



Virtual Blue Airways

TeamSpeak Connection Manual 1.0

Organization	Virtual Blue Airways
Policy Version	Version 1.0
Approved By	Kyle Ekas
Last Approved	26 July 2012
Next Approval	Not Required

Introduction to Document

Greetings Virtual Blue Pilots,

One of the tools used to communicate with other pilots and airline staff members is our TeamSpeak 3 server. All Virtual Blue pilots may connect to our TeamSpeak 3 server 24/7, while participation is not required, it is strongly encouraged. The best way to talk to a staff member or other members is through TeamSpeak. In order to setup TeamSpeak, we first have to go through a few simple steps to get you started with your virtual pilot career.

Step One: Download TeamSpeak 3

Go to <http://www.teamSpeak.com/?page=downloads> where you will be able to download the appropriate TeamSpeak client based on your computer's operating system.

Step Two: Install The Client

Once you have downloaded the TeamSpeak 3 client, locate where on your computer the installer was saved. Most commonly, this will be either on your desktop or in your downloads folder. Double click on the installer for TeamSpeak 3 and click run when prompted to do so.

Step Three: Connect To The Server

Once TeamSpeak 3 is installed, double click on the TeamSpeak icon and open the client. Once in TeamSpeak, at the top left, there are several drop-down menus. Click on bookmarks and then click on manage bookmarks. Once inside the bookmarks manager click the button on the top left of that new window that say add bookmark. Towards the bottom of the bookmark manager window there are a few text fields.

Label, is whatever you decide to call the bookmark and it is what will show up in your bookmarks manager when you connect. Address, is the web address of the server you wish to connect to. In the address field type, correspond the server address with the one listed on our website's TeamSpeak page. It is very important that you include the important number in the server address or it may not connect properly. Under nickname, type the following respective to your own personal information and pilot ID number: **JBU### FirstName LastName**. Lastly, fill the server password based upon the password listed on our website's TeamSpeak page.

Once you have accomplished the above tasks, click OK at the bottom right of the bookmark manager and then click on bookmarks again at the top left of the TeamSpeak 3 client. Now you will see your newly created bookmark under manage bookmarks. Left click on your bookmark to connect to the Virtual Blue TeamSpeak 3 server.

Step Four: Chat Amongst Yourselves!

Congratulations! You have successfully connected to our server and are free to mingle as you please! Please message or contact a staff member to be assigned your server group so you may talk on the server as you please. As a reminder, the Virtual Blue TeamSpeak 3 server is subject to the Virtual Blue Pilot Handbook and Code of Conduct which is readily available on www.flyvblue.org. Any bad behavior, misconduct, or discrimination must be reported to a staff member immediately and shall be dealt with at the discretion of the organization's Chief Executive Officer.

If you were unsuccessful in connecting to our TeamSpeak 3 server, or any part of this tutorial was confusing to you, please do not hesitate to contact the Human Resources Department for support at hr@flyvblue.org. We will be glad to assist you with any questions or concerns you may have about our virtual community.

Happy Jetting!