



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



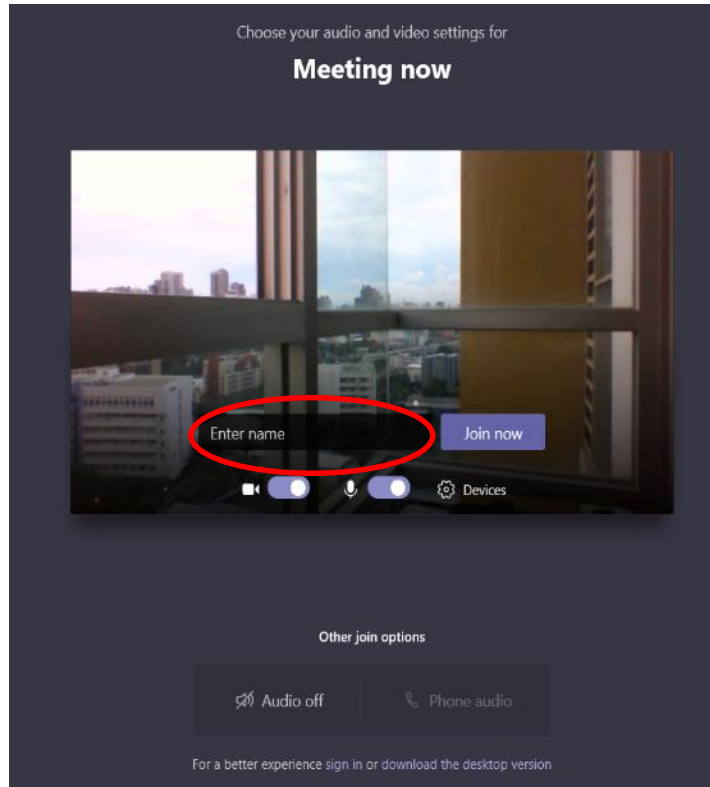
ICAO/AAWHG Wildlife Hazard Management Webinar and Third Meeting of the Asia/Pacific Wildlife Hazard Management Working Group (AP-WHM WG/3)

Microsoft Teams Familiarization





HOW TO CHANGE SCREEN NAME?



Web Version (Installation Free)

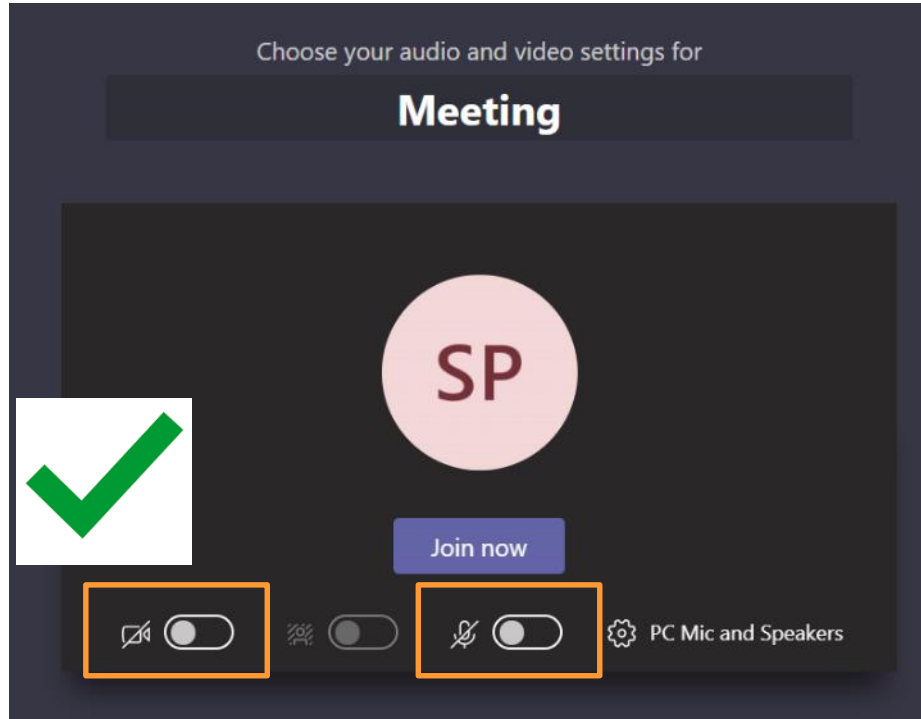
Format:

- [State/Org] - [Name]
- e.g. Australia – John Smith
ICAO – Punya Shakya

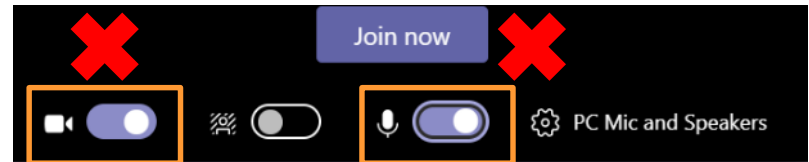
Important Note: You will not be admitted if we cannot match your name with any registration.



Before Joining



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





Meeting Screen

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.



Got Questions?


[Only for ICAO-AAWHG WHM Webinar]

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



Go to
pigeonhole.at

Enter passcode
ICAOAAWHG



Pigeonhole[®] Live

The Simplest
Interactive Q&A Platform
At Events

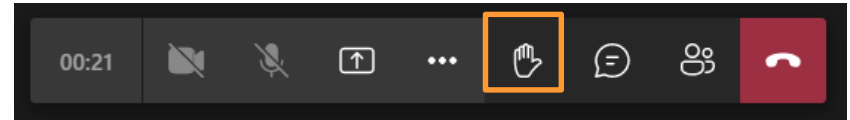
Enter Event Passcode →



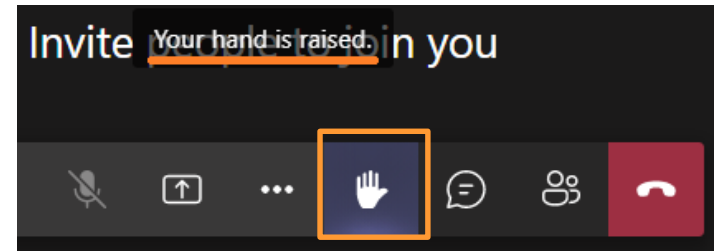
Want to speak?

[For participants of Third Meeting of the Asia/Pacific Wildlife Hazard Management Working Group (19 to 21 May 2021)]

- Use the Raise Hand function



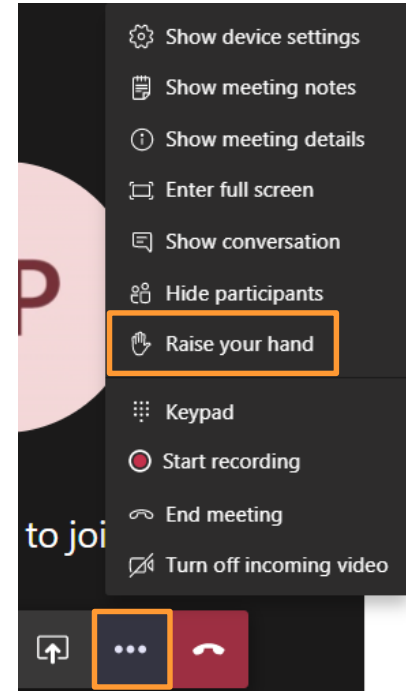
- After clicking it, the screen will show:





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 is dark-themed and displays a large pink circle with the initials "SP" in the center. Below the circle, the text "Waiting for others to join..." is visible. At the bottom of the main window, there is a control bar with icons for mute, video, screen share, and other meeting functions. On the right side, a "Meeting chat" window is open, outlined in orange. The chat window has a title bar with "Meeting chat" and a close button. The chat content shows a notification: "Pang, Steven Ka Ho joined the meeting." At the bottom of the chat window, there is a text input field with the placeholder "Type a new message" and a row of icons for emojis, GIFs, and other chat features.



Device Settings

01:31

- Show device settings
- 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
- Turn off incoming video

Device settings

Audio devices

PC Mic and Speakers

Speaker

Speakers (Conexant ISST Audio)

Microphone

Internal Microphone (Conexant ISST ...)

Camera

HP HD Camera



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.

