

## LAND 907 Phase 2 and LAND 8160 Phase 1 HACS Industry

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### Engagement Activity

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## Industry Engagement Presentation – Joining Instructions

### What is MS Teams®

**Microsoft GOV Teams® (MS GOV Teams®)** is a proprietary product of the Microsoft Corporation that allows for the conduct of virtual meetings with a number of participants. Users can share audio and visual connections over the internet, and users can present documents for discussion in the meeting.

**MS Teams®** is the software product that will allow you to digitally present your business capabilities to General Dynamics Land Systems – Australia (GDLS-A) and the Commonwealth from your location.

### How to use MS Teams®

**MS GOV Teams®** is simple to use. To access its functionality, all you require is an internet enabled Computer or Smart Device (Phone or Tablet) with a Camera/Webcam attached or integrated. **MS GOV Teams®** can be used on a number of different platforms and browsers, and depending on your system configuration will depend on your choice. It uses audio and visual connections to create a virtual meeting room.

### Desktop or laptop

A desktop or a laptop computer is the preferred method for access.

In order to connect via a desktop or laptop computer you may need to download and install the **MS GOV Teams®** application, which will initiate on opening MS Teams® on the first occasion, GDLS-A will invited Industry attendees including a MS Teams link to a secure MS Teams® cloud. Alternatively Industry participants can access and down load MS Teams® software which can be found by using a search engine. This application allows you to present your presentation and control the navigation slide deck.

### Key points to consider for using MS Teams®

1. Pre testing the connection for audio and microphone capability is essential.
2. Access to Microsoft Edge browser or Google Chrome browser is essential.
3. **MS GOV Teams®** will use your inbuilt webcam and microphone. Sometimes the microphone is muted at the system level and the **MS GOV Teams®** application needs you to change the system setting.
4. It is recommended that you are able to connect to the meeting via your computer and a stand alone laptop providing you options for joining the meeting in the event of technology issues.
5. It is recommended that you use a dedicated set of headphones with a microphone when joining the meeting. This will provide you high quality audio and improve the audio experience for those listening on the other end.

Please be aware **MS GOV Teams®** also has the option for audio only.

## Testing MS Teams®

You are recommended to conduct a test **MS GOV Teams®** meeting prior to your meeting. GDLS-A will be running test meetings. Industry Briefing registrants will be advised of these opportunities to connect and test their connection process and system stability via an email.

## Joining a meeting

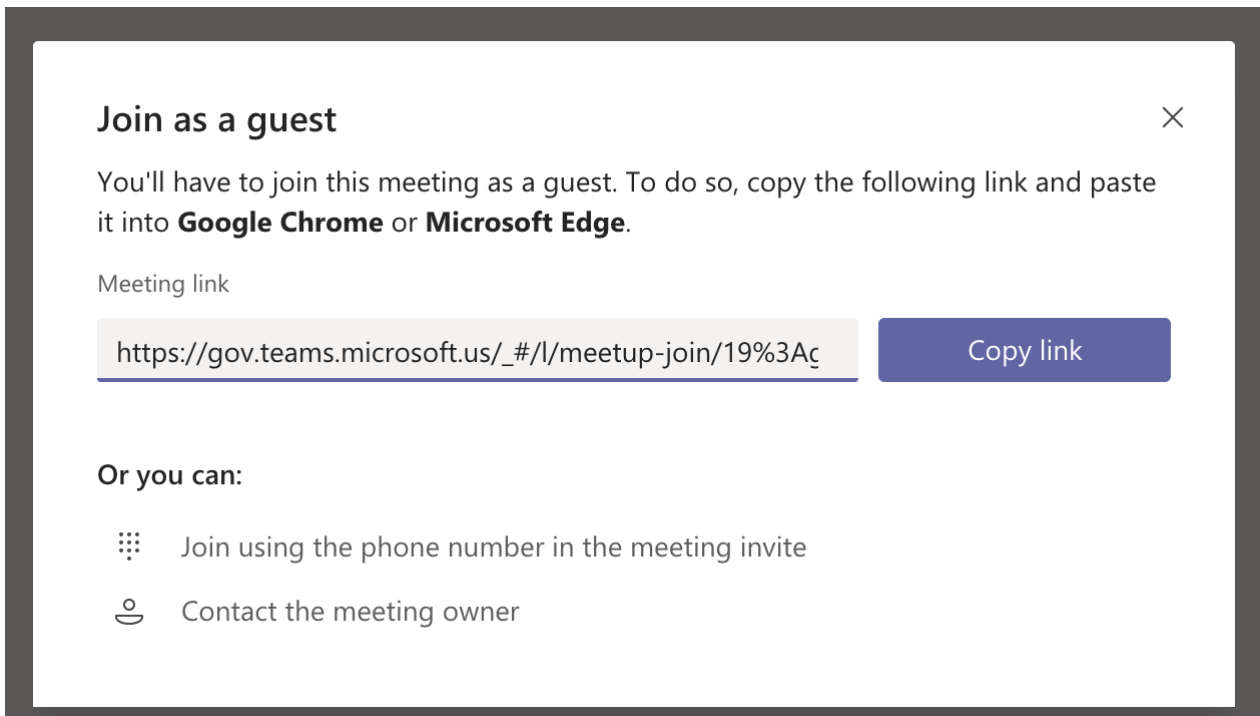
### Government Users

To join your meeting, click the 'join meeting' hyperlink in the email that you receive.

If a participant connects with a non-GOV Teams client, this pop-up appears.

### Non-Government Users

You can enter the conference link details as provided in the email into your Microsoft Edge browser or your Google Chrome Browser.



Your company is welcome to have up to 4 people in the meeting. The optimal number is 2. Only one meeting link will be provided for each Company.

You are requested to turn off your microphone and video camera when receiving the Industry Briefing providing the best quality experience for all users.

When you wish to ask a question, **MS GOV Teams®** allows you to raise your hand and you will be invited to speak.

## Meeting conduct

Technical Data restricted by International Trades Arms Regulation and Intellectual Property data will not be transferred during the Industry Engagement Presentation.

In preparation for any questions you may wish to ask at the Commonwealth and GDLS-A Industry Engagement Presentation, it will be important to find a location that is quiet and will allow you to fully participate in the meeting. Consider the following

- Have you positioned near a light source illuminating your face so participants can see you?
- Is your device(s) adequately charged?
- Is your webcam connected and tested?
- Have you found somewhere to place your device so that you do not need to hold it?
- Have you connected your headphones for improved audio and microphone quality?

When you are in the meeting, if the microphone or webcam logos are highlighted red, that means that the function is off. If the microphone or webcam logo are grey or green, that means that you are broadcasting with that function. This may depend on your system setup.

During the Industry Engagement Presentation, it will be important to mute yourself and turn off video so that background noises are reduced thereby increasing audio call quality.

When you are provided the opportunity following the Commonwealth and GDLS-A presentations, please use the name of the person you are seeking to answer your question.

If you require any clarification on how to use **MS GOV Teams**<sup>®</sup> or the contents of this document, please contact the [australiancapability@gdls.com](mailto:australiancapability@gdls.com) inbox.

## Connection Errors and Connectivity interruptions

### Poor or no connection

If you find you are unable to connect to the meeting, press F5 to refresh the **MS GOV Teams®** page. This may also clear any associated problems in the web browser cache.

### How to clear the cache on a Microsoft Edge browser

You may need to clear your cache. The Internet has published a number of ways to perform this task.

1. Turn off and turn on your computer and re-enter the meeting;

OR an alternate way

1. With your Microsoft Edge browser open, click on the icon resembling three horizontal dots, located in the upper right corner of the screen.
2. In the drop-down menu that appears, click on "Settings."
3. On the menu located on the left side of the screen, click on "Privacy and services."
4. About halfway down the page, you will see a blue button labeled "Choose what to clear." Click on this button. A pop-up box will appear.
5. In the top part of the pop-up box, you will see a drop-down menu option underneath the words "Time range." Click on the drop-down menu, and then click on the time range for which you want to clear the cache. The options range anywhere from within the last hour to the first time you opened Microsoft Edge (or "all time").
6. Beneath the drop-down menu, you can scroll through several options to determine which parts of your browsing data you want to clear, including "Cached images and files." Check the boxes next to the options you wish to clear.
7. Once you have decided on a time range and selected options to clear, click on the blue button labeled "Clear now."

Your Microsoft Edge cache should now be clear according to the settings that you specified

### Slide Presentation freeze, failures or loss of connection

If you find your PC/Laptop becomes locked up during the presentation slides and will not progress you can use the same processes above.

Please note the presentation will remain on the ICN website for seven (7) days after the final industry presentation.