

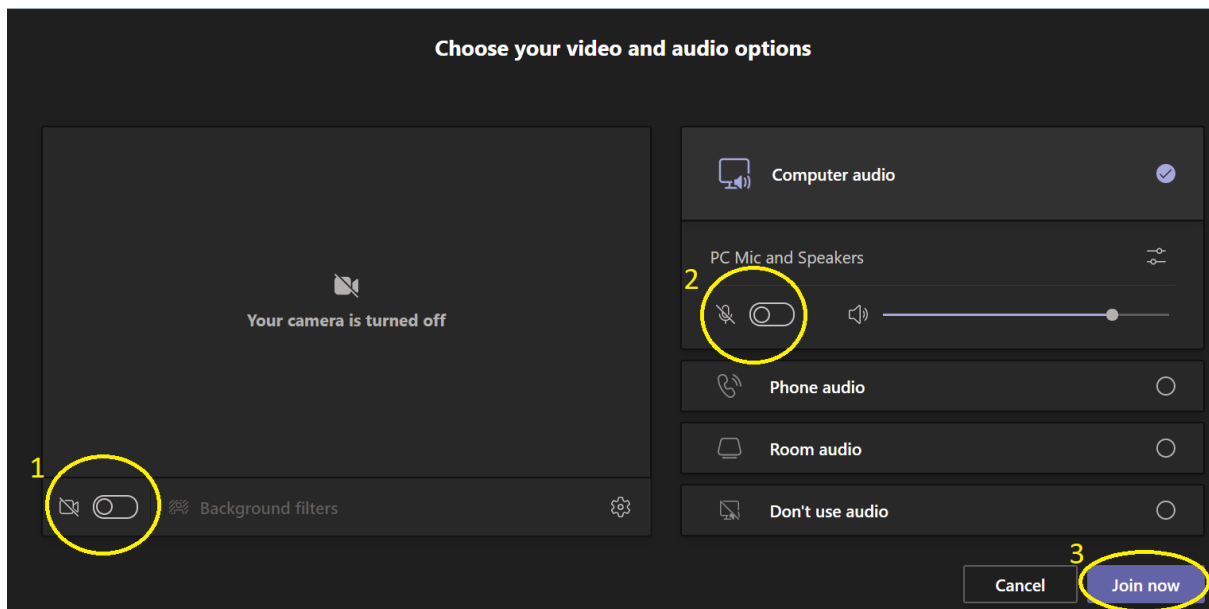
NAMMCO Annual Meeting 28 – A brief technical guide to Teams

Welcome to the 28th NAMMCO Annual Meeting which, for the first time, will take place online due to the Covid-19 pandemic. This document has been prepared to help the online meeting run as smoothly as possible and to be a helpful tool for those who are less experienced with the Microsoft Teams interface.

Installing Microsoft Teams and Connecting to the Meeting

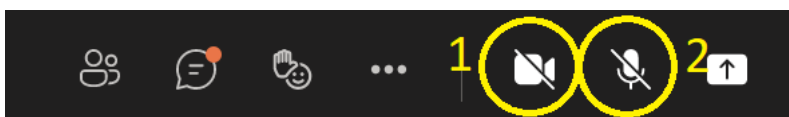
Please make sure that you have installed Microsoft Teams on your device prior to the meeting. You can download Microsoft Teams via [this link](#). It is also possible to [join the meeting via your phone](#), although this will only allow for audio and not video and is therefore not recommended.

To join the meeting via a computer, click on the link that has been sent to your email address. Once you click on the link, you will be taken to a screen where you can select your video and audio options.



In the box on the left, you can turn your webcam on and off (as indicated by the circle number 1 in the image above). In the box on the right, you can select your microphone and turn it on and off (see circle 2). Once you have made these choices regarding your camera and microphone, the “Join now” button (see circle 3) will send you through to the meeting. You will also be able to adjust your camera and microphone settings during the meeting if necessary.

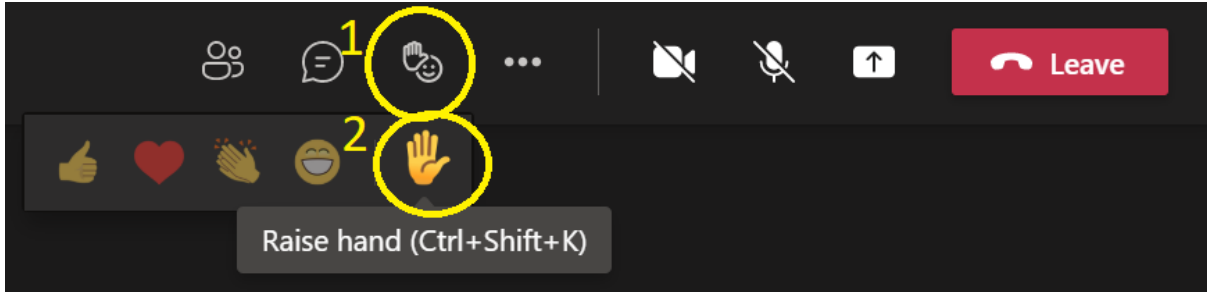
For this meeting, we request that only the Heads of Delegations, the Chair of the Session, Presenters and Speakers have their cameras turned on. We also ask that you remain muted unless you have been given the floor and remember to mute yourself again after you have finished speaking. You can toggle camera and microphone on and off via the circled symbols (1) and (2) below:



Raise Hand

Please use the “Raise Hand” feature if you would like to request the floor. To do this, first click the Reactions tab, to the left of the three dots in the toolbar on the top of the page (see circle 1), then select the Raise Hand symbol (2).

Alternative keyboard shortcut for Raising Hand: Ctrl+Shift+K

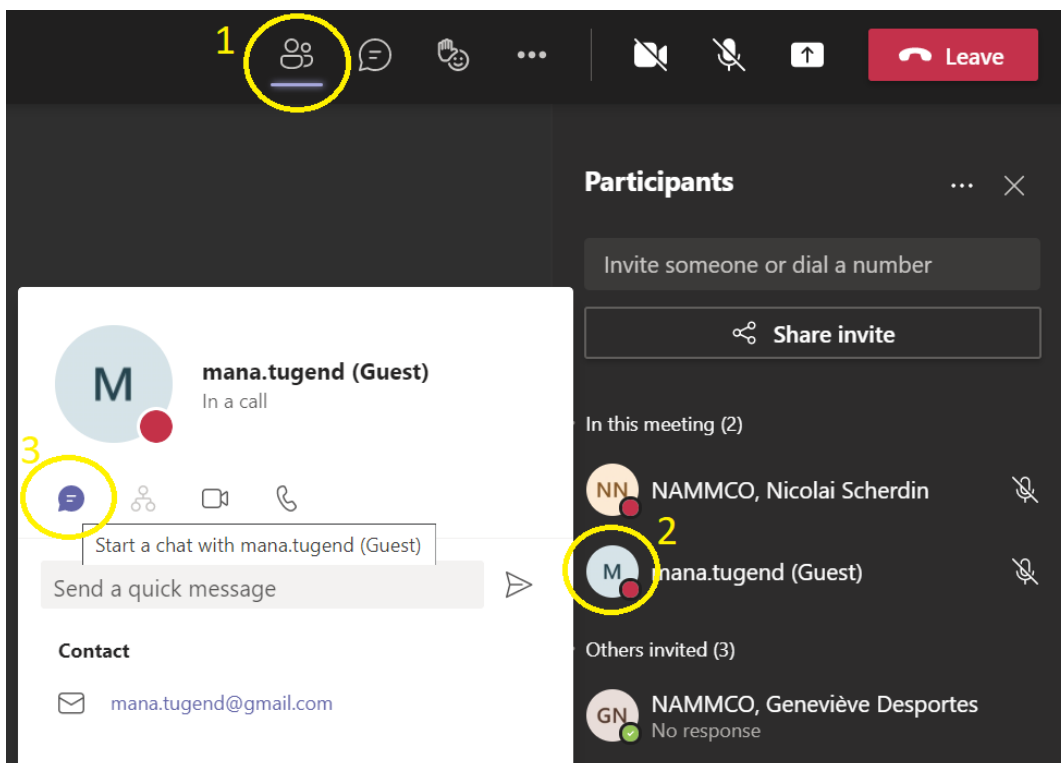


Please also remember to lower your hand after you finished speaking. This is done in the same way as raising it.

Direct Message

For writing a direct message to another participant, you can click on the Participants icon in the top toolbar (circle 1 in the image below) followed by clicking on the participant you wish to message (2) and then selecting Start a chat (3). This will start a private conversation between you and the other participant.

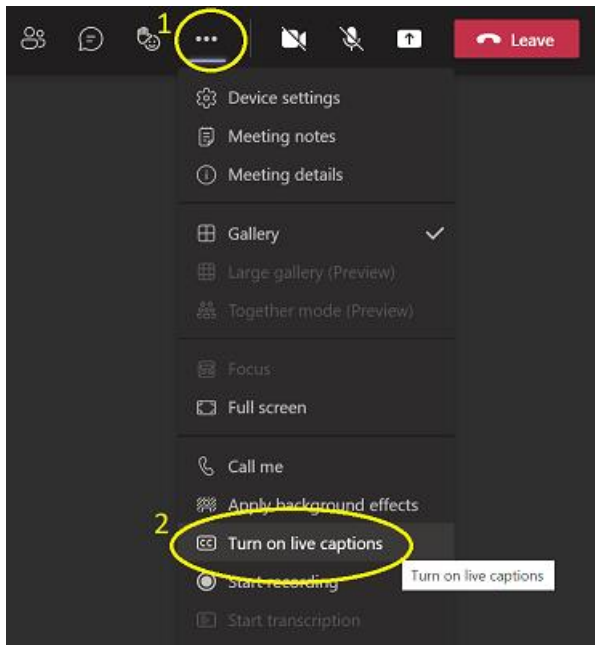
The email address of that participant can also be found under “Contact” in the same window.



We request that you please keep the general chat clear unless you are Head of Delegation and want to use it for clarification.

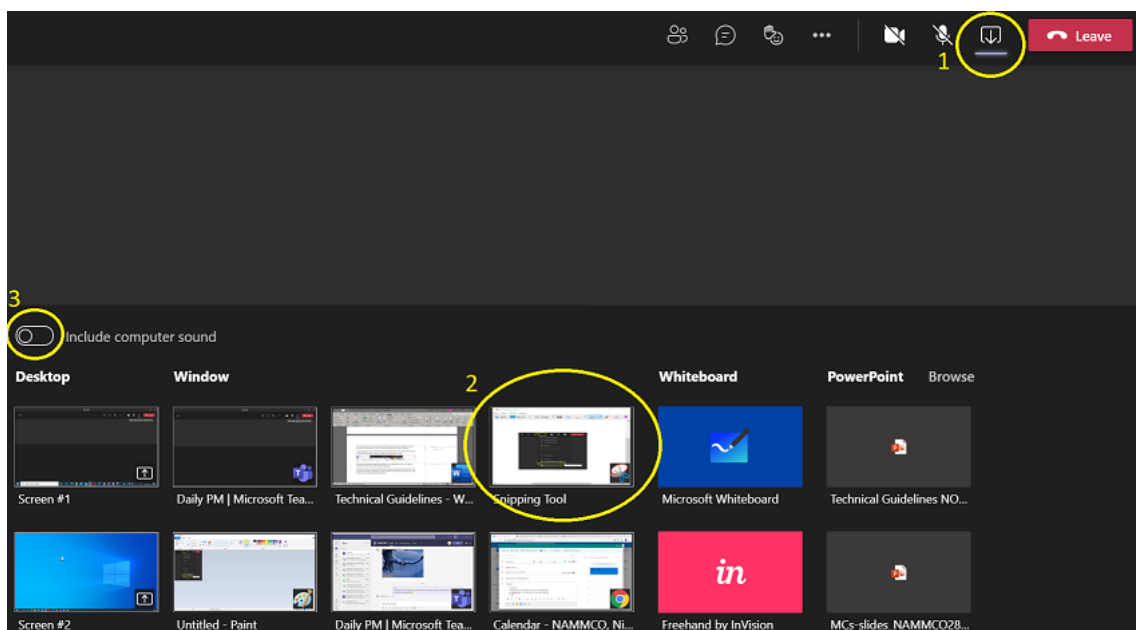
Captions

It is possible to have Teams generate captions (in English). It is important to note that these are AI-driven, so the displayed text is offered as a “best guess” and therefore might not be accurate. If you wish to use captions, simply click the three dots icon for More Options (1) and then select Turn on live captions (2).



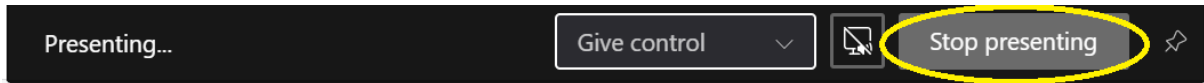
Sharing your screen

To share your screen so that it is visible to everyone at the meeting, click on the screensharing symbol in the top right corner (circle 1 in the image below) and then select the relevant tab showing the document/information/screen you wish to share (2). If you have a presentation that includes video clips or sound bites, toggle the “Include computer sound” option to on (3) – If you are not using video clips or sound bites, you can leave it as it is.



You will notice that the screen that you selected for sharing will now be surrounded by a red box. This red box confirms that the screen is currently being shared and is visible to the group.

To stop sharing your screen, move your mouse to the top of the screen. This will activate a bar with a “Stop presenting” button, which you can select to stop sharing your screen.



If you will give a presentation during the meeting, it is recommended that you test this feature before the meeting to ensure that it functions effectively.

If preferred, a member of the Secretariat may also share your presentation with the group. For this, you will need to send the presentation in advance and let the Secretariat know when you are ready to move to the next slide during the presentation.