



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



ICAO/AAWHG Wildlife Hazard Management Webinar

Microsoft Teams Familiarization



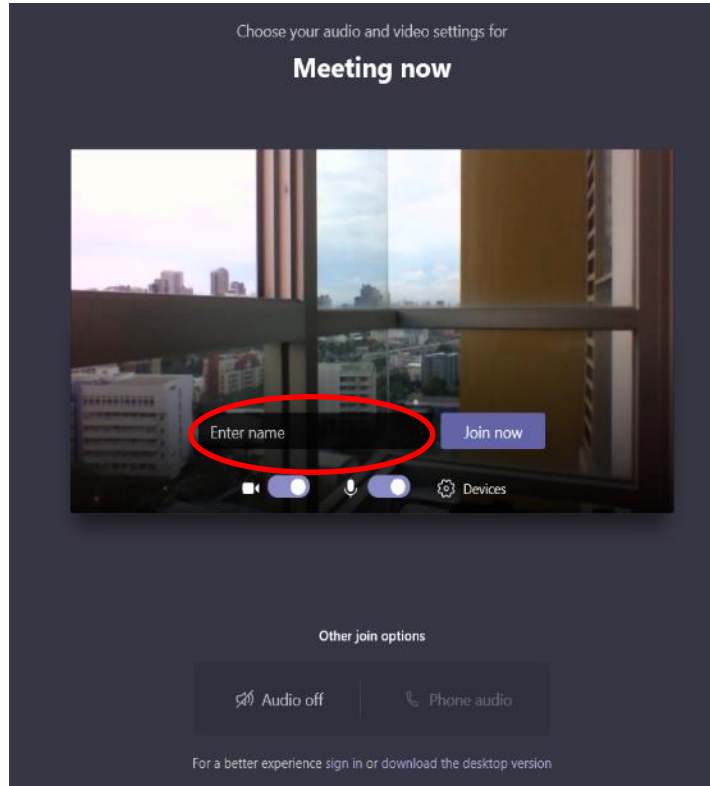


HOW TO CHANGE SCREEN NAME?

Web Version (Installation Free)

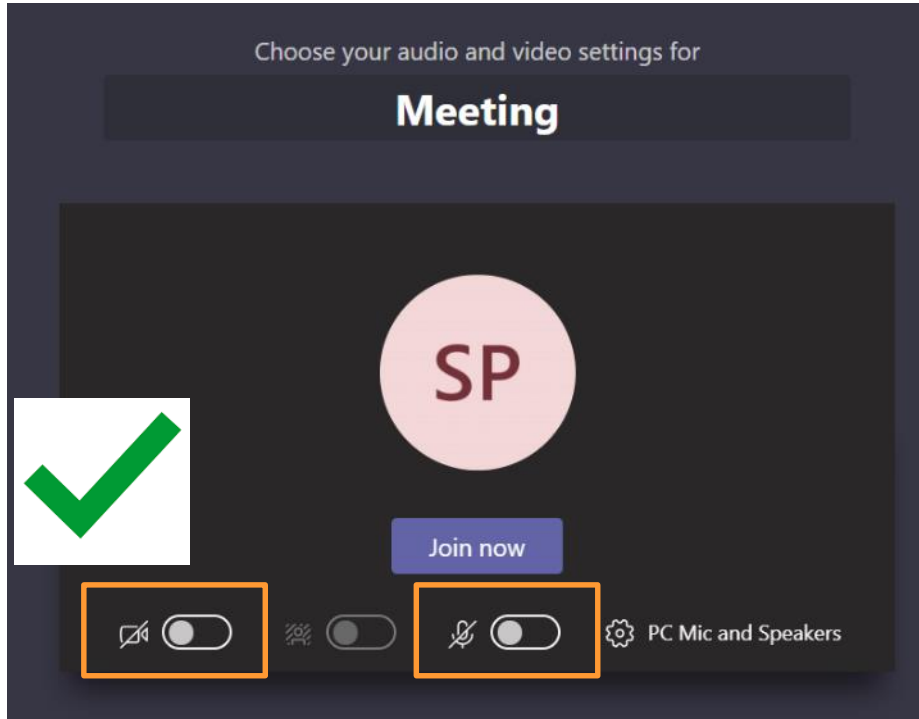
Format:

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

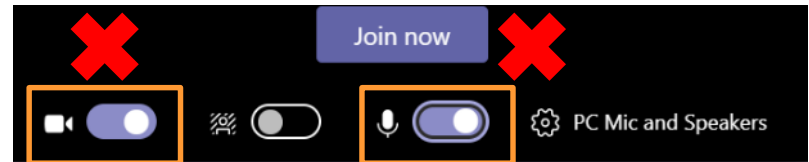




Before Joining



- 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 navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. In the center, there is a large circular placeholder 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. On the right side, there is a "People" panel with 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". The "People" panel is highlighted with an orange border. The text "Participant List (or Chatroom depending on your selection)" is written below the "People" panel.



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Got Questions?

- Please use Pigeon Hole for questions
- For other discussions, use the chatroom



The Simplest
Interactive Q&A Platform
At Events

Enter Event Passcode





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 meeting. 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

A screenshot of the Zoom meeting control bar. The 'More options' menu is open, showing several settings. The 'Show device settings' option, represented by a gear icon, is highlighted with an orange rectangular box. An orange arrow points from this box to the right, towards the 'Device settings' panel. Other options in the menu include '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', and 'Turn off incoming video'. At the bottom of the control bar, the 'More options' button (three dots) is also highlighted with an orange box.

The 'Device settings' panel is shown, featuring a close button (X) in the top right corner. It is divided into sections for 'Audio devices', 'Speaker', 'Microphone', and 'Camera'. Under 'Audio devices', 'PC Mic and Speakers' is selected. The 'Speaker' section shows 'Speakers (Conexant ISST Audio)' selected with a volume slider below it. The 'Microphone' section shows 'Internal Microphone (Conexant ISST ...)' selected with a mute icon and a mute indicator bar. The 'Camera' section shows 'HP HD Camera' selected.



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.

