

新 OA 安装、使用说明

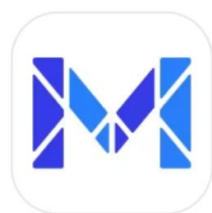
1.如何通过网页进入新 OA 系统？



在智慧校园页面,点击左侧下方“常用链接”中的“OA系统(后续替换为:新OA)”,即可进入新OA系统网页端,如需查看、处理老OA中的文件,可在过渡期内点击“常用链接”旁边的“更多”找到老OA的链接,点击进入即可。

2.新 OA 手机客户端如何安装使用？

(1) 安卓手机在应用商店搜索“移动办公 M3”,下载安装即可;



移动办公M3

一款提供客户办公效率的办公软件

(2) 苹果手机在 APP STORE 里搜索“移动工作平台 M3”,下载安装即可。



致远互联移动工作平台 M3

商务

打开



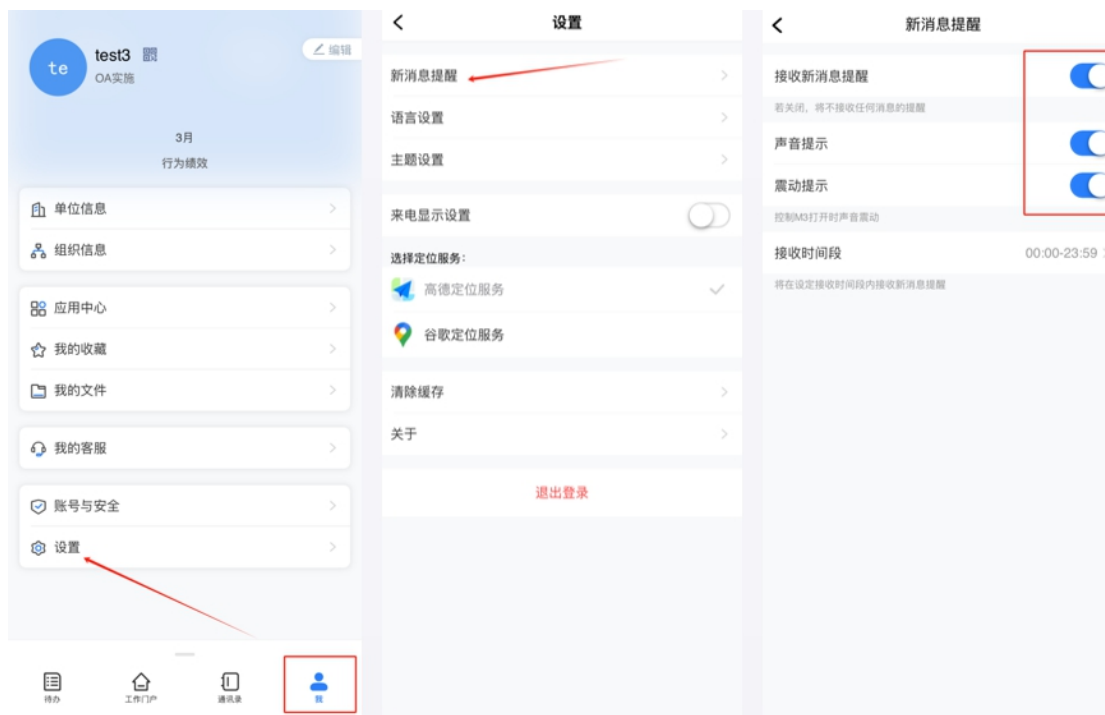
(3) 手机客户端初次使用，请设置服务器地址：

The screenshot shows the mobile app interface. On the left is the login screen with fields for '账号/手机号' (Account/Phone Number) and '密码' (Password), a '登录' (Login) button, and a '设置服务器' (Set Server) link. On the right is a modal titled '设置服务器地址' (Set Server Address) with a '扫码添加' (Scan to Add) link. The modal contains a text input field with '61.153.52.25', a password input field with '9996', a '备注' (Remarks) field, and a '保存' (Save) button. Red boxes and arrows highlight the '设置服务器' link, the server address and password fields, and the '保存' button.

(4) 手机客户端登录账号：工号，初始密码：Jr@123456

The screenshot shows the login screen. It has a '请登录' (Please Login) header, a '设置服务器' (Set Server) link, and input fields for '账号/手机号' (Account/Phone Number) and '密码' (Password). A red box surrounds these fields with the text '输入OA账号密码' (Enter OA Account Password). Below the fields is a '登录' (Login) button. At the bottom, there is a checkbox for '已阅读并同意《隐私保护协议》' (I have read and agree to the Privacy Protection Agreement) and a '勾选' (Check) label. Other elements include '其他登录方式' (Other Login Methods) and '忘记密码' (Forgot Password).

(5) 手机客户端，建议将消息提醒功能打开，具体操作：



同时要确保手机设置中允许该 APP 发送消息提醒



