



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



ICAO/AAWHG Wildlife Hazard Management Webinar Reporting and Recording Wildlife Data

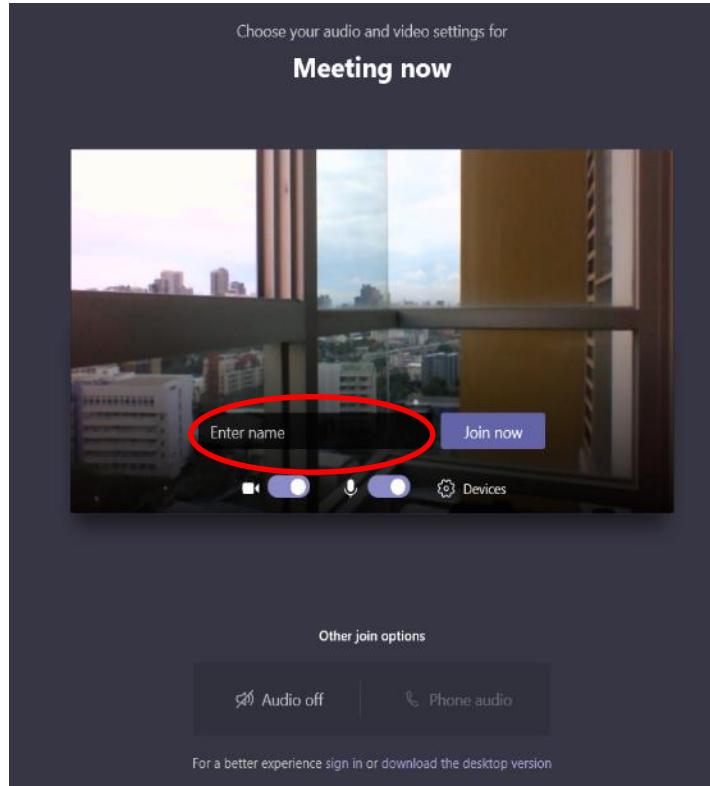
Video Teleconference, 20 July 2021

Microsoft Teams Familiarization





HOW TO CHANGE SCREEN NAME?



Web Version (Installation Free)

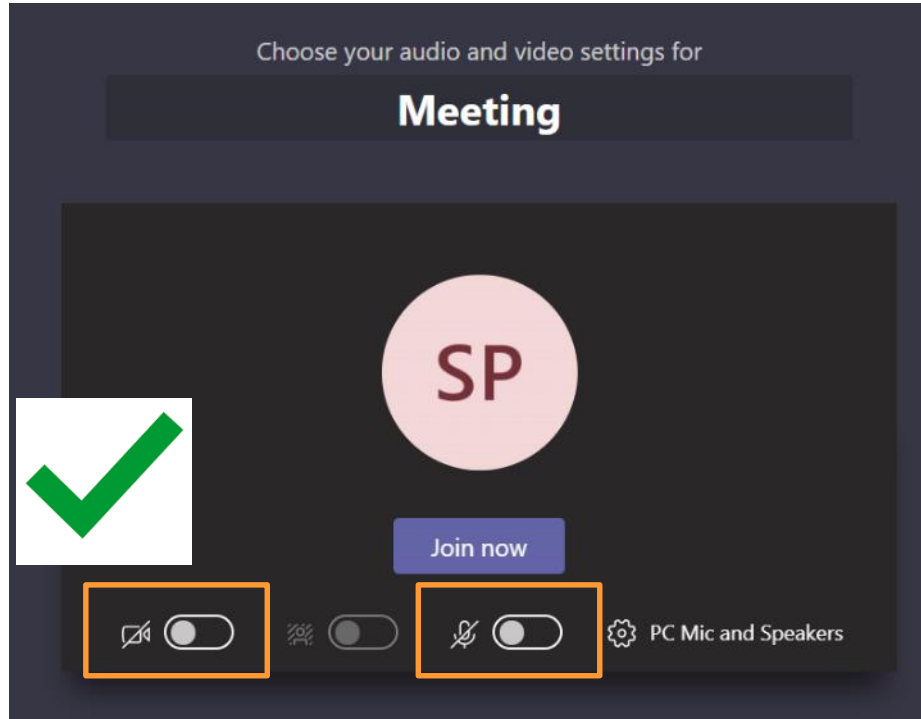
Format:

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

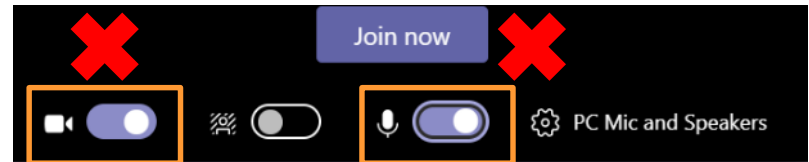
Important Note: You will not be admitted if we cannot match your name with any registration.



Before Joining



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





Meeting Screen

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 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, and "Participant List" points to the people icon. A "People" panel is open on the right, showing a search bar "Invite someone", a list of participants under "Currently in this meeting (1)", and one participant: "SP Pang, Steven Ka Ho" with the role "Organiser".

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



Questions and Answer Session

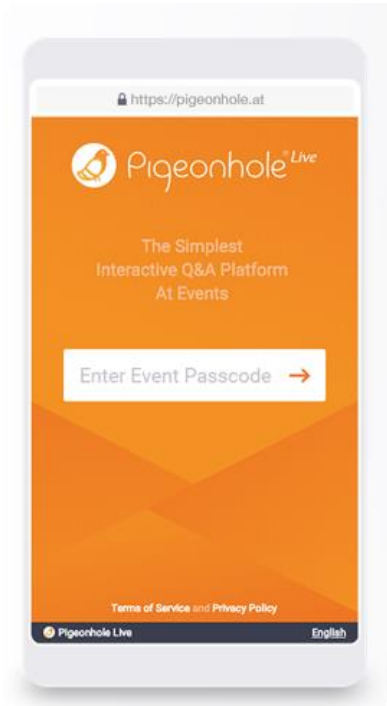
- Please use Pigeon Hole for questions



Go to
[www.pigeonhole.at](https://pigeonhole.at)

Enter passcode

RRWD



- For other discussions, use the chatroom

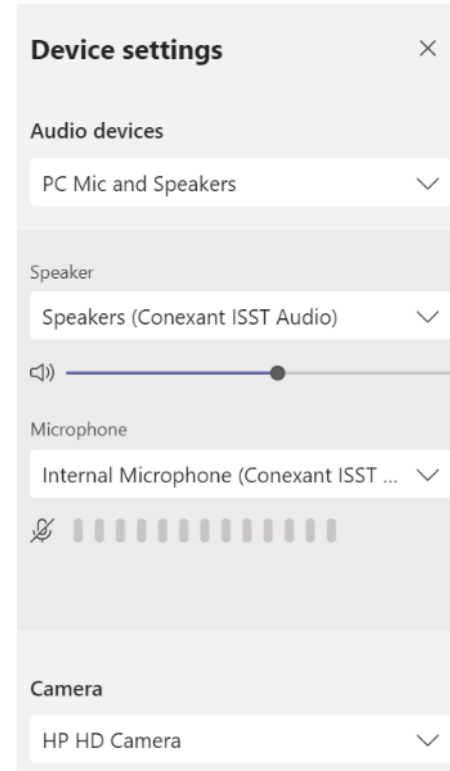
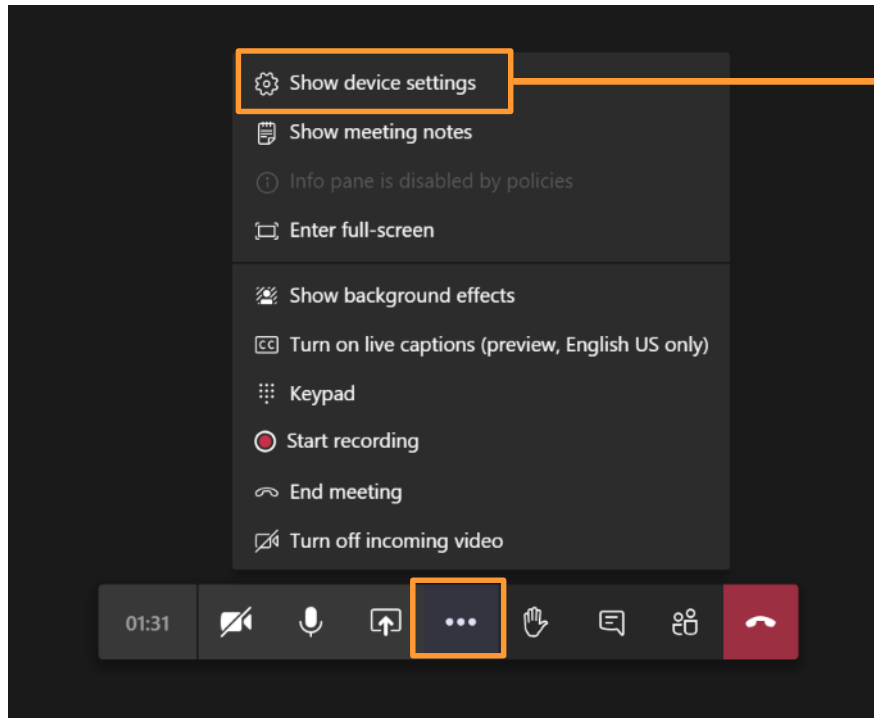


Chat

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main area displays a meeting chat window titled "Meeting chat" with a close button (X). The chat content shows a notification: "Pang, Steven Ka Ho joined the meeting." Below the chat is a text input field with the placeholder "Type a new message" and a send button. At the bottom of the Teams window is a meeting control bar with icons for mute, video, screen share, chat, and end call. The time "00:11" is displayed on the left of the control bar. A large pink circle with the initials "SP" is centered in the background of the meeting area, with the text "Waiting for others to join..." below it.



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.

