



ICAO



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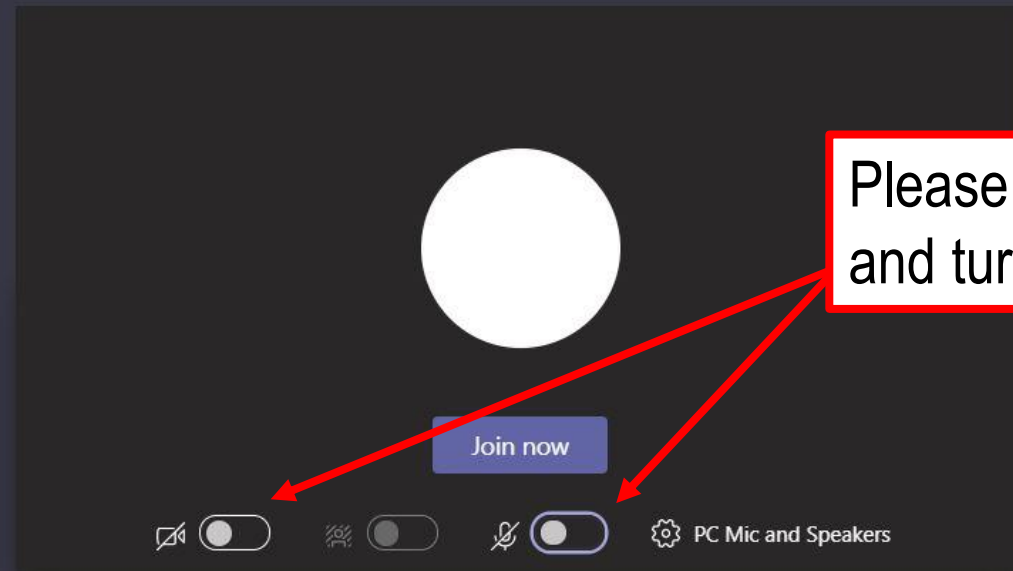
FIT-Asia/10

Test and Familiarization Session

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

WHEN SIGNING IN

1. Option 1 To join the meeting via the Microsoft Teams app:
 - Download the Microsoft Teams app; and then
 - click **Join Microsoft Teams Meeting** in the meeting invitation email
2. Option 2 To join the meeting using web browser:
 - Click **Join Microsoft Teams Meeting** in 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 FIT-Asia/10 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
- ...
- Apps
- Help



Chalayonnawin, Prakayphet

Davaasuren, Erdenebaatar ...

16:19 [mute] [mic] [share] [more] [hand] [chat] [people] [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]

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