

**Decent Work and  
Economic Growth**

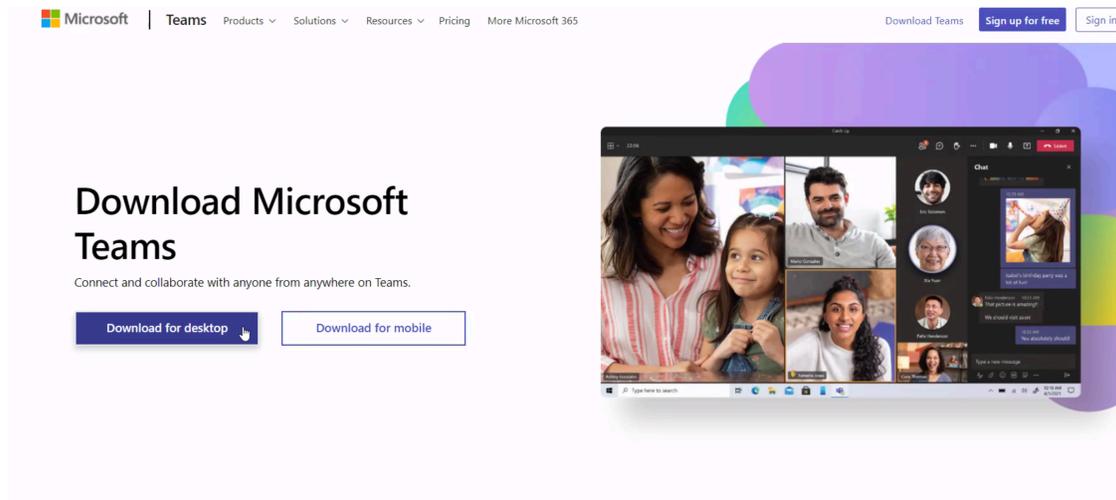


# **Microsoft Teams Delegates Guide for the 5th ACGMUN**

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On behalf of the 5th ACGMUN Secretariat & Organizing Team

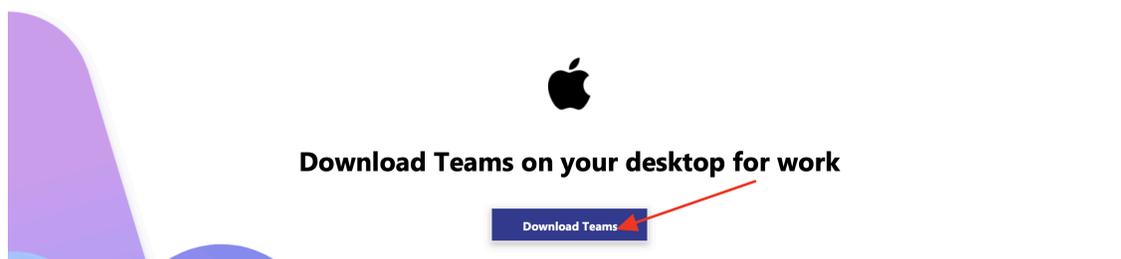
# STEP 1: Download Teams App for Mac or Windows



The screenshot shows the Microsoft Teams website. At the top left is the Microsoft logo and navigation links for Teams, Products, Solutions, Resources, Pricing, and More Microsoft 365. At the top right are links for Download Teams, Sign up for free, and Sign in. The main heading is "Download Microsoft Teams" with the subtext "Connect and collaborate with anyone from anywhere on Teams." Below this are two buttons: "Download for desktop" and "Download for mobile". To the right is a screenshot of the Teams application interface showing a video call with four participants and a chat window.



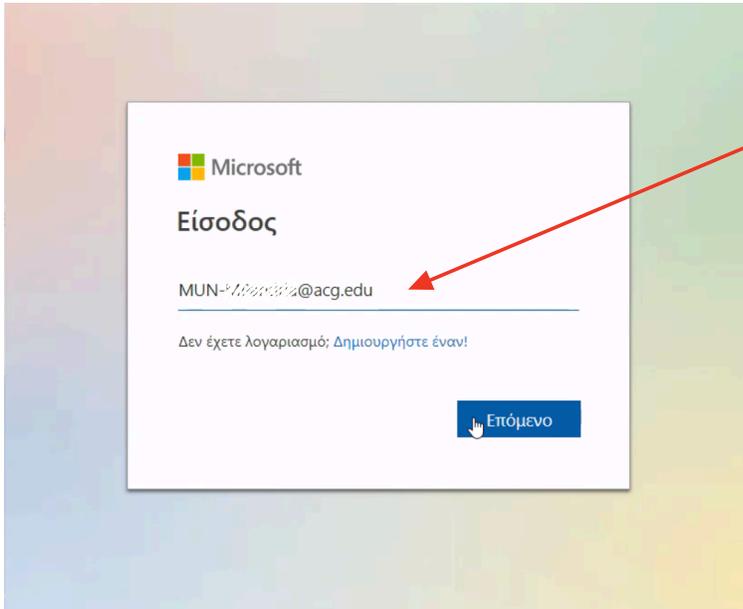
The screenshot shows the Windows download page for Microsoft Teams. At the top center is the Windows logo. Below it is the heading "Download Microsoft Teams for Windows desktop". There are two columns of options: "Teams for home or small business" and "Teams for work or school". Each column has a "Download Teams" button. A red arrow points to the "Download Teams" button in the "Teams for work or school" column.



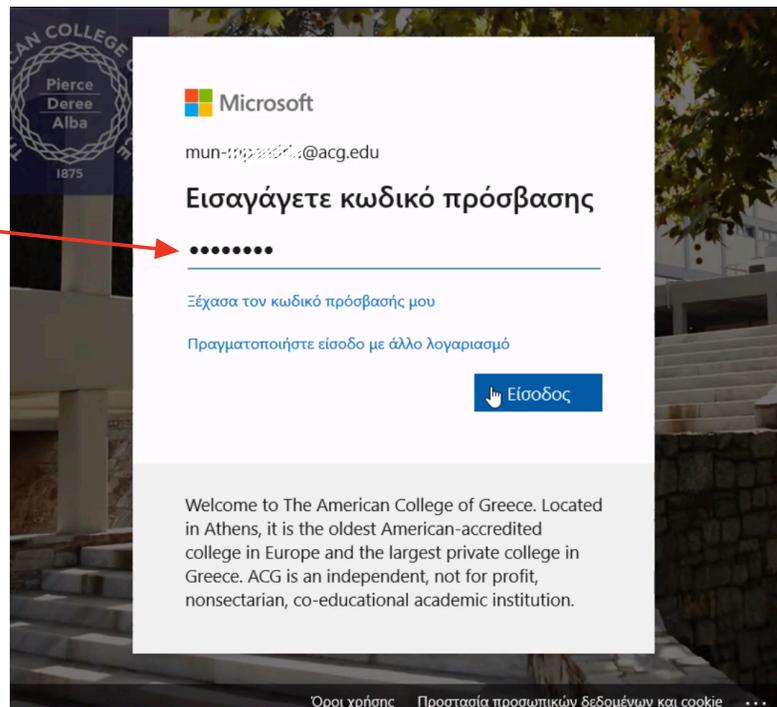
The screenshot shows the Mac download page for Microsoft Teams. At the top center is the Apple logo. Below it is the heading "Download Teams on your desktop for work". Below the heading is a "Download Teams" button. A red arrow points to the "Download Teams" button.

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

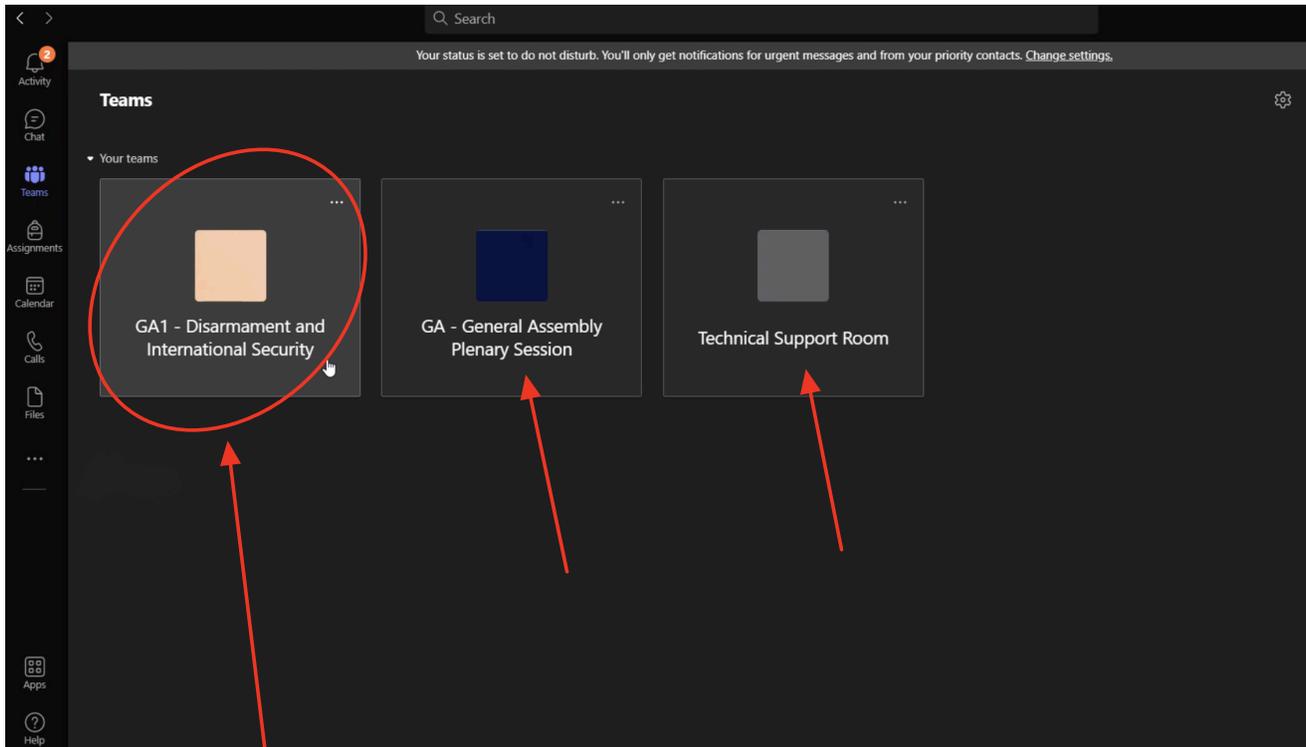
This is where you should paste your assigned email.



This is where you should paste your assigned password.



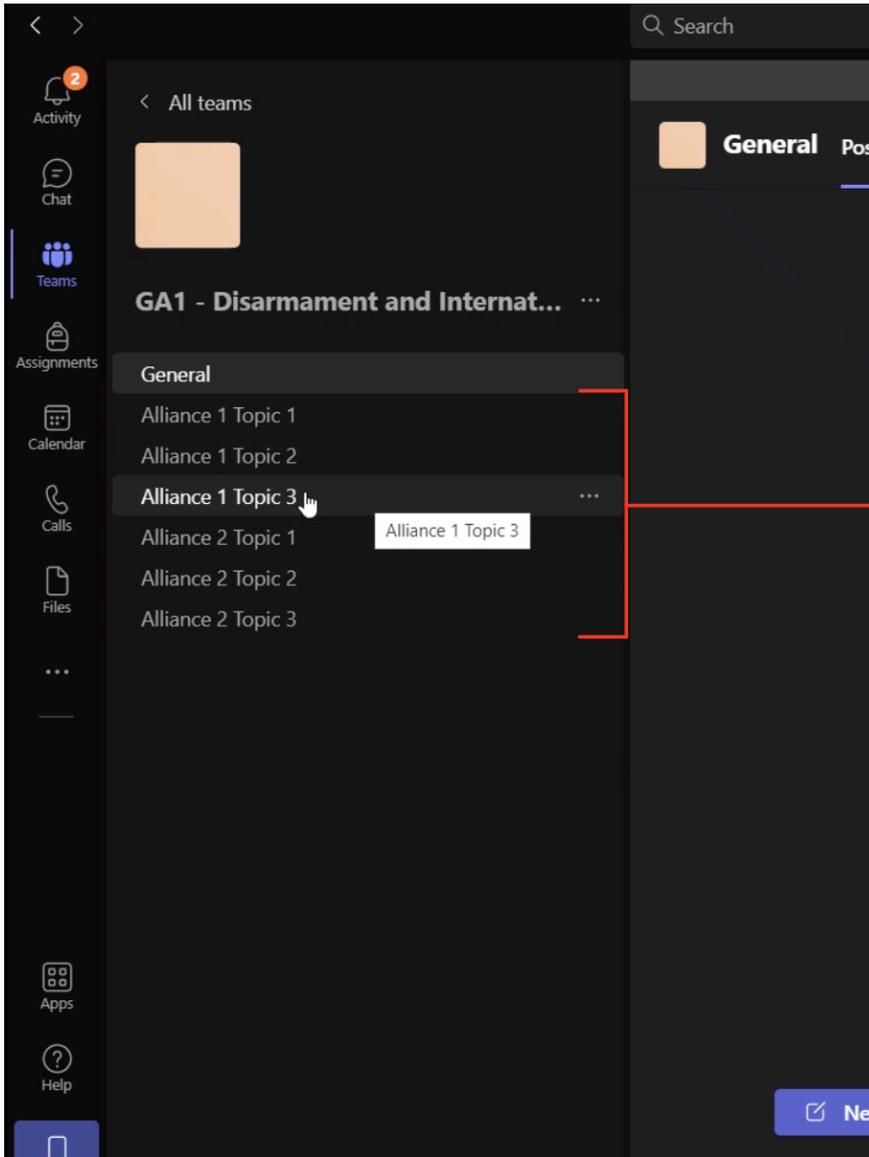
### STEP 3: GET ACQUAINTED WITH THE HOME PAGE



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)

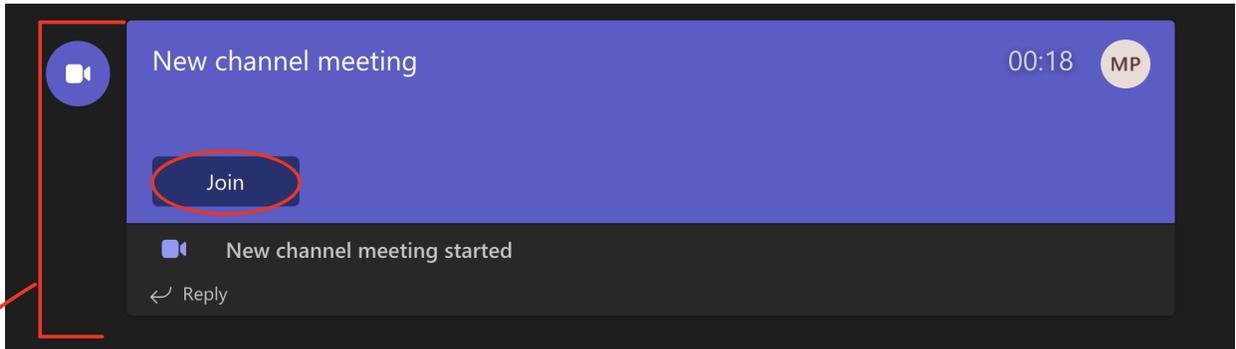
**Technical Support Room:** This room is used for delegates to express any technical problems they face. Our Technical Staff will always be there to solve their issues.

STEP 4: ENTER YOUR COMMITTEE GROUP



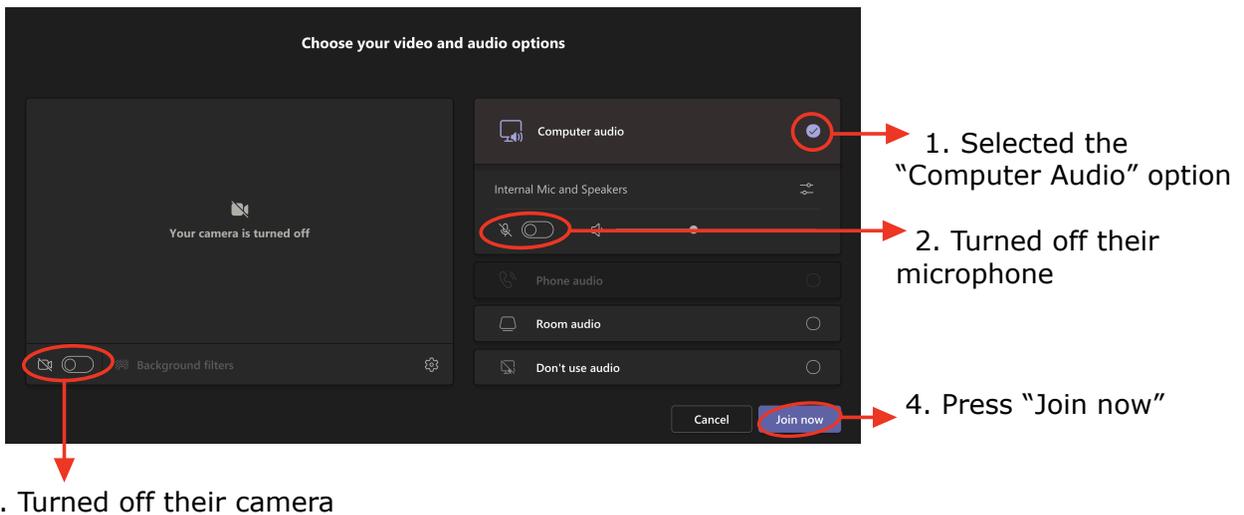
These are the channels the delegates join during lobbying session, according to the topic discussed and their alliance.

## 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:

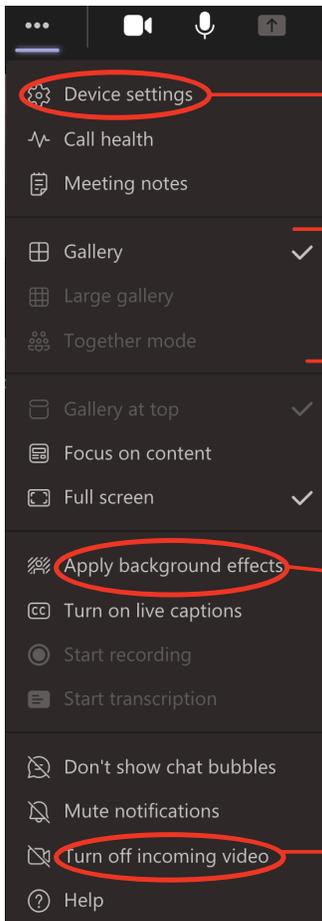


3. Turned off their camera

## 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.

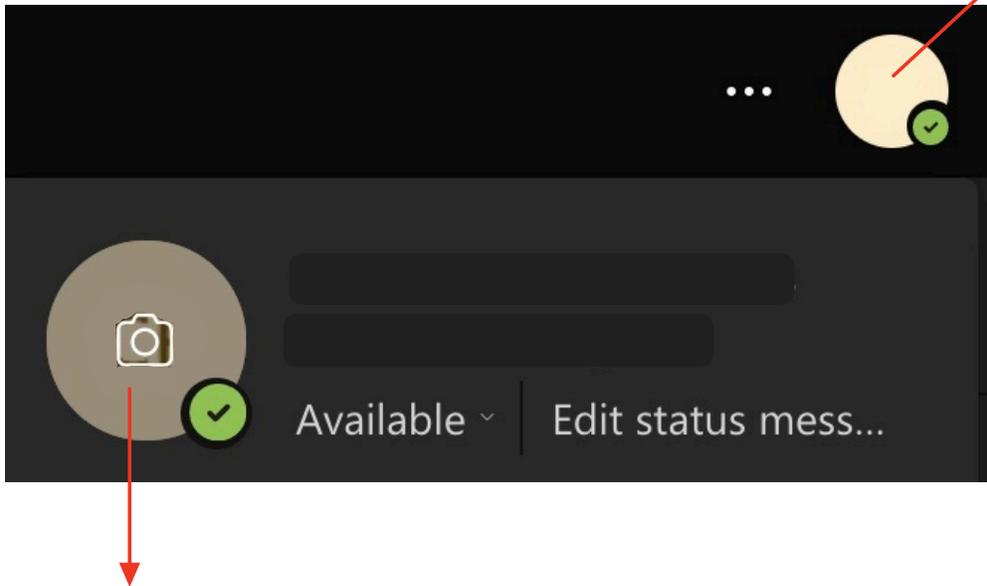
In Gallery: you are able to see up to 9 people  
In Large Gallery & Together mode: you are able to see all participants

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

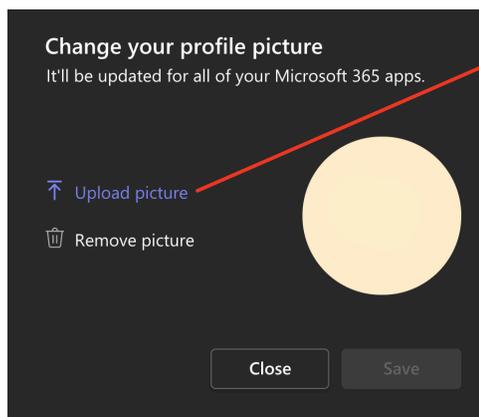
When you are facing connection issues, you can use this and minimize data consumption

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

On the top right of the screen, you must be able to click on your profile initials



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](mailto:acgmun@gmail.com) !  
On behalf of the Organizing Team, we wish you a great conference!**

