

# 如何使用Google Meet秘密投票

# 參予者 - 手機(2步驟)

1. 點選聊天視窗->點選連結

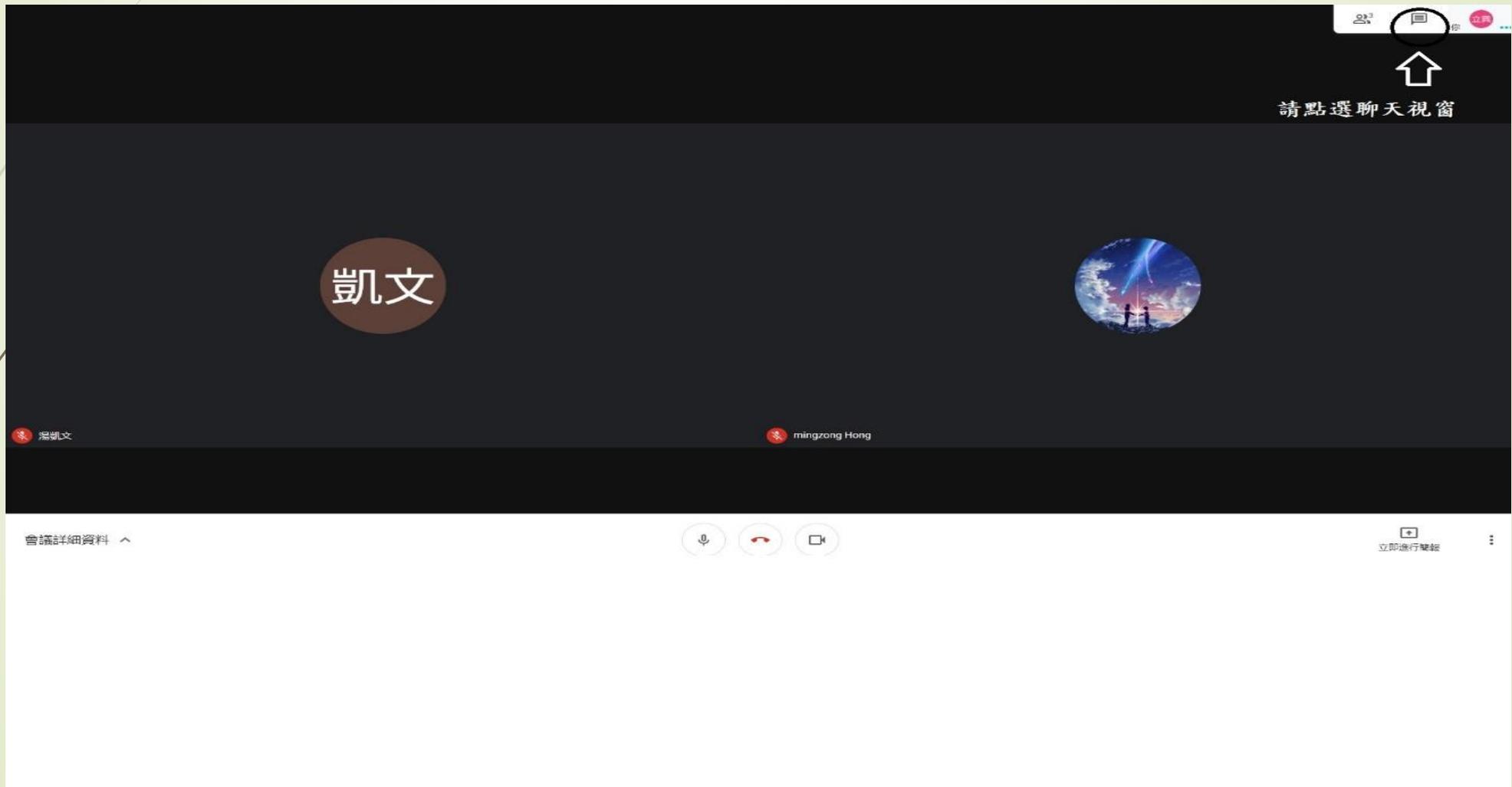


2. 投票

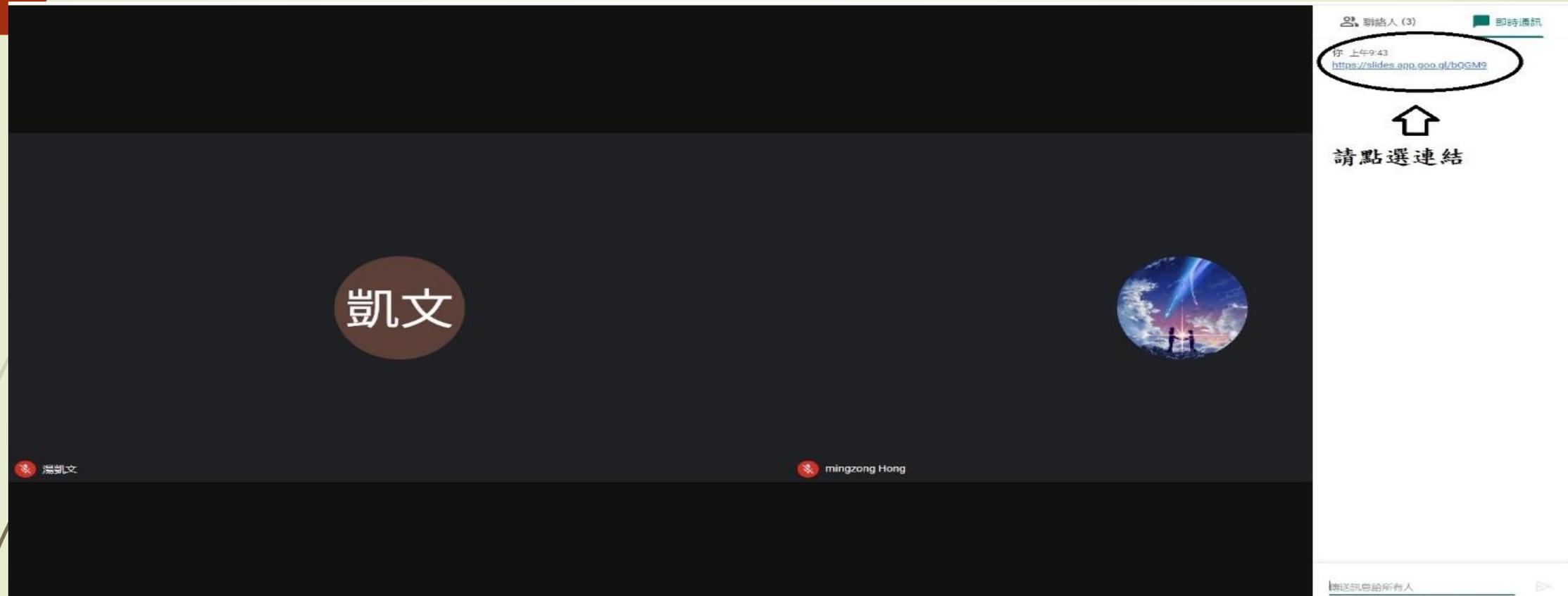


# 參予者 – 電腦(3步驟)

## 1. 點選聊天視窗



## 2. 點選連結



The screenshot shows a Google Meet chat interface. At the top, it displays "聯絡人 (3)" (3 contacts) and "即時通訊" (Instant messaging). A message from "你" (You) at "上午9:43" (9:43 AM) contains a link: <https://slides.app.goo.gl/bOGM9>. This link is circled in black. Below the message is an upward-pointing arrow icon and the text "請點選連結" (Please click the link). The main meeting area is dark with a circular profile picture of a person named "凱文" (Kevin) on the left and another circular image on the right. At the bottom, there are two participant names: "凱文" and "mingzong Hong". At the very bottom of the chat window, there is a text input field with the placeholder "傳送訊息給所有人" (Send message to everyone) and a send button.

# 3.投票

簡報問與答：108學年度第X次行政會議表決事項



提出問題

提問身分：匿名

匿名提問

0/300

取消

提交



匿名

上午9:49

1.XX提出:是否對防疫期間表現優良人員給予嘉獎?



0



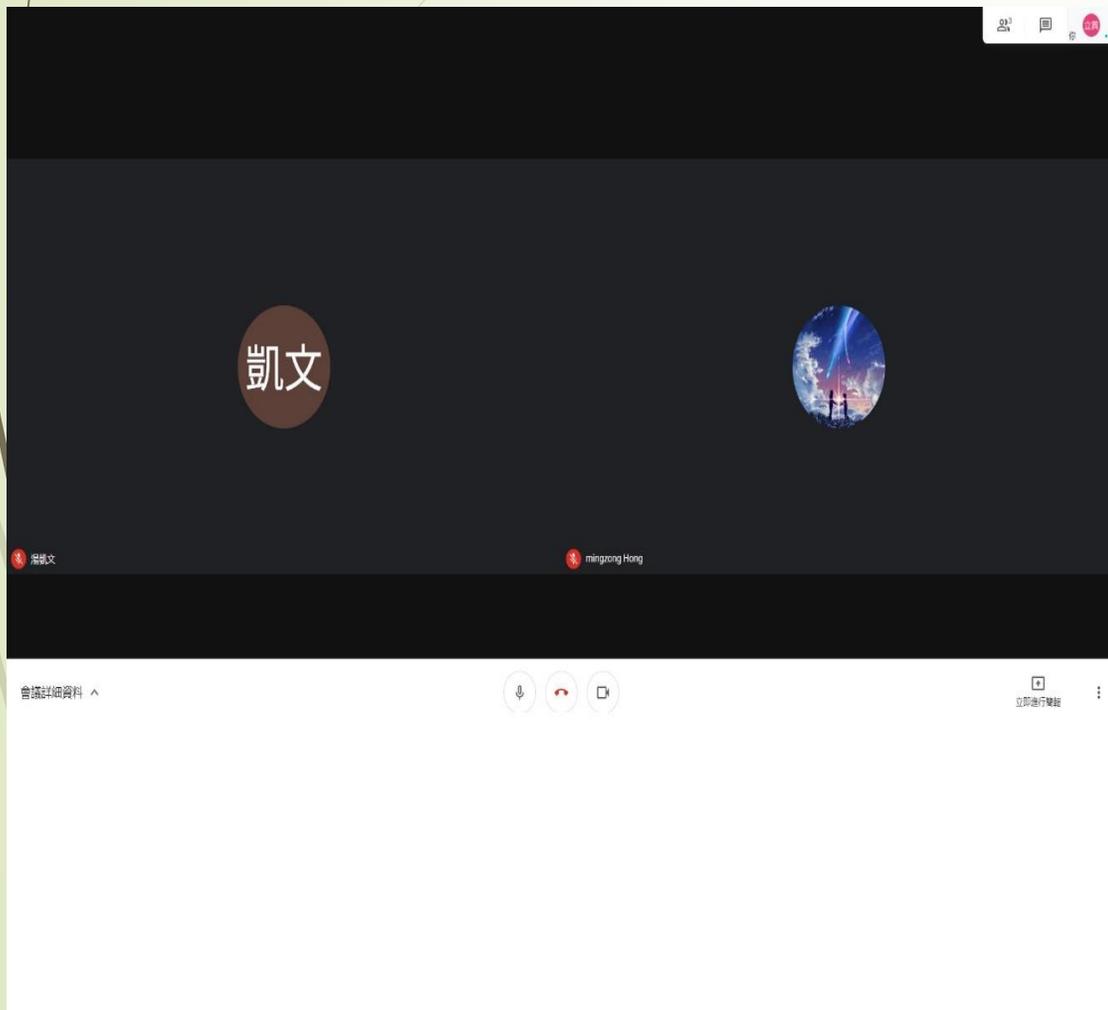
0



請點選同意或反對

# 發起人(控場)

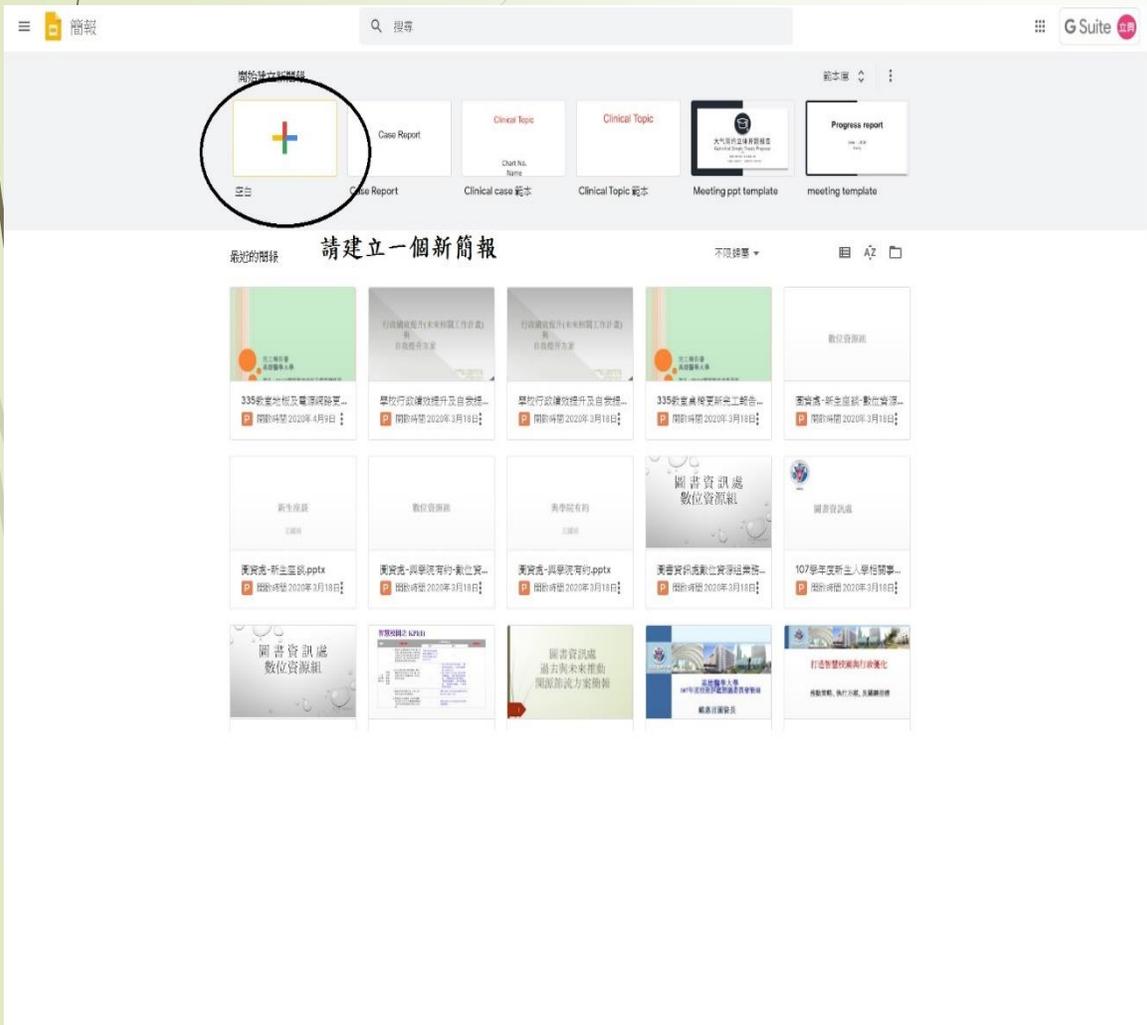
1.請發起(或參與)一場會議



2.在Chrome新增一個分頁並開啟“簡報”



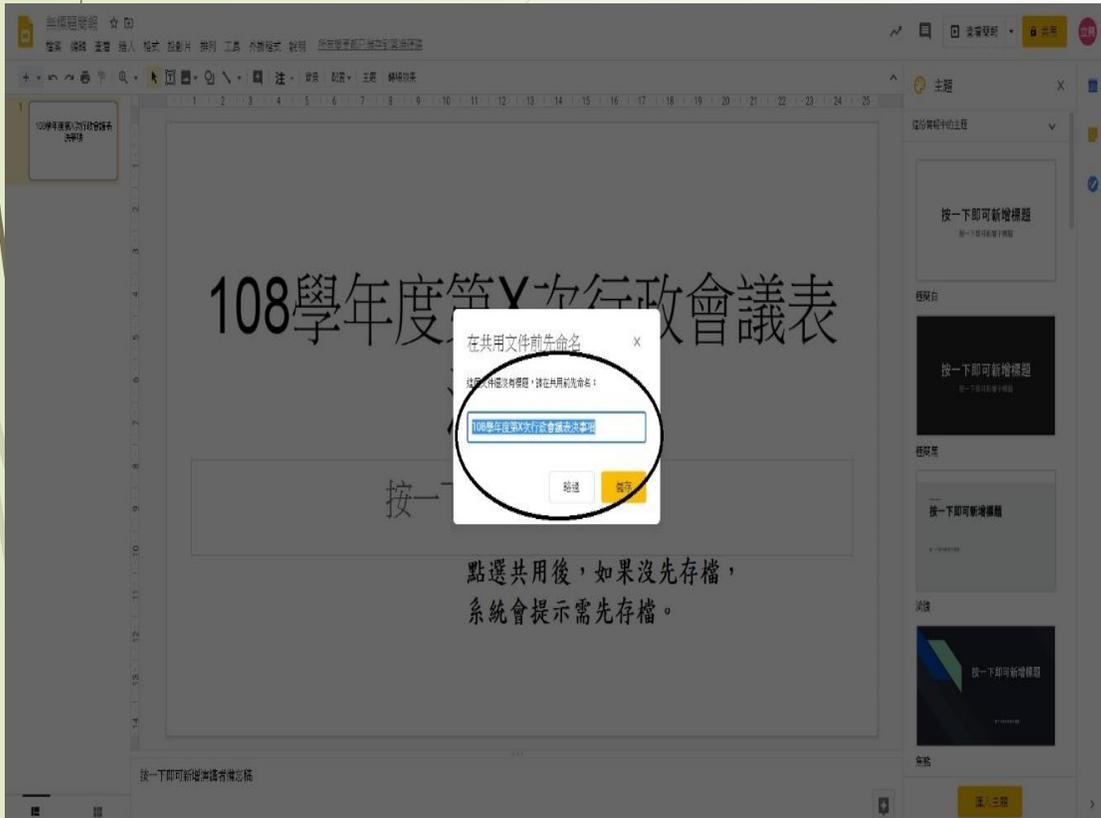
### 3. 建立一個新簡報



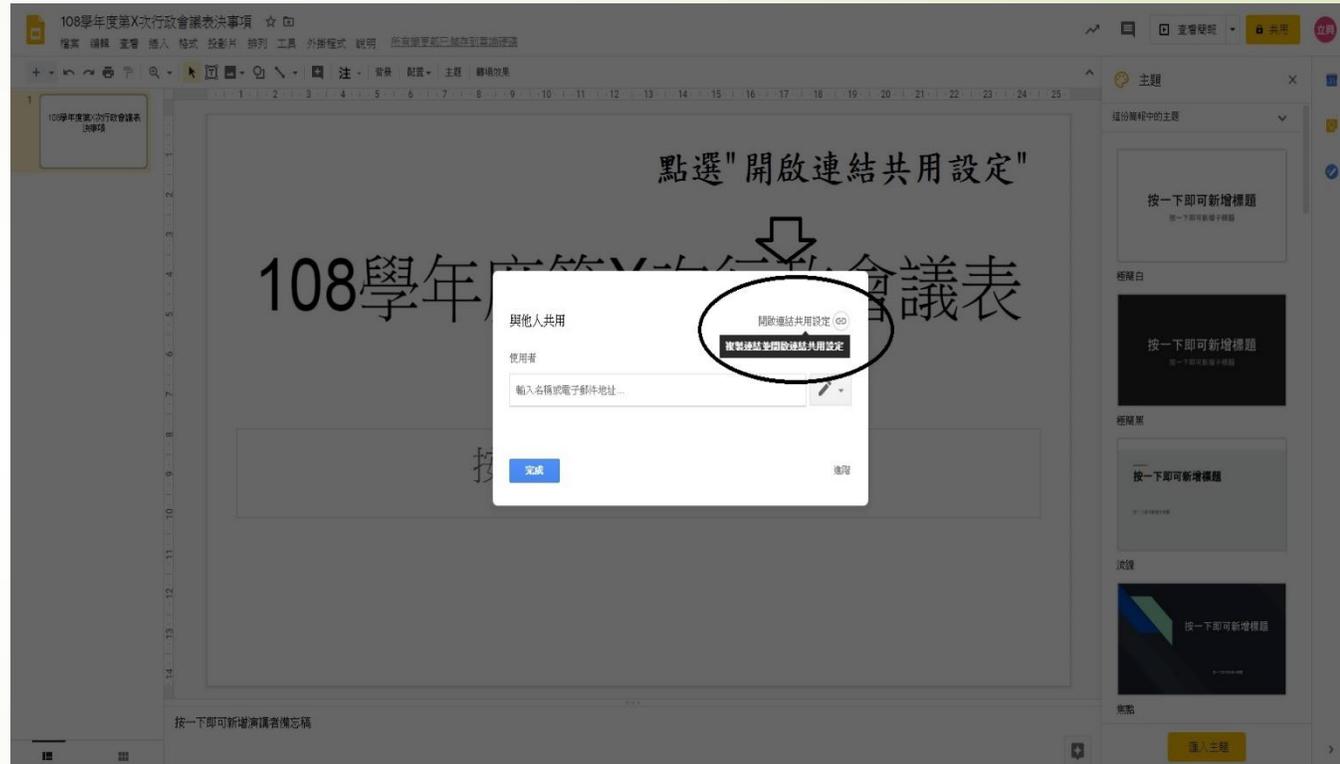
4. 在簡報中輸入任意文字後，點選“共用”  
(不點選共用無法使用投票功能)



## 5. 儲存檔案



## 6. 點選“開啟連結共用設定”



## 7. 點選“查看簡報”旁的倒三角形後再點選“簡報模式”

The screenshot shows a presentation software interface with a title slide. The title is "108學年度第X次行政會議表決事項" and the subtitle is "按一下即可新增子標題". The interface includes a top menu bar with options like "檔案", "編輯", "查看", "插入", "格式", "投影片", "排列", "工具", "外接程式", "說明", and "所有變更都已儲存到雲端". A toolbar below the menu bar contains various editing tools. On the right side, there is a "查看簡報" (View Summary) button with a dropdown arrow. A red circle highlights this button, and a red arrow points to it with the text "1. 點選'查看簡報'旁邊的倒三角形". The dropdown menu is open, showing "簡報模式" (Summary Mode) with a red circle and a red arrow pointing to it, accompanied by the text "2. 點選'簡報模式'". The menu also includes "以所有變更與旁和演講者備忘稿的檢視模式播放簡報" and "從頭開始進行簡報 Ctrl+Shift+F5". Below the menu, there are several theme preview cards with the text "按一下即可新增標題" and "按一下即可新增子標題". The bottom of the slide has a footer with the text "按一下即可新增演講者備忘稿".

108學年度第X次行政會議表決事項

# 108學年度第X次行政會議表決事項

按一下即可新增子標題

按一下即可新增演講者備忘稿

1. 點選"查看簡報"旁邊的倒三角形

2. 點選"簡報模式"

簡報模式  
以所有變更與旁和演講者備忘稿的  
檢視模式播放簡報

從頭開始進行簡報 Ctrl+Shift+F5

顯示在其他畫面上

按一下即可新增標題  
按一下即可新增子標題

極簡白

按一下即可新增標題  
按一下即可新增子標題

極簡黑

按一下即可新增標題

按一下即可新增子標題

流線

按一下即可新增標題

按一下即可新增子標題

焦點

匯入主題

8.經步驟7後會跳出這個新的視窗，請依圖片說明點選1及2



← 這個視窗是彈跳出來的新視窗

# 108學年度第X次行政會議表決事項

2. 點選"開始新的問與答階段"

9.會議發起人在這個視窗需要做兩件事

9.1複製投票連結網址並貼在Meet會議室的聊天視窗

9.2直接點選網址進入投票議題設定頁



slides.app.goo.gl/bQGM9

1. 按滑鼠右鍵

2. 複製連結網址

# 108學年度第X次行政會議表決事項

3. 此連結請在聊天視窗貼給會議參與人員點選

會議發起人(控場)  
請直接點選此連結進入  
投票議題設定頁

問題會顯示在這裡

## 10.請自行輸入投票議題

三 簡報問與答：108學年度第X次行政會議表決事項

1. 請輸入投票議題

1.XX提出 是否對防疫期間表現優良人員給予嘉獎?

提問身分：  匿名提問  匿名提問

25/300

取消 提交

2. 點選"提交"

如果有勾選"匿名提問", 會隱藏提問身分

目前還沒有問題  
您可以先在上方提問!

## 11.點選提交後,會議參予者看到的視窗

三 簡報問與答：108學年度第X次行政會議表決事項

提出問題

提問身分：匿名  匿名提問 0/300

取消 提交

匿名  
上午9:49

1.XX提出 是否對防疫期間表現優良人員給予嘉獎?

👍 0 🗳️ 0

← 請點選同意或反對

11.如果要將投票議題或是投票情況顯示在會議參與人的視窗，請點選“立即進行簡報”。  
可以請會議參與人自行點選“聊天視窗”的投票連結。



The screenshot shows a meeting interface with a dark background. On the left, there is a circular profile picture of a person named 凱文 (Kevin). In the center, a text prompt reads: "如果要將問題顯示在所有參與人的視窗，請點選立即進行簡報。" (If you want to display the question in the window of all participants, please click "立即進行簡報"). A white arrow points from this text to a dropdown menu on the right. The dropdown menu is titled "顯示在所有人的主畫面上" (Display on everyone's main screen) and contains three options: "你的整個畫面" (Your entire screen), "單個視窗" (Single window), and "立即進行簡報" (Click to present immediately). At the bottom of the screen, there are icons for microphone, mute, and video, along with a button labeled "立即進行簡報" (Click to present immediately).

# 會議發起人(控場)其他功能-展示問題

## 1.點選彈跳視窗中的“展示”

提問網址：[slides.app.goo.gl/bQGM9](https://slides.app.goo.gl/bQGM9)

108學年度第X次行政會議表決事項



在彈跳出來的小視窗點選“展示”，投影畫面會呈現問題

Detailed description: This screenshot shows a Slides presentation in a Chrome browser window. The main slide has a dark blue header with the URL 'slides.app.goo.gl/bQGM9' and the title '108學年度第X次行政會議表決事項'. A small floating window is overlaid on the slide, containing a question: '1.XX提出:是否對防疫期間表現優良人員給予嘉獎?'. Below the question is a '顯示' (Show) button, which is circled in red. The browser window also shows a timer at 00:25:34 and a '暫停' (Pause) button.

## 2.看出兩圖的差別了嗎？

提問網址：[slides.app.goo.gl/bQGM9](https://slides.app.goo.gl/bQGM9)

你看出此圖與前圖的差別了嗎？

1.XX提出:是否對防疫期間表現優良人員給予嘉獎？



Detailed description: This screenshot shows the same Slides presentation as the previous one, but with a different state. The main slide now shows a large grey area with a '匿名' (Anonymous) label. The floating window is still present, but the '顯示' (Show) button is now highlighted with a green checkmark, indicating it has been clicked. The browser window shows a timer at 00:26:17 and a '暫停' (Pause) button.



# 報告結束！

## QA ?

- ▶ 註:Google Meet 原廠說明網址
- ▶ <https://support.google.com/a/users/answer/9308865?hl=zh-Hant>