



# **GREEN LINE TRANSFORMATION B BRANCH STATION CONSOLIDATION VIRTUAL PUBLIC MEETING**

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***Thursday, January 28, 2021***

***6:00 PM – 7:30 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 [GLT@MBTA.com](mailto:GLT@MBTA.com).

### ***Quick Meeting Information:***

**Link to join online:** <https://us02web.zoom.us/j/85232245544>

**Webinar ID:** 852 3224 5544

**Or join via telephone:** 1-929-205-6099

### ***General Recommendations:***

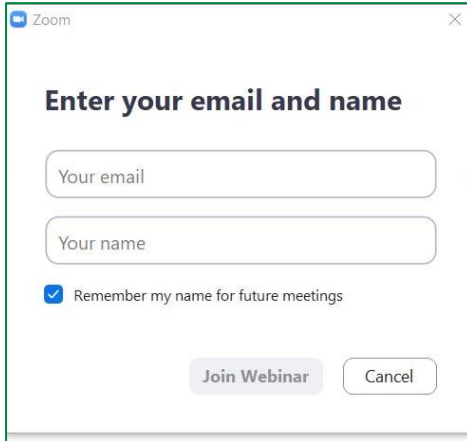
- If possible, use a computer to connect to the meeting, as the presentation may be difficult to read on a smaller device.
- Close other applications running on your computer for the duration of the meeting.
- If you have previously downloaded Zoom, please ensure there are no software updates needed (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.

### ***Joining the Meeting***

#### ***How to join using the Zoom application (recommended)***

1. Click on the following meeting URL: <https://us02web.zoom.us/j/85232245544>

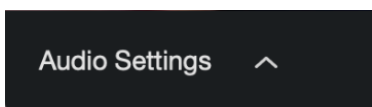
- A download of the Zoom application will automatically begin. After opening the file, you will be prompted to enter your email address and name (see below).



2. Please enter your email, first and last name, and click the “Join Webinar” button.

- If this is your first time joining a Zoom event from your device, you may be asked to allow Zoom permission to access your microphone.
- 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).



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

1. Click on the following meeting URL: <https://us02web.zoom.us/j/85232245544>

- A download of the Zoom application will attempt automatically

2. 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:

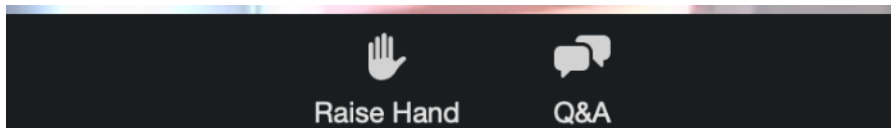
1. Call **1-929-205-6099**
2. Enter the following Webinar ID when prompted: **852 3224 5544**
3. When asked for a Participant ID, just press the pound or hashtag (#)

*Note:* Please see further instructions for how to participate via phone at the bottom of this document.

### ***Participating in the Meeting***

There will be time after the presentation for Q&A. Your webcam video cannot be turned on at any point during the meeting, and all attendees will be muted upon joining to prevent excessive background noise during the 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 at any point during the meeting.



When the Q&A portion of the meeting agenda begins, we will respond verbally to questions and comments that have been submitted in the Q&A feature as time permits.

If you have not asked a typed question in the Q&A and wish to share your question or comment verbally, you can press the "**Raise Hand**" button. *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.



After you raise your hand, you will need to wait for the moderator to recognize and unmute you before speaking. After you share your question or comment, we will lower your hand and you will then be returned to the muted state.

When asking a question – either when typing in the Q&A, or audibly after raising your hand and being unmuted – please state your first and last name to identify yourself, while speaking slowly and clearly.

If you have a technical problem, please share your issue in the Q&A feature at any point during the meeting, and we will respond as quickly as possible.

**The meeting will be recorded and posted online following the meeting. You can also email questions to [GLT@MBTA.com](mailto:GLT@MBTA.com).**

### ***Participating in the Meeting by Phone Only***

If you would like to share a question or comment 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 and as time permits.

When it is your turn to speak, you will be notified that you are unmuted. 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 again on mute.