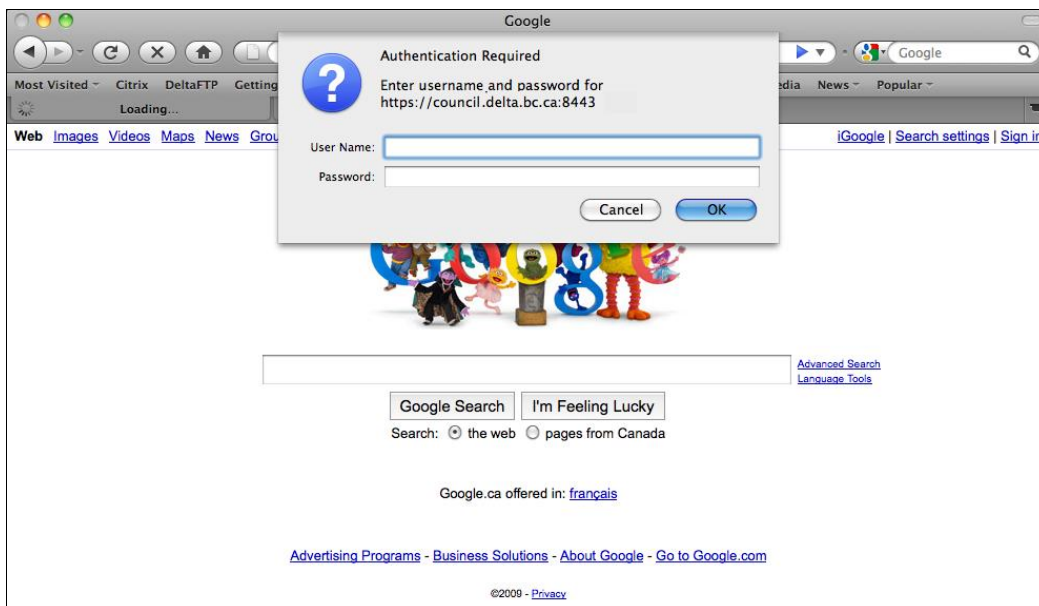


You will receive an email notification from the Office of the City Clerk when files are ready for you to view/download.

1. Start an **Internet Browser** (Firefox on MAC)
2. On the browser's address field, enter <https://council.delta.ca:8443>.

IMPORTANT NOTE: The first time you access this site, you may be prompted with a message *"This Connection is Untrusted"*. Please disregard this message and click on *"I understand the Risks"* to proceed, and then click on the buttons *"Add Exception"* and *"Confirm Security Exception"* to permanently trust the site.

3. Proceed and **logon** with your Delta network assigned username and password. Please contact the Service Desk at 604-946-3215 or email servicedesk@delta.ca if you don't remember your username and password.



4. Once successfully logged on, you will see two (2) sets of directories; **Councildocs** and **CouncilExec** where you can view/download the following files:

1) CouncilDocs

- 1) **YYYYMMDD Regular.pdf** – available **Wednesday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- 2) **YYYYMMDD Regular-Updates.pdf** – available **Friday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)


2) CouncilExec (In-Camera Documents)

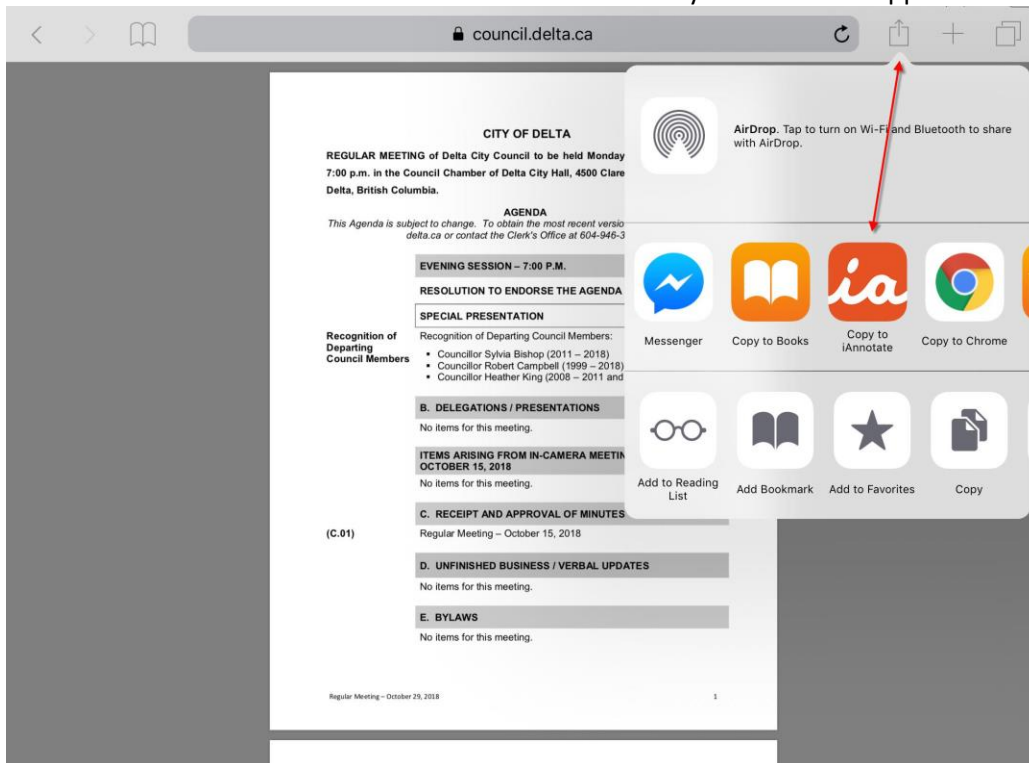
- 1) **YYYYMMDD Executive.pdf** – available **Wednesday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- 2) **YYYYMMDD Executive-Updates.pdf** - available **Friday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)

5. Click on the **CouncilDocs** folder to view available files. You will see a window similar to below.



6. Click on the file you wish to download. The file should open using your device's default PDF viewer.

7. Click on the share icon  to share the document with your iAnnotate app.



8. Once the document is open in iAnnotate, click on the orange tab that contains the filename/title of the document. Select "Save to" and choose "Local File". This copies the file into your iAnnotate local storage before you begin the annotation process.