



ICAO UNITING AVIATION

NO COUNTRY LEFT BEHIND



4th Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/4)

Chiang Rai, Thailand, 10 to 13 January 2023

AP-ADO/TF/4 Meeting Materials:

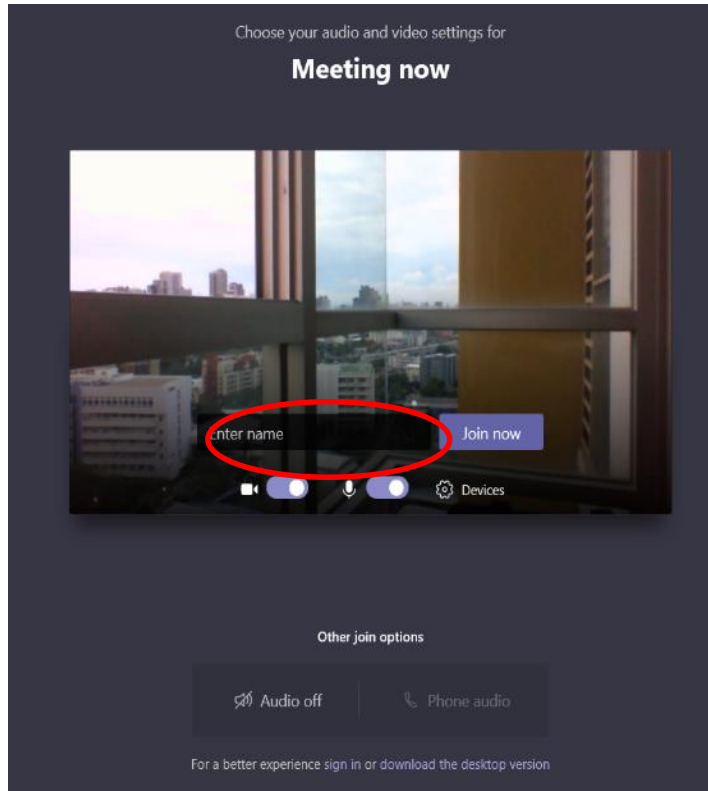
<https://www.icao.int/APAC/Meetings/Pages/2023-AP-ADO-TF4.aspx>

Microsoft Teams Familiarization





HOW TO CHANGE SCREEN NAME?



Web Version (Installation Free)

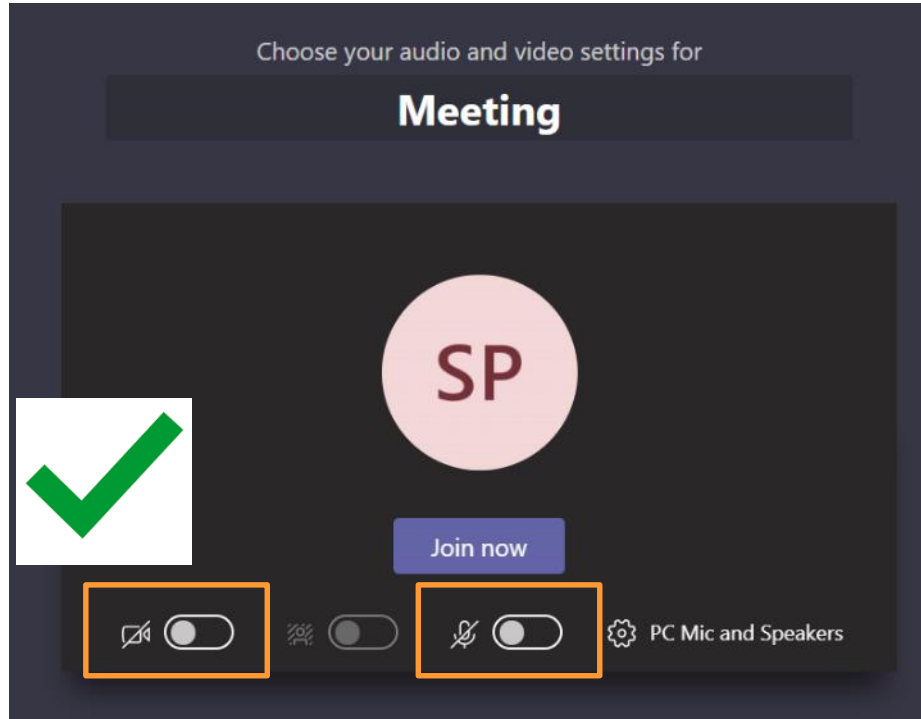
Format:

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

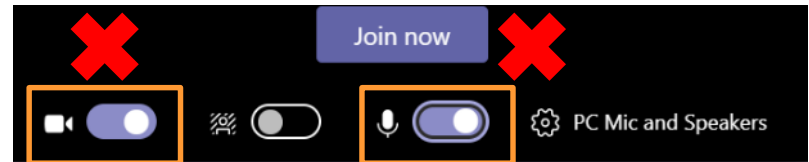
Important Note: You will not be admitted if we cannot match your name with any registration



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, 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 blue text and 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; "Participant List" points to the people icon; and "Leave" points to the red phone icon.

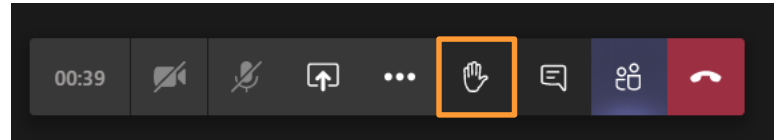
The inset shows the "People" panel in a meeting. It has a title bar with "People" and window control icons. Below the title bar is a search bar with the text "Invite someone". Underneath, it says "Currently in this meeting (1)". There is one entry: a pink circle with "SP" next to the name "Pang, Steven Ka Ho" 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.

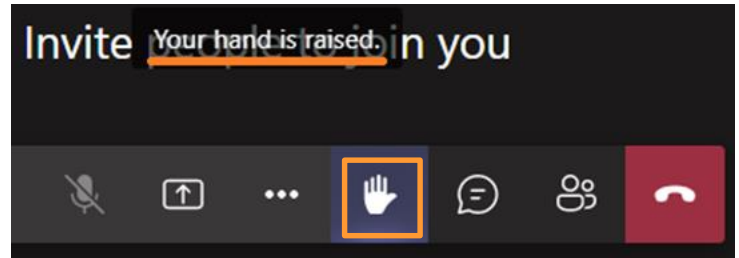


Want to speak?

- Use the Raise Hand function



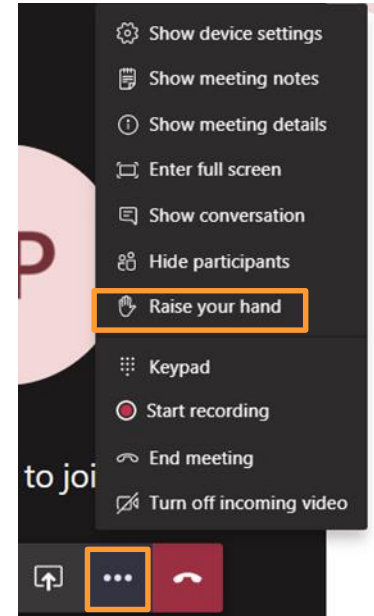
- After clicking it, the screen will show:





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



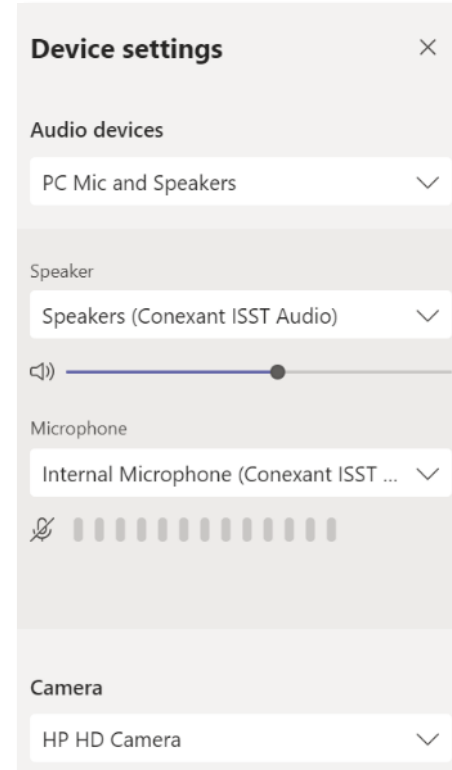
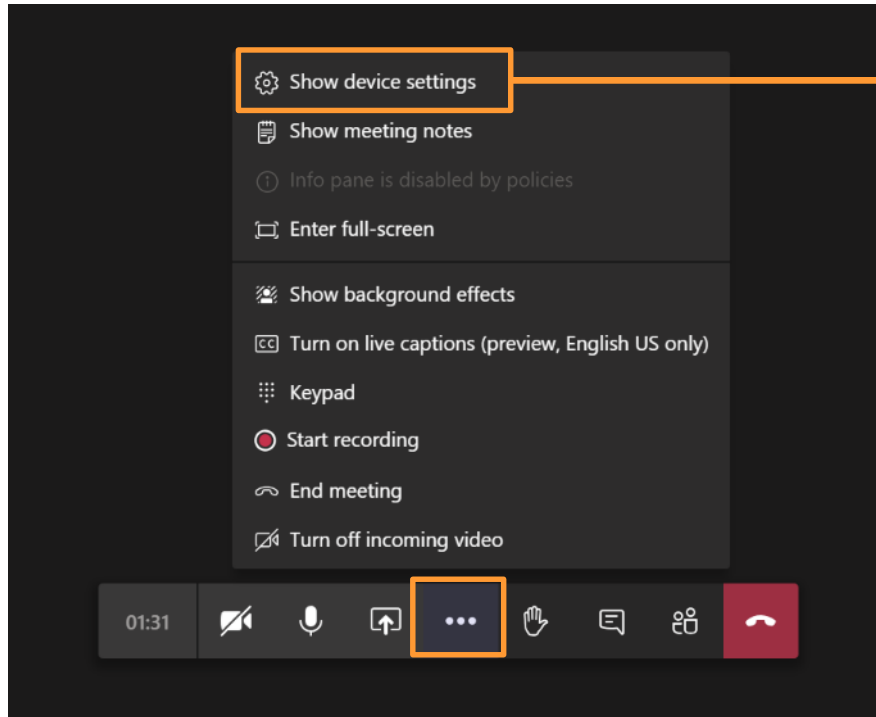


Chat

The screenshot shows a Microsoft Teams interface during a meeting. The main window 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 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 a close button and a small profile icon labeled "SP". The chat content shows a notification: "Pang, Steven Ka Ho joined the meeting." At the bottom of the chat window is a text input field with the placeholder "Type a new message" and a row of icons for emojis, attachments, and other chat actions.



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.

