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NO COUNTRY LEFT BEHIND



4th Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/4)

14 – 16 March 2022

Microsoft Teams Familiarization





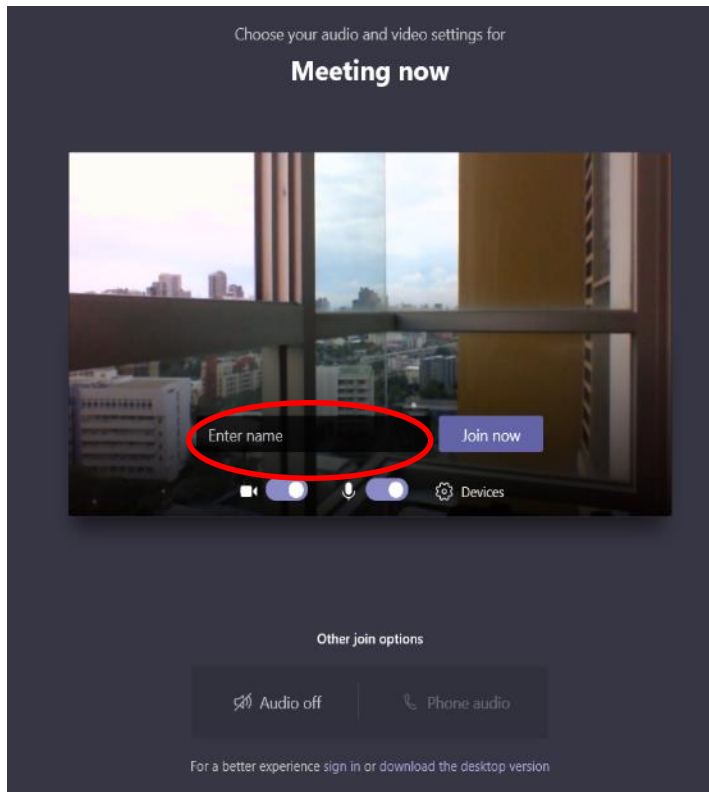
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HOW TO CHANGE SCREEN NAME?



Web Version (Installation Free)

Format:

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



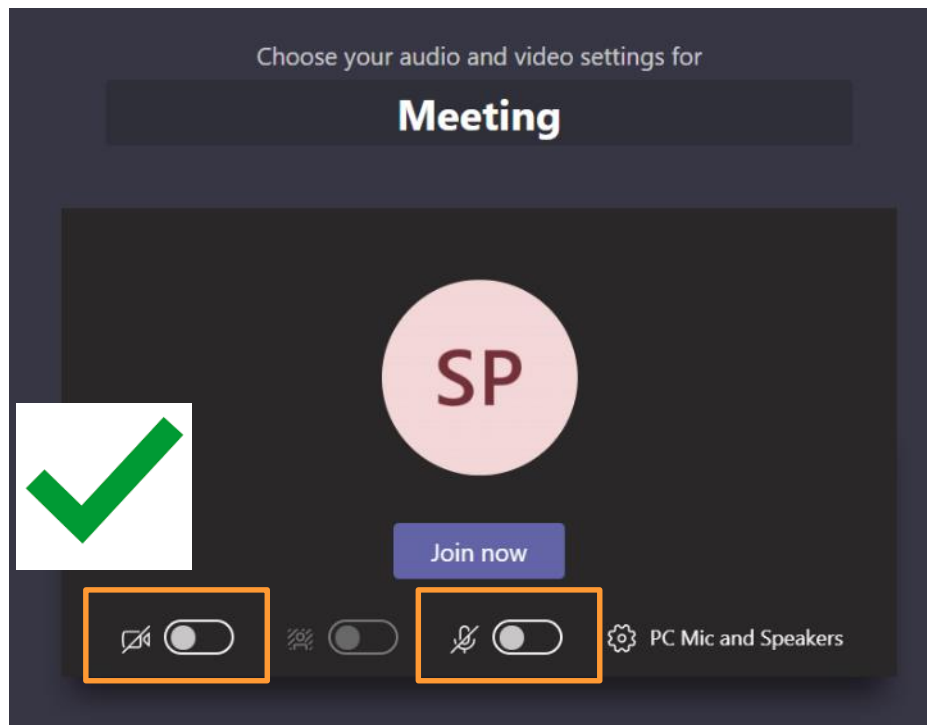
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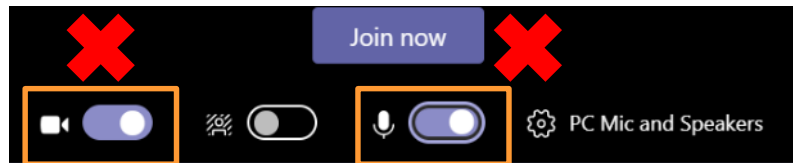
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Before Joining



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





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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 vertical navigation bar with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. In the center, there is a large pink circle with the letters "SP" inside, and the text "Waiting for others to join..." below it. At the bottom, there is a toolbar with icons for Camera, Mic, Share Screen, More Actions, Raise Hand, Chat, Participant List, and Leave. Annotations with lines pointing to the icons are as follows:

- Camera**: Points to the camera icon.
- Mic**: Points to the microphone icon.
- Share Screen**: Points to the screen sharing icon, with the note "*speakers only" below it.
- More Actions**: Points to the three-dot menu icon.
- Raise Hand**: Points to the hand icon.
- Participant List**: Points to the people icon.
- Chat**: Points to the chat icon.
- Leave**: Points to the red phone icon.

On the right side, there is a "People" panel with a search bar labeled "Invite someone". Below the search bar, it says "Currently in this meeting (1)". There is one participant listed: "Pang, Steven Ka Ho" with the role "Organiser". The panel has a close button (X) in the top right corner.

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



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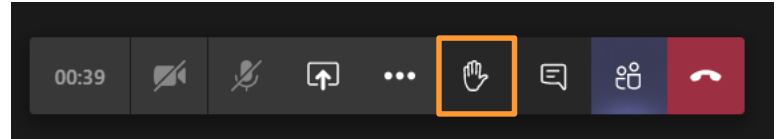
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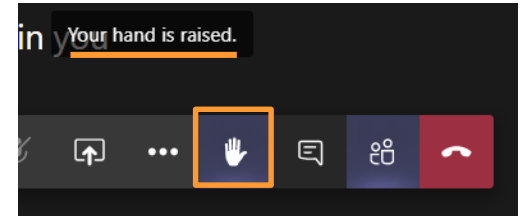


Want to speak?

- Use the Raise Hand function



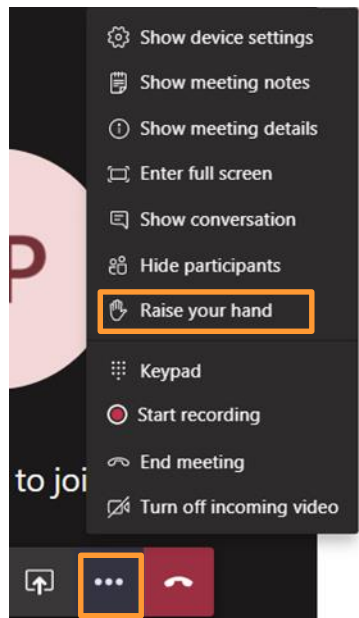
- After clicking it, the screen will show:



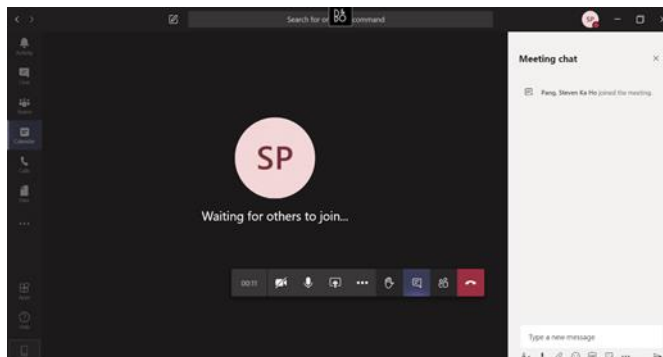


Want to speak?

- If you do not see the hand icon



- If you still do not see the hand, please type a message in the chat room
- Please wait for Chairperson / Secretariat to call your name before you speak





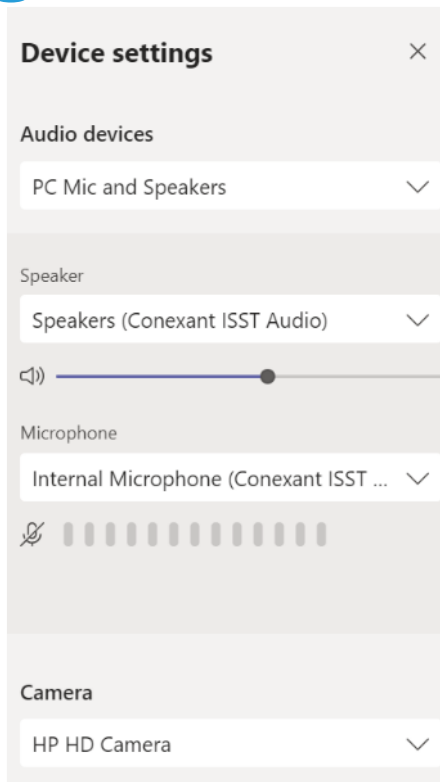
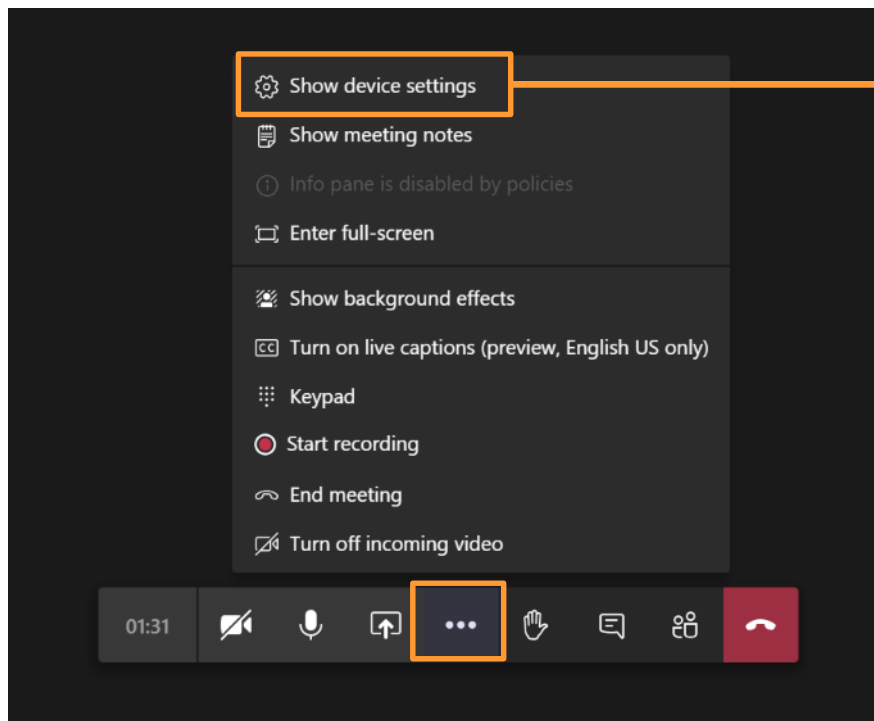
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Device Settings





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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.

