



Online Presentations – what to expect

We are excited for you to attend one of our upcoming presentations... The platform we are using (Microsoft Teams, instructions below) will allow you to listen to the presentation but will not allow you to share your screen or microphone.

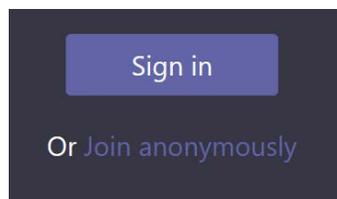
Members of the Responsible Pet Ownership Bylaw Review project team will be reviewing the areas open for input in phase 2 and some of the other work that is underway as a result of phase 1 engagement and other inputs into the project.

Instructions for joining the meeting

The process for joining our live presentations is fairly simple; however, we've provided some tips and tricks to help you get started.

JOINING FROM A LAPTOP OR COMPUTER (recommended)

- Ensure you are using a supported browser:
 - Internet Explorer 11
 - The latest version of Chrome
 - The latest version of Firefox
 - Microsoft Edge
- Click the link provided
- If you are joining from a laptop or desktop computer, you do not need to download the Microsoft Teams app. You will be able to choose whether to join the meeting online, or through the Teams app.
- When joining from the web, you can choose to join anonymously without signing into Teams. Simply click "Join anonymously" under the "Sign in" button.

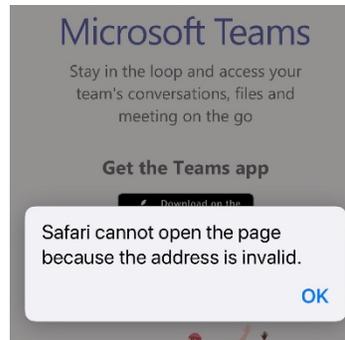


JOINING FROM A MOBILE DEVICE (smart phone or tablet)

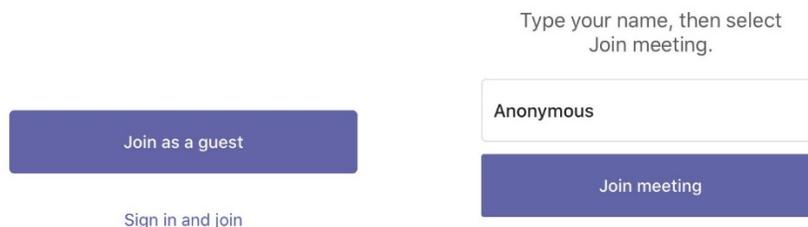
- Click the link provided
- If you are joining from a mobile device, you will need to download the Microsoft Teams app from the Apple App Store, Google Play, or wherever you get your apps. This is a free download. You will be prompted to download it after clicking the event link.



- Considering installing the app in advance so that you don't miss any of the session.
- Once downloaded, you will be able to join the meeting as a Guest. This does not require a Microsoft Teams account.
- Sometimes, you will get an error message similar to the one shown below when following the link to the Live Q&A. Simply click OK, and then proceed to your app store to download Microsoft Teams.



- To join anonymously from the Teams app on your mobile device, click the “Join as a guest” button. The app will require you to enter a name when joining. This is a username and can be whatever you choose. Please ensure your username does not contain inappropriate language.



LIVE CAPTIONING AND SUBTITLES

- Captioning will be available in Arabic, Simplified and Traditional Chinese, English, French, Spanish and Urdu.
- To turn on live captions and subtitles, select **Captions/Subtitles On** in your video controls
- To change the caption language, select **Settings** > **Captions / Subtitles**, and choose the language you want.

