



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



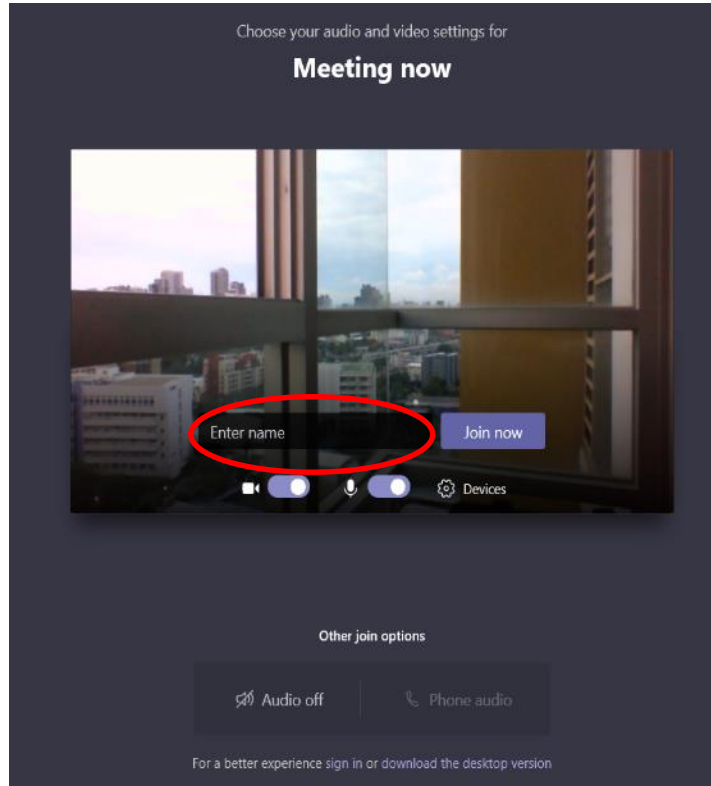
# 3rd Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/3)

Microsoft Teams Familiarization





# HOW TO CHANGE SCREEN NAME?



## Web Version (Installation Free)

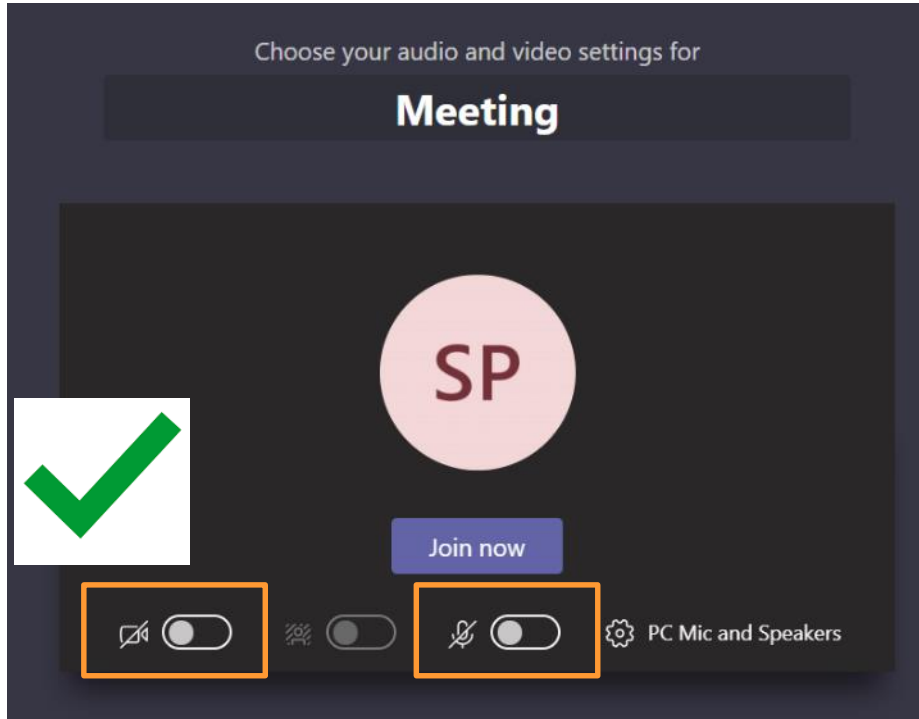
### Format:

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

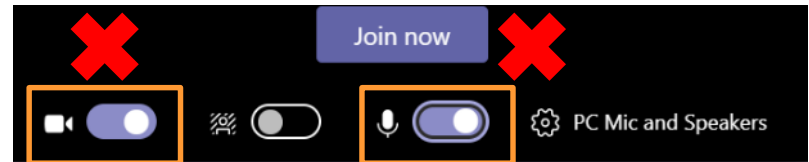
Important Note: You will not be admitted if we cannot match your name with any registration.



## 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, a vertical sidebar contains icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area features a large pink circle with the initials "SP" and the text "Waiting for others to join...". Below this is a toolbar with icons for Camera, Mic, Share Screen, More Actions, Raise Hand, Chat, Participant List, and Leave. Annotations with blue text and 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; "Participant List" points to the people icon; and "Leave" points to the red phone icon.

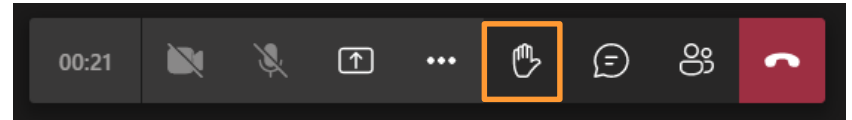
The inset screenshot shows the "People" panel in a Teams meeting. It has a title bar with "People" and window control icons. Below the title bar is a search bar with the text "Invite someone". Underneath, it says "Currently in this meeting (1)". A single participant is listed: "Pang, Steven Ka Ho" with a small "SP" icon and the role "Organiser".

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

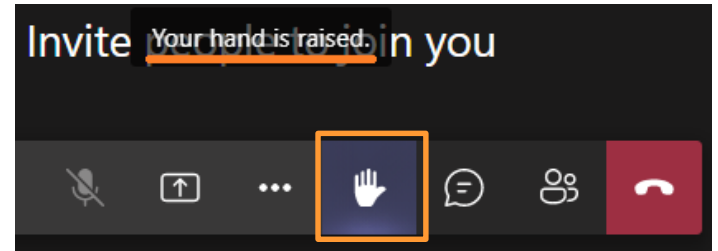


# Want to speak?

- Use the Raise Hand function



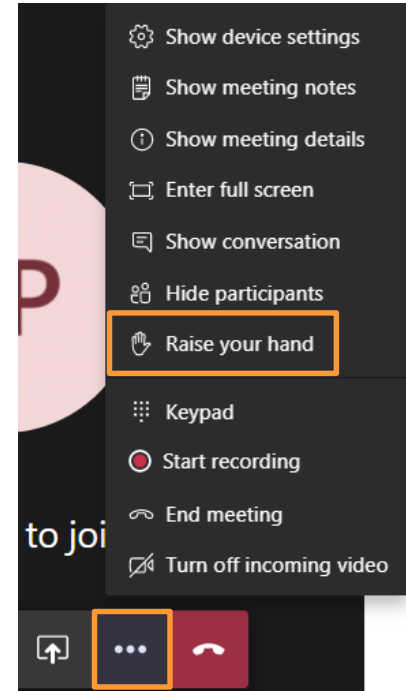
- After clicking it, the screen will show:





# 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. The main window is a meeting lobby with a large pink circle containing the initials 'SP' and the text 'Waiting for others to join...'. A search bar at the top contains 'D& command'. A sidebar on the left includes icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. 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 notification is a text input field with the placeholder 'Type a new message' and a bottom toolbar with icons for text, emojis, GIFs, and other features.



# Device Settings

A screenshot of the Zoom meeting controls interface. The controls are displayed in a dark grey panel. At the top, there is a time display showing '01:31'. Below the time are several icons: a muted microphone, a video camera, a screen sharing icon, a three-dot menu icon (highlighted with an orange box), a hand icon, a chat icon, a participants icon, and a red end meeting button. A context menu is open over the three-dot menu icon, listing several options: 'Show device settings' (highlighted with an orange box), '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'. An orange arrow points from the 'Show device settings' option in the menu to the right, towards the 'Device settings' panel.

A screenshot of the 'Device settings' panel. The panel has a title bar with 'Device settings' and a close button (X). It is divided into sections for 'Audio devices', 'Speaker', 'Microphone', and 'Camera'. Under 'Audio devices', 'PC Mic and Speakers' is selected. Under 'Speaker', 'Speakers (Conexant ISST Audio)' is selected, and there is a volume slider. Under 'Microphone', 'Internal Microphone (Conexant ISST ...)' is selected, and there is a mute icon and a mute indicator. Under 'Camera', 'HP HD Camera' is 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 files, watch online videos, etc.

