



**DUE TO THE NUMBER OF ATTENDEES PLEASE  
MUTE THE MICROPHONE AND TURN OFF THE  
CAMERA**



# VIRTUAL COMMITTEE PLATFORMS



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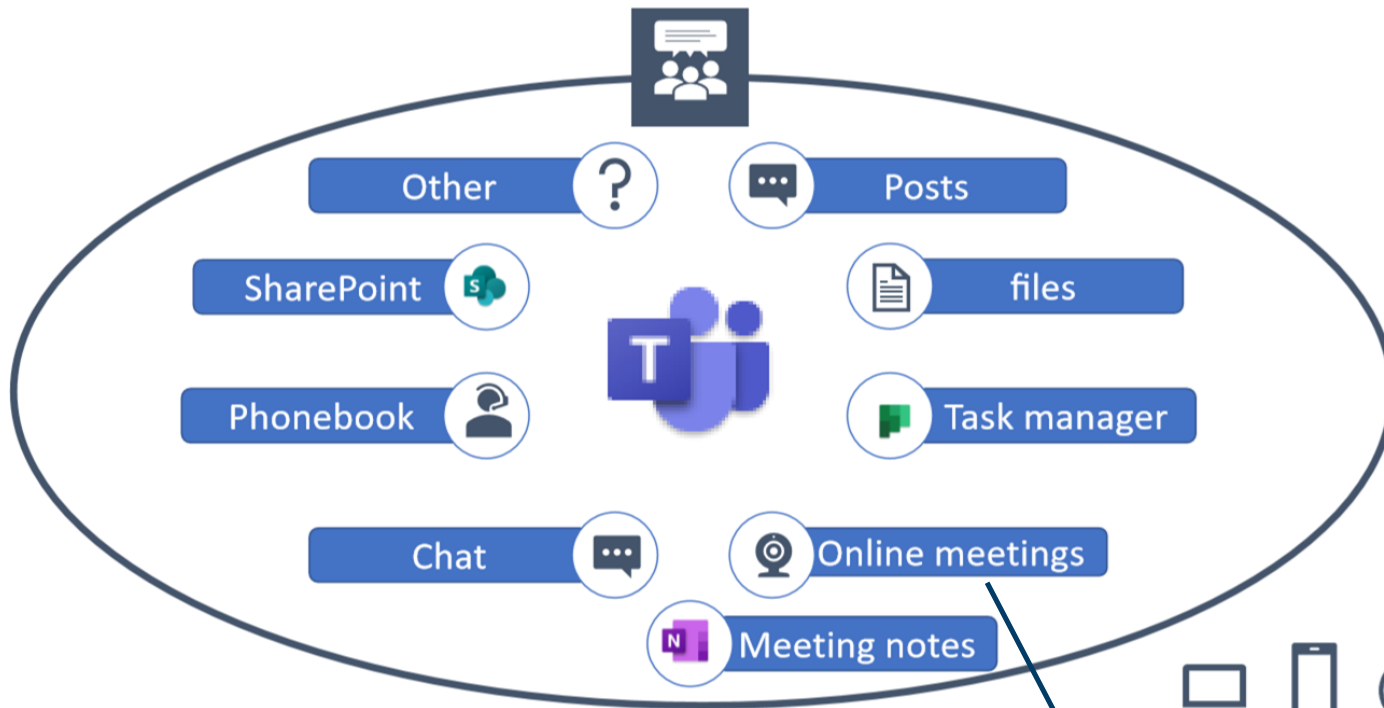


## Platforms

Meeting	Mail distribution lists	File sharing
Teams (app version)	Outlook Groups	New IALA file sharing site



# Teams functionalities overview: the hub for teamwork in Microsoft 365



Include audio, video, recording, chat and screen sharing for up to 300 people



# Meetings in MS Teams

- Anyone can attend a Teams meeting or public live event for free - no license is required.
- In case of needing to dial in to a meeting by phone, IALA will provide a dial-in number.
- Table below summarises MS Teams capabilities per license:

	Office 365 and Microsoft 365 licenses					
I want to:	F1	F3	E1	E3	E5	Audio Conferencing add-on
Join a Teams meeting	No license required. Any email address can participate in a Teams meeting.					
Attend a Teams meeting with a dial-in phone number	No license required. Any phone number can dial into a Teams meeting. <sup>1</sup>					
Attend a Teams live event	No license required.					
Create a Teams meeting for up to 250 attendees		One of these licensing plans				
Create a Teams meeting for up to 250 attendees with a dial-in phone number		One of these licensing plans + Audio Conferencing <sup>1</sup>				
Create a Teams live event for up to 10,000 attendees			One of these licensing plans			
Dial out from a Teams meeting to add someone at their Call me at number		One of these licensing plans + Audio Conferencing <sup>2</sup>				

# Meeting access instructions (1)



1. Click on your meeting session link above.

## TEST SEESION LINKS

### Group A

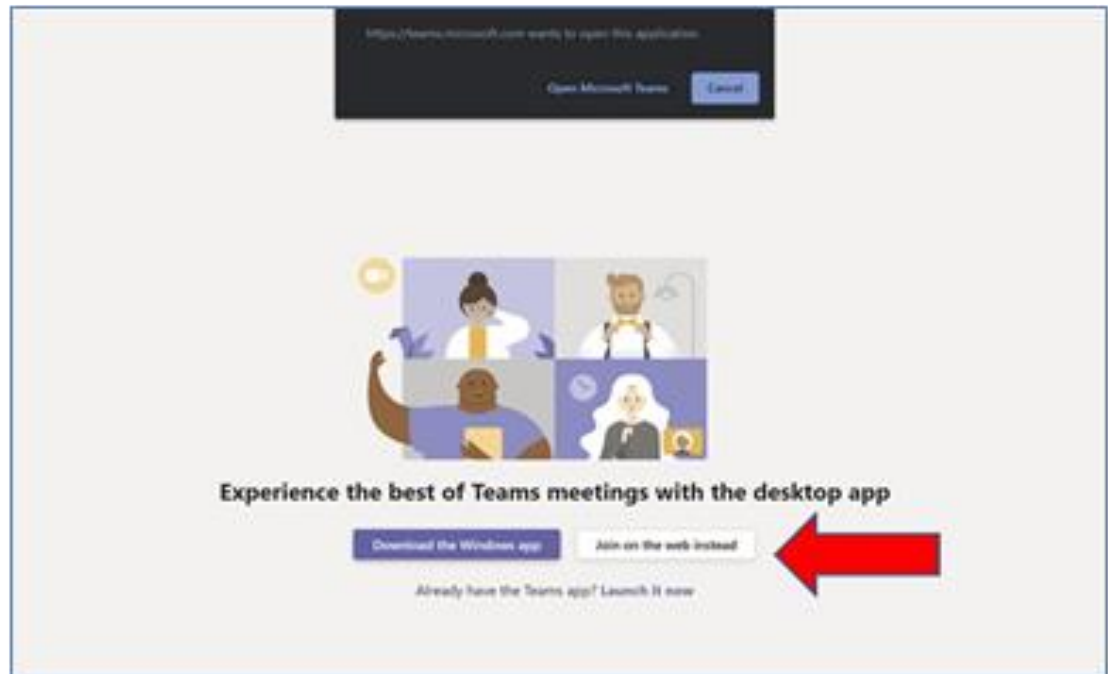
[Join Microsoft Teams Meeting](#)

[+33 1 70 99 53 70](#) France, Paris (Toll)

Conference ID: 487 048 732#



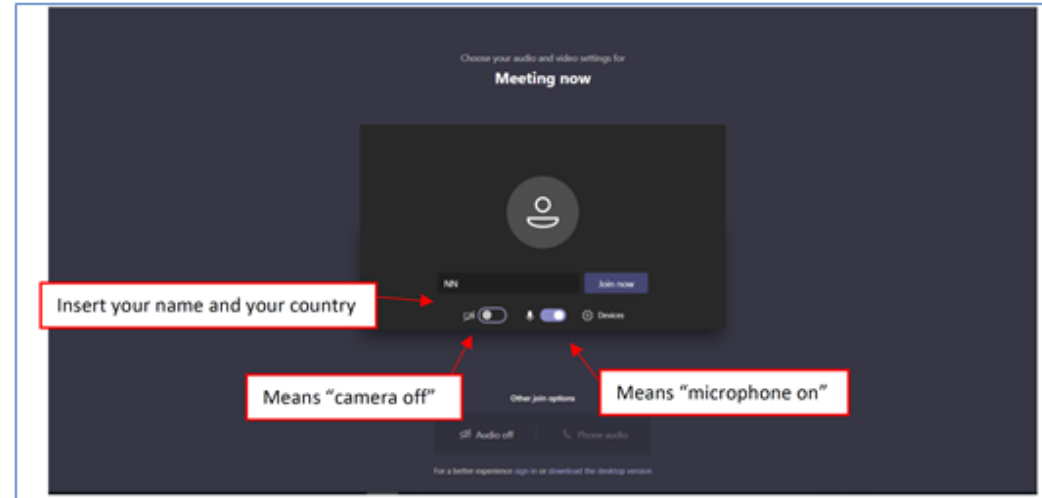
2. Click on “Join on the web instead”



# Meeting access instructions (2)



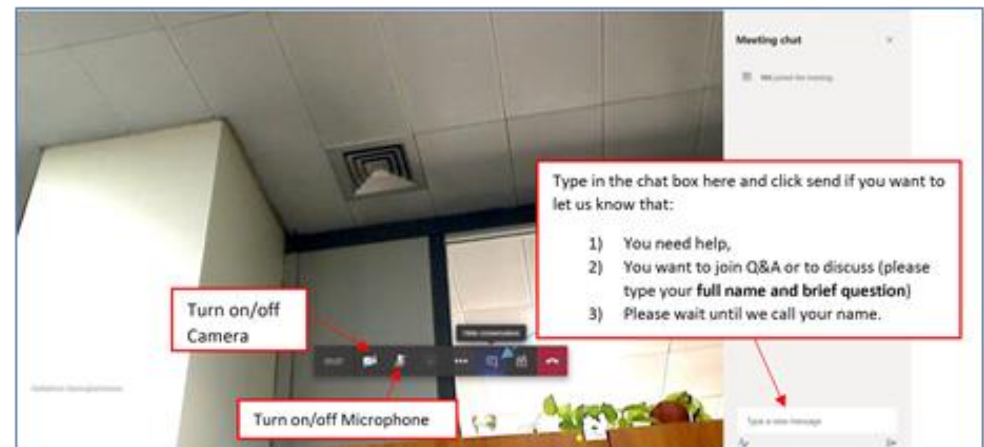
3. Insert your name and your country and click on “join now” (make sure you turn off your camera and turn on microphone)



4. During the meeting, you can mute or unmute your microphone and turn your camera on and off as needed.



Click this logo to access to the video tutorial





# Browser limitations



**Browsers:** Teams fully supports the following Internet browsers, with noted exceptions for calling and meetings. This table applies to operating systems running on desktop computers.

Browser	Calling - audio, video, and sharing	Meetings - audio, video, and sharing <sup>1 2 3</sup>
Internet Explorer 11	Not supported	Meetings are supported only if the meeting includes PSTN coordinates. To attend a meeting on IE11 without PSTN coordinates users must download the Teams desktop client. Video: Not supported Sharing: Incoming sharing only (no outgoing)
Microsoft Edge, RS2 or later	Fully supported, except no outgoing sharing	Fully supported, except no outgoing sharing
Microsoft Edge (Chromium-based), the latest version plus two previous versions	Fully supported	Fully supported
Google Chrome, the latest version plus two previous versions	Fully supported	Fully supported Sharing is supported without any plug-ins or extensions on Chrome version 72 or later.
Safari 13+	1:1 calls not supported. Group calls supported with full audio support.  Video: Not supported  Sharing: Incoming sharing only (no outgoing)	Meetings are supported with full audio support.  Video: Not supported  Sharing: Incoming sharing only (no outgoing)
Firefox, the latest version plus two previous versions	Not supported	Meetings are supported only if the meeting includes PSTN coordinates. To attend a meeting on Firefox without PSTN coordinates, users must download the Teams desktop client. Video: Not supported Sharing: Incoming sharing only (no outgoing)
Safari versions before 13	Not supported	Meetings are supported only if the meeting includes PSTN coordinates. To attend a meeting on Safari without PSTN coordinates, users must download the Teams desktop client. Video: Not supported Sharing: Incoming sharing only (no outgoing)



## Other limitations

- To give and take control of shared content during sharing, both parties must be using the Teams desktop client. Control isn't supported when either party is running Teams in a browser. This is due to a technical limitation that Microsoft is planning to fix.
- Blur my background isn't available when you run Teams in a browser. This feature is only available in the Teams desktop client.
- Teams meetings on browsers are limited to a single incoming video feed of active speaker. If you open Teams on the browser, you will only be able to share your screen using Google Chrome or the latest version of Microsoft Edge.



# Joining a meeting without Teams: Audio Conferencing

Calling in to meetings could be used for users who can not attend a meeting using the Skype for Business or Microsoft Teams app on their laptops or mobile devices.

Other scenarios in which using a phone to attend a Teams meeting can be a better option than using an app or a computer:

## Join Microsoft Teams Meeting

+33 1 70 99 53 70 France, Paris (Toll)

Conference ID: 977 426 952# |

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Internet connectivity is limited.
- A meeting is audio only.
- The person tried to join a Skype for Business meeting and it failed.
- The call quality is better when dialing in.
- People can join a meeting "hands free" using Bluetooth devices.
- People find it's easier and more convenient for their situation.

It is needed to set up Audio Conferencing for people who plan to schedule or lead meetings.  
**Meeting attendees who dial in don't need any licenses assigned to them or other setup.**

# Mail distribution lists: Outlook Groups



The image shows a screenshot of the Outlook desktop application interface. The top bar is blue with the title "Contoso Design - Outlook". Below it is a ribbon with tabs: "File", "Home", "Share", "Group", "Calendar", "Files", and "OneNote". The "Home" tab is active, showing options like "New Group Conversation", "Delete", "Reply All", "Forward", "Participation", "Members", "Edit Group", "Group Inbox", "Group Calendar", "Group Files", and "Group OneNote". The left sidebar shows "Favorites" (Inbox, Sent Items, Drafts, Deleted Items, Bright Dreams, Contoso Design) and "Groups" (Abracadabra, Apples, Bright Dreams, Contoso Design). The main pane shows a conversation thread titled "Contoso Design (Public) Joined". The thread includes messages from Joe Healy, Wendy Richardson, and Carole Poland. A mobile app view is overlaid on the right, showing the "Contoso Feature Crew" group page with a "Long-term trends" section and a "See More" link.



# Dashboard

EN ↓ MEMBERS AREA YOUR ACCOUNT ADMIN

CONTACT CART LOGOUT



ABOUT IALA NEWS & EVENTS MEETING DOCS GUIDANCE DOCUMENTS TECHNICAL TOWARDS AN IGO ACADEMY

## COMMITTEE DASHBOARDS

VTS49 DASHBOARD →

VTS49 ACTION PLAN →

VTS49 CALENDAR →

VTS49 PRESENTATIONS →

VTS49 DOCUMENTS FOR SILENT APPROVAL →

ARM12 DASHBOARD →

ENAV26 DASHBOARD →

ENG12 DASHBOARD →

NEW FILE-SHARING →

[Edit page]

### VTS49 STATUS



### VTS49 COMMITTEE MANAGEMENT

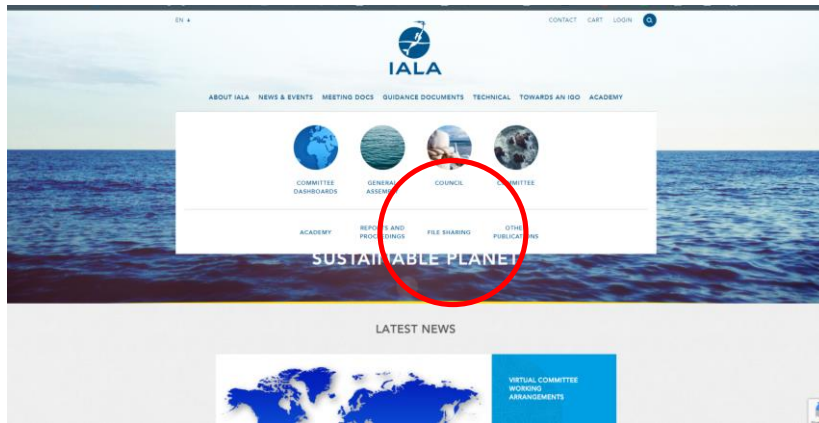
- Chair: Monica Sundklev
- Vice-Chair: Dirk Eckhoff
- Secretary: Thomas Southall

If you have any questions please do not hesitate to contact the secretary via e-mail by clicking on the name above.

<https://www.iala-aism.org/committee-dashboards/vts49-dashboard/>

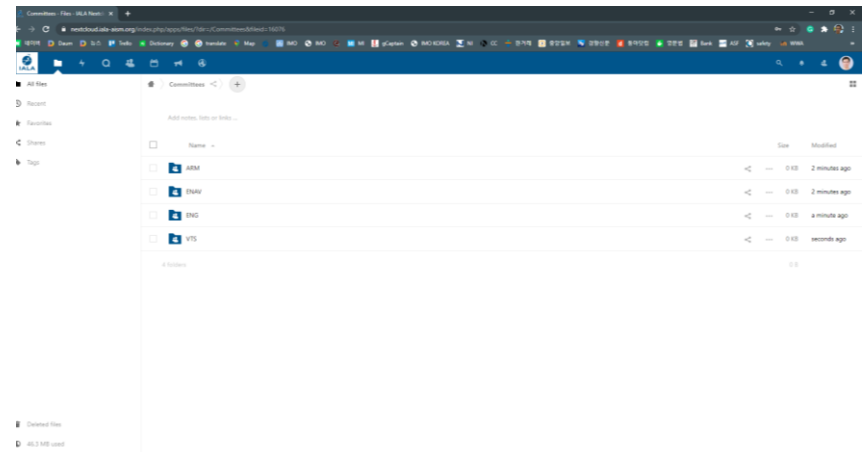
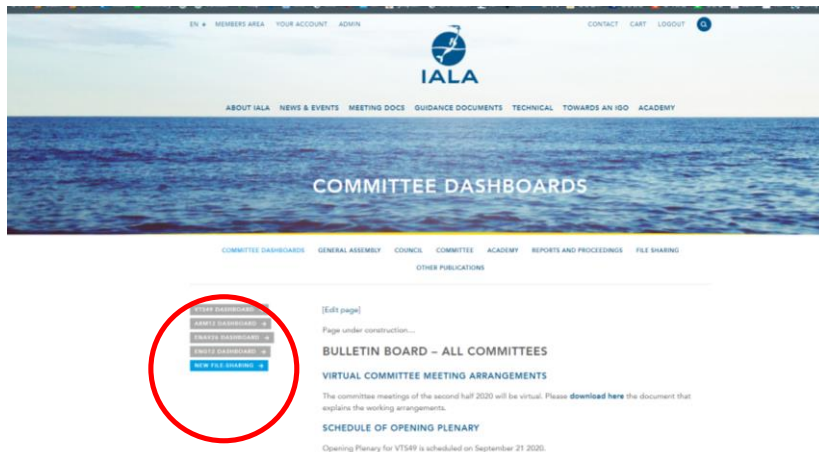


# New Fileshare system



<https://nextcloud.iala-aism.org>

Use you own IALA account and password  
+ simple chat function





IALA