

# **Joining the Meeting**

## **On a computer**

To join the Webinar on a computer, click the link in the invitation or the link below:

<https://communityinclusion.zoom.us/j/99026812178>

**You do not need to download Zoom to join the meeting.** It will open in your web browser. If you do have Zoom downloaded already, your browser will prompt you to open Zoom when you click the link.

## **By telephone**

To join the Webinar on the phone, dial **one** of the following numbers:

(646) 876-9923  
(312) 626-6799

When prompted, enter the following code:

990 2681 2178

**Have the code ready and in front of you when you call.** There is a limited time to enter the code before you will be automatically disconnected from the call. If you are disconnected, you can call back and try again.

## On a smartphone or tablet

To join the Webinar using the Zoom app on a smartphone or tablet, tap the link in the invitation or the link below:

<https://communityinclusion.zoom.us/j/99026812178>

**You must have already downloaded and set up the Zoom app to use this option.** If you do not have the Zoom app, please join using a computer or dial-in on the phone.

## iPhone one-tap

iPhone one-tap is a faster way to dial-in to the meeting using an iPhone. To join with iPhone one-tap, tap the number in the invitation or the number below:

US: +13126266799,,99026812178# or  
+16468769923,,99026812178#

**One-tap only works on iPhone and does not connect to video.** It is a shortcut to dial-in to the meeting. If you do not have an iPhone or want to view the speakers, please use a different method to join.

## Raising Your Hand

During the Question and Answer portion of the meeting, we will use Zoom's "Raise Hand" feature. **If you have a question or would like to make a comment, please raise your hand and wait for the moderator to give you permission to speak.**

By default, all attendees are muted so that only the presenters can be heard. When you raise your hand, it alerts the moderator that you'd like to speak. The moderator will unmute attendees to ask questions in the order that they raised their hands.

### On a computer

To raise your hand on a computer, **click the “Raise Hand” button underneath the video or press Alt-Y**. When it is your turn to speak, a box will pop up and ask if you’d like to be unmuted. Once you confirm that you’d like to be unmuted, the whole meeting will be able to hear you. After your question, the moderator will mute your microphone again. If you’d like to ask another question, please raise your hand again.

### By telephone

To raise your hand on the phone, please **dial \*9**. When it is your turn to speak, you will be alerted that you are no longer muted. This means the whole meeting can hear you. After your question, the moderator will mute you again and you’ll be alerted that you can no longer speak. If you’d like to ask another question, please raise your hand again.

### On a smartphone or tablet

To raise your hand on the Zoom app, **tap the “Raise Hand” button in the bottom center of the screen**. When it is your turn to speak, a button to confirm you would like to be unmuted will appear in the center of the screen. Once you confirm that you’d like to be unmuted, the whole meeting will be able to hear you. After your question, the moderator will mute your microphone again. If you’d like to ask another question, please raise your hand again.

# **Interpreters**

## **CART**

There is a CART interpreter for the meeting. For those who join on a computer, smartphone, or tablet, subtitles will display below the video.

For those on the phone, or anyone who would like to see a longer transcript rather than subtitles, the interpretation can be viewed live by clicking the link below or in the email:

<https://www.streamtext.net/player?event=RTAG>

## **ASL**

ASL interpreters will be joining the meeting. Their video should be visible on all screens at all times. If, for some reason, the interpreter's video is not always appearing on your screen please try the following:

1. Find the interpreter's video in the gallery.
2. In the top right corner of the interpreter's video, click the ellipses.
3. Then, click the "Pin Video" option. This will keep the interpreter's video on your screen.

If any participant would like to request video access, for the purpose of communicating with the ASL interpreters, please [email swa@mbta.com](mailto:swa@mbta.com) or call 617-222-5254. A link will be sent to you as well as instructions for access.