

Needham Newton Corridor Project

Wednesday, September 30, 2020

6:30 PM – 8:00 PM

Instructions for Joining and Participating

This document includes detailed instructions for joining and participating in the meeting via the Zoom platform and via a telephone. If you have any further questions, please email:

NeedhamNewtonCorridor@dot.state.ma.us

If you have any technical issues during the presentation, please call: **617-548-4373**

Quick Meeting Information:

Pre-registration is required to attend the meeting. To pre-register, use the following link.

Link to Register in Advance: [https://zoom.us/meeting/register/tJErdOyqrjlrE9fURvIIMw1oeQj2-KbFXbdh](https://zoom.us/join/zoom/register/tJErdOyqrjlrE9fURvIIMw1oeQj2-KbFXbdh)

****After registering, you will receive a confirmation email containing information about joining the meeting.*

The meeting will be recorded and available for review on the website following the meeting. The project team will also accept comments and questions following the meeting at the project email address:

NeedhamNewtonCorridor@dot.state.ma.us

General Recommendations:

- If possible, use a computer to connect to the meeting, as the presentation may be difficult to read on a smaller device.

- Close other applications running on your computer for the duration of the meeting.
- If you have previously downloaded Zoom, please ensure there are no software updates needed (i.e. you are using the latest version).
- We recommend joining the meeting about 5-10 minutes early to allow time for downloading Zoom if you have not used it before. You will be placed in a waiting room until the meeting begins.

Joining the Meeting

How to join using the Zoom application (recommended)

1. Once Registering via <https://zoom.us/meeting/register/tJErdOyqrjlrE9fURvIIMw1oeQj2-KbFXbdh>, you will receive a confirmation email containing information about joining the meeting.

- Once you click the meeting link contained in the confirmation email from Zoom- A download of the Zoom application will automatically begin. After opening the file, you will be sent to the meeting waiting room, which will open at the beginning of the meeting.

Please wait, the meeting host will let you in soon.

- If you are not prompted to select an audio option or are not connected automatically, click the “Join Audio” button (found in the lower left corner) to try again.

Note: If you do not have a working microphone on your computer but you would like to share an audible question or comment during Q&A, click on the *up* arrow next to Audio Settings in the left bottom corner, and click “Leave Computer Audio.” Then, call in to the meeting (see “*Participating in the Meeting by Phone Only*” at the bottom of this document).



Audio Settings ^

How to Join without downloading the Zoom application (not recommended due to limited features)

1. Once Registering via <https://zoom.us/meeting/register/tJErdOyqrjlrE9fURvIIMw1oeQj2-KbFXbdh>, you will receive a confirmation email containing information about joining the meeting.
2. Once you click the meeting link contained in the confirmation email from Zoom- A download of the Zoom application will attempt automatically
3. Close the automatic download window pop-up and click on “If you cannot download or run the application, join from your browser” as shown below.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

3. You will be prompted to enter your name and email address to then join the meeting.

How to Join via Phone only

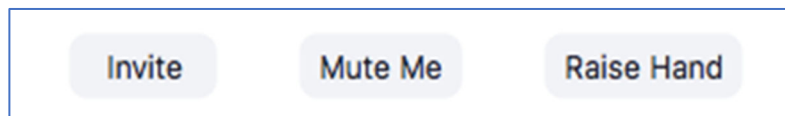
If you prefer, you may join the meeting via your phone: The Phone-In Credentials will be contained in the confirmation email after registering at:

<https://zoom.us/meeting/register/tJErdOyqrjlrE9fURvIIIMw1oeQj2-KbFXbdh>

Participating in the Meeting

Please note that all participants will be automatically muted upon entering the meeting. There will be time for questions and discussion after the meeting presentation. You may use the **“Q&A”** button in the black bar at the bottom of the screen to submit a typed question or comment.

If you would like to verbally ask a question please click the **“Participants”** button at the bottom of your screen, then click the **“Raise Hand”** button (see below). Kindly wait for the moderator to recognize and call on you before speaking, you will be unmuted at this time. State your name and address and please limit your question or comment to 2 minutes. We will take one question or comment at a time from each attendee to try to give everyone an opportunity to ask at least one question or state one comment.



Participating in the Meeting by Phone Only

If you would like to share a question or comment using a phone during the Q&A portion of the meeting, you may **“raise your hand” by pressing the star button and then nine (*9)**. *Please wait to raise your hand until the Q&A portion of the meeting begins.* Attendees will be called upon in the order they raise their hands.

When it is your turn to speak, the moderator will call out the last 4-digits of your phone number and unmute your audio. Please identify yourself by sharing your first and last name while speaking slowly and clearly. After you share your question or comment, you will be placed on mute.