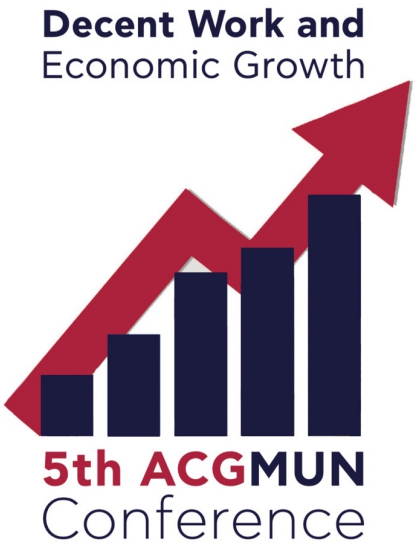
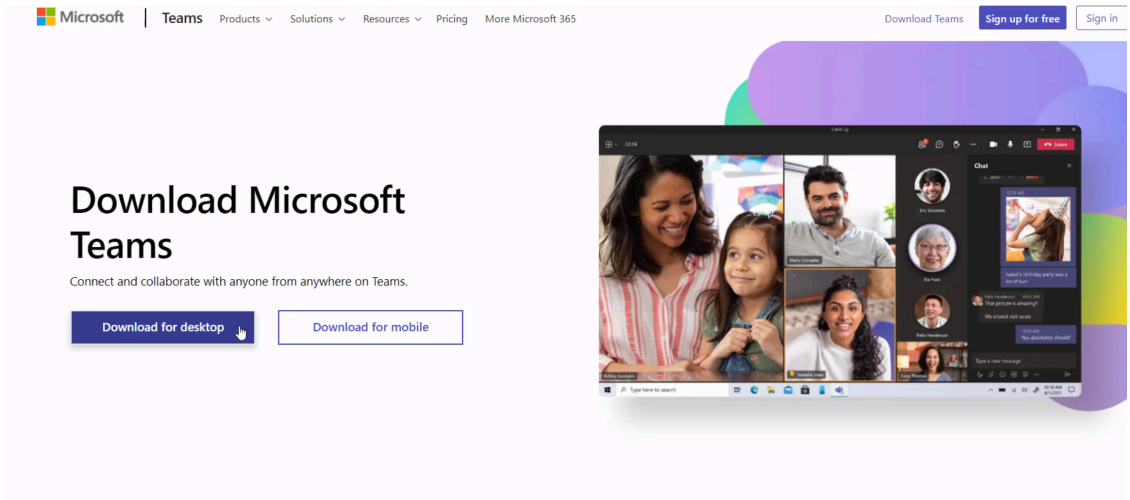


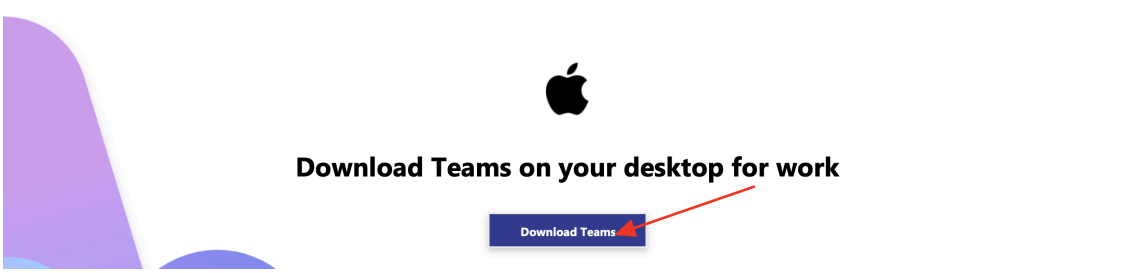
Microsoft Teams Delegates Guide for the 5th ACGMUN

Compiled by: Maria Pandria, President of the General Assembly
Christoforos Foteinelis, Deputy Secretary General

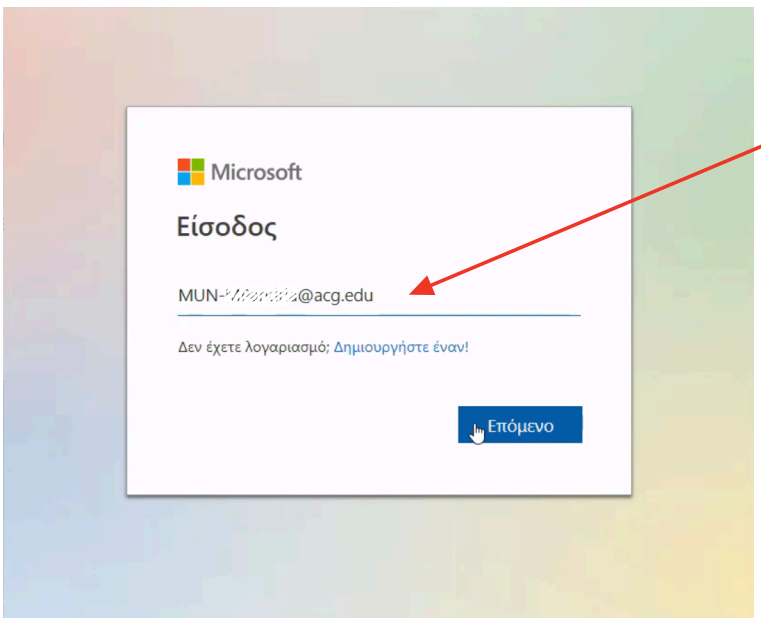
On behalf of the 5th ACGMUN Secretariat & Organizing Team

STEP 1: Download Teams App for Mac or Windows



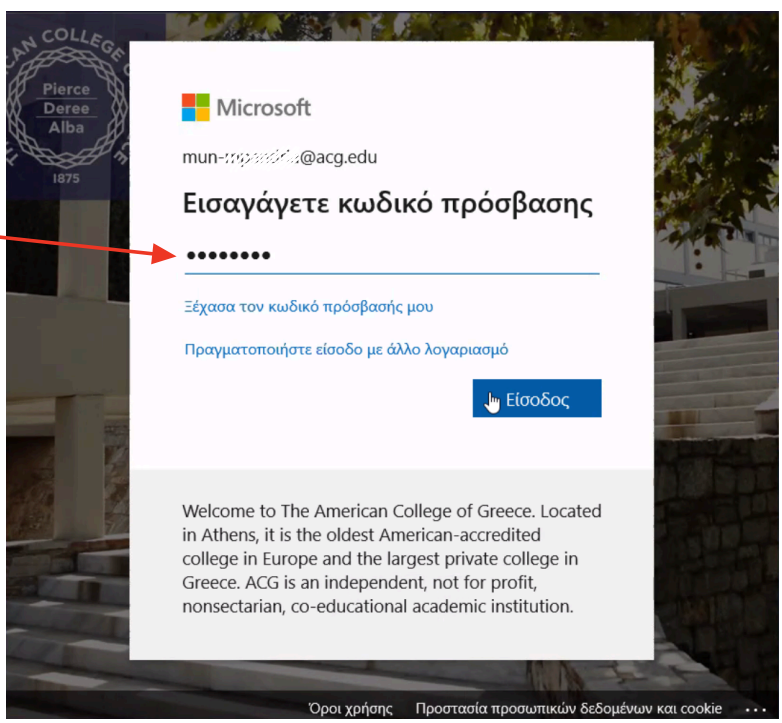


STEP 2: SIGN IN USING CREDENTIALS (Sent to Advisors)

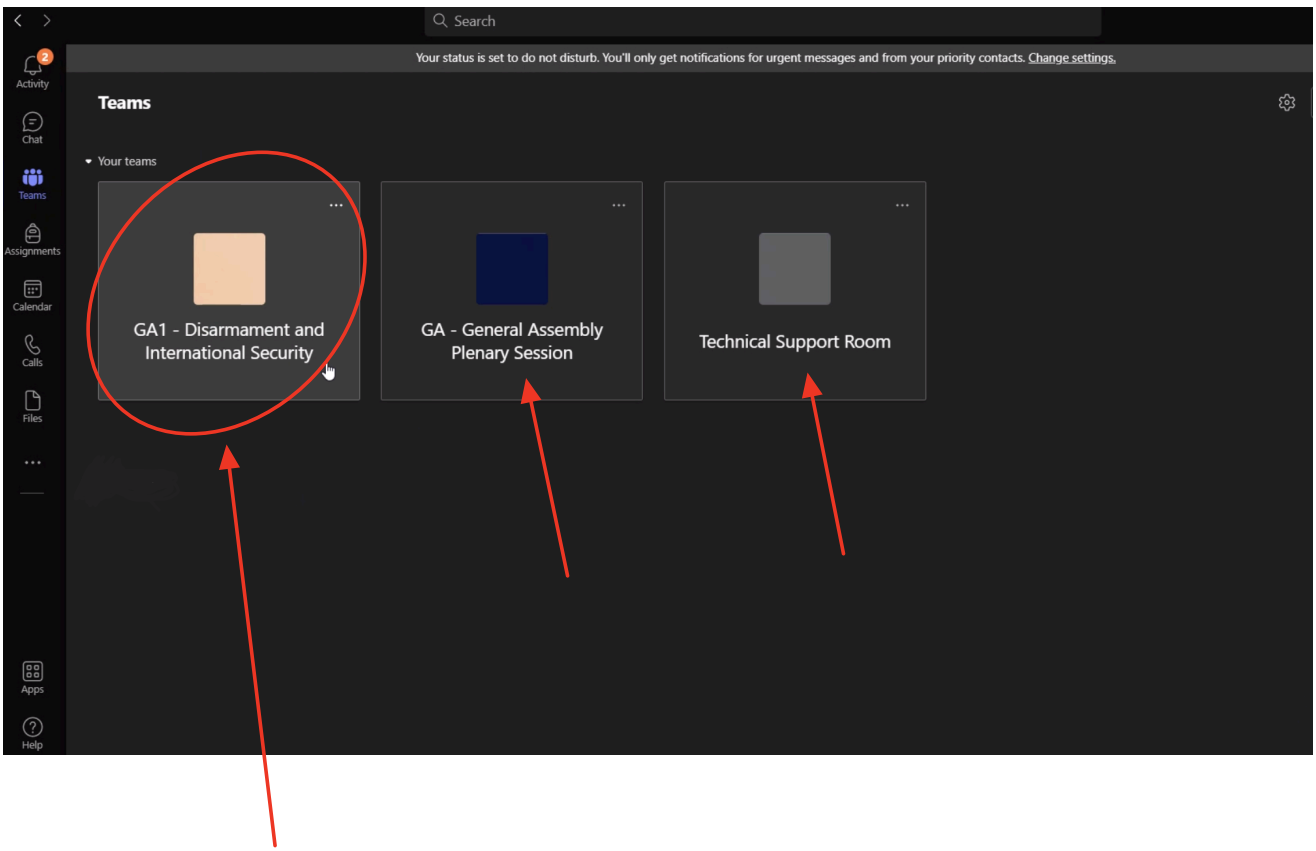


This is where you should paste your assigned email.

This is where you should paste your assigned password.



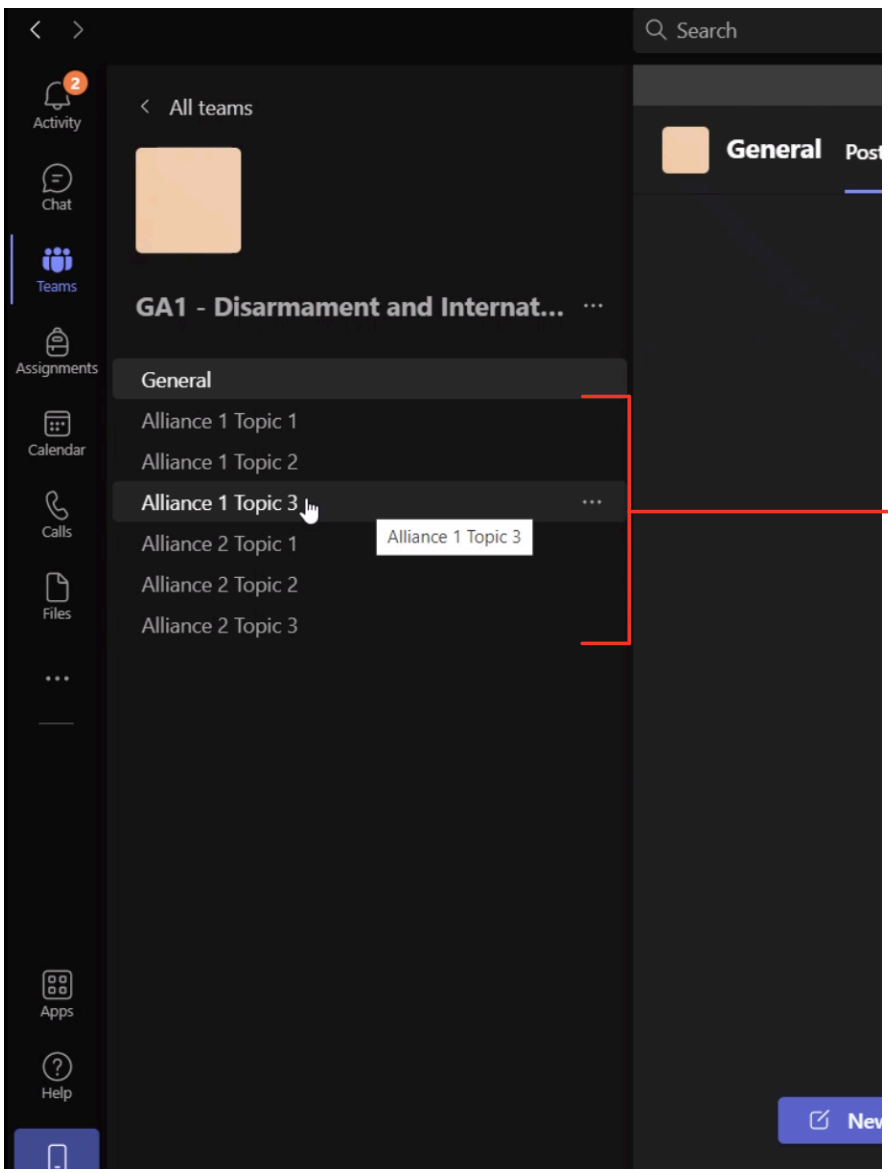
STEP 3: GET ACQUAINTED WITH THE HOME PAGE



Upon entering the platform, you must be able to see your committee channel, the Technical Support Room & the General Assembly Plenary Session (only if you are a delegate in a GA committee)

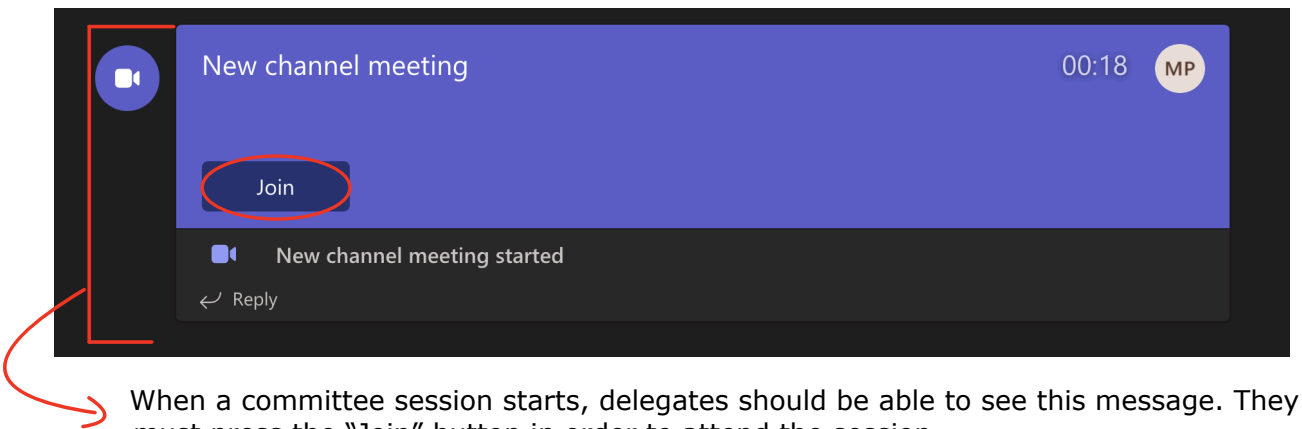
Technical Support Room: This room is used for delegates to express any technical problems they face. Our Technical Staff will always be there to solve their issues.

STEP 4: ENTER YOUR COMMITTEE GROUP



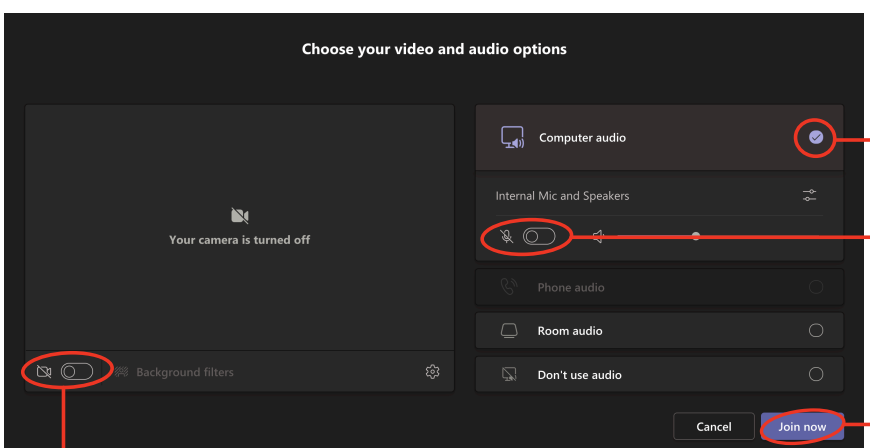
These are the channels the delegates join during lobbying session, according to the topic discussed and their alliance.

STEP 5: JOIN A CALL



When a committee session starts, delegates should be able to see this message. They must press the "Join" button in order to attend the session.

When joining a call, delegates must have:



1. Selected the "Computer Audio" option

2. Turned off their microphone

3. Turned off their camera

4. Press "Join now"

STEP 6: IN-CALL OPTIONS

1. View Participants

2. View Chat (where announcements by the Chairs will be made)

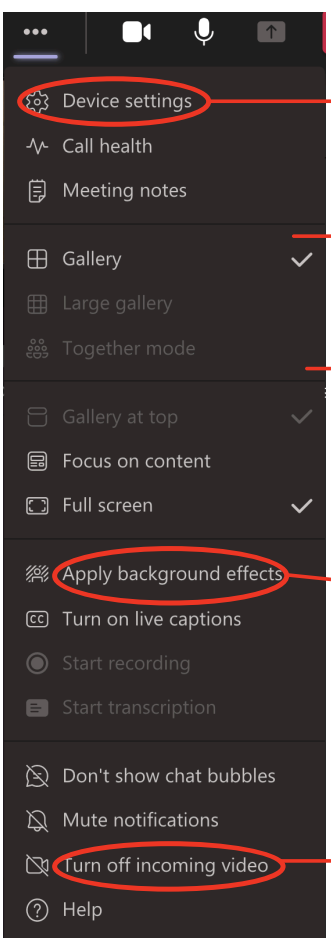
3. Raise Hand (Delegates are discouraged from using any other form of reaction)

4. Video Icon: Disable/Enable Video & use Backgrounds (only backgrounds allowed are the blurred one & your country's flag sent by your Advisor)

5. Microphone Icon: Mute/Unmute your microphone (while speaking or raising a motion)

6. Share Screen: Feature only available for Student Officers to display documents to the committee

7. Leave button: When dismissed, the delegate may exit the call by clicking it



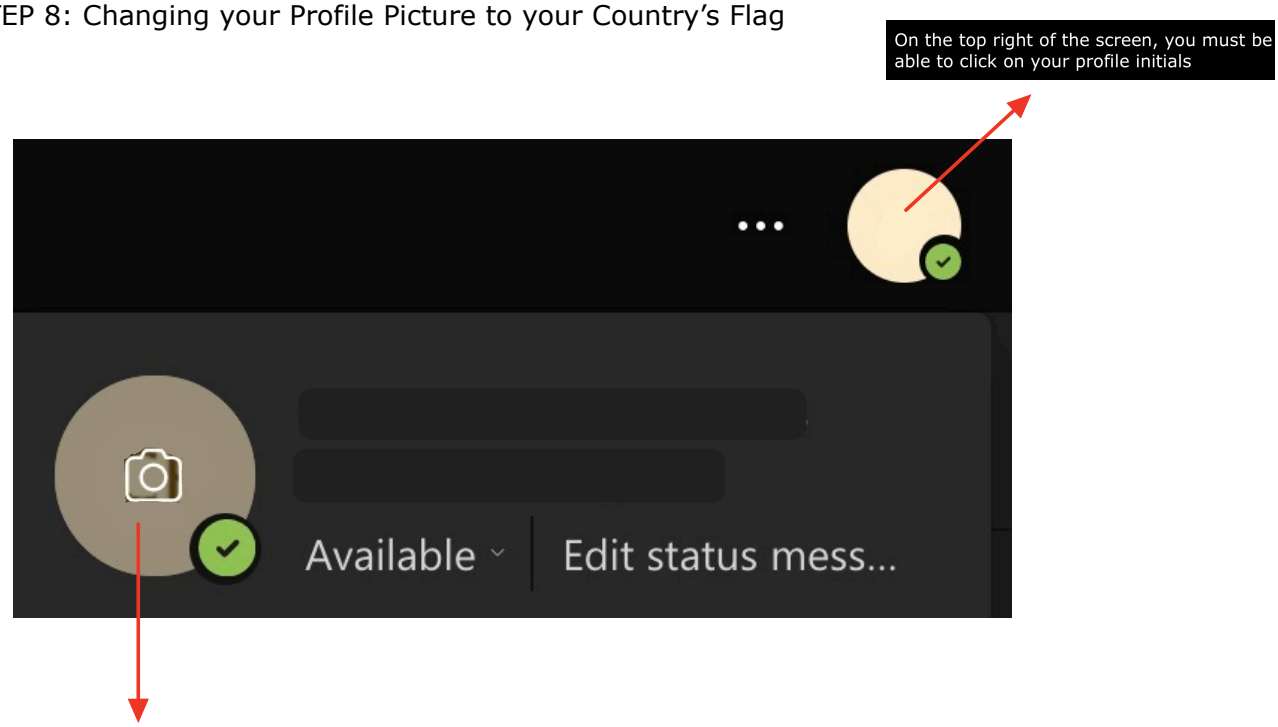
This will be a common reference the Technical Staff will make as it provides an overview of the audio-microphone devices you use and how you can resolve related issues.

In Gallery: you are able to see up to 9 people
In Large Gallery & Together mode: you are able to see all participants

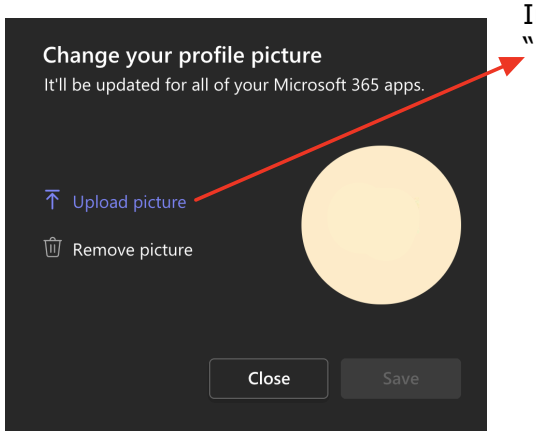
You are only allowed to use a blurred background or the flag image provided by your Advisor

When you are facing connection issues, you can use this and minimize data consumption

STEP 8: Changing your Profile Picture to your Country's Flag



Once it opens, you are able to click on the photography icon.



In order to change it, click on "Upload picture" and use your country's flag.

For any further questions, do not hesitate to contact us at acgmun@gmail.com !

On behalf of the Organizing Team, we wish you a great conference!