

Participation Guide: How to join the meeting

Instructions for how to log on to meeting

Review the material in advance

Visit the Study website or City of Toronto Application Information Centre and review the material in advance of the meeting.

Submit comments in advance

Contact the City Planning Staff or the Councillor's Office and leave detailed comments along with your name and contact information in advance of the meeting, during the meeting and after the meeting. All questions will be shared with the project team and frequently raised questions received will be read aloud and answered during the session.

Join the meeting by calling in (audio only):

The call-in information will be provided on the Study Webpage (www.toronto.ca/OurScarboroughCentre) on the day of the meeting. Retrieve the Phone number and Meeting Number from the website and follow the instruction below:

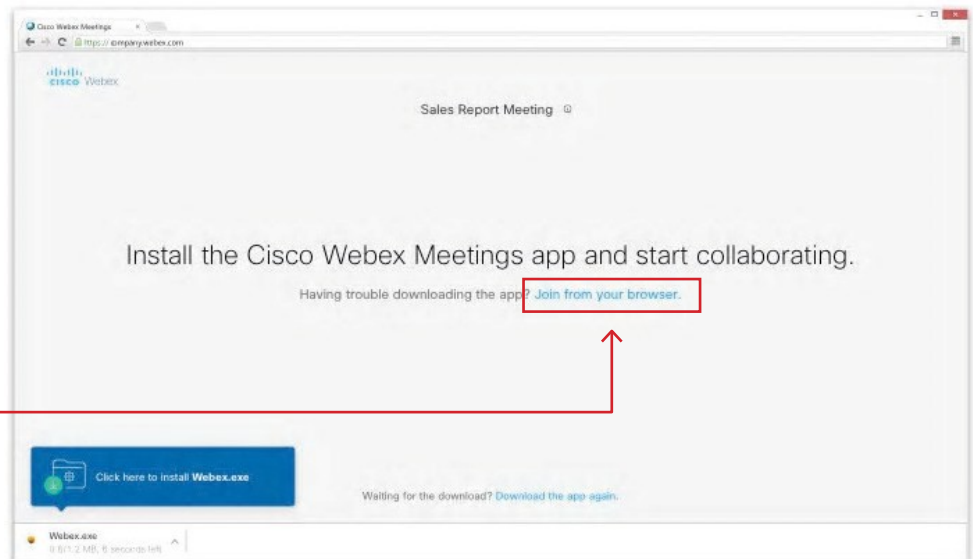
1. Call the local phone number provided in the Notice or on the Study Webpage.
2. To continue in English, Press 1 followed by # key.
3. Enter the Meeting Number followed by # key.
4. An Attendee ID number is not required to join the meeting. Follow the prompts on the phone to skip the Attendee ID number by pressing # key.
5. You will be placed into the meeting.
6. You will be automatically muted upon joining the meeting.
7. Participants who call-in will not be able to ask live questions. Please ensure to ask your questions and leave your comments in advance. If you were not able to do so, you can contact City Planning Staff or the Councillor's Office at anytime after the meeting and submit your comments and questions.

Join the meeting using your Computer

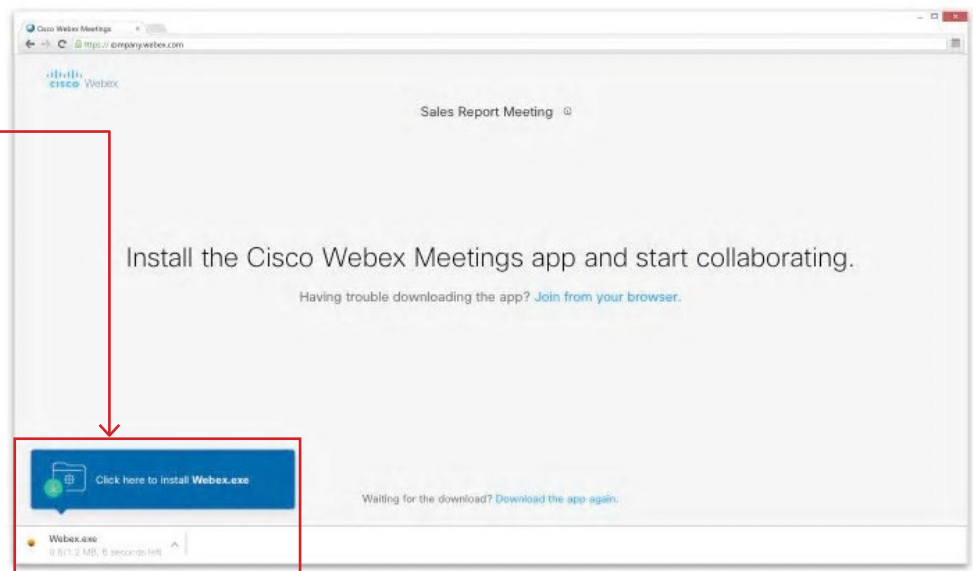
You can use the WebEx link provided on the website to join the meeting both with or without downloading the WebEx application. Follow the instruction below:

1. Click on the link provided on the Study Webpage (www.toronto.ca/OurScarboroughCentre).
2. In the event information page, enter your name and email address. Click **submit** following by **Join Now**.

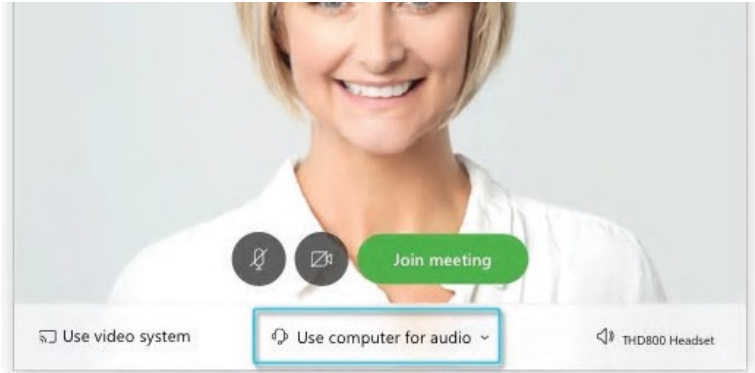
3. You will be directed to a "Run the temporary Webex application" screen. If you do not want to download the WebEx application, Click on "join from your browser".



4. If you would like to download the WebEx application, click on the downloaded application to install the app. If this is the first time you have used Webex on this computer, a Terms of Service box may also appear. Click "Accept" to enter the meeting.



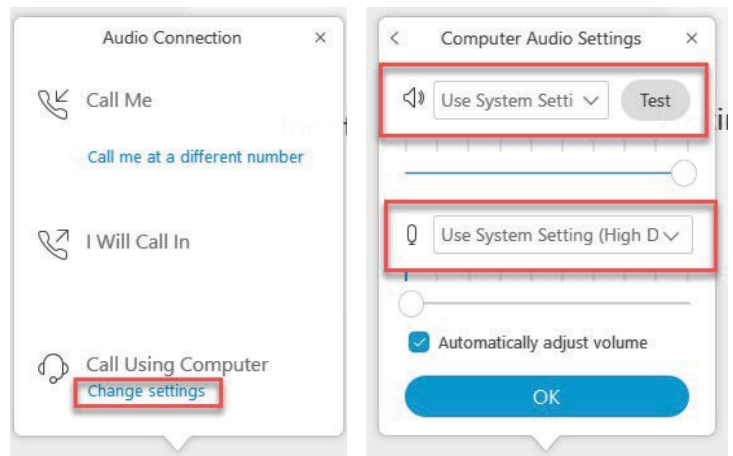
5. Next, you will have to choose how to hear. You will be presented with options to set up your audio connection. You must connect a microphone either to your computer or using your phone. You will automatically be muted upon joining the meeting and the host of the meeting will be able to un-mute you when appropriate. Follow the instruction below:



| Audio Option | Definition |
|----------------------------------|---|
| a) Call Using Computer (default) | WebEx will connect to microphone and speakers of your computer (or a headset if one is connected) for the meeting. Using a headset is recommended if one is available to you. |
| b) Call Me | WebEx will call you and connect to your audio if you provide a phone number. Only use this option if you do not have a headset. |
| c) I will Call In | WebEx will provide you with a phone number, access code (meeting number) and attendee ID to call into the meeting. You must enter your Attendee ID # when using your option. |

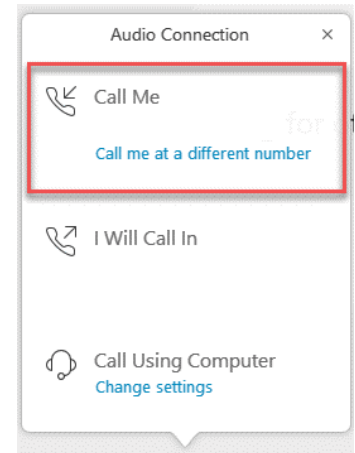
a) Call Using Computer:

- In the Audio Connection pop-up select: **Change Settings** under Call Using Computer.
- Select the speaker option you would like to use for your audio connection. NOTE: If you are using an audio device connected to your laptop (USB headset or headphones with a microphone) they must be connected prior to entering the hearing.
- Select your microphone option from the drop-down list. NOTE: Do not turn off.
- Click on OK.



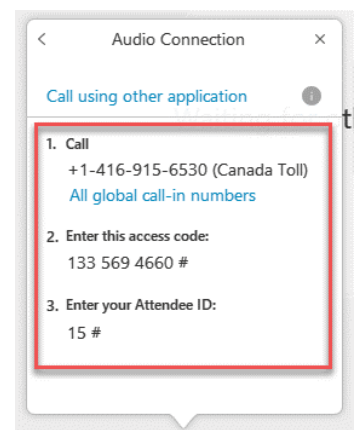
b) Call Me:

- In the Audio Connection pop-up, select: **Call Me**.
- Confirm the country code selected is for **Canada +1**.
- Enter the area code and phone number of the phone you would like to use for the meeting.
- Confirm **Join the teleconference without pressing “1”** is selected.
- Click on **Connect Audio**.
- You will receive a phone call from Webex, answer the call.
- NOTE: Phone calls will usually be from American phone numbers.
- Webex will immediately identify themselves at the beginning of the call and connect you to the audio portion of the meeting.

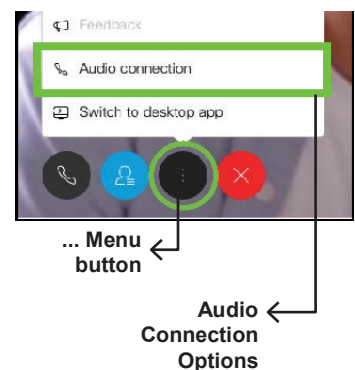


c) I Will Call In:

- In the Audio Connection pop up select: **I Will Call In**.
- From the phone you would like to use for the meeting call the local phone number.
- You will be prompted to select a language, for English enter **1#**.
- Enter the **Access Code** followed by #.
- Enter your **Attendee ID** followed by #, Webex will connect you to the audio portion of the meeting.



6. You will be able to change the audio setting at anytime during the meeting by clicking on the audio connection button and choosing one of the other options. For optimal sound quality and connectivity, we recommend the “Call Me” option for audio connections.



Join the meeting using your Smart Phone or Tablet

You can join using the Webex App available in the Google Play Store or Apple App Store. Follow the steps below to join a meeting.

1. Download the app from your Google Play Store or Apple AppStore.
2. Upon completion, open the app and click on **Join Meeting**.
3. Enter the **Meeting ID number** (available on the Engagement Webpage)
4. Enter your name and email address and click **join**.