



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



2nd Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/2)

Microsoft Teams Familiarization



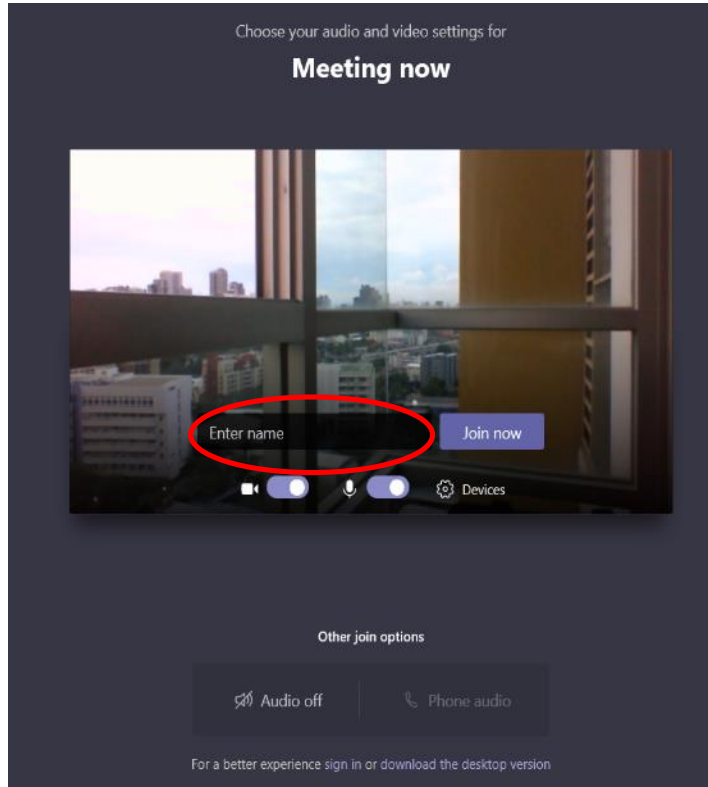


HOW TO CHANGE SCREEN NAME?

Web Version (Installation Free)

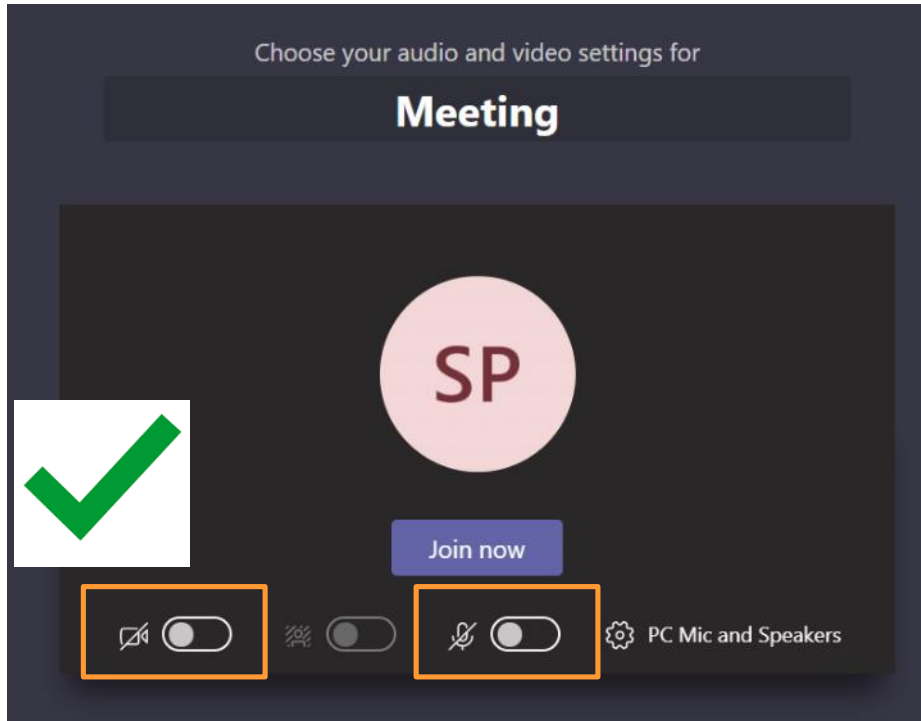
Format:

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

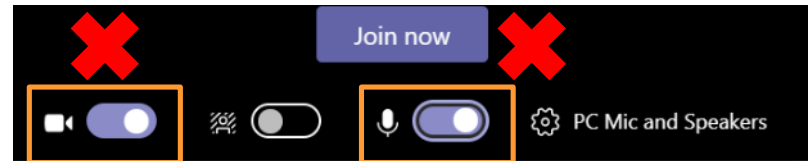




Before Joining



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





Meeting Screen

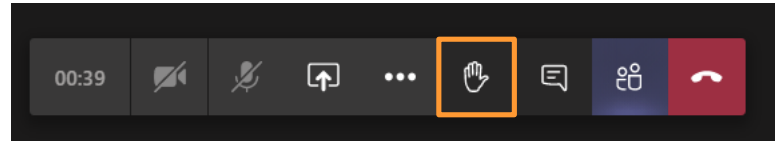
The screenshot shows a Microsoft Teams meeting interface. At the top, there is a search bar with the text "Search for or type a command". On the left side, there is a vertical navigation bar with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area features a large circular placeholder for a participant with the initials "SP" and the text "Waiting for others to join...". Below this, there is a control bar 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-dot menu icon, "Raise Hand" points to the hand icon, "Chat" points to the chat icon, and "Participant List" points to the participant list icon. A "People" panel is open on the right side, showing a search bar "Invite someone", a list of participants "Currently in this meeting (1)", and one participant "Pang, Steven Ka Ho" with the role "Organiser".

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

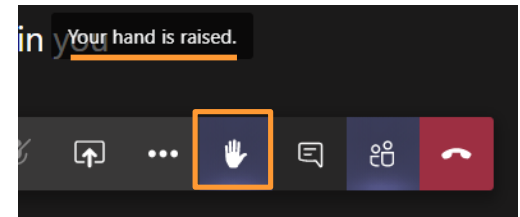


Want to speak?

- Use the Raise Hand function



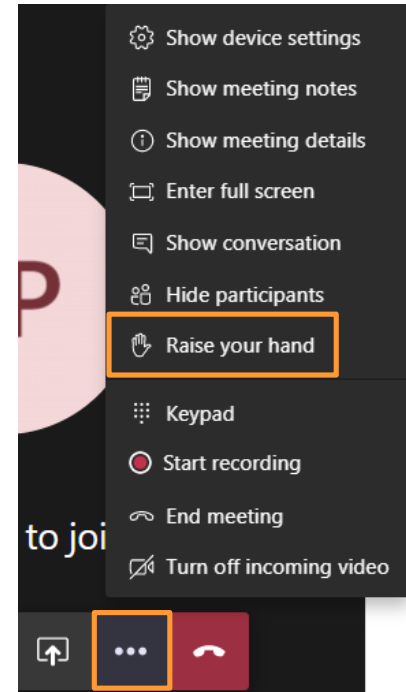
- After clicking it, the screen will show:





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



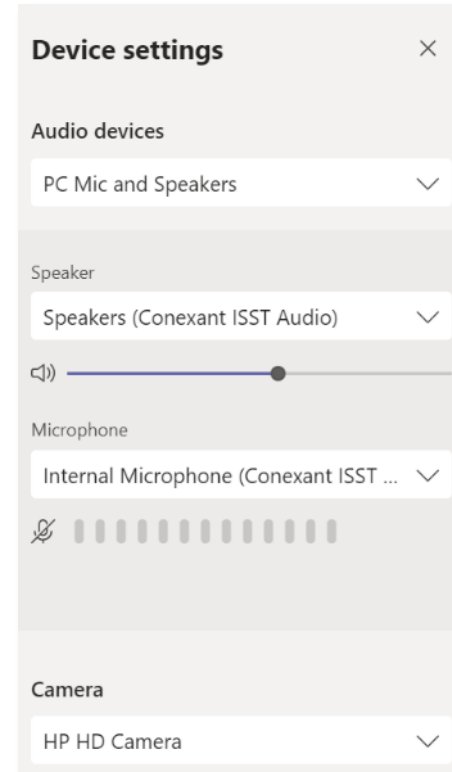
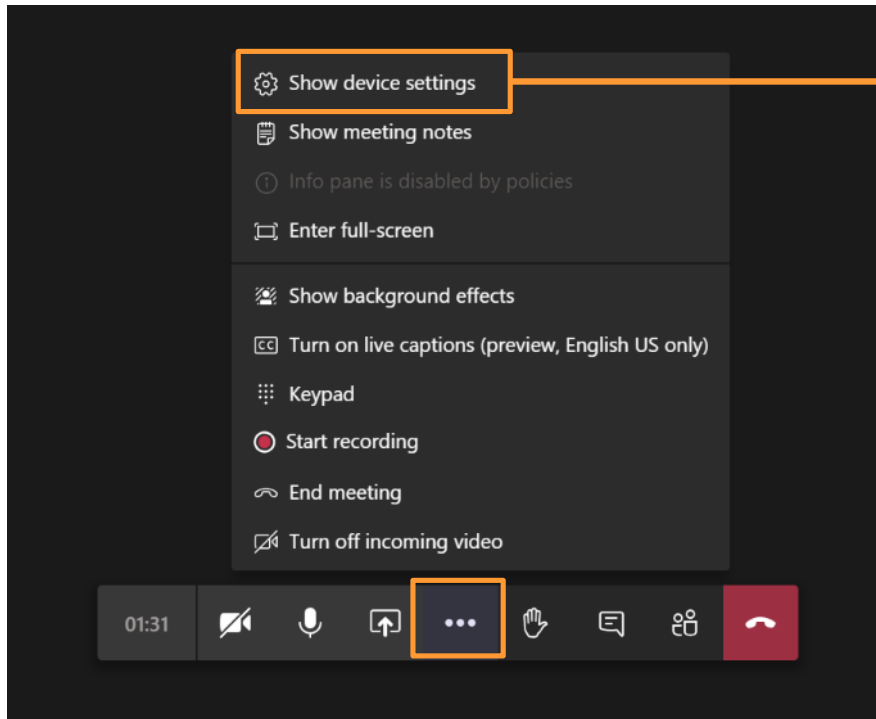


Chat

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main area displays a meeting chat window titled "Meeting chat" with a close button. The chat content shows a notification: "Pang, Steven Ka Ho joined the meeting." Below the chat is a text input field with the placeholder "Type a new message" and a rich text toolbar. The meeting controls at the bottom include a timer showing "00:11" and icons for mute, video, screen share, chat, and end meeting. A large pink circle with the initials "SP" is centered in the background of the meeting area, with the text "Waiting for others to join..." below it.



Device Settings





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 files, watch online videos, etc.

