ICAO UNITING AVIATION

NO COUNTRY LEFT BEHIND

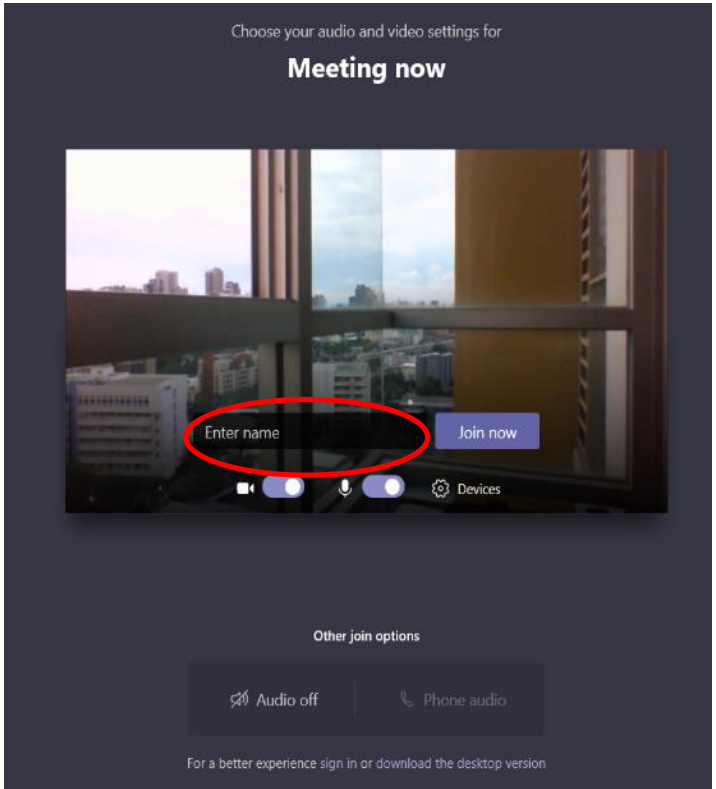
ICAO APAC Regional Webinar on GRF

Ten Months into GRF, Challenges Met and Lessons Learnt in Asia-Pacific

29 September 2022

Microsoft Teams Familiarization

HOW TO CHANGE SCREEN NAME?

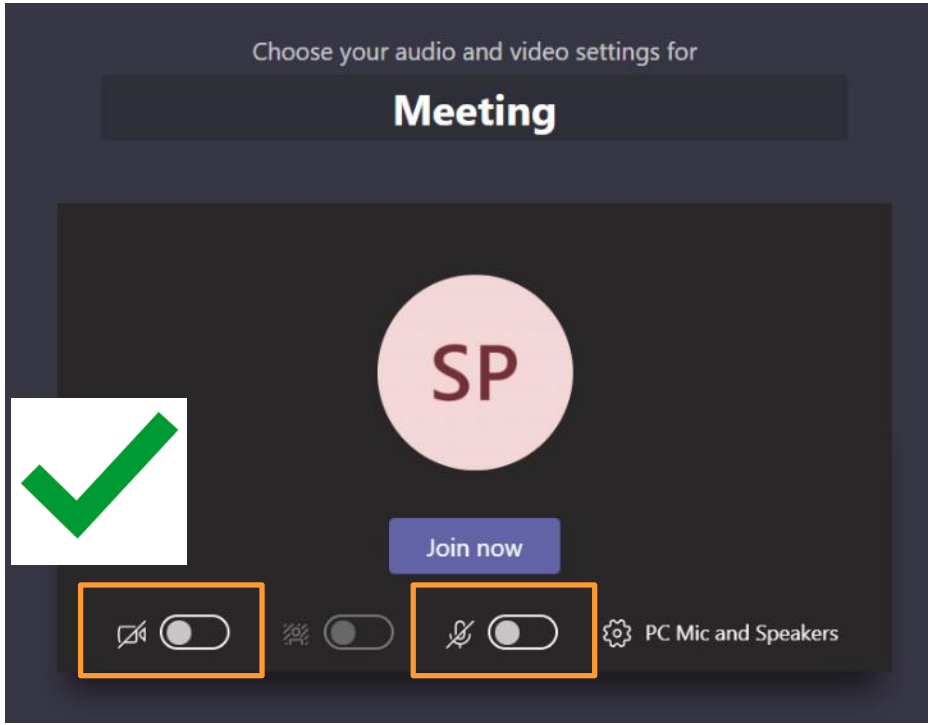


Web Version (Installation Free)

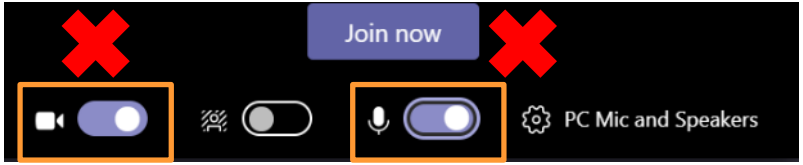
Format:

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

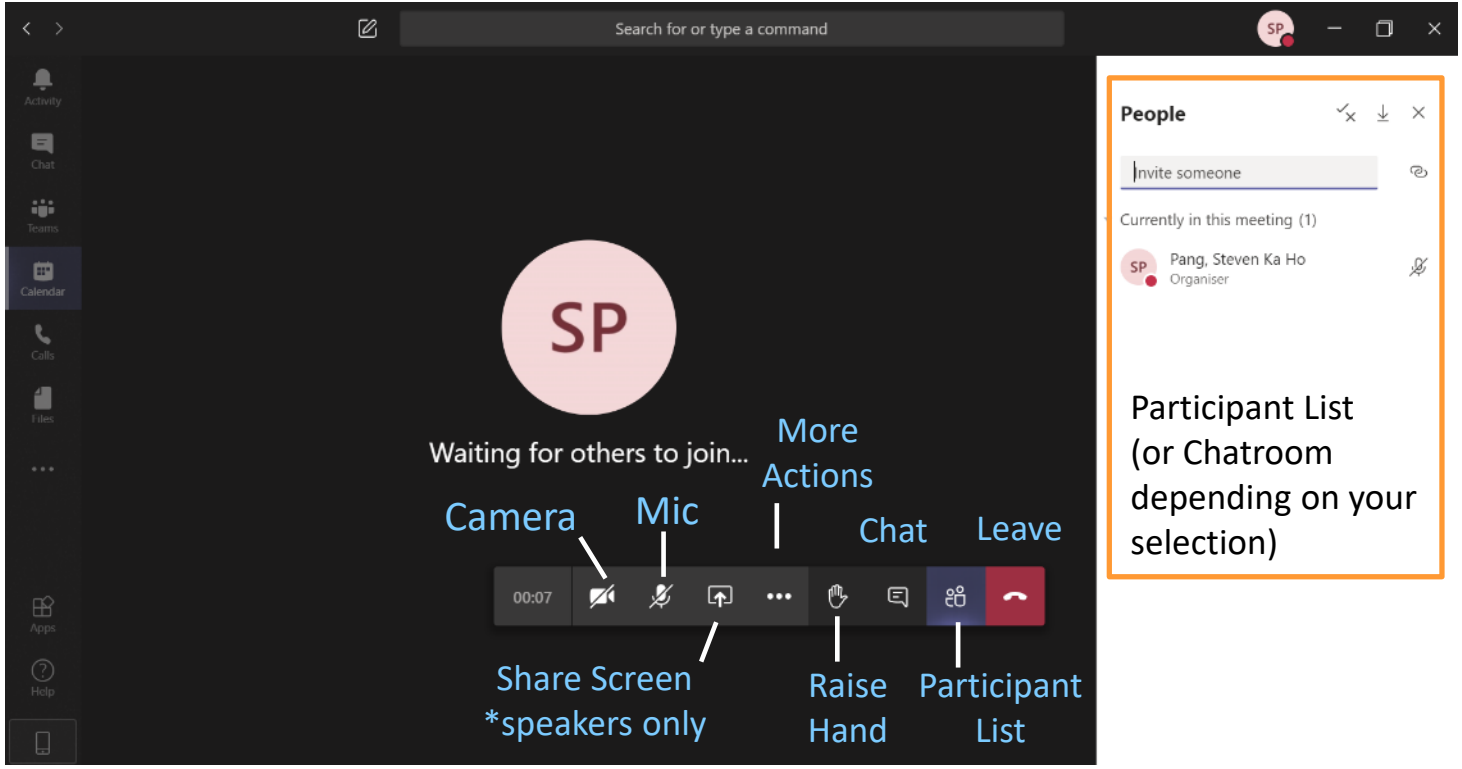
Before Joining



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



Meeting Screen



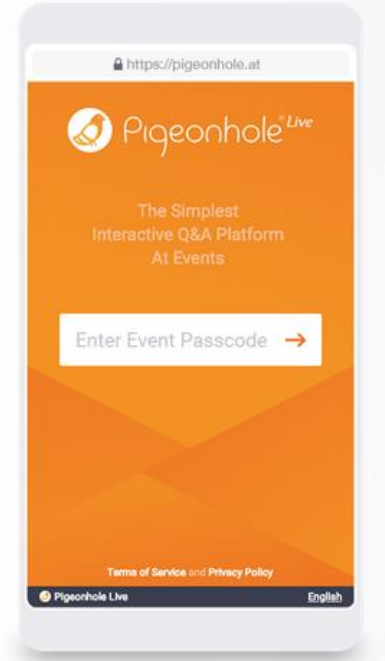
Depending on the MS Team version, these icons may be shown on the top right corner of the main screen instead.

Questions and Answer Session

- Please use Pigeon Hole for questions

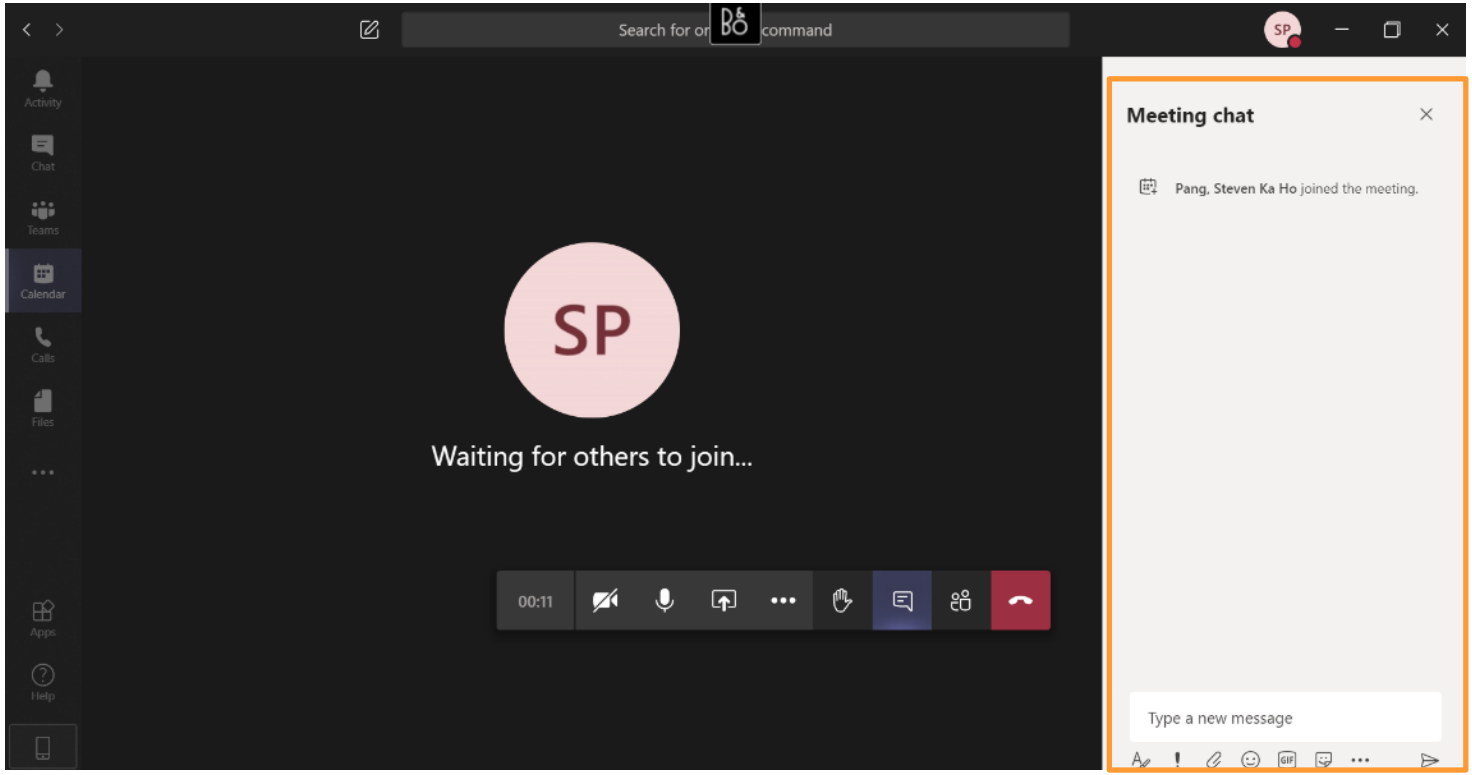
Go to
www.pigeonhole.at

Enter passcode
GRF2022

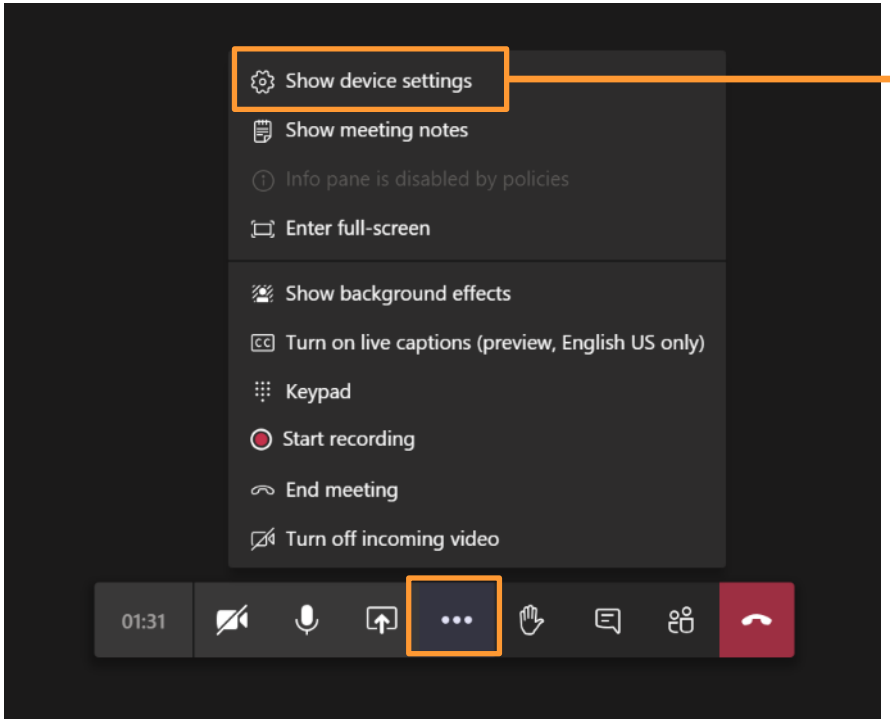


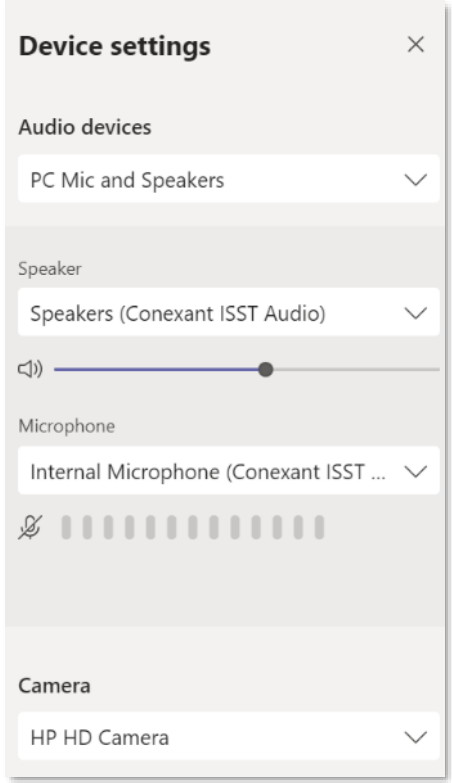
- For other discussions, use the chatroom

Chat

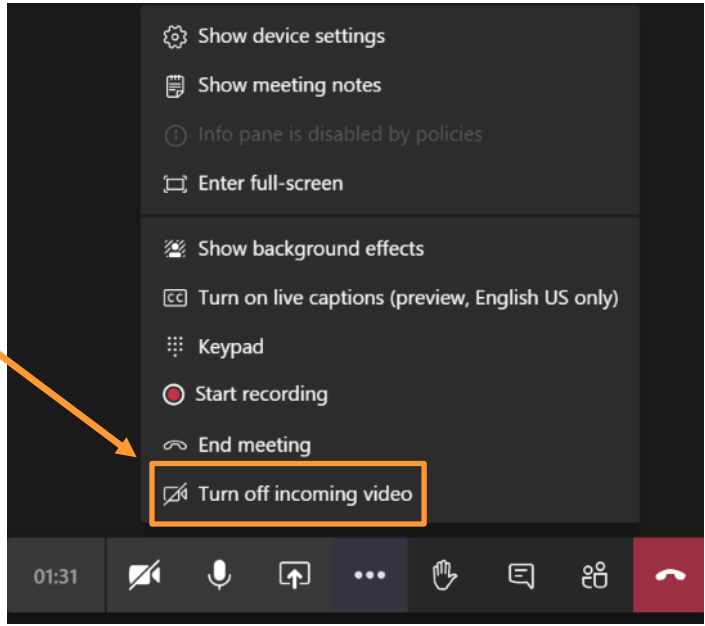

Search for or command
SP
Activity
Chat
Teams
Calendar
Calls
Files
Apps
Help
SP
Waiting for others to join...
00:11
Meeting chat
Pang, Steven Ka Ho joined the meeting.
Type a new message

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.