



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



# 3<sup>rd</sup> Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/3)

Microsoft Teams Familiarization



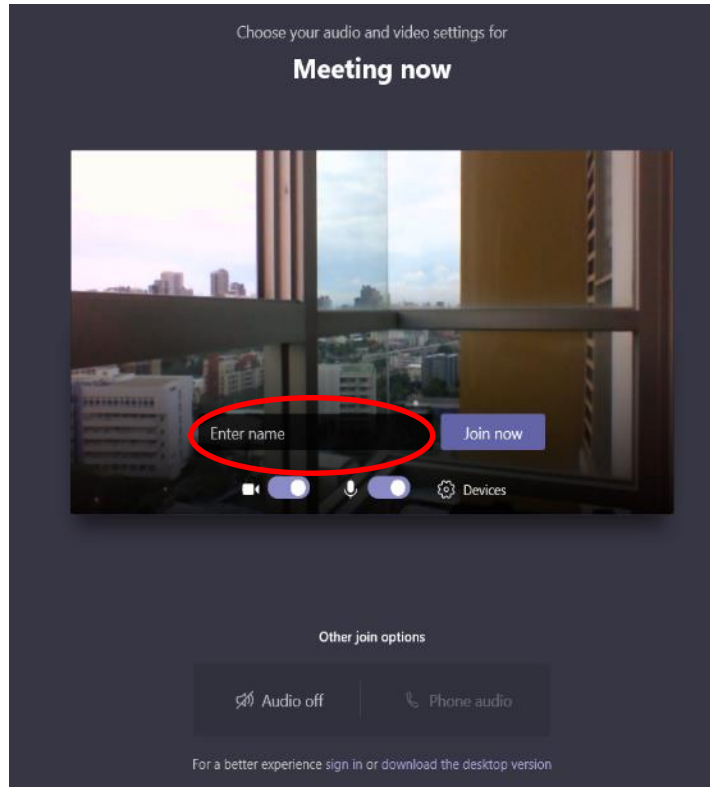


# HOW TO CHANGE SCREEN NAME?

## Web Version (Installation Free)

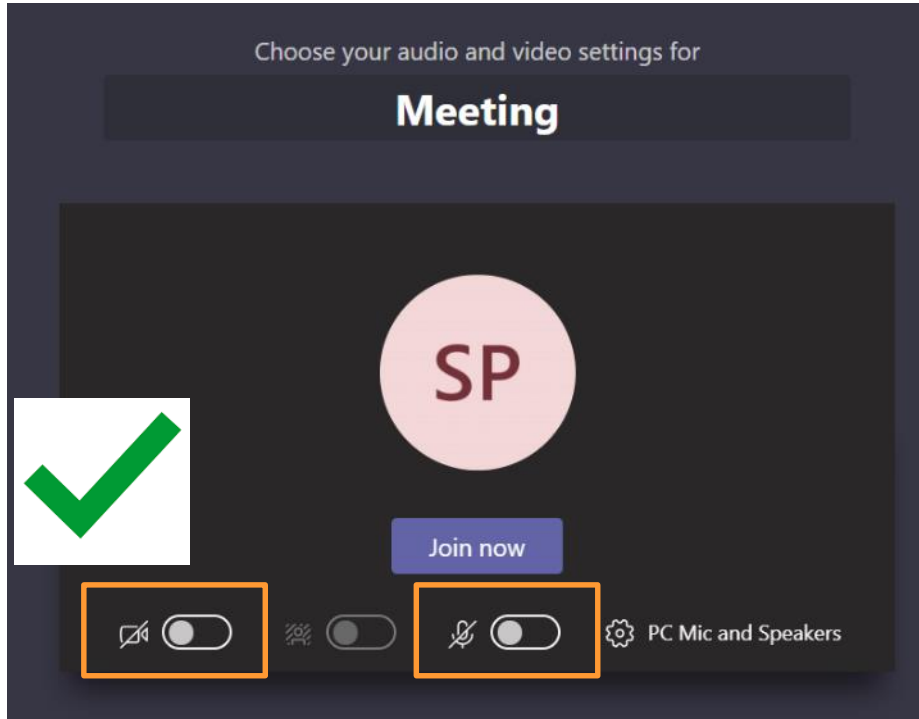
### Format:

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

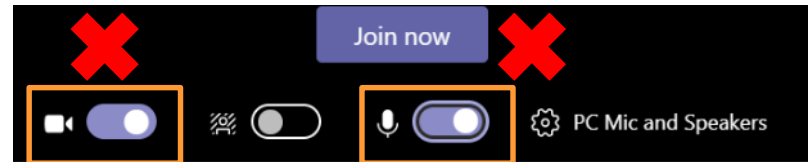




## Before Joining



- 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

Chat

Leave

00:07

Share Screen  
\*speakers only

Raise Hand

Participant List

People

Invite someone

Currently in this meeting (1)

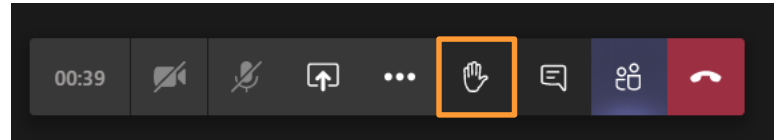
SP Pang, Steven Ka Ho  
Organiser

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

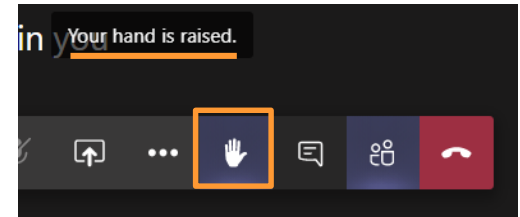


# Want to speak?

- Use the Raise Hand function



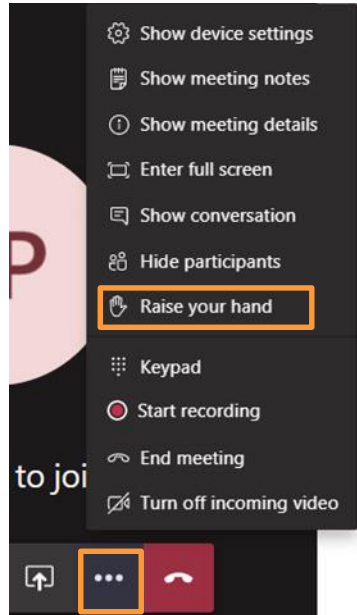
- After clicking it, the screen will show:



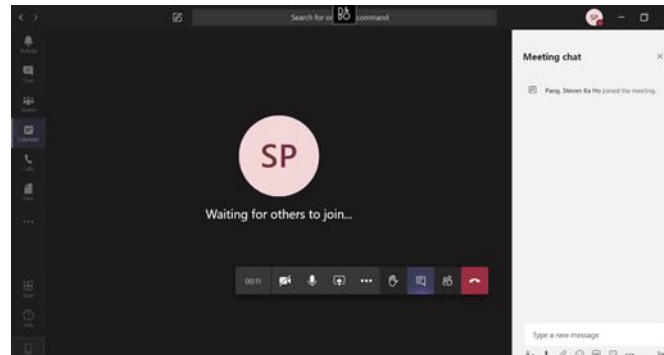


# Want to speak?

- If you do not see the hand icon

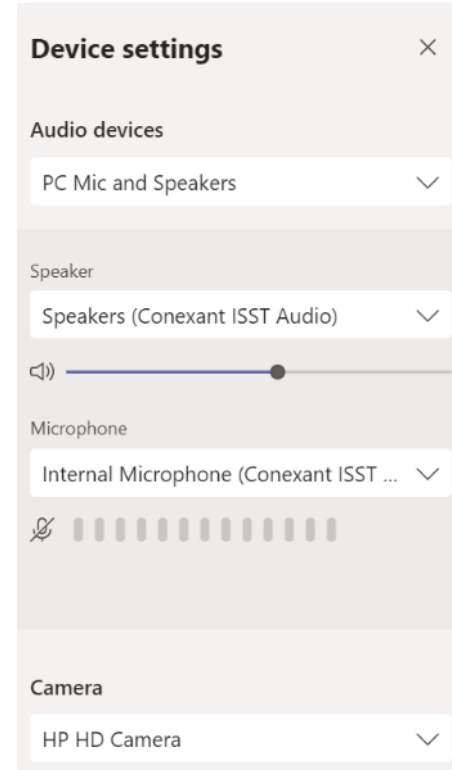
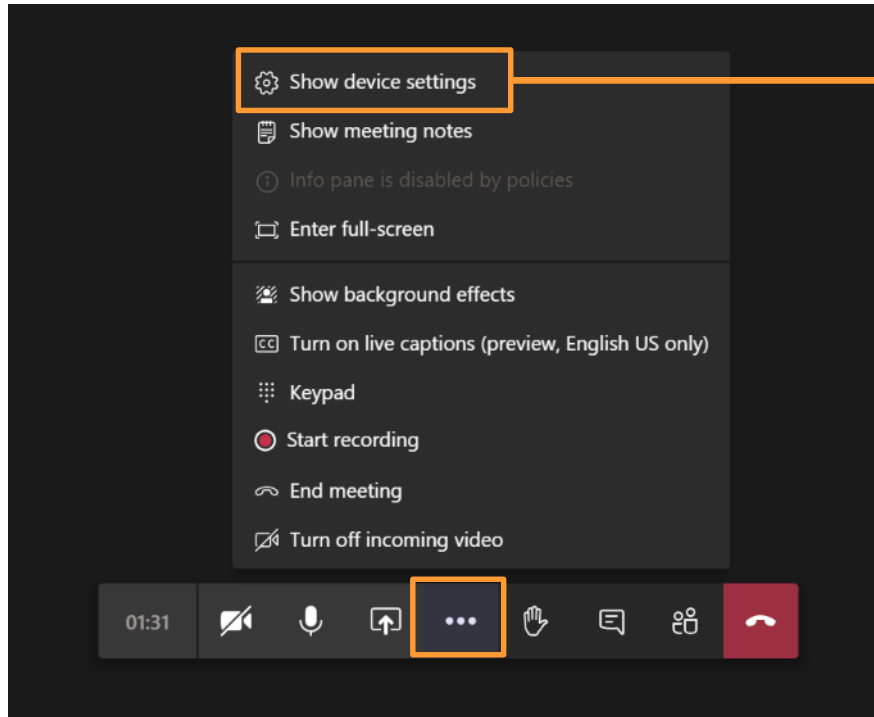


- If you still do not see the hand, please type a message in the chat room
- Please wait for Chairperson / Secretariat to call your name before you speak





# 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.

