



Secure communication to an Emergency Operations Center (EOC) from a field site via MS TEAMS

FEMA & NC Government Sector UAS Working Group Tuesday, 25 July 2023

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- A. Install MS TEAMS on your computer and UAV's tablet controller
- B. Create an MS TEAMS meeting on your computer or tablet controller
 - 1. Go to Calendar
 - a. Computer:
 - 1). Press the [+ New meeting] button, which is located in the upper right corner. Alternatively, press the down arrow to the right of the [+ New meeting] button and then press the "**Schedule meeting**" option.
 - 2). Fill out the form's requested info
 - Title
 - Required attendees
 - Starting date and time; Ending date and time
 - 3). Press the form's [Send] button.





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- A. Install MS TEAMS on your computer and UAV's tablet controller
- B. Create an MS TEAMS meeting on your computer or tablet controller
 - 1. Go to Calendar
 - a. Tablet:
 - 1). Press the (+) button, which is located in the lower left corner.
 - 2). Fill out the form's requested info:
 - Title
 - Required attendees
 - Starting date and time; Ending date and time
 - 3). Press the form's [Done] button.





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apologize for using photos of the tablet's creen instead of screenshots. The last ime that I retrieved files from the tablet's online platform resulted in my credit card getting hacked.











- C. Start the MS TEAMS meeting
 - 1. Go to Calendar
 - a. Computer:
 - 1). Press the calendar entry's [Join] button.
 - 2). Press the [Join now] button.





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- C. Start the MS TEAMS meeting
 - 1. Go to Calendar
 - a. T**ablet:**
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 - 2). Press the [Join now] button.























D. Add another device:

If you first started the MS TEAMS meeting on your tablet and are now trying to start the MS TEAMS meeting on your laptop or vice versa, you will need to add the second device

- 1. Computer or tablet
 - a. Press the [Add this device] button.

















- E. Start your UAV's controller and UAV
 - 1. On an iPad, press the home key twice.
 - 2. Start the UAV's controller app.
 - 3. Start the UAV.







- F. Go back to MS Teams
 - 1. On an iPad, press the home key twice.
 - 2. Select the MS TEAMS thumbnail.
 - 3. Press the [Share] button, which is a rectangle with an arrow pointing upwards
 - a. Enable the "**Audio**" option in the **[Share screen]** option and then select the **[Share screen]** option Note:You can always mute later. Conversely, don't enable the "Audio" option. You can always unmute later.
 - b. In the "Screen Broadcast" dialog box
 - 1). Press the **[Start Broadcast]** button, which will invoke a short (generally 3 second) countdown.
 - 2). Once the countdown is over the white circle at the top of the dialog box will turn red and a "**You are sharing your screen now**" notification will appear at the top of the screen.
 - 3). Tap the screen, which will take you back to the TEAMS screen.
 - 4). Note the **[Stop presenting]** button at the bottom the screen.



































- G. Go back to the UAV controller app
 - 1. On an iPad, press the home key twice.
 - 2. Select the UAV controller app's thumbnail.
 - 3. Congratulations!!! You are now broadcasting via MS TEAMS!!!

















H. When you want to stop broadcasting:

- 1. On an iPad, press the home key twice.
- 2. Select the MS TEAMS app's thumbnail.
- 3. Press the **[Stop presenting]** button at the bottom the screen.











Questions

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