



| ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



Fourth Meeting of Aerodromes Operations and Planning Sub- Group (AOP/SG/4)

Microsoft Teams Familiarization



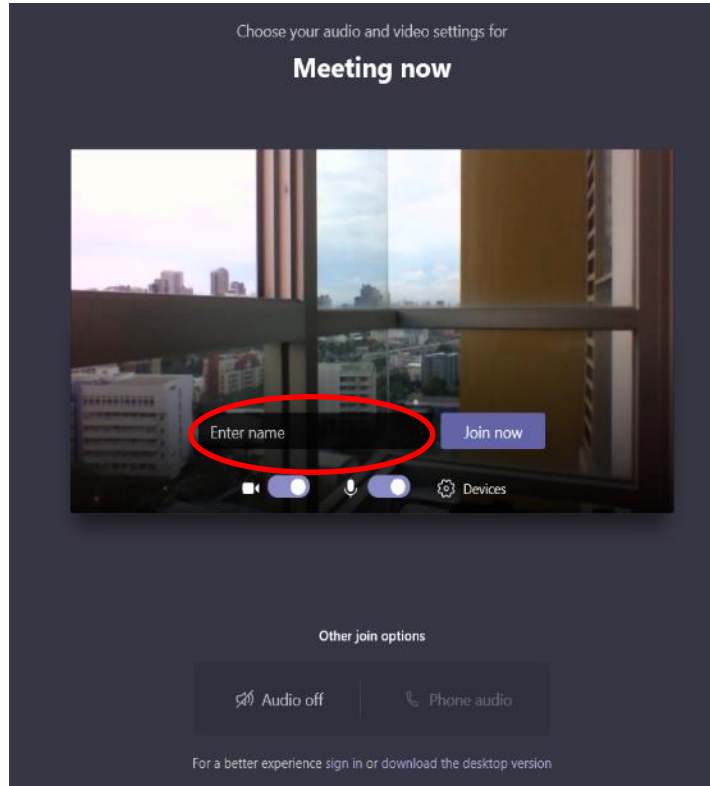


HOW TO CHANGE SCREEN NAME?

Web Version (Installation Free)

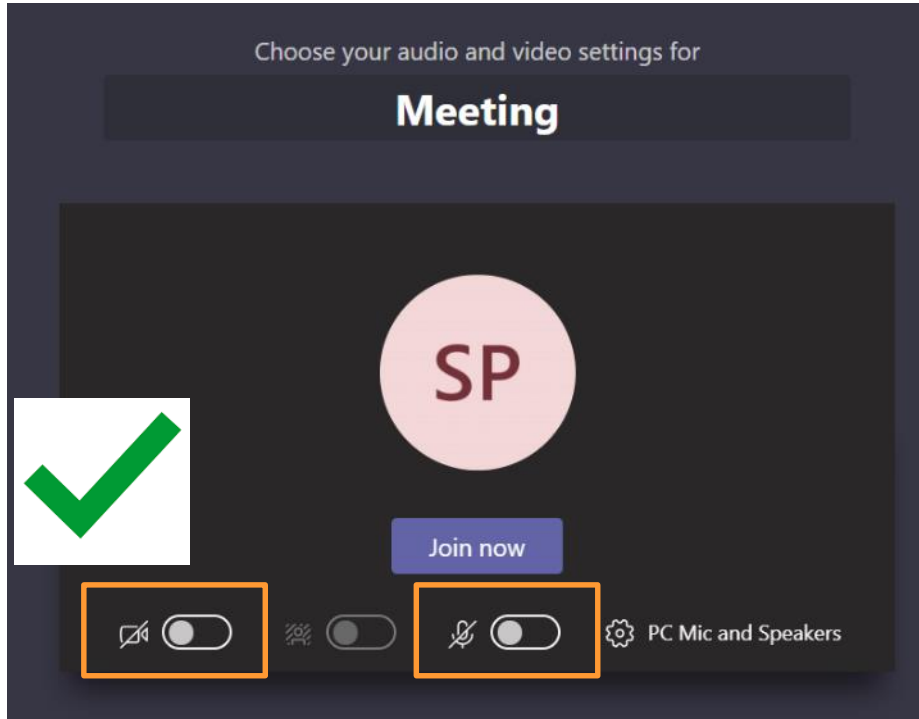
Format:

- [State/Org] - [Name]
- e.g. Australia – John Smith
ICAO – Steven Pang

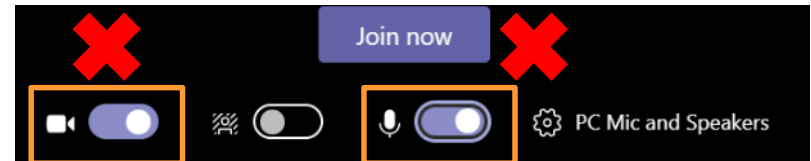




Before Joining



- Switch your camera and microphone OFF
- To reduce bandwidth requirement for everyone
- No good:





Meeting Screen

The screenshot shows a Microsoft Teams meeting interface. At the top, there is a search bar with the text "Search for or type a command". On the left side, there is a vertical navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. In the center, there is a large pink circle with the initials "SP" and the text "Waiting for others to join...". Below this, there is a toolbar with icons for Camera, Mic, Share Screen, More Actions, Raise Hand, Chat, Participant List, and Leave. Annotations with arrows point to these icons: "Camera" points to the camera icon, "Mic" points to the microphone icon, "Share Screen *speakers only" points to the screen sharing icon, "More Actions" points to the three dots icon, "Raise Hand" points to the hand icon, "Chat" points to the chat icon, "Participant List" points to the people icon, and "Leave" points to the red phone icon.

The inset screenshot shows the "People" panel in a meeting. It has a title bar with "People" and window control icons. Below the title bar, there is a search bar with the text "Invite someone". Underneath, it says "Currently in this meeting (1)". There is one participant listed: "Pang, Steven Ka Ho" with the initials "SP" and the role "Organiser".

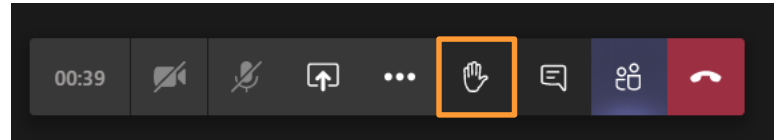
Participant List
(or Chatroom
depending on your
selection)

Depending on the MS Team version, these icons may be shown on the top right corner instead.

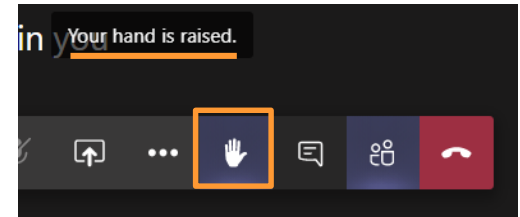


Want to speak?

- Use the Raise Hand function



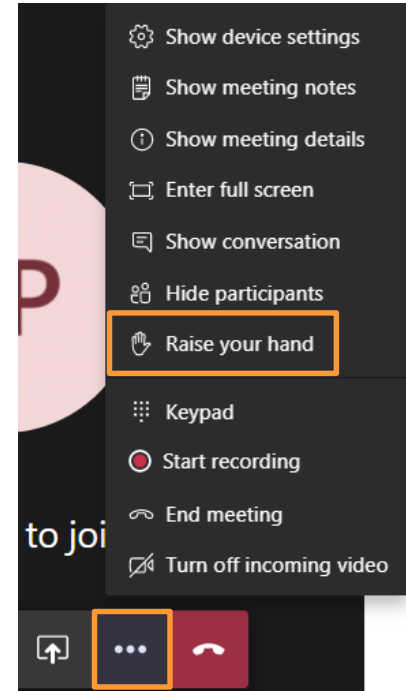
- After clicking it, the screen will show:





Want to speak?

- If you do not see the hand icon:
- If you still could not find the hand icon, please type a message in the chat room
- Please wait for Chairperson / Secretariat to call your name before you speak





Chat

The screenshot shows a Microsoft Teams interface during a meeting. The main window displays a large pink circle with the initials "SP" and the text "Waiting for others to join...". A search bar at the top contains "Search for or command". A vertical sidebar on the left contains icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. At the bottom, a meeting control bar shows a timer at 00:11 and icons for mute, video, screen share, chat, and end call. An orange-bordered chat window titled "Meeting chat" is open on the right, showing a notification: "Pang, Steven Ka Ho joined the meeting." and a text input field with the placeholder "Type a new message".



Device Settings

01:31

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full-screen
- Show background effects
- Turn on live captions (preview, English US only)
- Keypad
- Start recording
- End meeting
- Turn off incoming video

Device settings

Audio devices

PC Mic and Speakers

Speaker

Speakers (Conexant ISST Audio)

Microphone

Internal Microphone (Conexant ISST ...)

Camera

HP HD Camera



Connectivity Issue?

To preserve bandwidth:

- **Mute your camera and microphone**
- Turn off incoming video
- Close unnecessary applications
- If sharing internet/WiFi, request others not to download, watch online videos, etc.

