



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



# 31<sup>st</sup> Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/31)

Microsoft Teams Familiarization



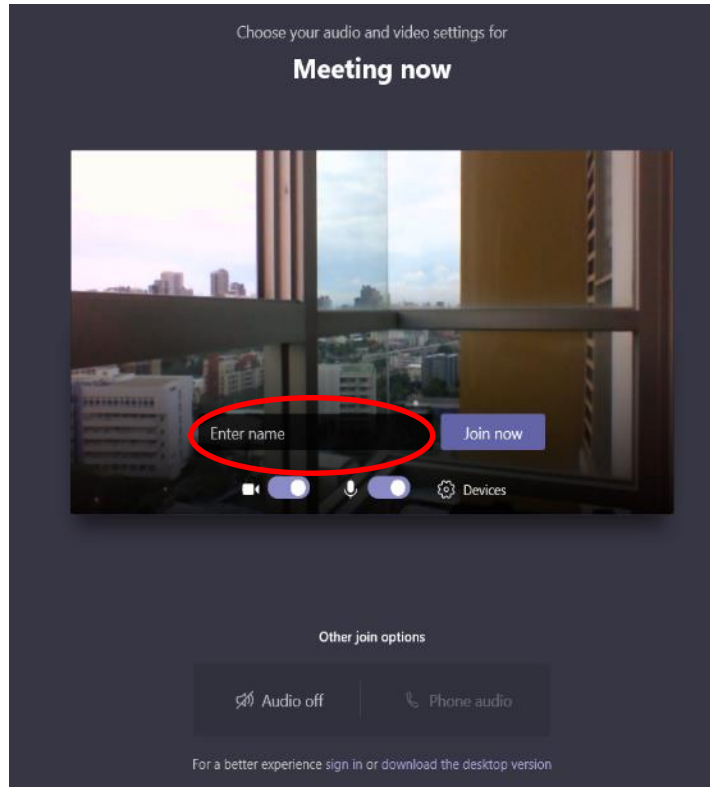


# HOW TO CHANGE SCREEN NAME?

## Web Version (Installation Free)

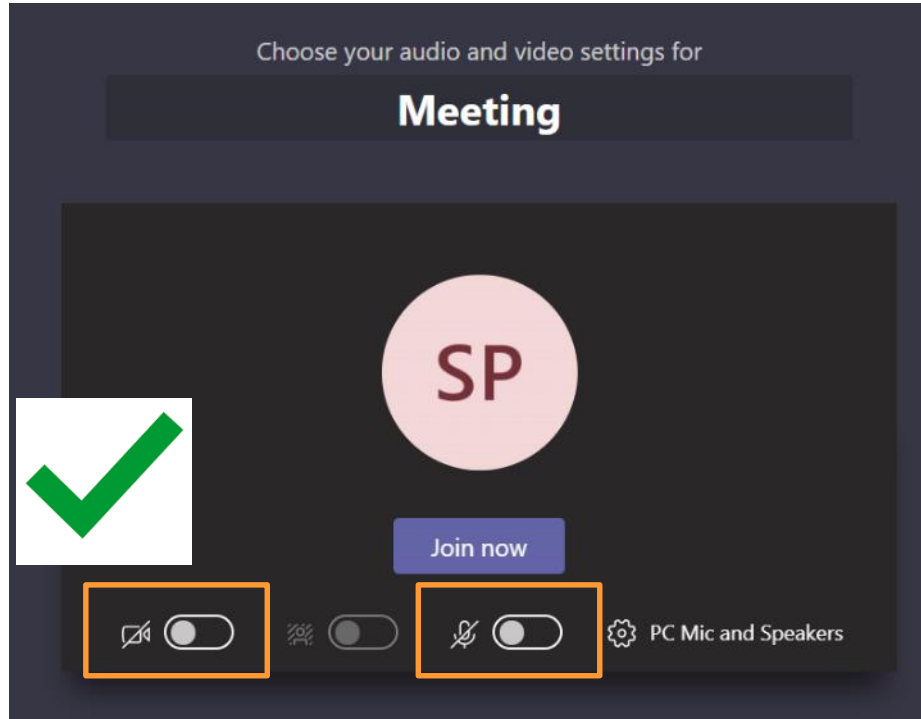
### Format:

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

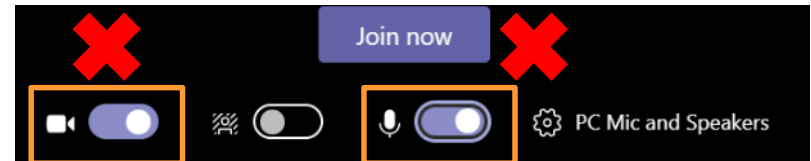




## Before Joining



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





# Meeting Screen

Search for or type a command

Activity

Chat

Teams

Calendar

Calls

Files

Apps

Help

SP

Waiting for others to join...

More Actions

Camera

Mic

Share Screen  
\*speakers only

Chat

Raise Hand

Participant List

Leave

People

Invite someone

Currently in this meeting (1)

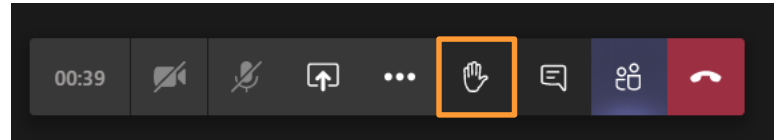
SP Pang, Steven Ka Ho  
Organiser

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

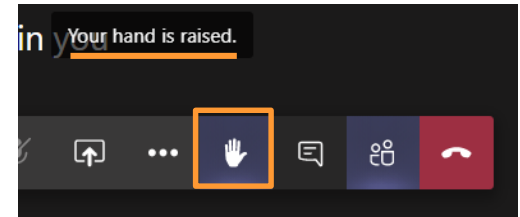


# Want to speak?

- Use the Raise Hand function



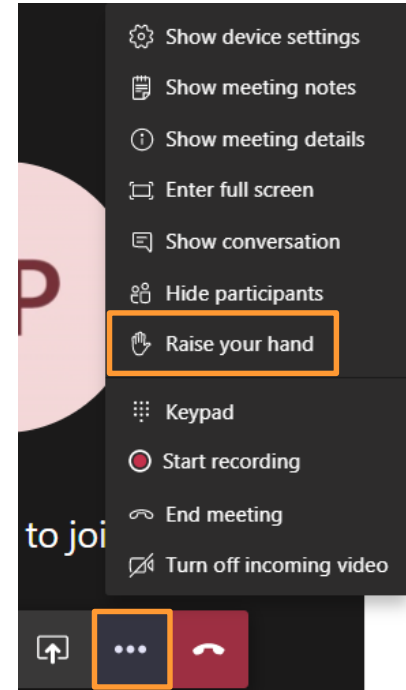
- After clicking it, the screen will show:





# 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



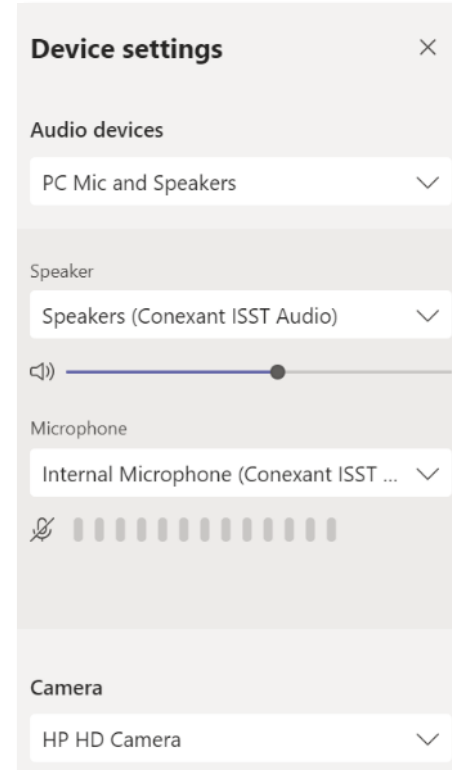
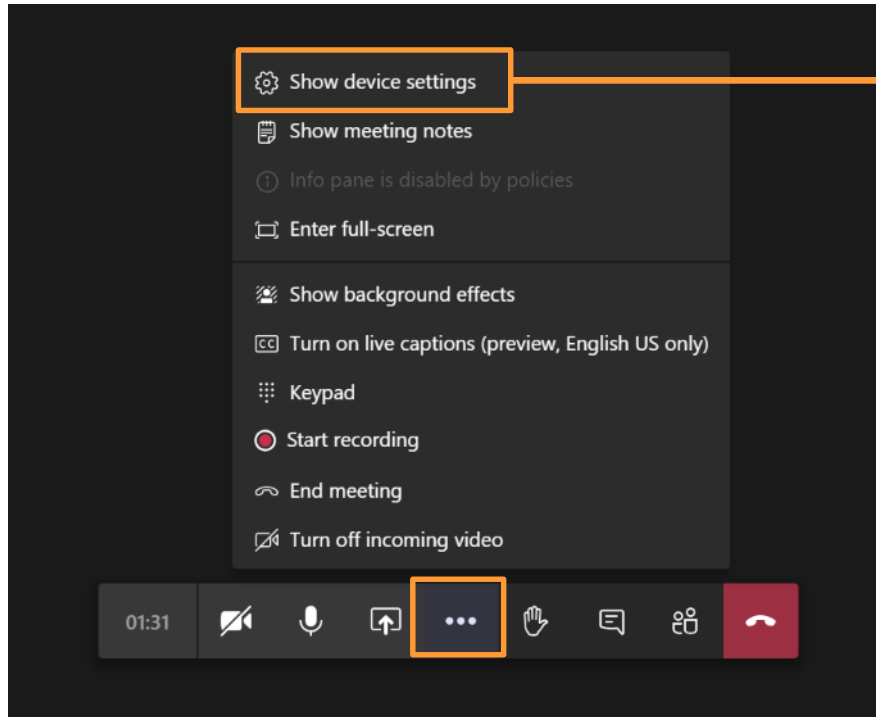


# Chat

The screenshot shows a Microsoft Teams interface 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". The left sidebar includes 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." Below the chat area is a text input field labeled "Type a new message" and a row of icons for emojis, GIFs, and other chat features.



# 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.

