

Microsoft Teams for THAIMUN IX



Joining the THAIMUN team link

To join the THAIMUN IX Microsoft Teams, use the link below. This link will lead you to the open Microsoft Teams page as seen on the right. Make sure to download the Windows app or check the next page if you are on Mac.

Do not use the Web app as it will be laggy.

[link here](#)

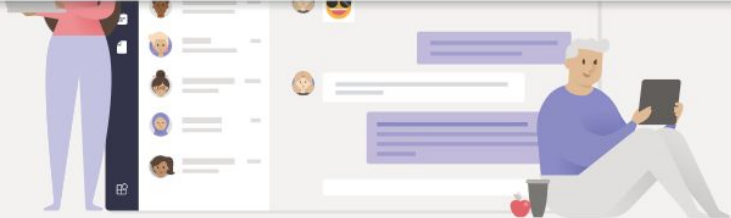
Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams

Cancel



Stay better connected with the Teams desktop app

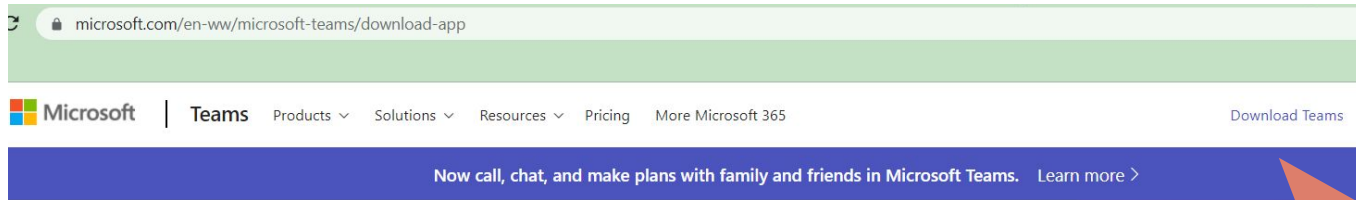
Download the Windows app

Use the web app instead

Downloading Microsoft Teams (for mac)

Download and Install Microsoft Teams from the website linked below.

<https://www.microsoft.com/en-ww/microsoft-teams/download-app>



Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

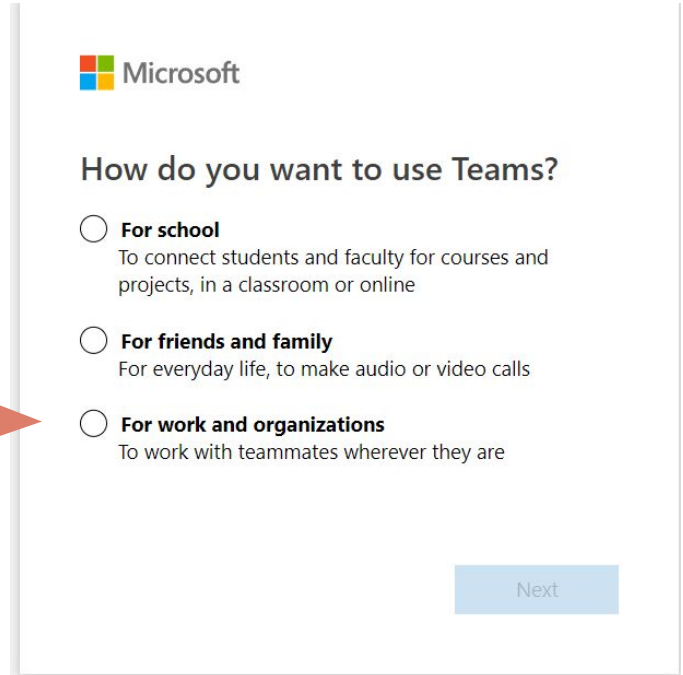
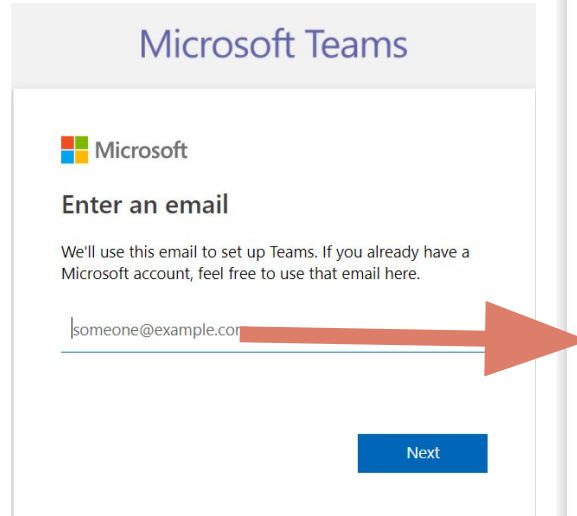
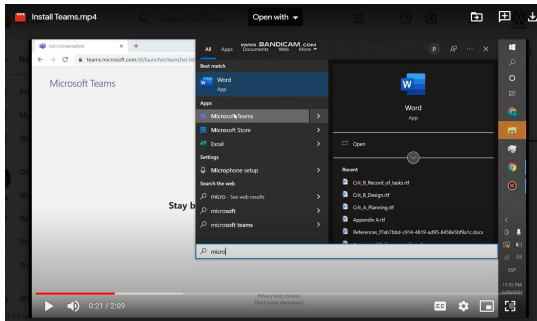
Download for mobile



Signing up for Microsoft Teams

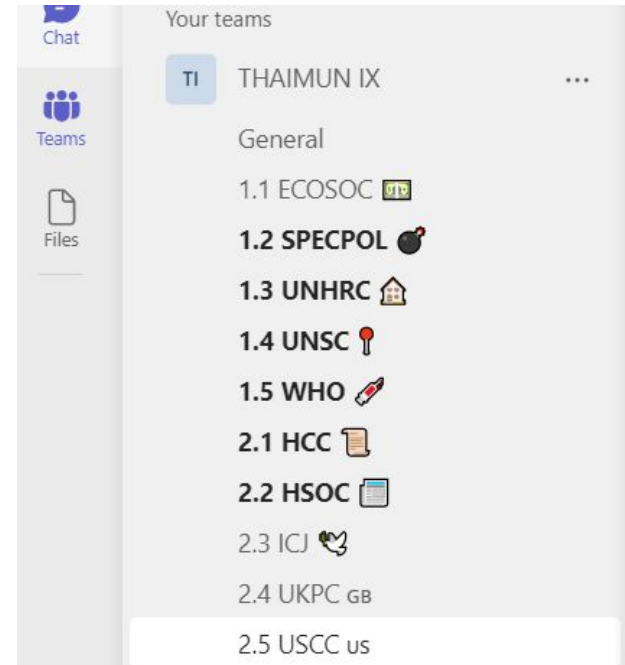
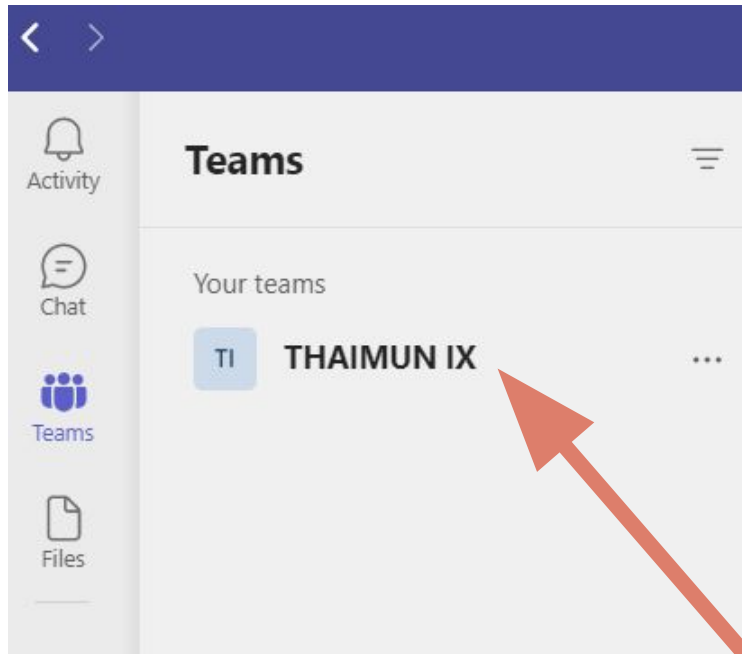
Sign up to teams or create a new account with only the email you've shared with your advisor when signing up for your committee.

A **video** is available [here](#), showing how to log in.



Accessing the THAIMUN Group

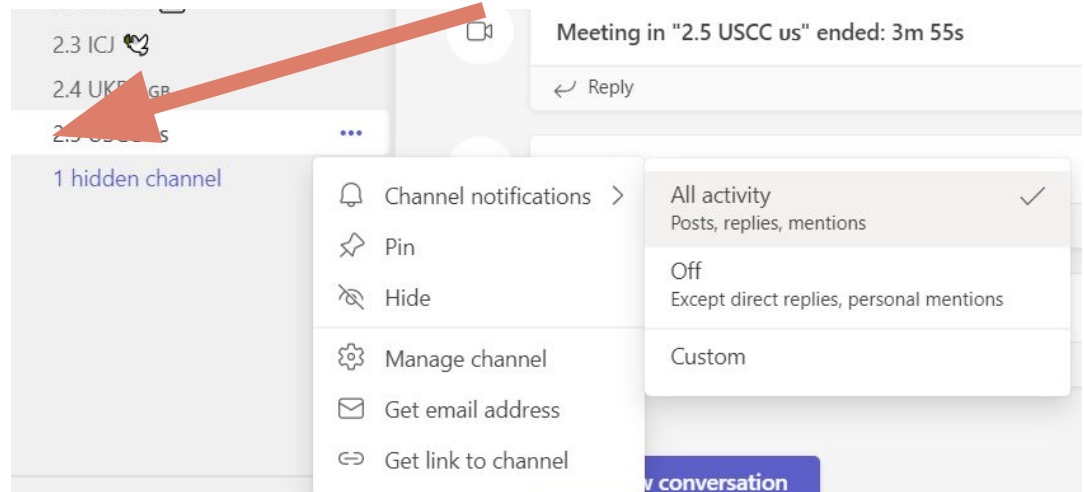
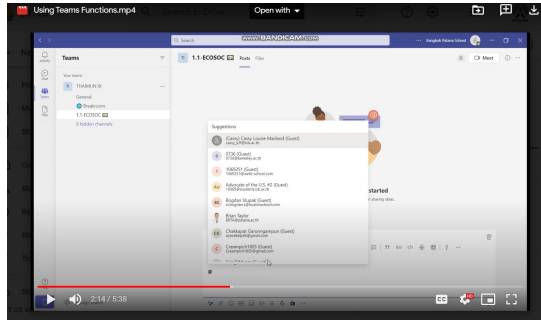
Access the THAIMUN IX Group through the Teams tab on your Microsoft Teams. Click on the Group to access it's channels. There is a channel for each committee.



Channel Notifications

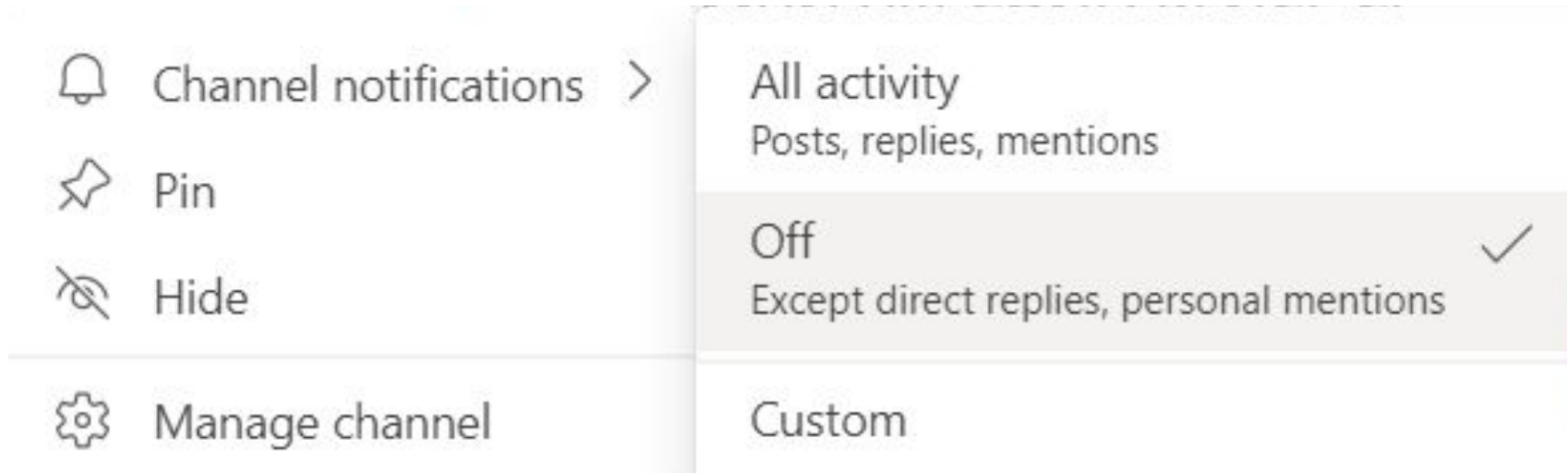
Make sure your channel's notifications are turned to "All activity" so you will receive notifications of conversations within your own committee.

A **video** is available [here](#), it covers slides 6-9 in more detail







Channel Notifications

To avoid interruptions, delegates may set the channel notifications of other committees to “Off” so you will not receive notifications from other committees. Note that 'General' channel has to be kept to “All activity”.






The image shows a settings menu for channel notifications. On the left, there are four menu items: 'Channel notifications' with a bell icon and a right-pointing chevron, 'Pin' with a star icon, 'Hide' with a crossed-out eye icon, and 'Manage channel' with a gear icon. On the right, a dropdown menu is open, showing three options: 'All activity' (Posts, replies, mentions), 'Off' (Except direct replies, personal mentions) which is highlighted and has a checkmark, and 'Custom'.

 Channel notifications >	All activity Posts, replies, mentions
 Pin	Off ✓ Except direct replies, personal mentions
 Hide	
 Manage channel	Custom

Tagging in Channel

Type @ followed by a username to mention someone. You can also tag roles such as “Secretariat” or “Chair”. Committees can also be tagged. (@UNSC for example)

 New conversation

 New conversation ▾ Everyone can reply ▾  Post in multiple channels 

B *I* U ~~S~~ |    Paragraph ▾  |     | 99   ...

Add a subject

Start a new conversation. Type @ to mention someone.

        ... 

Suggestions



Secretariat

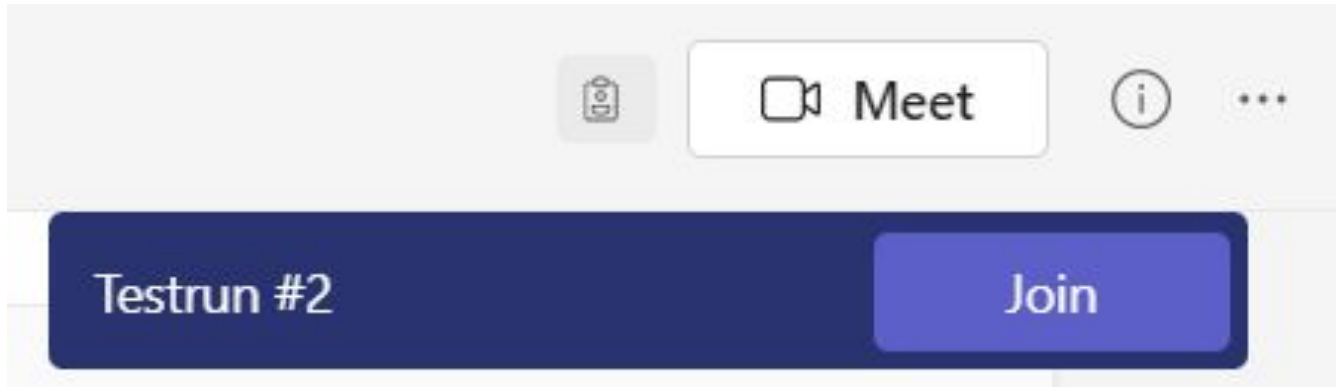
4 people have this tag

@Sec|

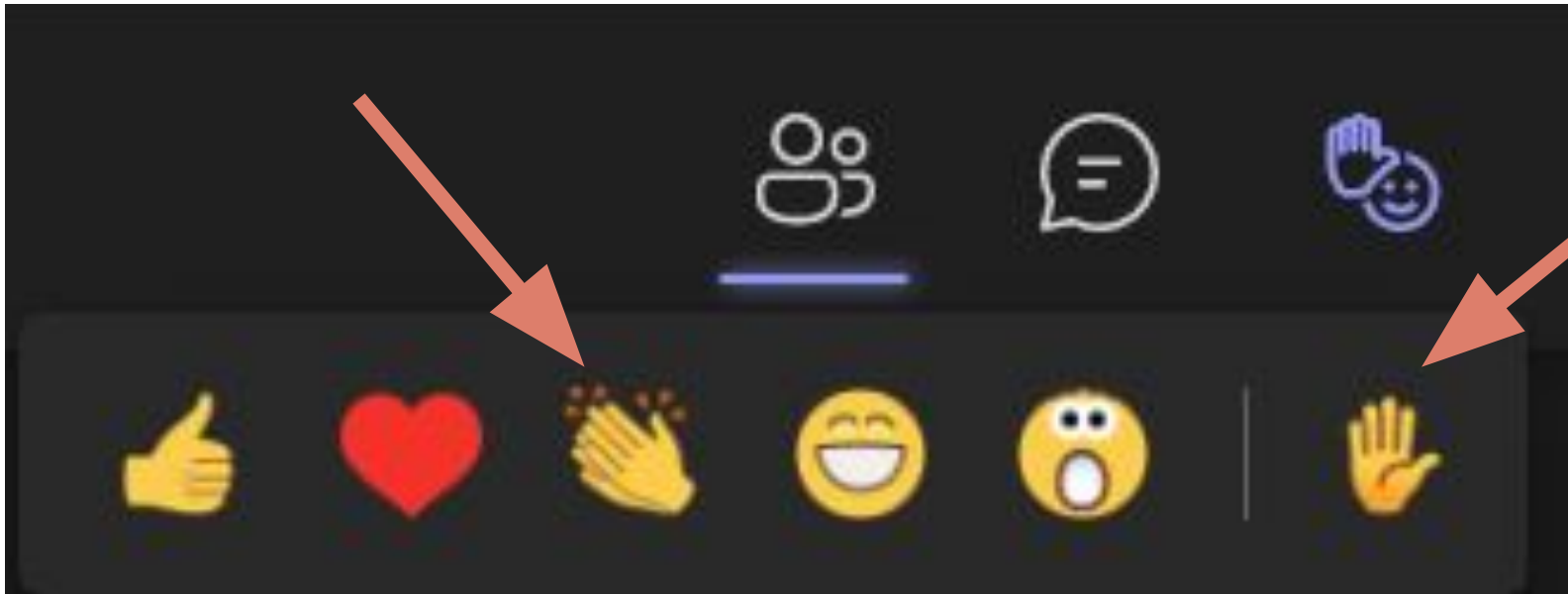
Join Meeting

Join the committee session by clicking the “Join” button on the top right. **Do not start meetings at the beginning of the day.** Each committee’s meeting will be started by the chair. During resolution writing, you may create new meetings for your team to discuss in, but those are not considered the committee’s meeting and should be named “NoDeb:” followed by whatever the delegate would like to name their meeting.



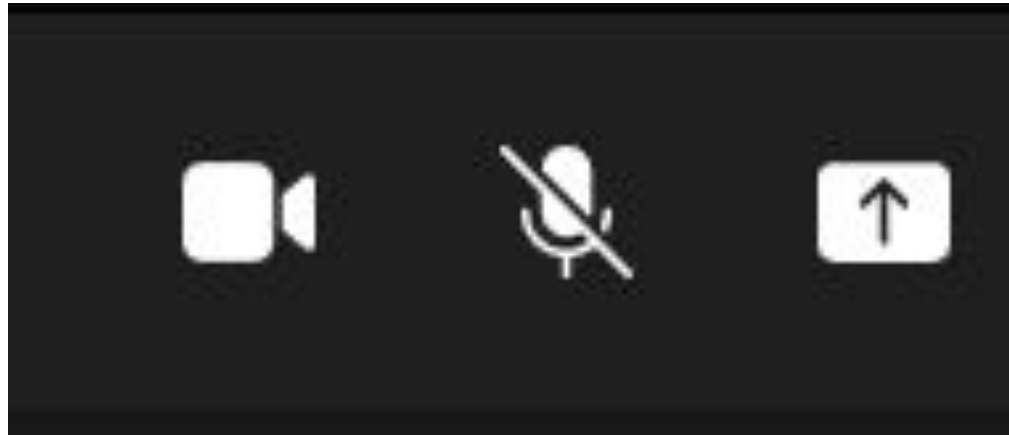
Meeting Reactions Policy

When committee is in session, use the raise hand function where you would raise your placard in an in person event. The clapping function is also to be used when clapping is in order during the committee. Other reactions should not be used when the committee is in session.



Camera and Mic Policy

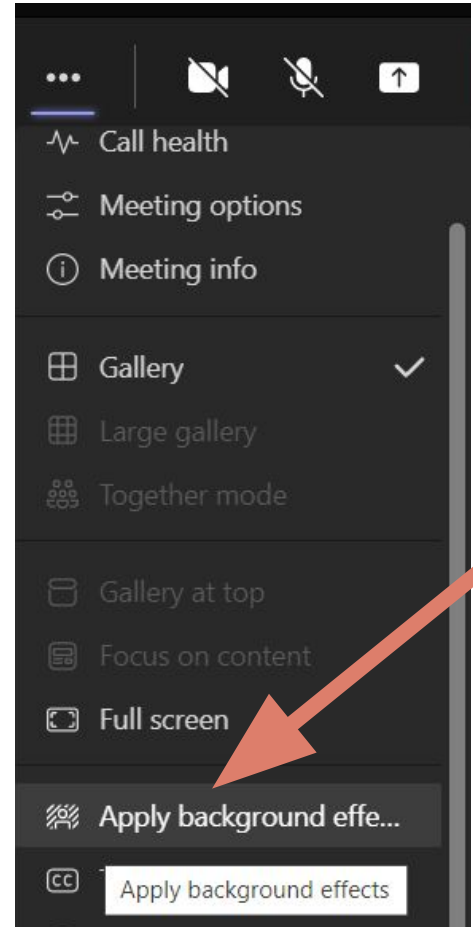
When committee is in session, you should always keep your video on. Keep your mic muted unless you are speaking as to not disturb the committee.



Background Effects

Delegates are not permitted to apply background images but are allowed to use the blur effect.

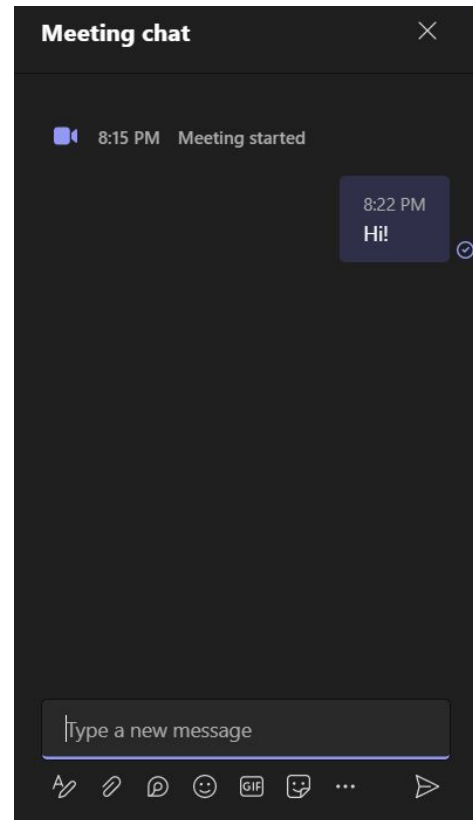
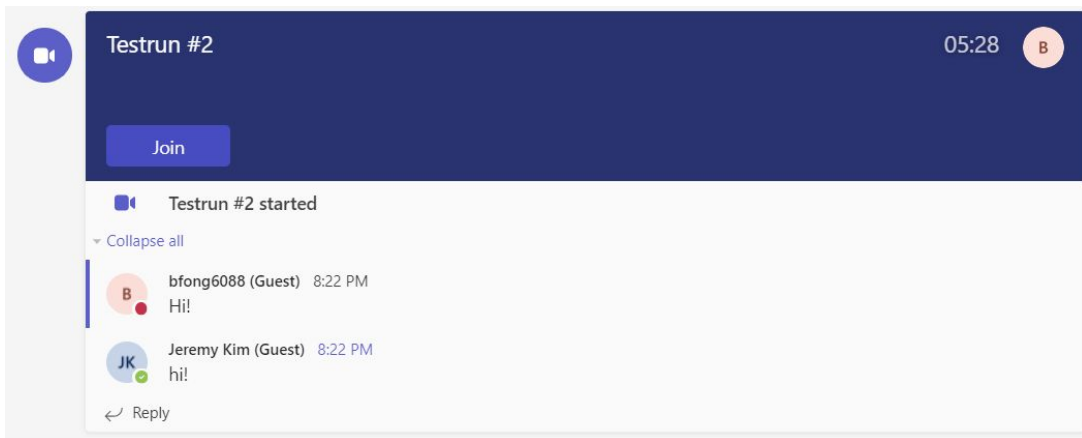
Teams does not permit guests to upload their own backgrounds so using your country flag as background is, unfortunately, off the table.



Meeting Chat

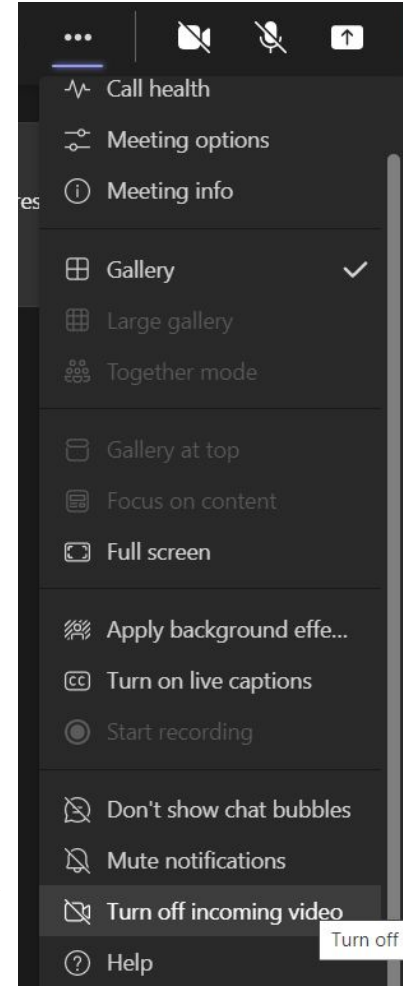
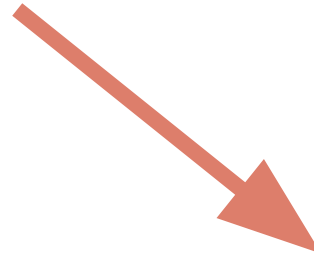
During committee sessions, you may type in the meeting chat instead of speaking when someone else is speaking or when you are having technical difficulties with video calling.

Note that things written or files sent in the meeting chat will be recorded onto the channel and can be seen by everyone.



Turn Off Incoming Video

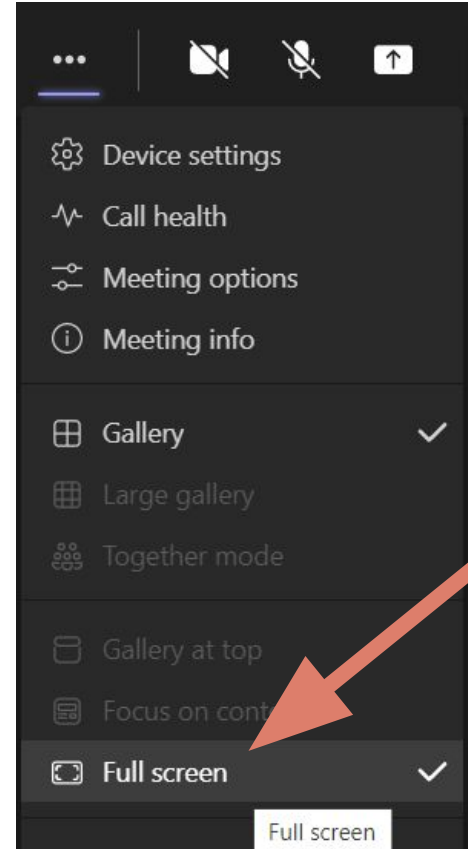
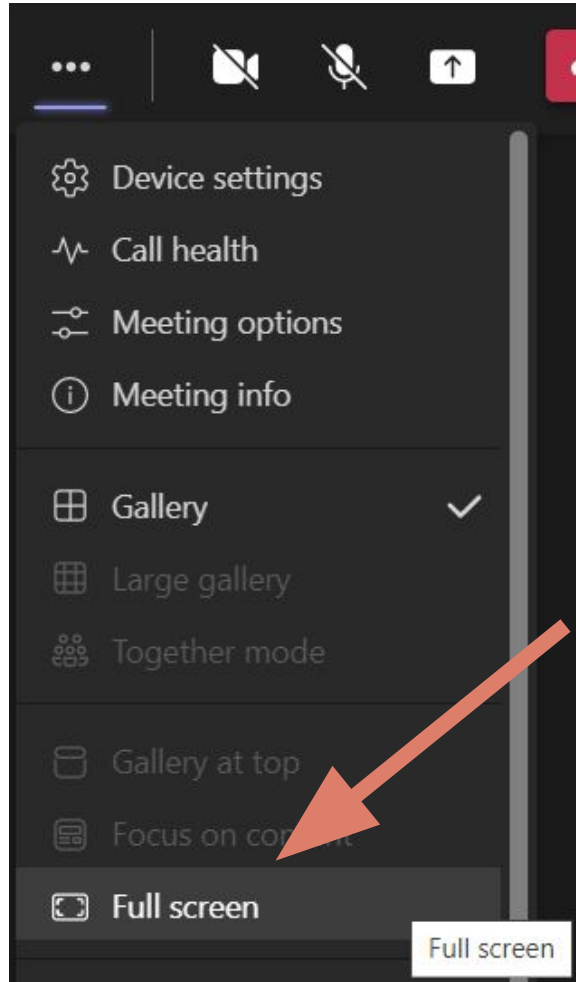
Having technical difficulties? Turning off incoming video will lessen the load on your network. This will make it so that you cannot see other participants' videos.



Full Screen

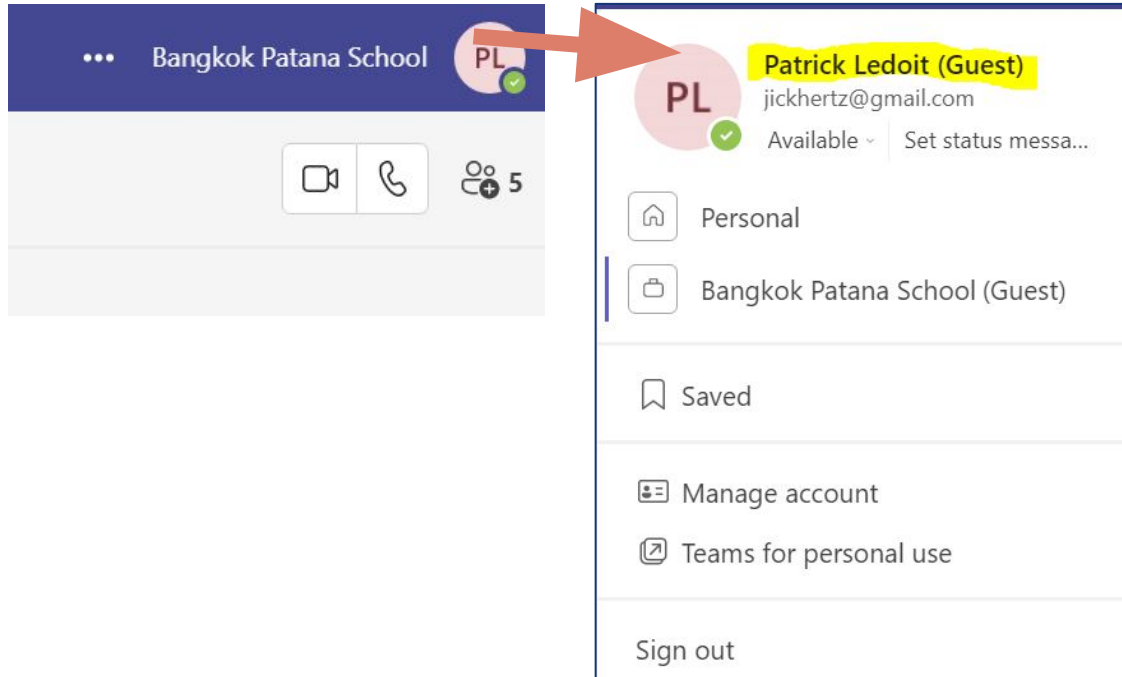
Set the meeting to full screen by clicking on the three dots on top and then choosing "Full screen".

To exit full screen, go to the three dots again and click on full screen again. Pressing escape on your keyboard will not exit full screen.



Please check your display name

By clicking on your icon on the top right hand corner:



As it is complicated for users to change it themselves. If it is really cryptic such as a number

- 2 22039 (Guest)
- T Thanakorn (Gunn) Vajirakacho...
- D dilipnpl10 (Guest)

Please send us another address, gmail preferably. Or one linked to microsoft you have control of.

Any issues or questions please send us an email in this format

Subject: Teams Issue

1. Name
2. Committee
3. What function is not working?
4. Mac or Windows?
5. Screenshot of the issue or error message(How to screenshot for [windows](#) and [mac](#))

Send these emails to bfong6088@gmail.com or pald22@patana.ac.th