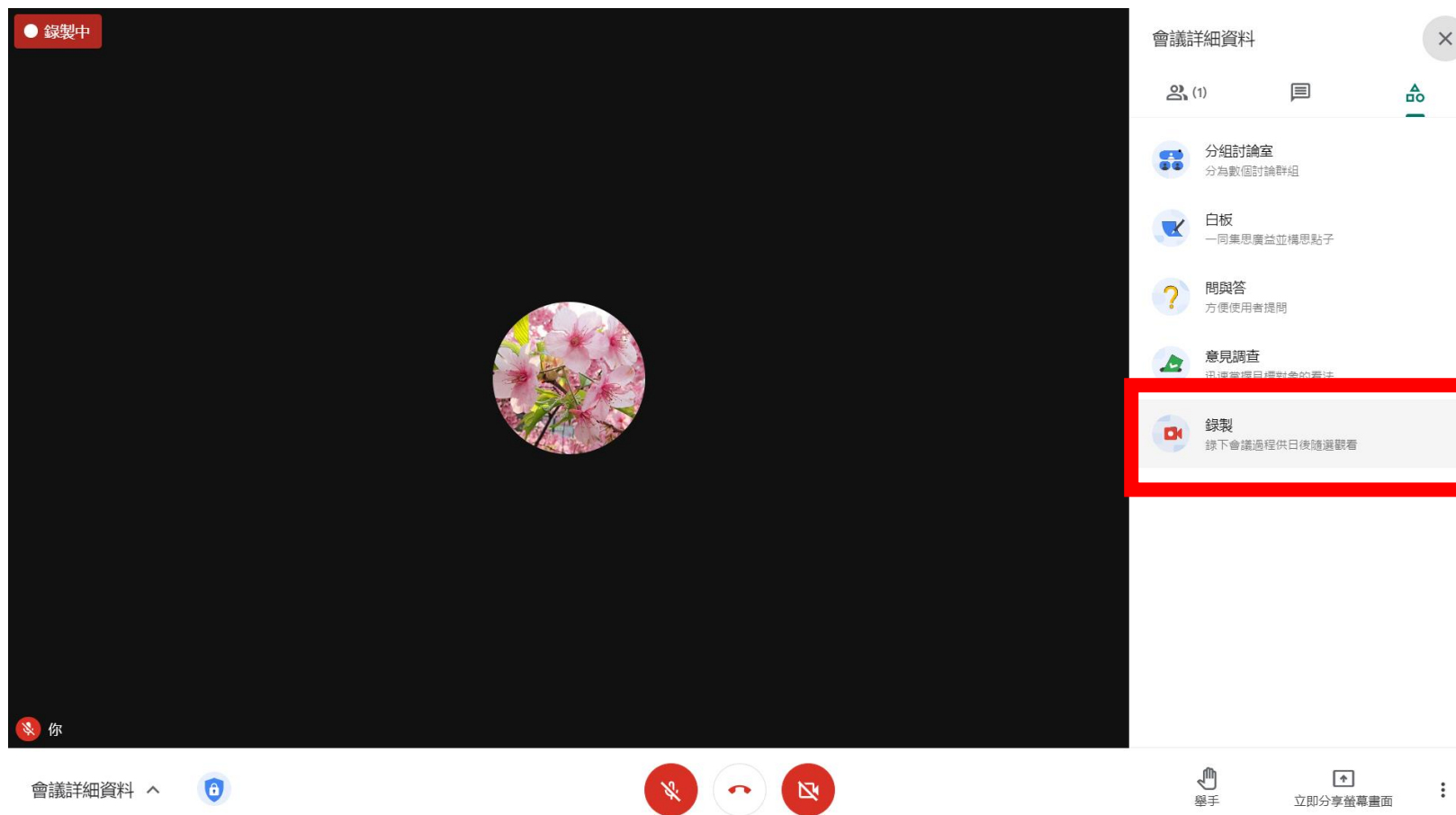


如何結束/停止錄製MEET會議

1.點選右上角“活動”



2.點選”錄製”



The screenshot displays a meeting interface with a central video area showing a circular profile picture of a person with pink cherry blossoms. The interface includes a top bar with a red "錄製中" (Recording) indicator, a right sidebar with a "會議詳細資料" (Meeting Details) panel, and a bottom control bar. The "錄製" (Recording) option in the sidebar is highlighted with a red box. The sidebar also lists other features: "分組討論室" (Breakout Rooms), "白板" (Whiteboard), "問與答" (Q&A), and "意見調查" (Poll).

會議詳細資料

● 錄製中

(1)

分組討論室
分為數個討論群組

白板
一同集思廣益並構思點子

問與答
方便使用者提問

意見調查
迅速掌握目標對象的意見

錄製
錄下會議過程供日後隨選觀看

會議詳細資料 ^

你

舉手 立即分享螢幕畫面

3.點選”停止錄製”

● 錄製中

← 錄影 ×

正在錄製你的視訊通話
錄製完成後，系統會將錄製內容儲存到發起人在 Google 雲端硬碟中的「Meet」

停止錄製

會議詳細資料 ^

舉手 立即分享螢幕畫面

4.點選“停止錄製”

