



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



Fifth Meeting of Asia/Pacific Airport Collaborative Decision Making Task Force APA-CDM/TF/5

Microsoft Teams Familiarization



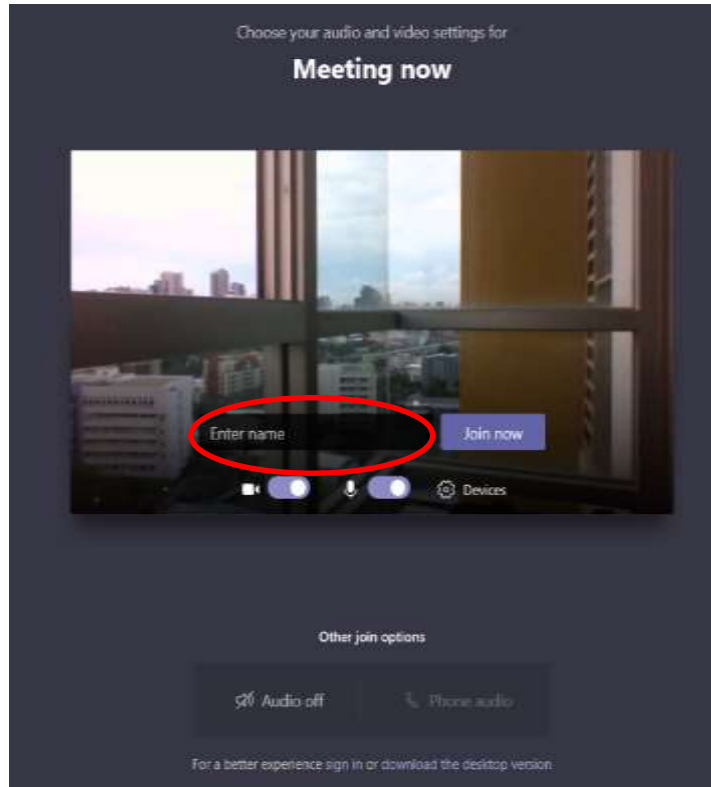


HOW TO CHANGE SCREEN NAME?

Web Version (Installation Free)

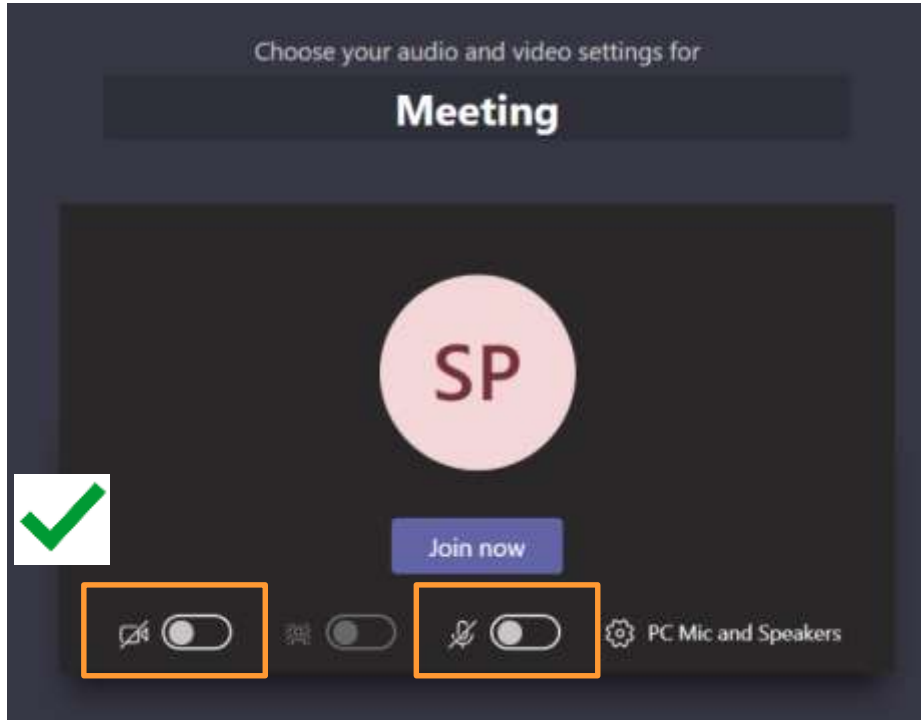
Format:

- [State/Org] - [Name]
- e.g. Australia – John Smith
ICAO – Steven Pang
- Those who could not be identified by Secretariat may be put to a waiting area for verification

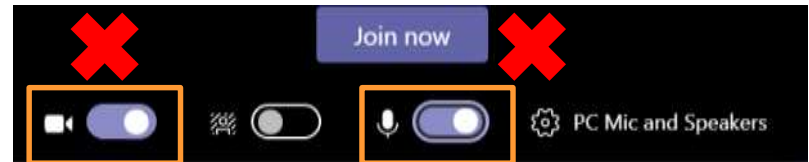




Before Joining



- Switch the camera and microphone OFF
- To reduce bandwidth requirement for everyone
- Switch on? No good:





Meeting Screen

The screenshot shows a meeting interface with a central area displaying a pink circle with the initials "SP" and the text "Waiting for others to join...". Below this is a control bar with icons for Camera, Mic, Share Screen, More Actions, Raise Hand, Chat, Participant, and Leave. Annotations with lines pointing to these icons are: "Camera", "Mic", "Share Screen *speakers only", "More Actions", "Raise Hand", "Chat", "Participant", and "Leave".

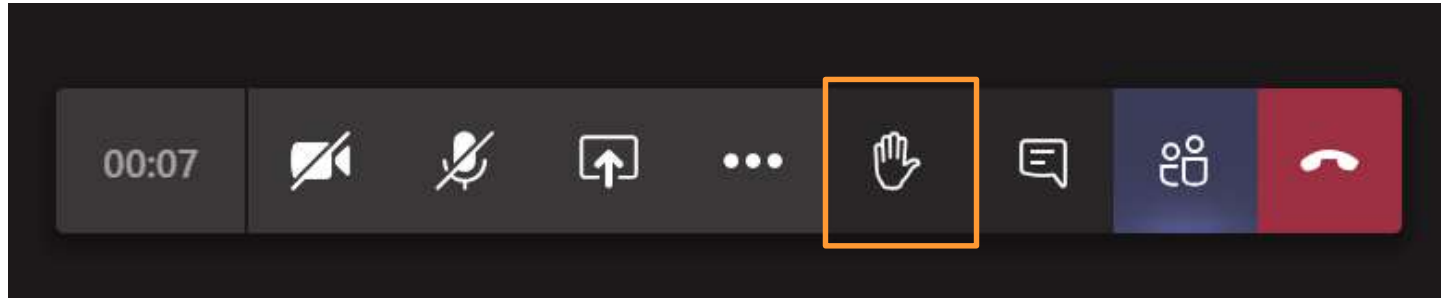
On the right side, there is a "People" panel with an orange border. It contains a search bar labeled "Invite someone", a section "Currently in this meeting (1)", and a list entry for "Pang, Steven Ka Ho" with the role "Organiser".

Participant List
(or Chatroom depending on your selection)



Want to speak?

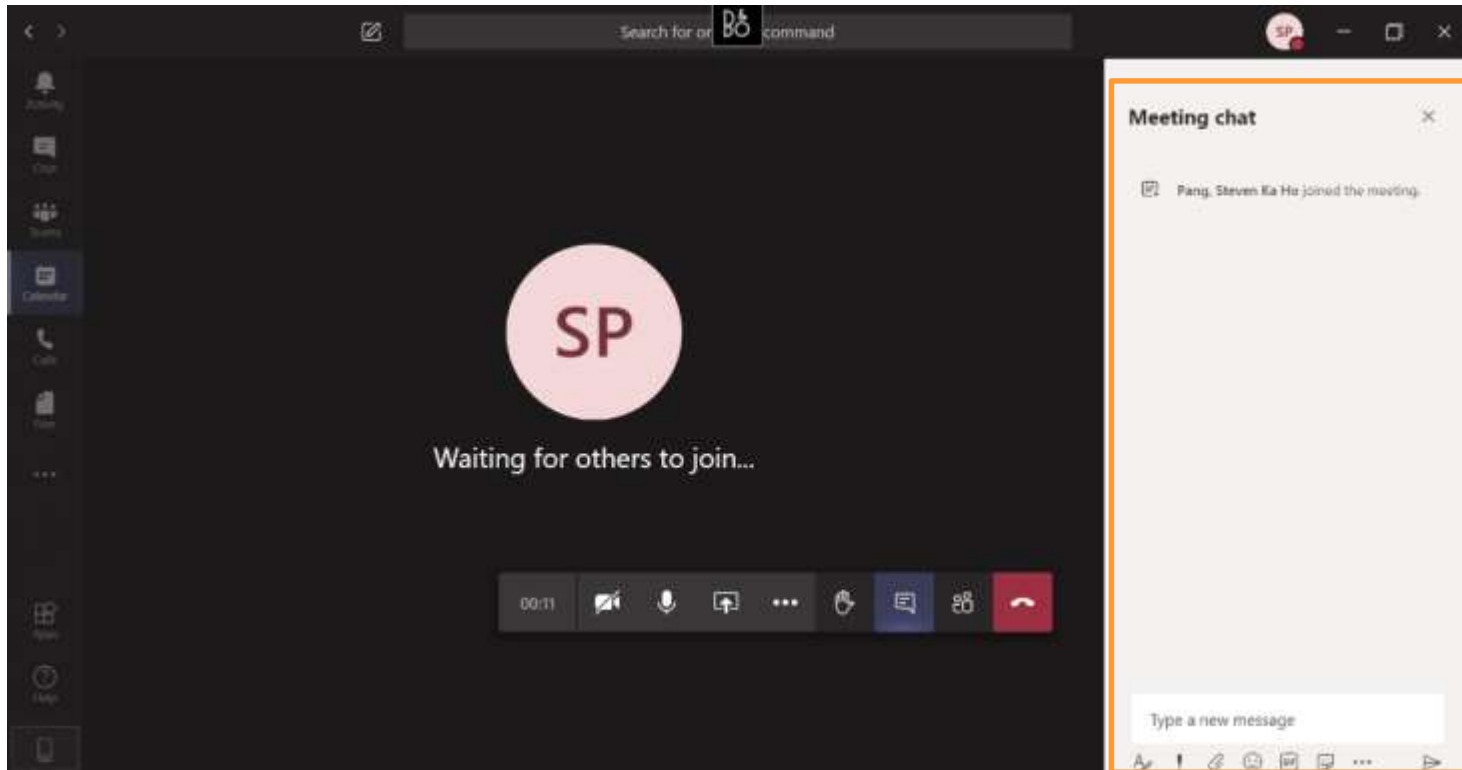
- Use the raise hand function to request to Chairperson / Secretariat that you would like to speak



- Alternatively, you may type your question / response in the Chatroom

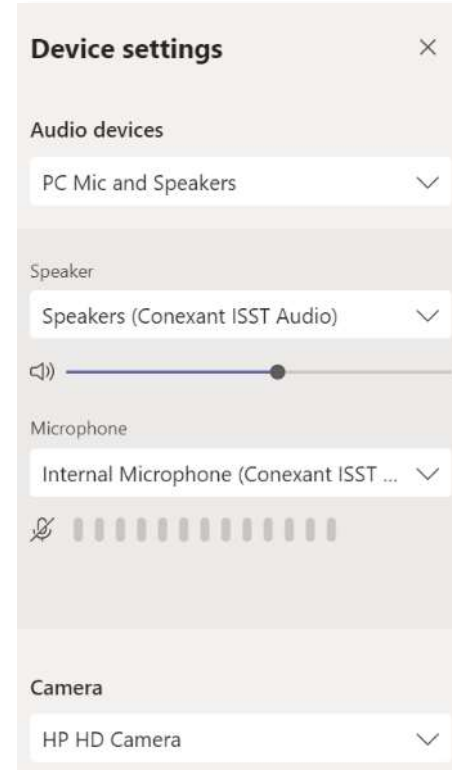
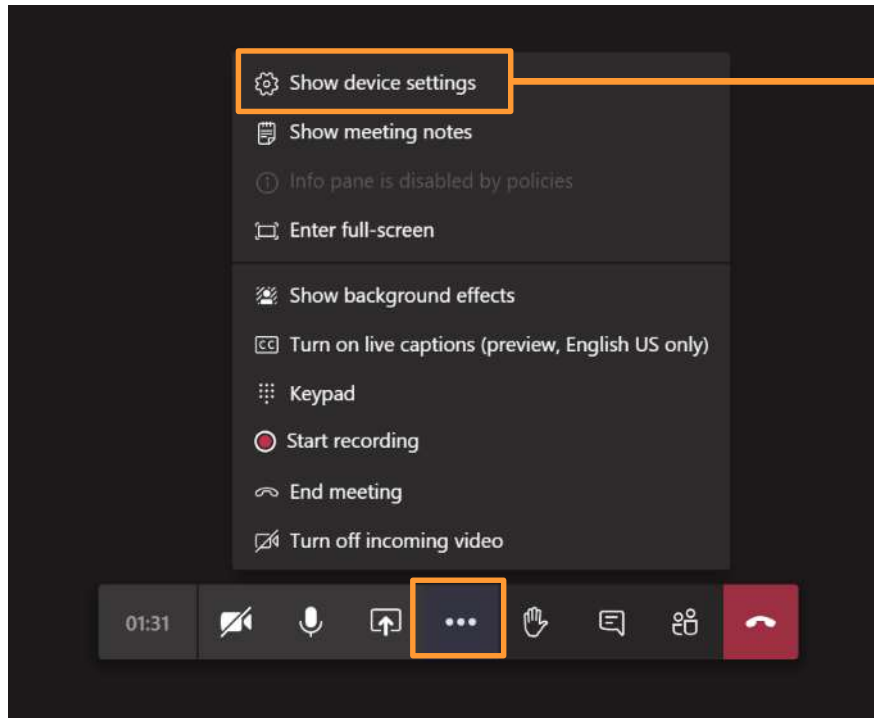


Chat





Device Settings





Connectivity Issue?

To preserve bandwidth:

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