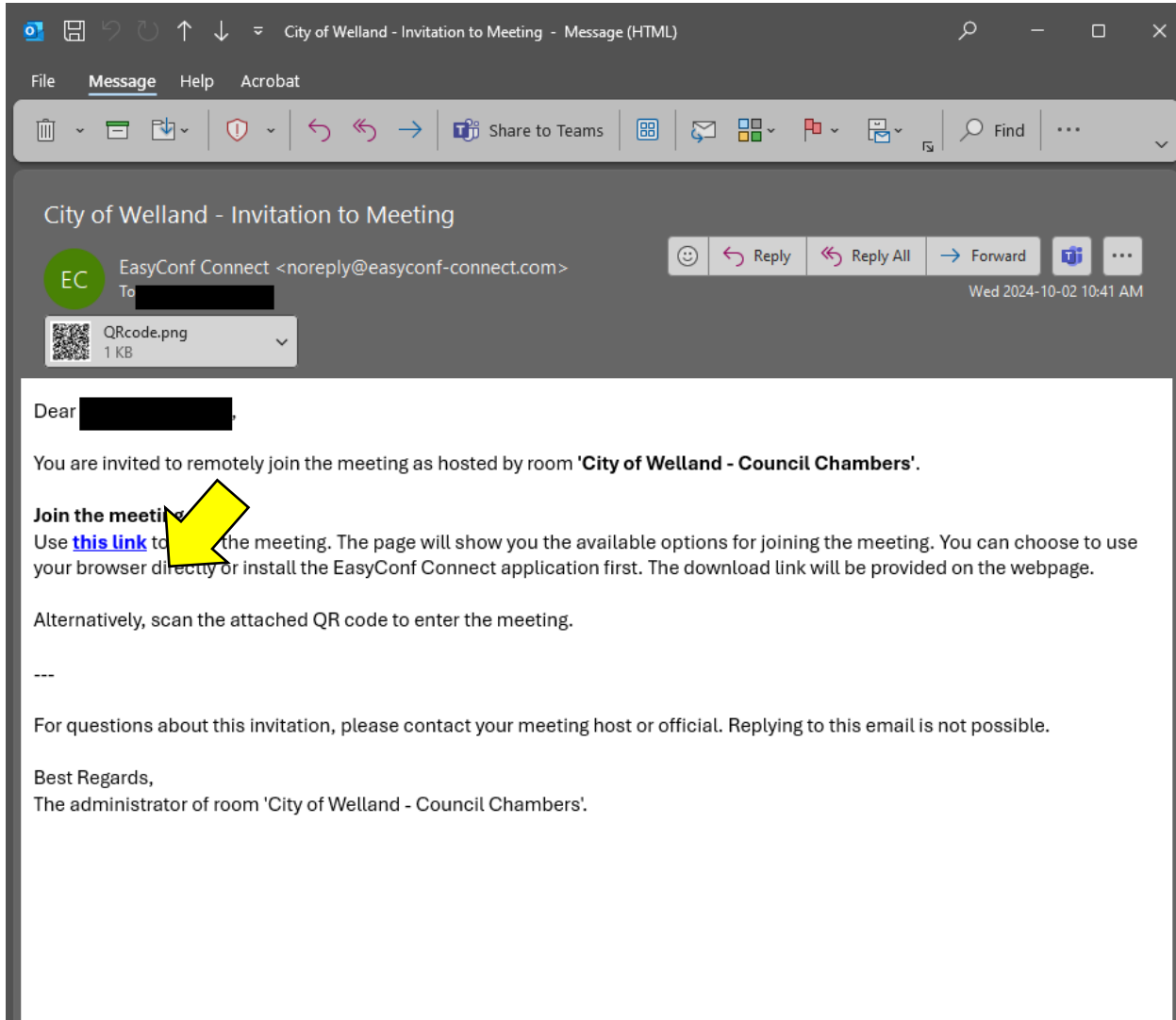


APPENDIX I

Virtual Participation – How to Join a Meeting

Invitations are to be sent 30 minutes before the meeting.

1. Councillors and staff will receive an email as shown below. Click **“this link”** to join the meeting.



City of Welland - Invitation to Meeting - Message (HTML)

File Message Help Acrobat

City of Welland - Invitation to Meeting

EasyConf Connect <noreply@easyconf-connect.com>
To [Redacted]

QRcode.png
1 KB

Dear [Redacted],

You are invited to remotely join the meeting as hosted by room '**City of Welland - Council Chambers**'.

Join the meeting
Use [this link](#) to join the meeting. The page will show you the available options for joining the meeting. You can choose to use your browser directly or install the EasyConf Connect application first. The download link will be provided on the webpage.

Alternatively, scan the attached QR code to enter the meeting.

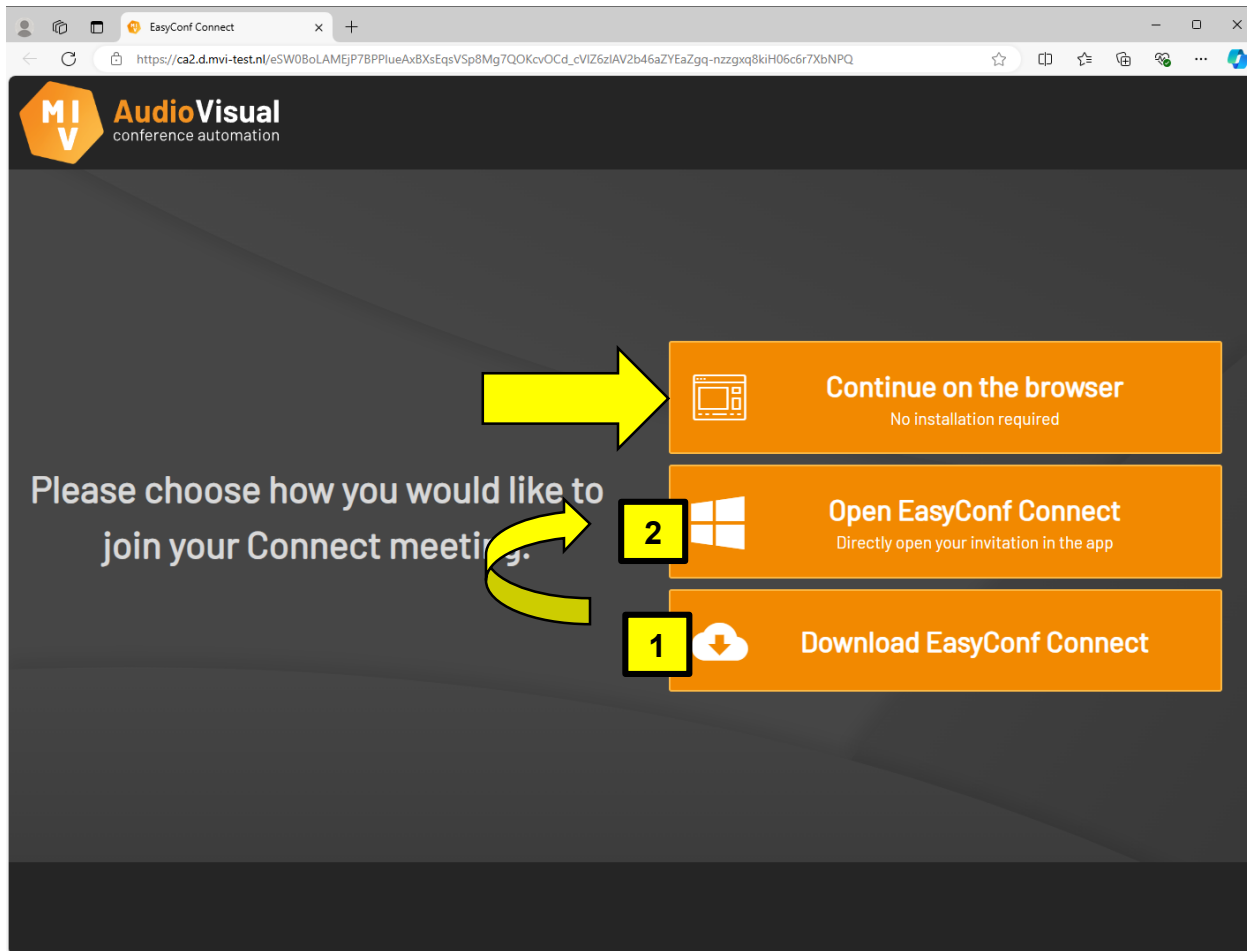
For questions about this invitation, please contact your meeting host or official. Replying to this email is not possible.

Best Regards,
The administrator of room 'City of Welland - Council Chambers'.

APPENDIX I

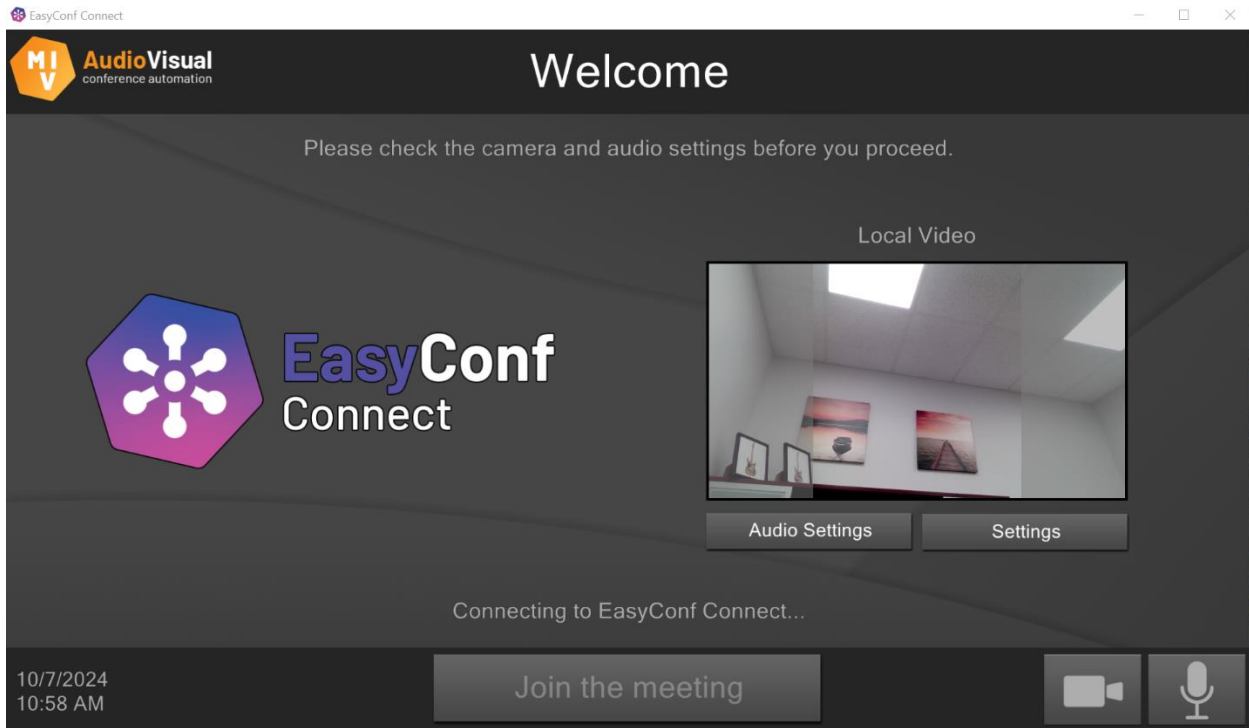
2. The link above will open a browser and take attendees to screen below. Attendees can choose to participate with any method (app or browser).

If choosing app for the first time, they will need to select the bottom option to download the software first (Download EasyConf Connect).



APPENDIX I

- Once attendees choose a method, they are brought to the following location (see below) which represents the virtual waiting room window where you set your microphone.



- Once joined the attendees will see the screen below.

