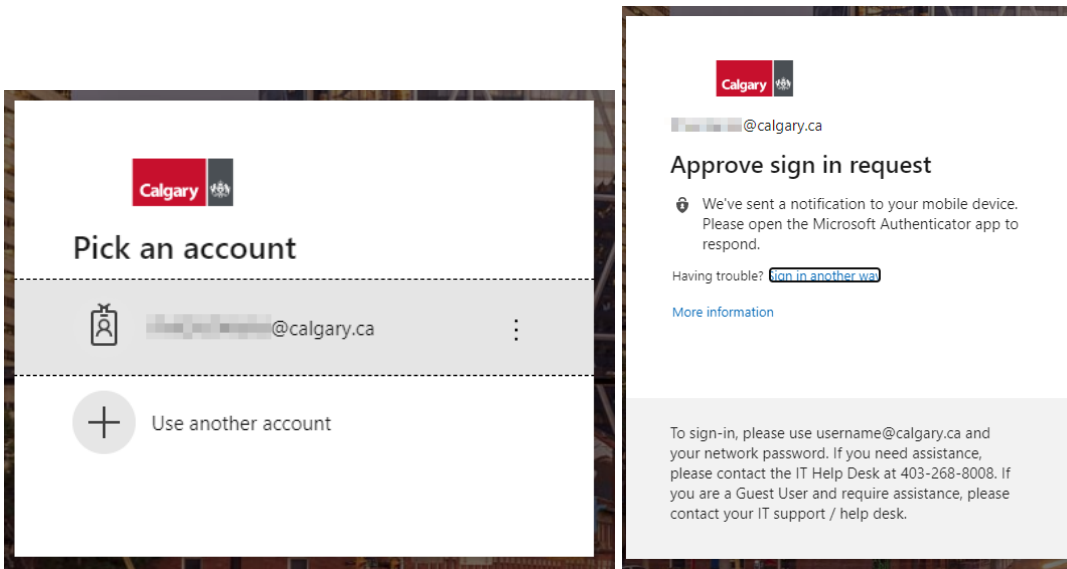


How do I log into eSCRIBE?

Email Link - Browser

City Clerks will send out an email that provides a link to the meeting site. This will open the internet browser version of eSCRIBE where you will be asked to sign in with your City of Calgary credentials.

If you are connected to the City's network, you will be asked to select an account and verify your sign in request. Follow the prompts on your screen (e.g. check your smartphone for a text message code or Authenticator app message to approve or deny, etc.):



Pick an account

Calgary

@calgary.ca

Use another account

Approve sign in request

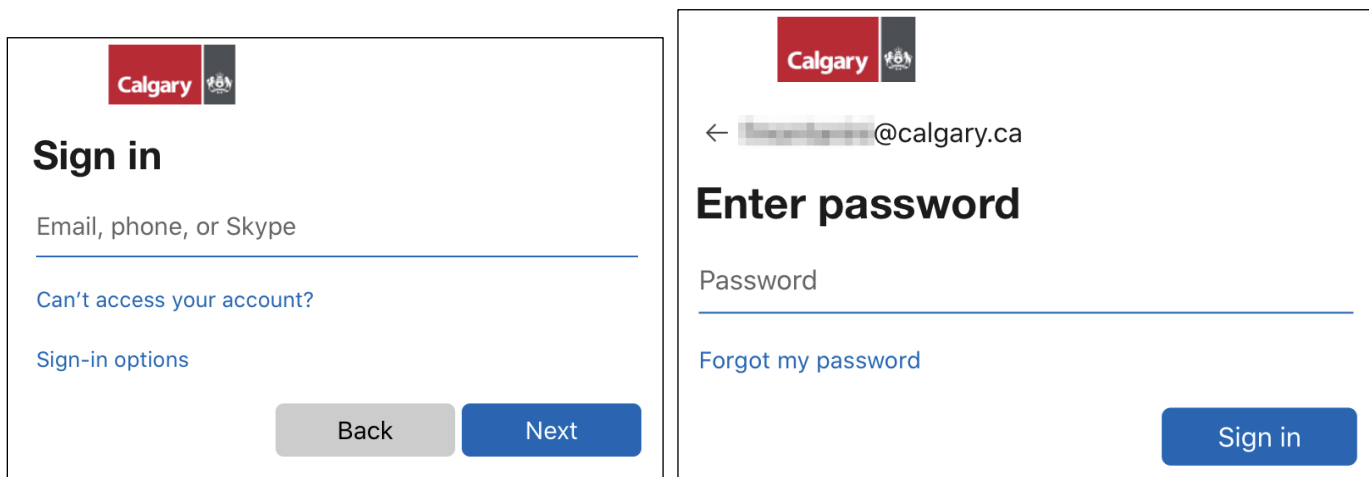
We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Having trouble? [Sign in another way](#)

[More information](#)

To sign-in, please use username@calgary.ca and your network password. If you need assistance, please contact the IT Help Desk at 403-268-8008. If you are a Guest User and require assistance, please contact your IT support / help desk.

If you are not connected to the City's network, you may be asked to Sign in (Enter yourusername@calgary.ca, not your email address. E.g. JSMITH@calgary.ca) and enter your network password; the one you use to login to your City desktop or device:



Sign in

Calgary

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

Back Next

Enter password

Calgary

← @calgary.ca

Password

[Forgot my password](#)

Sign in

Meeting Pro App

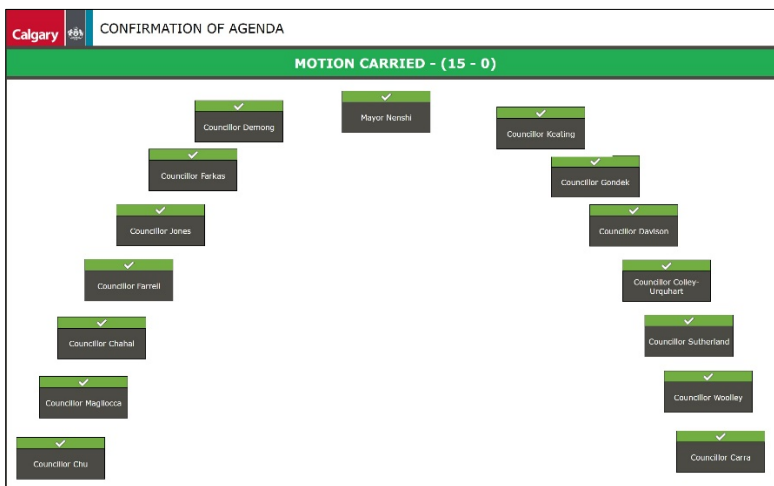
You can also log into meetings using the App on your Surface or iPad. You will need to sign in with your City of Calgary credentials (see above).

The **eSCRIBE** url is: calgary.escribemeetings.com

How are votes results displayed?

The vote results will be projected onto the screens in Council Chamber and shared on the livestream. The following are examples of how the results will be presented for Council and Committees. For members, vote results will be displayed in Microsoft Teams.

Results View – Council:



Results View – Committees:

Vote		
Carried - (10 - 3 - 0)		
Yes 10		
Paul Mackin, Mayor	Rob Treumann, Councillor	Tara Astbury, Councillor
Chris Phagoo, Councillor	eSCRIBE Voter1, Councillor	eSCRIBE Voter2, Councillor
eSCRIBE Participant, Councillor	eSCRIBE Contributor, Councillor	James Coulen, General Manager, Corporate Services
Nathan Tolkin, Councillor		
No 3		
Andrew Smith, Councillor	Tosca Milanovic, Councillor	Blair MacDonald, Councillor
Abstain		
None		
Absent		
None		

Is eSCRIBE available on iPad?

Yes, you can use the Meeting Pro app on your iPad or launch the browser version in Safari.

What is the methodology around eVoting if three members vote “No”?

Electronic Voting was established in the Procedure Bylaw with the June 2019 amendments. At that time the direction from Council was that electronic voting mimics the ‘current’ vote process as much as possible. We are using electronic voting to capture the vote record, for publishing on Open Data.

If three or more members indicated their opposition to a motion during an electronic vote or a voice vote, a Roll Call Vote must be taken.

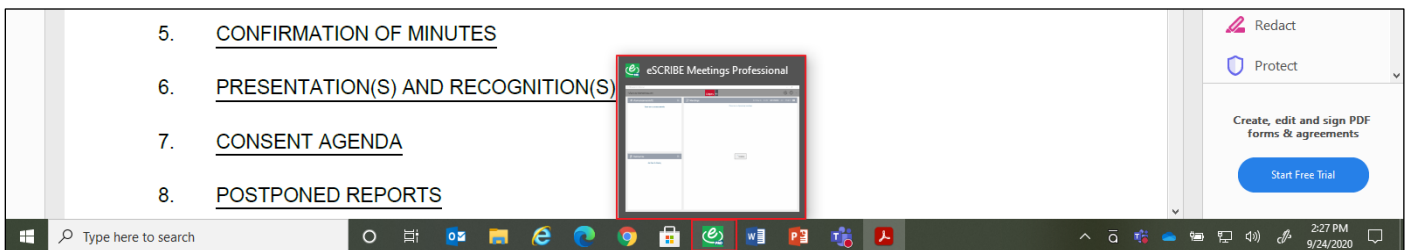
Will the vote ballot pop up automatically if I am in another window or application?


The vote ballot will pop up in eSCRIBE, even if you are not in the agenda item. If you are in another application, you will need to go back into eSCRIBE to see the vote ballot. It will not pop up on top of any other applications you’re in. E.g. Outlook or Word.

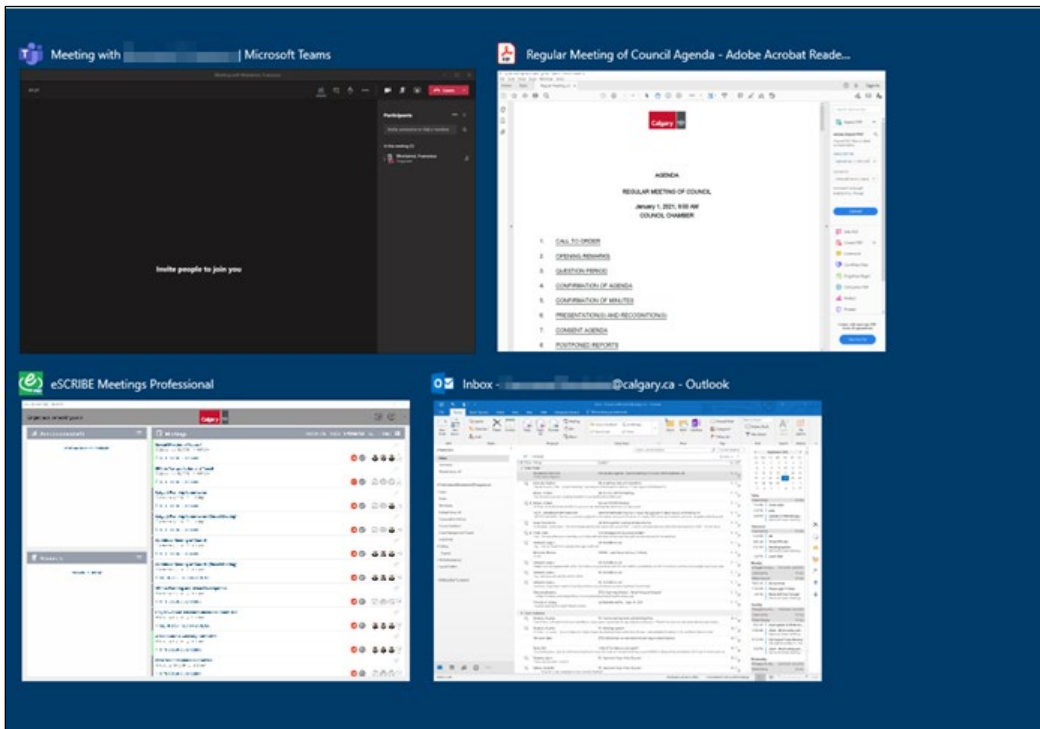
To see the vote results, you must be in the agenda item.

How do I toggle between applications?

The easiest way to toggle between eSCRIBE and other applications is to hover over the icons on your Taskbar (bottom of the page) to show what is open and click on that window to go to that application:



You can also use the Task View icon  on your Taskbar to show what is open and click on that window to go to that application:



Or, simply minimize/maximize the Teams window as needed.

Where can I get further information if I have questions?

For additional support you can send an email to escribe@calgary.ca or reach out directly to City Clerks.

A new website, www.calgary.ca/meetingsupport has been created that provides information and training resources to help you with eSCRIBE meetings.

How do I clear my browser cache?

Microsoft Edge

- Click on the ellipses (...) menu situated in the upper right corner
- Click on Settings > Privacy and Services
- Under Clear browsing data, click on "Choose what to clear"
- Click on "Clear now"

Chrome

- Click on the ellipses (...) menu situated in the upper right corner
- Click More tools > Clear browsing data
- Click "Clear data"

Safari - iPad

- Open the Settings app and then tap "Safari"
- Tap "Clear History and Website Data"