Remote Participation Manual – Mobile Device Access (App Required)
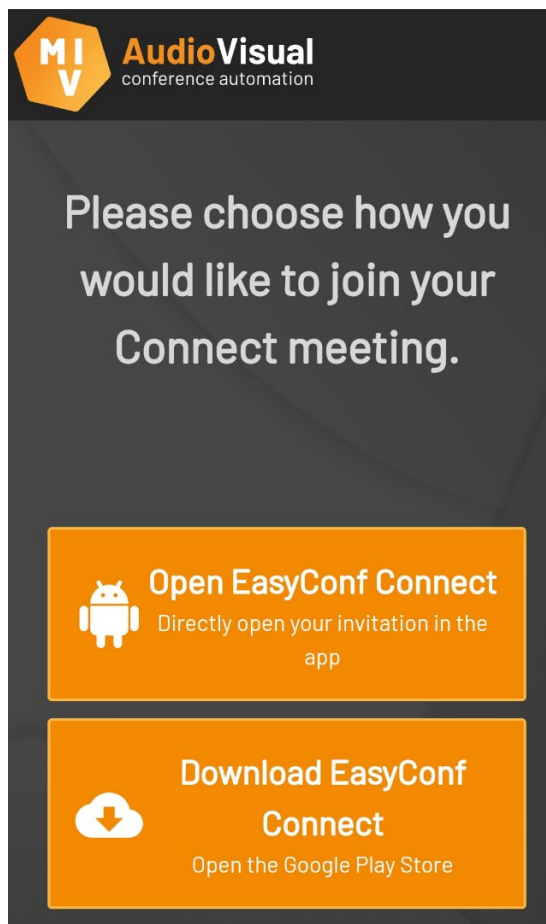
Joining the Meeting

1. At the time of the meeting, access the email received from EasyConf Connect, entitled "Invitation to an EasyConf Connect meeting".

2. Locate and click on the blue hyperlink entitled "click this link" in the body of the email:

3. A window will open in your mobile browser, prompting you to open the meeting via the EasyConf Connect app or download it:

4. Once you've installed the app on your device, or if you've already installed the app, click on the link below 'Open EasyConf Connect'.

5. The app will open and display the meeting lobby in landscape mode:
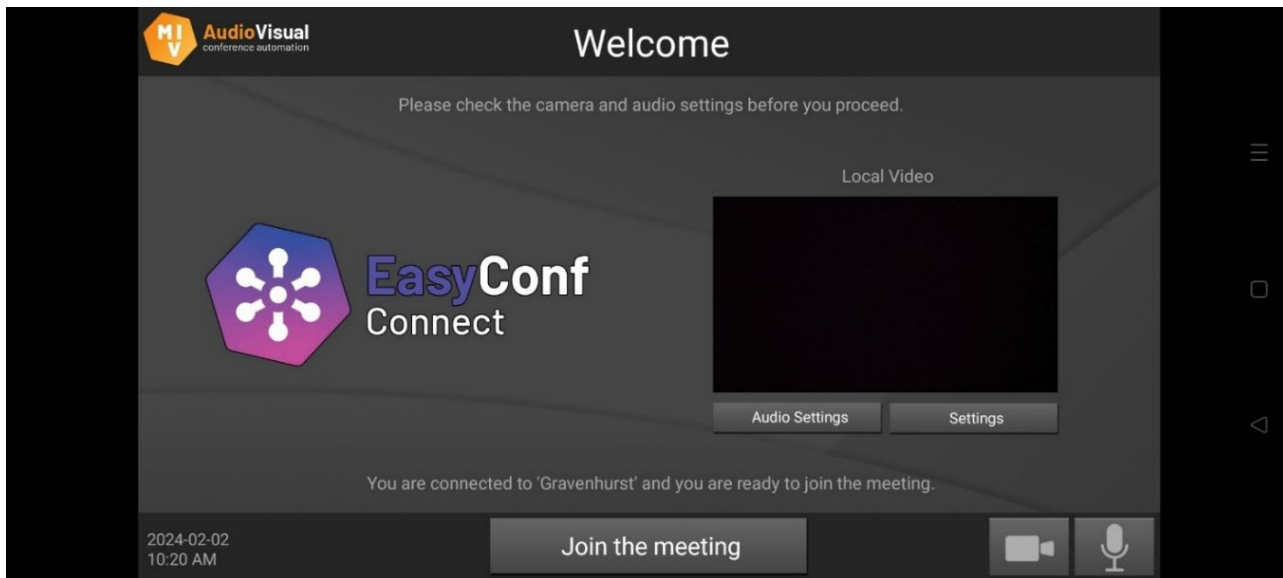
6. Above the "Join the meeting" button, the text will show one of two messages:

> **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."

7. The 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.

8. 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.

9. Upon entry of the meeting, the app will reflect the following layout:

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:
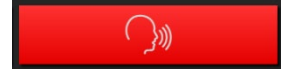
4. To turn off your microphone, click on the icon again and it will change colour to gray, indicating the mic is off. Once your mic is off, you will not be able to turn on your mic again unless granted permission by the Chair.