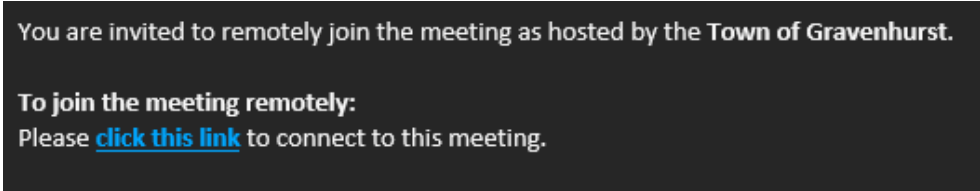


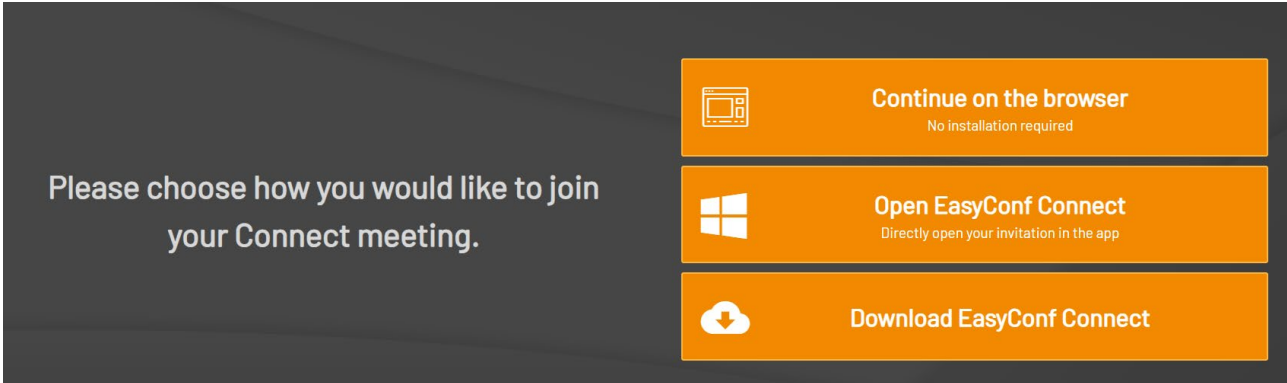
# Remote Participation Manual – Browser Access (Google Chrome or Edge)

## Joining the Meeting

1. Please ensure that the device you intend to connect with has a microphone and camera ready to use.
2. At the time of the meeting, access the email received from EasyConf Connect, entitled “Invitation to an EasyConf Connect meeting”.
3. Locate and click on the blue hyperlink entitled “click this link” in the body of the email:

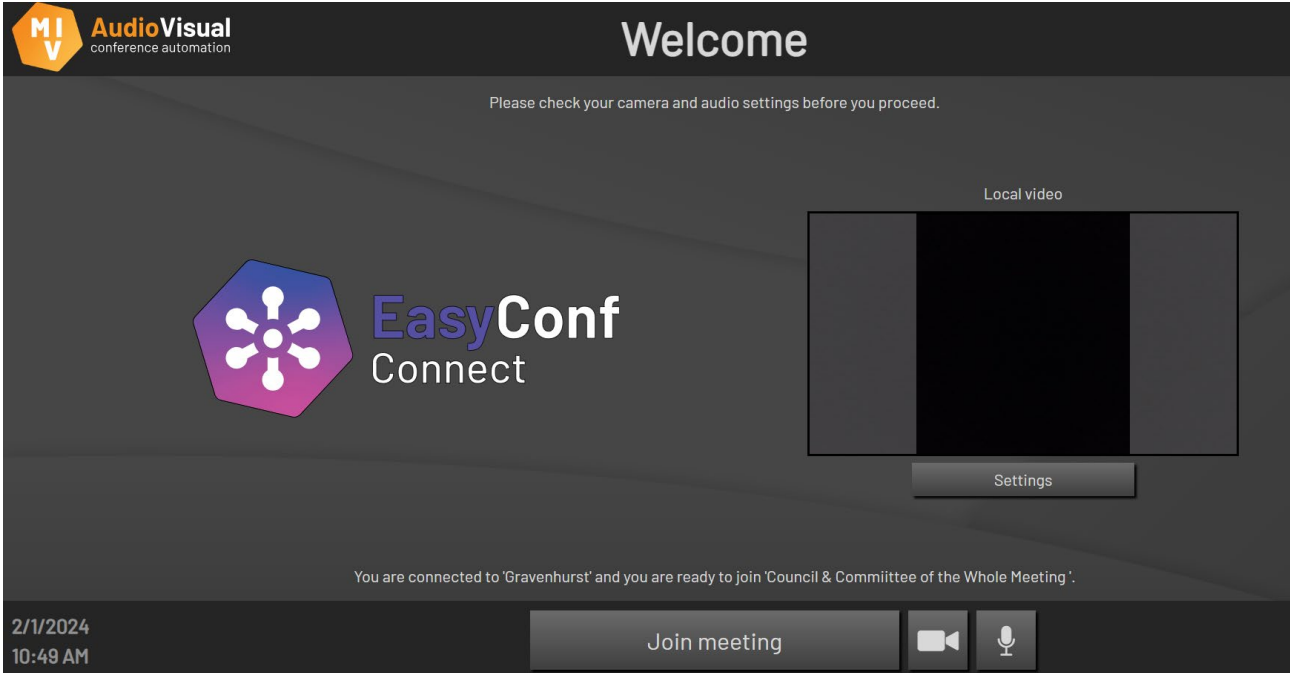


4. A window will open in your default browser. Click the top button “Continue on the browser”:



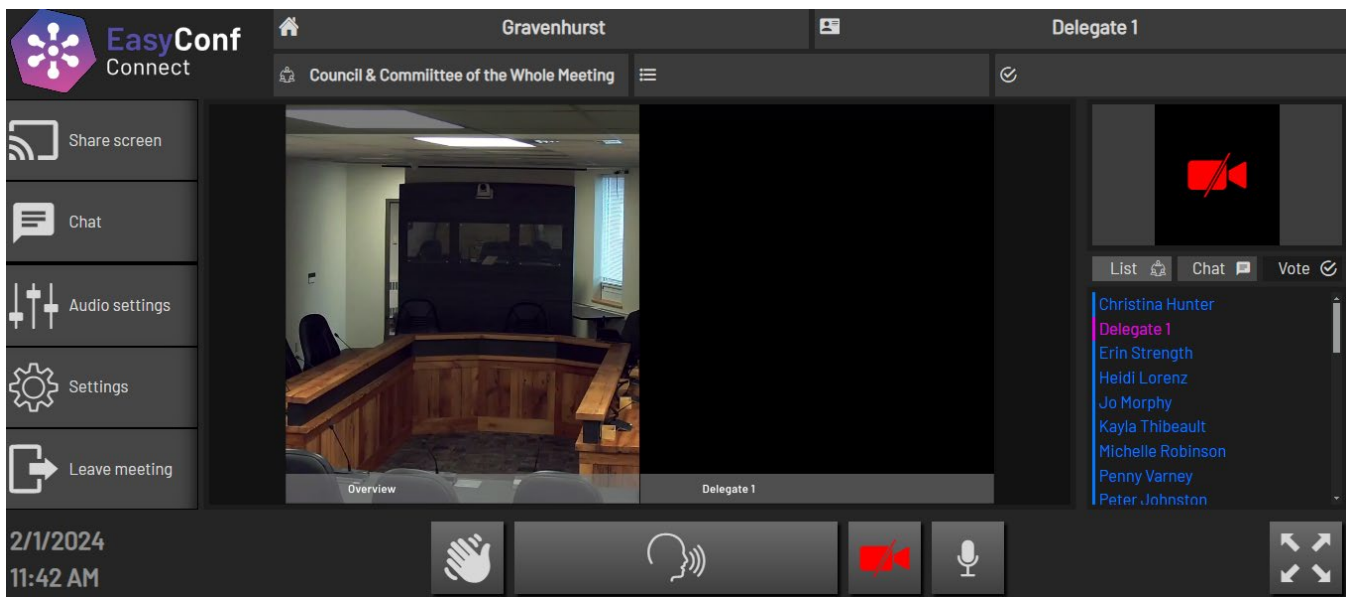
**NOTE:** You do have the option to download and install the EasyConf Connect application to your computer if you’re comfortable with installing it. However, it is not required.

5. A browser window will open that will welcome you to the meeting lobby:



6. Check your audio and camera settings by clicking on the Settings button below your camera feed before proceeding.
  7. Above the “Join the meeting” button, the text will show one of two messages:
    - A:** “You are connected to ‘Gravenhurst’ and you are ready to join the meeting.”
    - or
    - B:** “You are connected to ‘Gravenhurst’, but you don’t have the correct rights to join.”
  8. Message **A** indicates that you are able to join the meeting. When ready, click on the “Join the meeting” button located at the bottom of the screen.
  9. If Message **B** is displayed, the “Join the meeting” button will not work. This is either because the meeting has not started yet, your entry has not been permitted by staff, or Council has entered Closed Session. Please wait until the text changes to Message **A**.
- NOTE:** Access the meeting’s livestream via the Town’s [YouTube channel](#) to check the status of the meeting.

10. Upon entry of the meeting, your browser window will change to the following:




## Speaking during the Meeting

1.  is the button to speak.

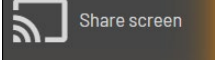
**NOTE:** you will not be able to speak until granted the ability by staff. Your ability to speak will be given to you once the item you’re due to speak at is before Council and you are prompted to speak by the Chair.

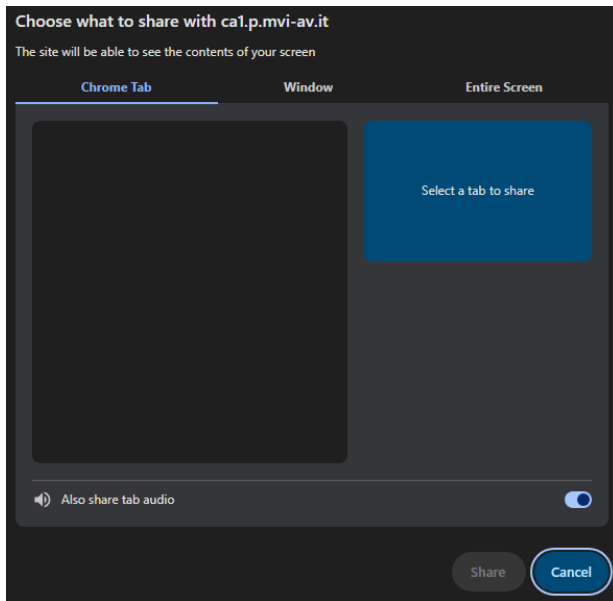
2. When prompted to speak by the Chair, click on the Speak button and it will turn **green**: 

**NOTE:** The green icon does **not** mean you are live. Green means you have requested to speak, and the Chair will then grant you the ability to do so.

3. The icon will turn **red** when you are **live**, and you may proceed to speak: 
4. To turn off your microphone, click on the icon again and the icon will change colour to gray, indicating the mic is off. Once your mic is off, you will not be able to turn on your mic again unless granted permission by the Chair.

## Sharing Screen for Presentations

1. If you are showing a presentation during your time to speak, click on the  to request the ability to share your screen.
2. The icon will turn green, indicating that you have requested to share your screen. Once the request has been granted, a pop-up will display requesting you to choose what you'll be presenting:



3. The three tabs at the top of the pop-up will allow you to choose the source of the presentation. If what you are sharing is a PowerPoint presentation file, ensure that the document is open on your computer and locate it in the Window tab. Once selected, click on the Share button at the bottom of the pop-up. The presentation will be shown to both those in the Council Chambers and those watching the livestream.
4. When you have finished your presentation, click on the Stop sharing button at the bottom of your screen.

