



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



# Sixth Meeting of the Asia/Pacific Aerodromes Operations and Planning Subgroup (AOP/SG/6)

27 to 30 June 2022

AOP/SG/6 Meeting Materials:

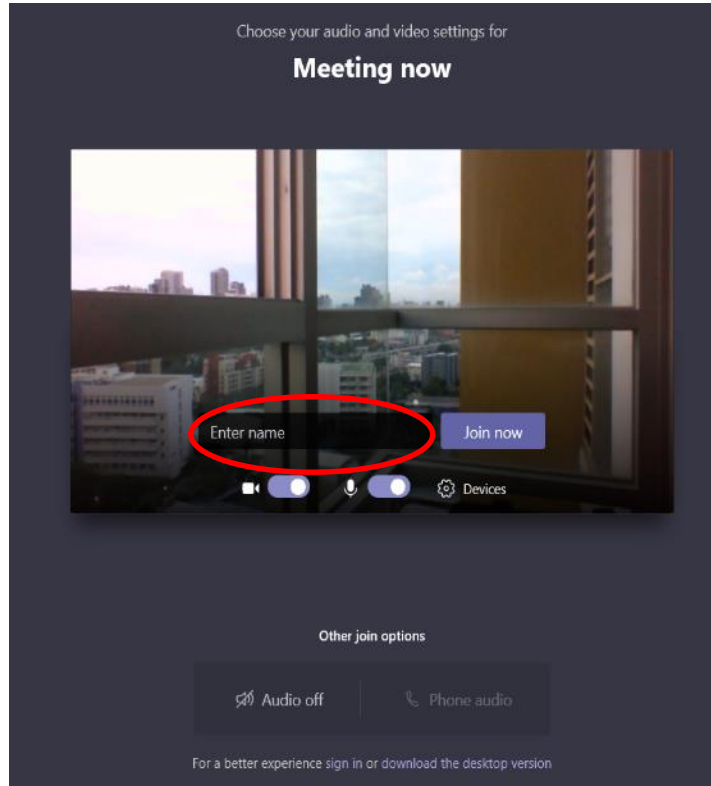
<https://www.icao.int/APAC/Meetings/Pages/2022-AOP-SG6.aspx>

Microsoft Teams Familiarization





# HOW TO CHANGE SCREEN NAME?



## Web Version (Installation Free)

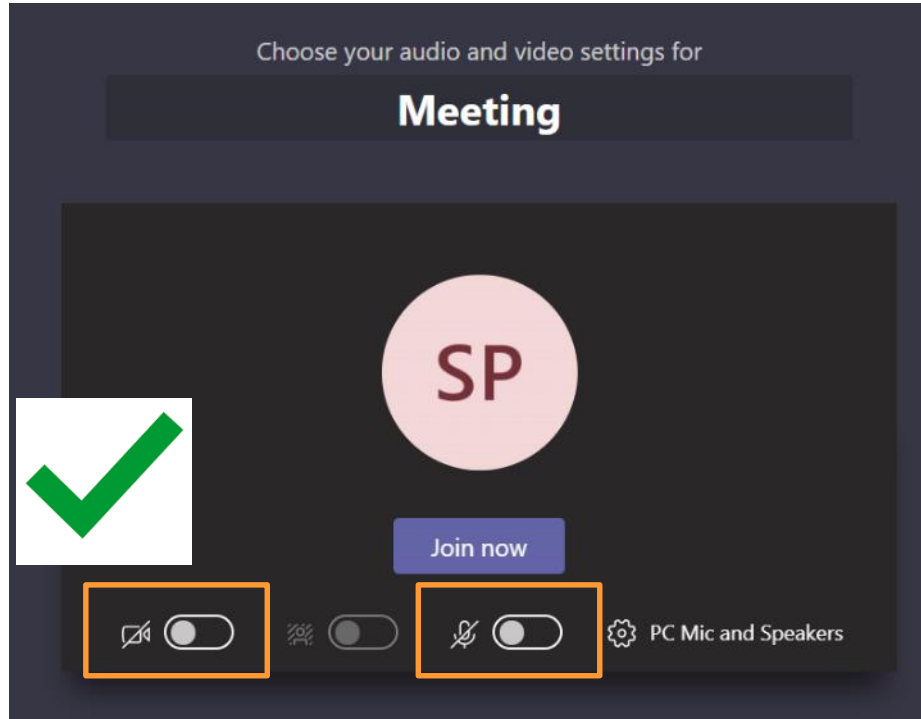
### Format:

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

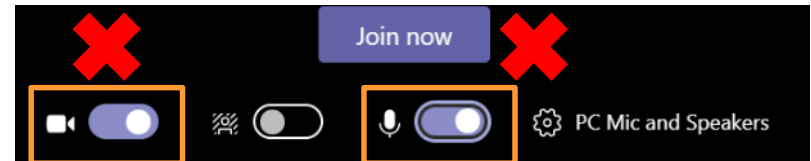
Important Note: You will not be admitted if we cannot match your name with any registration.



## 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 side, there is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. In the center, there is a large pink circle 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 in blue text 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.

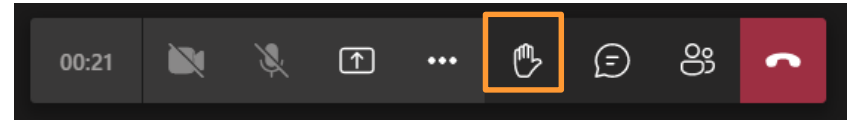
The inset screenshot shows the "People" panel in a meeting. It has a title bar with "People" and window control icons. Below the title bar, there is a search bar with the text "Invite someone". Underneath, it says "Currently in this meeting (1)". There is one participant listed: "Pang, Steven Ka Ho"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

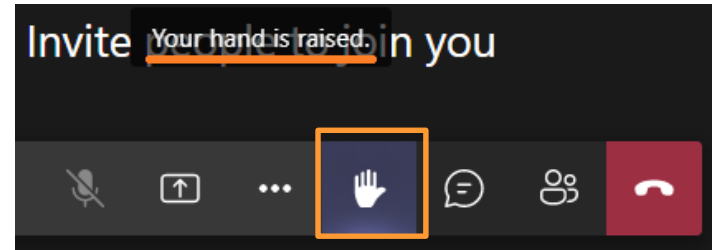


## Want to speak?

- Use the Raise Hand function



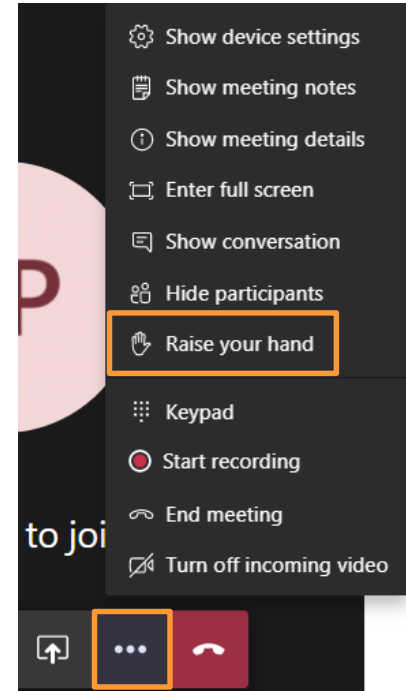
- After clicking it, the screen will show:





# 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



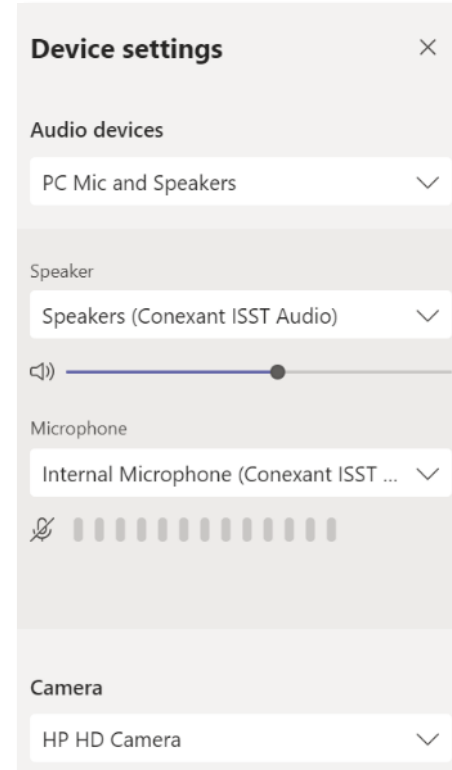
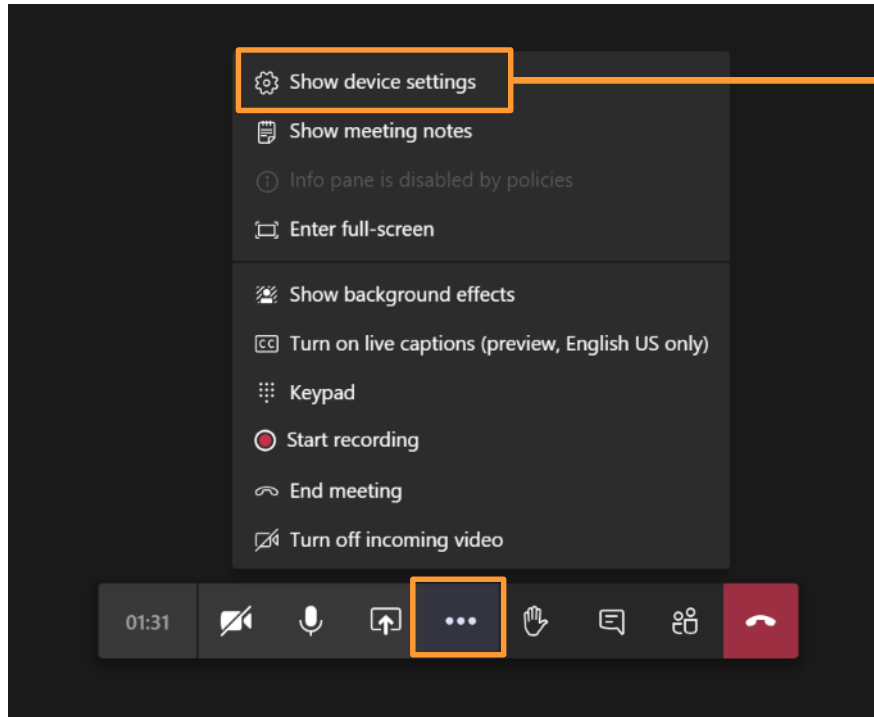


# Chat

The screenshot shows a Microsoft Teams interface 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 includes 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 call. 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





# 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.

