



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

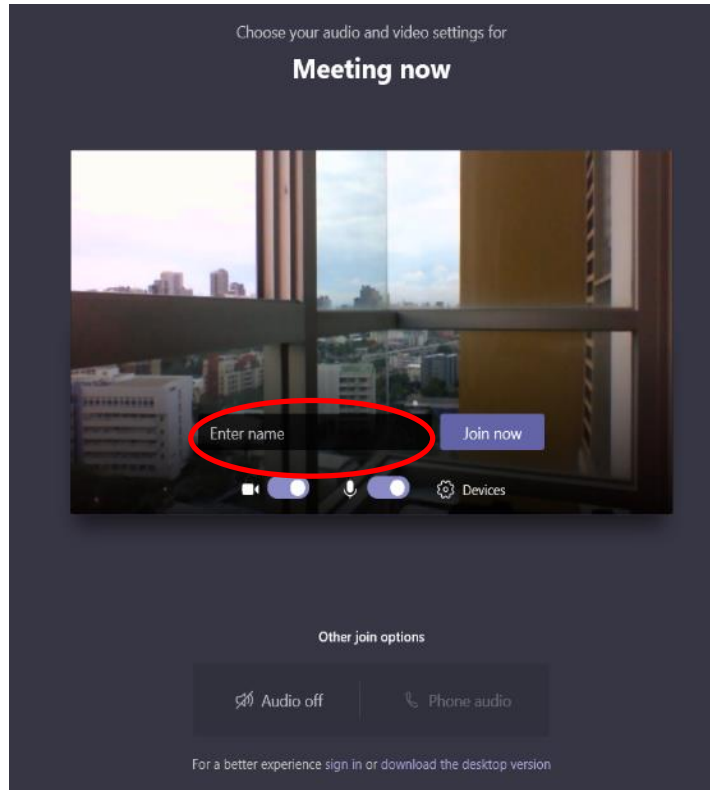
29 September 2022

Microsoft Teams Familiarization





HOW TO CHANGE SCREEN NAME?



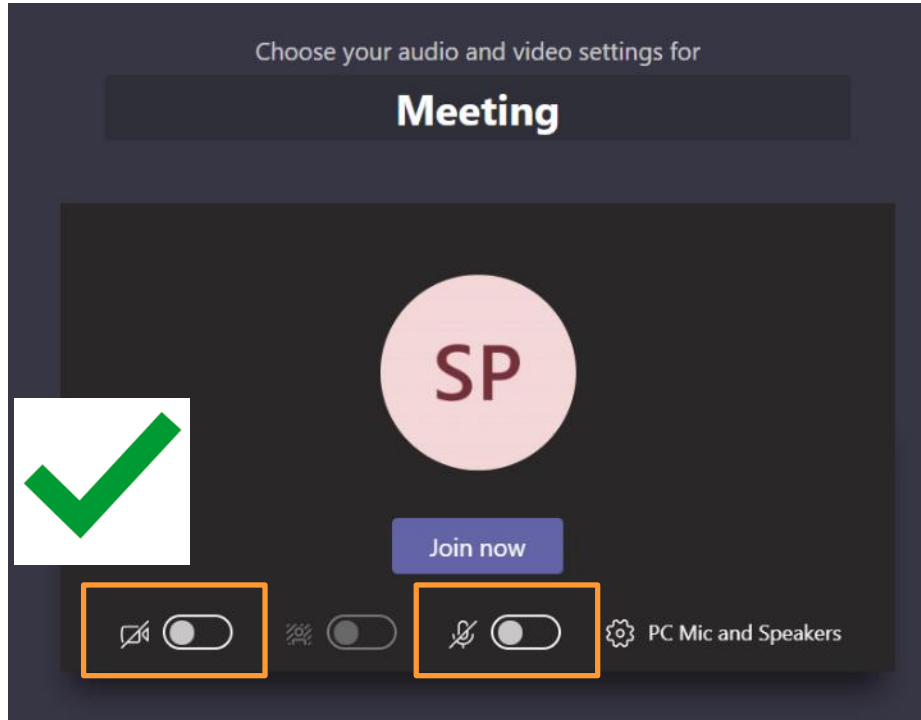
Web Version (Installation Free)

Format:

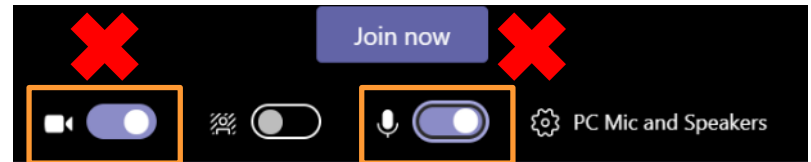
- [State/Org] – [Name]
- e.g. Australia – John Smith
ICAO – Punya Shakya



Before Joining



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





Meeting Screen

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 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)". A single participant is listed: "SP Pang, Steven Ka Ho" with the role "Organiser" and a mute icon.

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

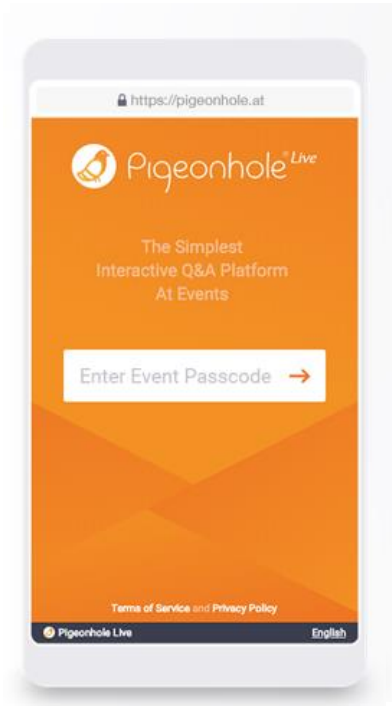
- Please use Pigeon Hole for questions



Go to
www.pigeonhole.at

Enter passcode

GRF2022



- For other discussions, use the chatroom



Chat

The screenshot shows a Microsoft Teams interface. The main window is a meeting lobby with a large pink circle containing the initials 'SP' and the text 'Waiting for others to join...'. A search bar at the top contains 'Search for or **SP** command'. A sidebar on the left includes icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. At the bottom, a meeting control bar shows a timer at 00:11 and icons for mute, video, screen share, chat, and end call. An orange-bordered chat window titled 'Meeting chat' is open on the right, displaying a notification: 'Pang, Steven Ka Ho joined the meeting.' Below the chat is a text input field with the placeholder 'Type a new message' and a row of icons for emojis, GIFs, and attachments.



Device Settings

A screenshot of a meeting interface showing a dark control panel. A menu is open, listing several options. The option 'Show device settings' is highlighted with an orange box. An orange arrow points from this box to the right, towards the 'Device settings' window. At the bottom of the control panel, a row of icons is visible, with the three-dot menu icon also highlighted by an orange box.

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full-screen
- Show background effects
- Turn on live captions (preview, English US only)
- Keypad
- Start recording
- End meeting
- Turn off incoming video

A screenshot of the 'Device settings' window. The window has a title bar with 'Device settings' and a close button. It is divided into sections for 'Audio devices', 'Speaker', 'Microphone', and 'Camera'. Each section has a dropdown menu for device selection and a volume slider for the speaker.

Device settings [Close]

Audio devices

PC Mic and Speakers [Dropdown]

Speaker

Speakers (Conexant ISST Audio) [Dropdown]

[Volume icon] [Slider]

Microphone

Internal Microphone (Conexant ISST ...) [Dropdown]

[Mute icon] [Mute indicator]

Camera

HP HD Camera [Dropdown]



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.

