

Microsoft Teams Virtual Meeting- Guide

The invitation is sent by the host usually the section/unit within the RO who schedules the meeting. Also, a guide to join the Microsoft teams meeting is attached for participants.

Microsoft Teams Video Teleconference Instructions

When Signing In

1. Option 1 To join the meeting via the Microsoft Teams app:
 - Download the Microsoft Teams app; and then
 - Click Join Microsoft Teams Meeting in the meeting invitation email
2. Option 2 To join the meeting using web browser: (Edge or Chrome Browsers)
 - Click Join Microsoft Teams Meeting in the meeting invitation; then
 - Click Join on the web instead; and
 - Enter your STATE or International Organization name first, followed by your full name in the Enter Name box. Example:
 - *ICAO Philip Placid*; then
 - Click Join Now.
3. External Participants will be put on the lobby and later admitted into the meeting/seminar by the event organizer. Participants who don't use the right names will not be allowed into the meeting.
4. Sign in not less than 10 minutes before the Video Teleconference commencement time notified in the invitation email.
5. Ensure your microphone is muted and your video camera is turned off if. Turning the video off and only turning in back on when allowed to speak during the meeting enables efficient use of bandwidth and reduces call drops.

HOW TO JOIN A MICROSOFT TEAMS MEETING EXTERNAL USER ACCESS GUIDE

To access the meeting as an external user, follow the steps below.

1. Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

2. The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the **"Join on the web instead"**, and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

Microsoft Teams

Experience the best of Teams meetings with the desktop app

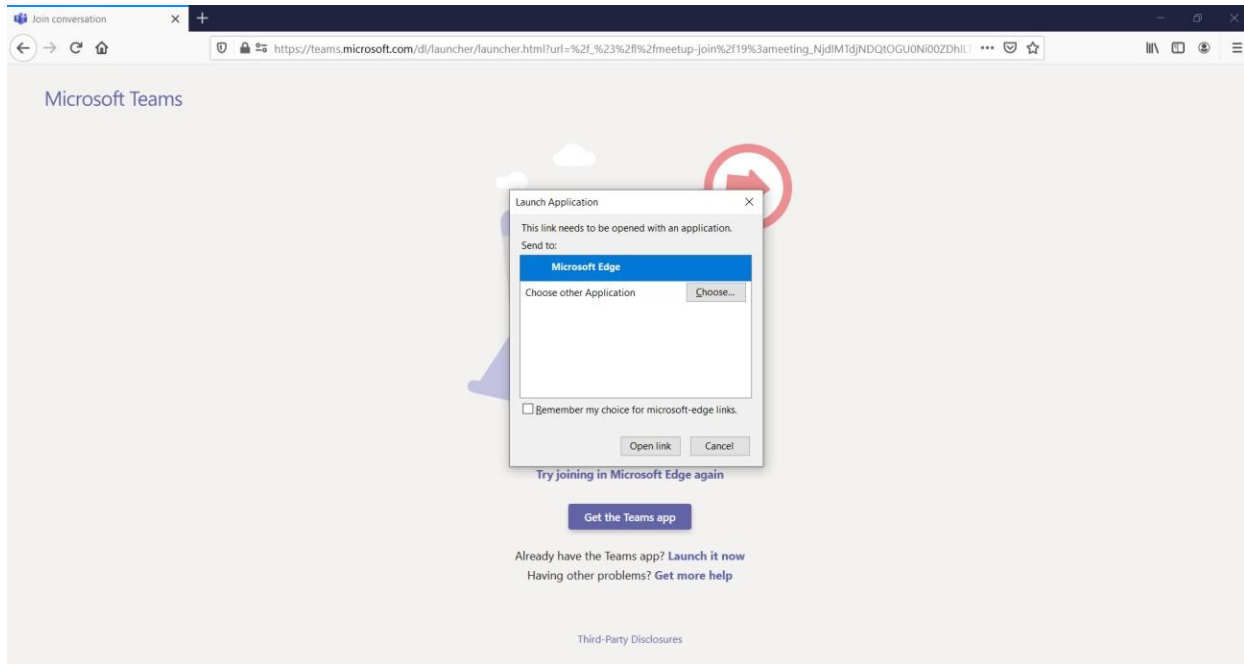
[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? [Launch it now](#)

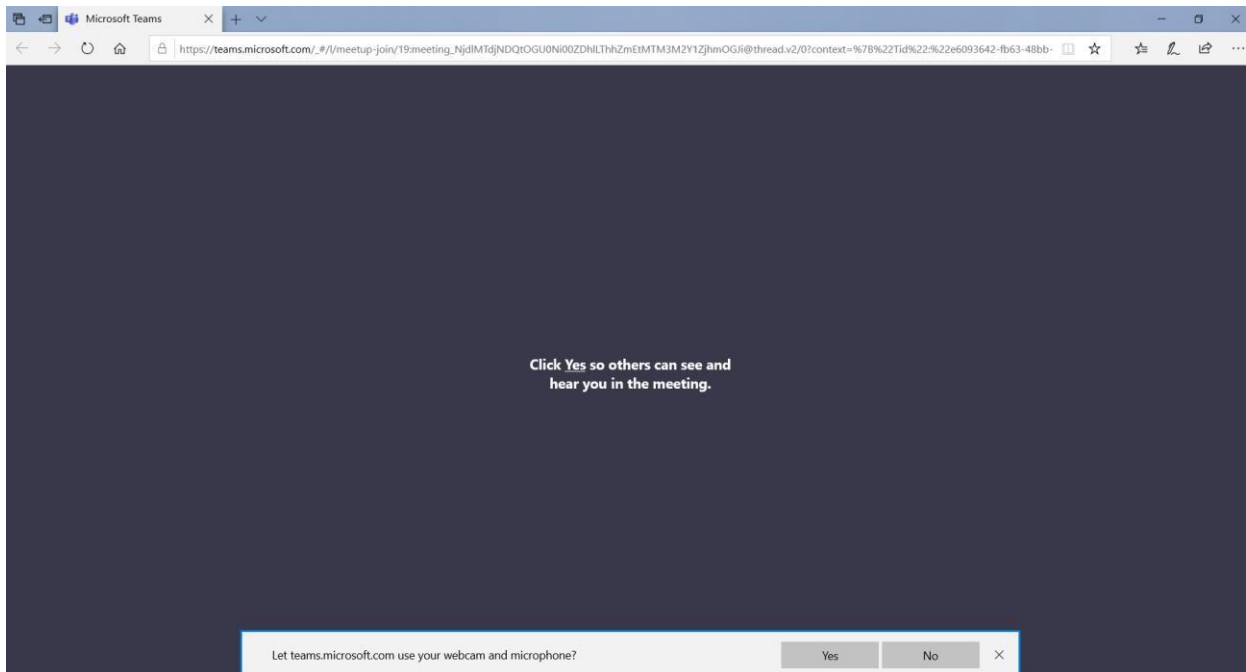
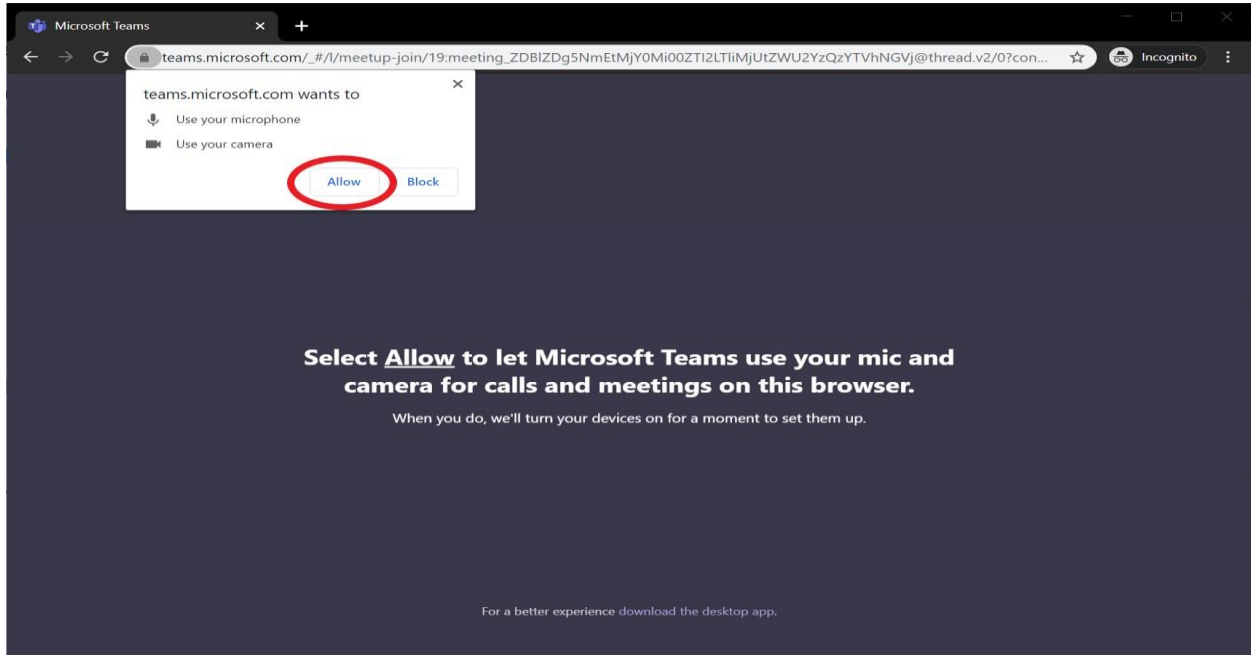
[Third-Party Disclosures](#)

NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



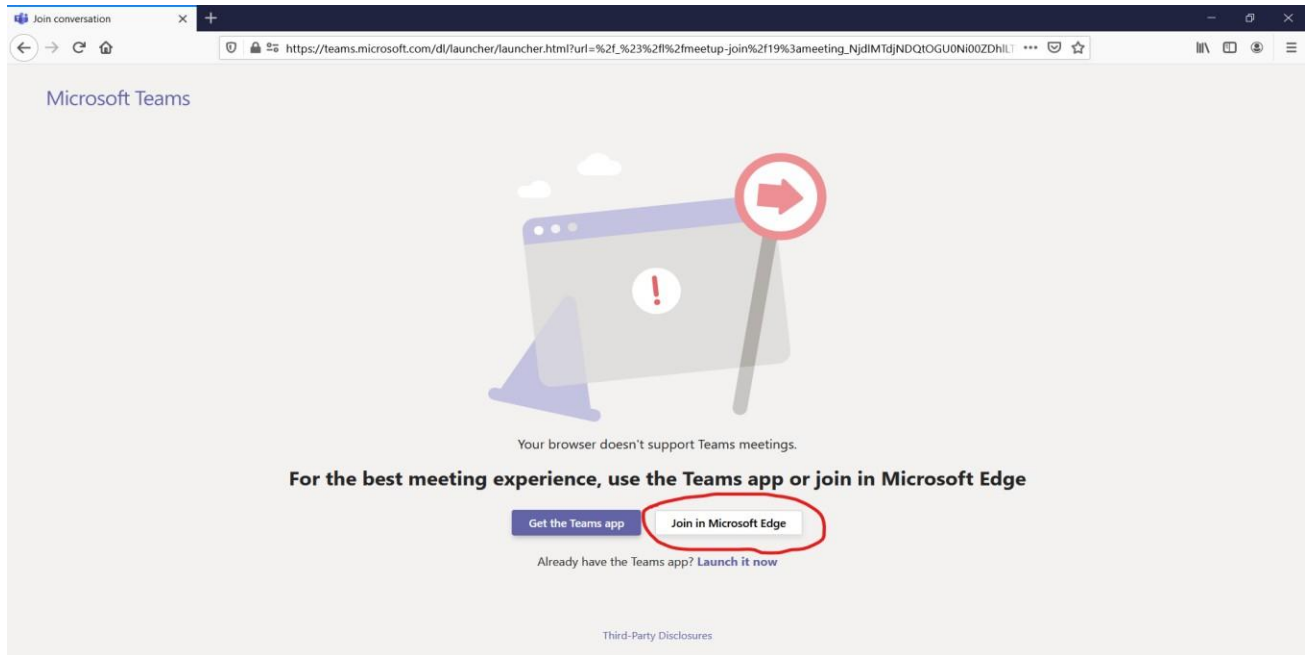
3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the **"Allow"** button to let Teams access your microphone and camera.



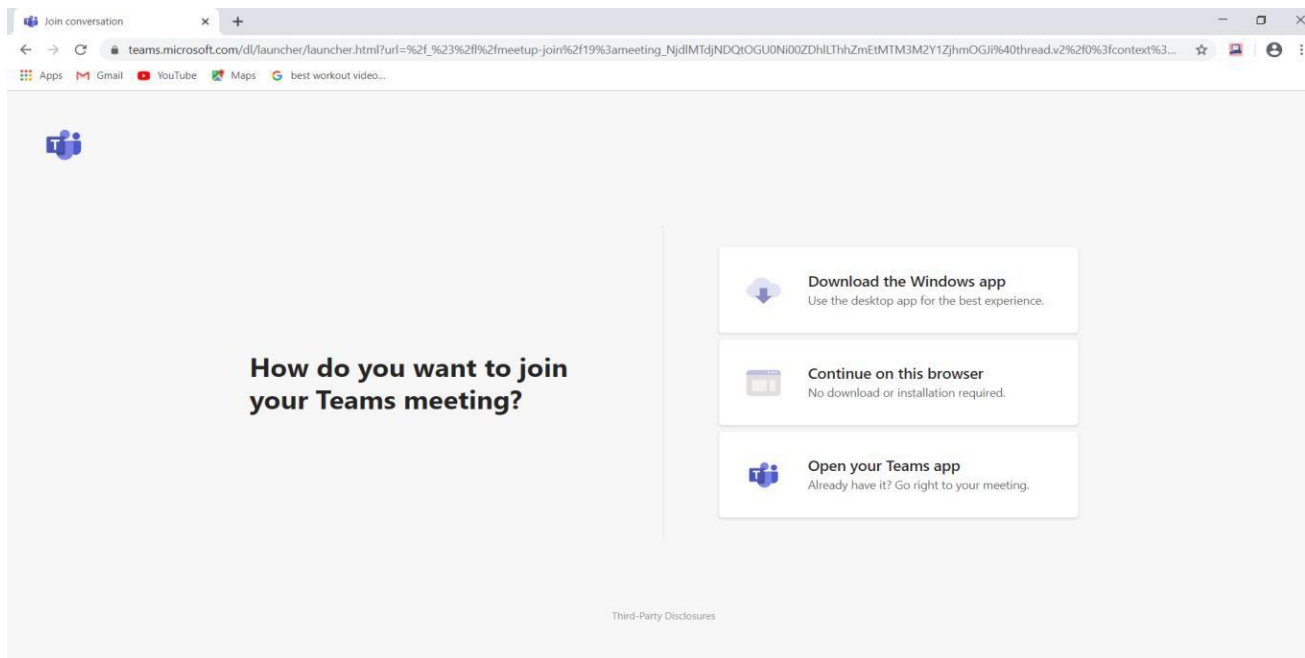
NOTE: If you are trying to join the meeting from an unsupported browser, you will see the following screen.

Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

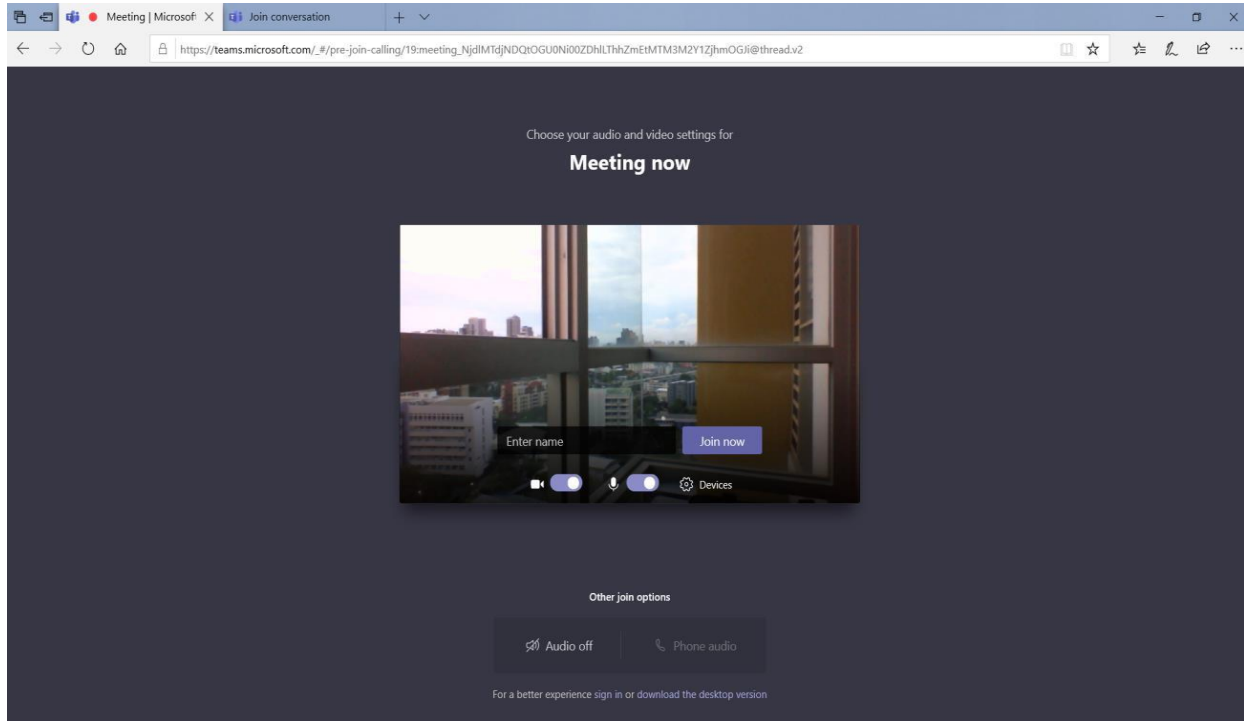
See display below when using Firefox browser



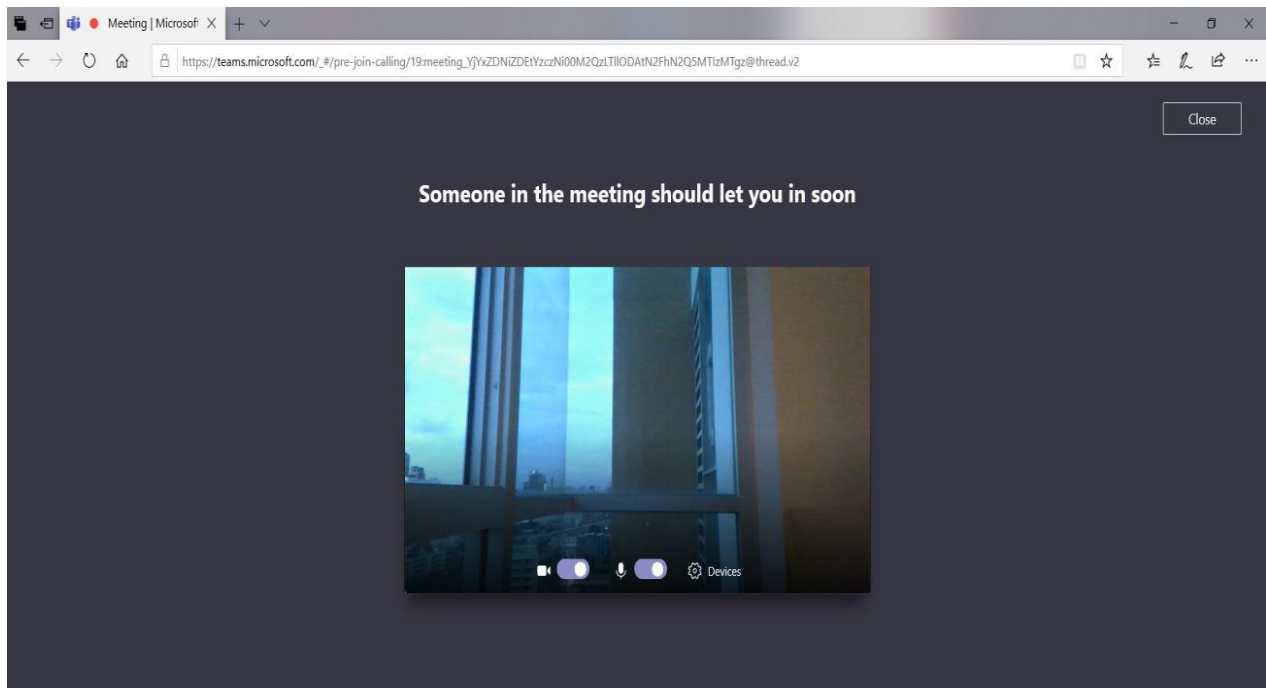
Below is displayed when using Chrome browser.



4. After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit **"Join now"** If you do not see your camera, or it is the wrong camera, please select the **"Devices"** button to choose the correct microphone or camera.

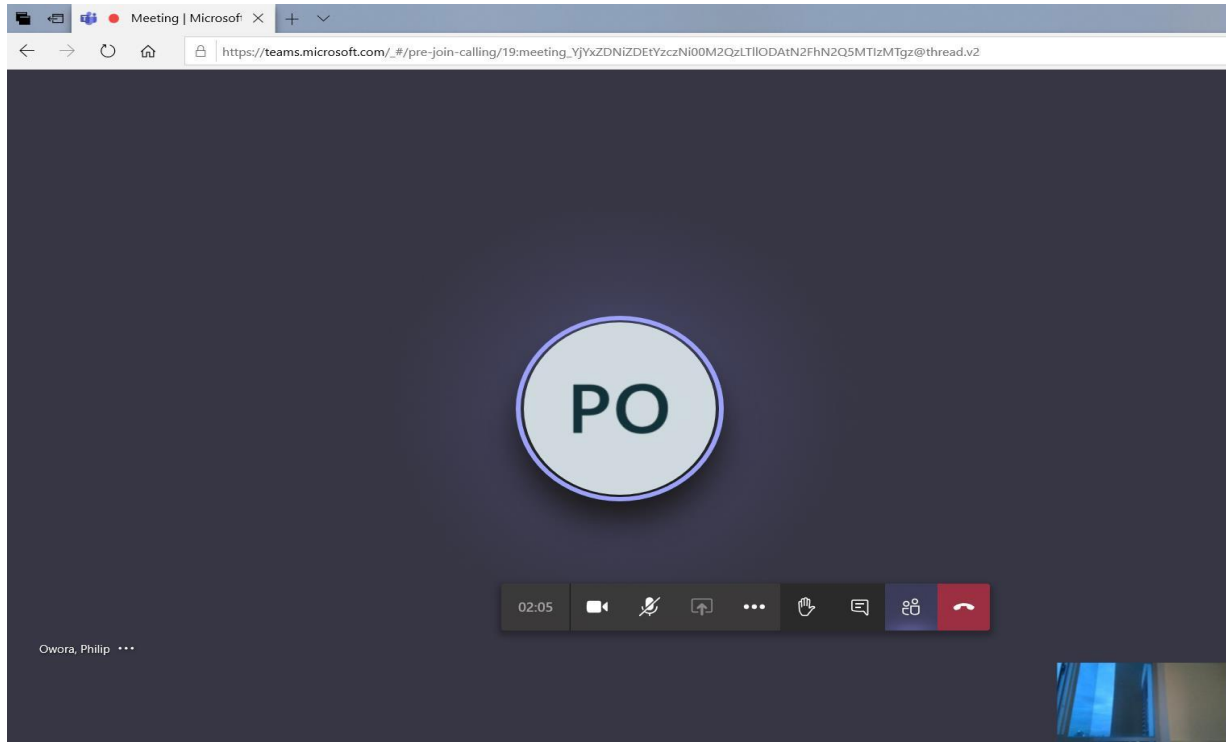


Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.

Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.



Virtual Meetings Instructions

In order to have a smooth meeting



Participants should join teleconference session 10 to 15 minutes prior to the meeting

1



For teleconference facility test with ICAOESAF, Please send an email to wowuor@icao.int 3 days prior the meeting date

2



When joining the teleconference, please enter your name followed by State/organization such as "Wycliffe- ICAO ESAF"

3



Ensure microphone is mute while not talking

4



Please use "Raise hand" if you wish address question or comment

5



Chatting is available with everyone or privately

6



Unmute your microphone only when invited to speak

7



Please note that all ICAO ESAF teleconferences are recorded

8



Please be prepared for a group photo

9



Switch off Camera if Quality of Internet is not good

10



Participants should confirm participation by replying to the invitation Email

11



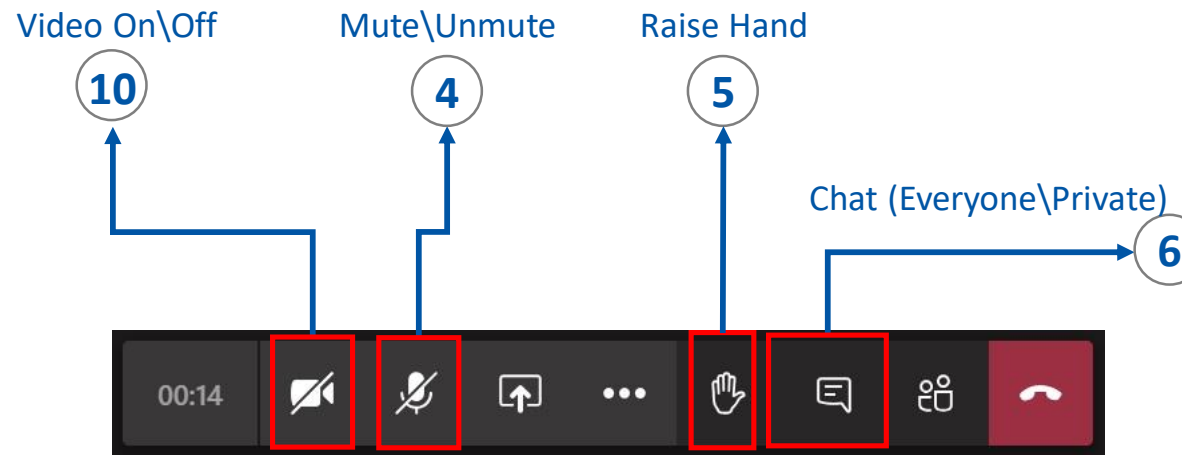
Only invited Emails are allowed to join, it is a must to sign into MS Teams with that email

12



ICAO ESAF

Microsoft Teams



Meeting chat

Type a new message

Rich text editor icons: Bold, Italic, Link, Smiley, GIF, Sticker, More options, Send