



ICAO



ICAO

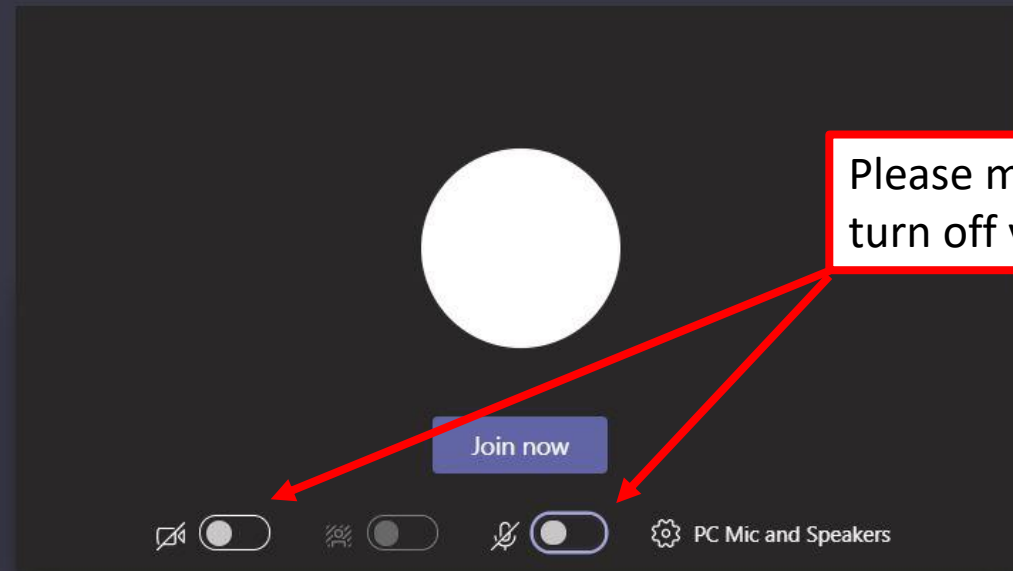
**AAITF/15**

# **Test and Familiarization Session**

**PLEASE  
MUTE YOUR MICROPHONE  
TURN YOUR VIDEO OFF**

## WHEN SIGNING IN

1. Option 1 To join the meeting via Microsoft Team app:
  - a. Download the Microsoft Team app; and then
  - b. click Join Microsoft Teams Meeting from the meeting invitation
2. Option 2 To join the meeting using web browser – Click Join Microsoft Teams Meeting from the meeting invitation, then Click join on the web instead, and enter your STATE or IO name first, followed by your full name (as used on the AAITF/15 registration form) in the Enter name box. Example: *ICAO Prakayphet Chalayonnawin*. Then, click join now.
3. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
4. **Ensure your microphone is muted and your video camera is turned off.**



Please mute your audio and turn off your video



PC Mic and Speakers

When you are invited to speak, unmute.  
Then, mute again immediately after you finish speaking



Activity

Chat

Teams

Calendar

Calls

Files

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Apps

Help



Chalayonnawin, Prakayphet

Davaasuren, Erdenebaatar ...

16:19 [mute] [mic] [share] [more] [hand] [chat] [grid] [end call]

### Meeting chat

- Sumner, Shane joined the meeting.
- Sumner, Shane renamed the meeting to Quick MS Teams Test.
- Davaasuren, Erdenebaatar and Chalayonnawin, Prakayphet joined the meeting.

ICAO wishes to speak

[copy] [exclamation] [edit] [emojis] [gif] [video] [more] [send]



16:19



Davaasuren, Erdenebaatar ...

## Meeting chat

- Sumner, Shane joined the meeting.
- Sumner, Shane renamed the meeting Quick MS Teams Test.
- Davaasuren, Erdenebaatar and Chalayonnawin, Prakayphet joined meeting.

ICAO wishes to speak



Chalayonnawin, Prakayphet