



# 激活企业微信指南 (学生)

## Guide To Activate Your WeCom Account\_Student

#### Ver: ITSC2025032601

## 1 激活企业微信 Activate WeCom

(1) 请学生本人用自己手机, 在安全的手机应用平台下载【企业微信】 官方 APP

Please download the WeCom from Apps Store

(2) 请学生本人用自己手机里的【微信】扫以下二维码

Scan the QR code with your WeChat:



(3) 点击按钮接受协议

please tick "Agree" to accept the agreement.



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### 点击同意企业微信获得授权

Agree WeCom to obtain the WeChat permissions.



(4) 点击按钮加入学校企业微信

× 北师港浸大	
invite you to join:	
北师港浸大 <sub>⊗ Verified</sub>	
Join the school and start using WeCon Work with colleagues and students' pare efficiently.	n. ents
Join the school	

Choose Join the school

(5) 填入学生电邮账号和电邮完整地址

Fill in the Student email ID and BNBU full mail address
Student email ID: 所有 BNBU 学生都有一个统一的电子账号,适用于校内系统。该账号由
10 个字符构成,首字符为特定的"英文小写字母"(不同入学年份字母不同),后续9个
字符为【学号】后9位数字(系统如果提示填入姓名或手机号码不用理会,必须填入 BNBU 电邮账
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#### <mark>号</mark>才能加入 BNBU 企业微信组织)

(If the system prompts you to fill in your name or mobile phone number, Please ignore, you must fill in your email account to join BNBU Wecom) 以 2023 年某学生为例, 学号: 2312345678, 账号: t312345678

BNBU mail address: 邮箱地址为, t312345678@mail.uic.edu.cn

北师港浸大 <sub>⊘Verified</sub>	
Apply for joining the schoo completing the informat	l after ion.
StudentID	8
Your UIC mail address	8
Apply to join	

Demo(填入示例):



点击<mark>加入按钮 – 然后点击打开企业微信</mark>

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### Click button "Apply to join" - Then Click Open WeCom

选择使用微信登录

Choose use WeChat to login WeCom



(6) 点击发送验证码 Click Send Verification code

Verify Identity	
Verify email:	and a second as
Code	Send verification code
Ne	ext

(7) 验证码会发到你的 BNBU 邮箱,请查收后在企业微信验证窗口输入





The verification code will be send to your BNBU mailbox, please check it and enter the code to

#### WeCom

Welcome	Inb	× xoo
🛃 Check	🔽 New	□ ▼ Delete Report Move to ▼ Mark as ▼ More ▼ View ▼
Inbox(346)		Inbox (537 message(s) 346 Unread , Mark all as Read)
Draft		From Subject
Sent		🖃 Today (4 message(s) )
<ul> <li>My Folders</li> </ul>	+ 🌣	🗆 🔤 WeCom Team WeCom Verification Code
	WeChat W Hello, To log i (valid Plesse ig Bo net shu	ork Verification Code n to WoChat Work, please enter the verification code: for 15 minutes). nore this email if you did not make such request. we your verification code to anyone.

(8) 激活完成点击加入 Activation be completed click "Join company"

北师港浸大	<u>8</u>
_Student	
Join company	

(9) 在企业微信主页看到菜单包括消息、通讯录、工作台等

You will see home page in WeCom, includes Message, Contact, workspace...



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## 2 企业微信绑定手机号码 WeCom binding Mobile Phone Number

- 请在企业微信绑定手机号码,以后如果更换手机通过手机号码验证才能再次登录企业微信
   Please bind the mobile phone number in WeCom. After changing the mobile phone, you can log in
   WeCom again through the mobile phone number verification.
- (2) 设置 Setting

### 点击企业微信首页左上角按钮

Click the button in the upper left corner of the home page



### 在弹出菜单点击右下角【齿轮】按钮

Then click the Gear button in the lower right corner of the pop-up menu



点击"账号与安全" Click Account & Security



点击手机号并输入手机号

Click Mobile Number and enter the phone number





← Account & Security		
WeChat	A	>
Mobile Number		>

手机号绑定后可以自行变更

mobile phone number can be changed after binding

¢	Mobile Number
	Current mobile number
	17
	Mobile number displayed in personal information, and can be used to log in.
	CHANGE MOBILE

The End.

Prepared by ITSC