



INSTRUCTIONS FOR JOINING A SOUTH COAST RAIL VIRTUAL ZOOM MEETING

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 be sure 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

1. Click on the meeting URL

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

The screenshot shows a Zoom application window titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter your email and name". Below this are two text input fields: "Your email" and "Your name". Underneath the "Your name" field is a checkbox labeled "Remember my name for future meetings" which is checked. At the bottom of the dialog are two buttons: "Join Webinar" and "Cancel".

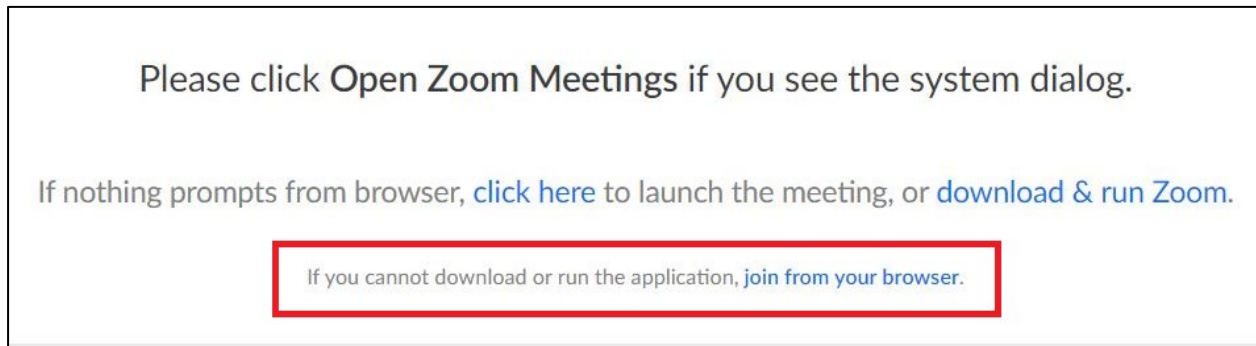
2. Please enter your email, first and last name, and click the “Join Webinar” button.

How to Join via Phone only

1. Call the phone number provided.
2. Enter the Webinar ID when prompted.
3. When asked for a Participant ID, just press the pound or hashtag (#)

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

1. Click on the meeting URL.
 - 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.

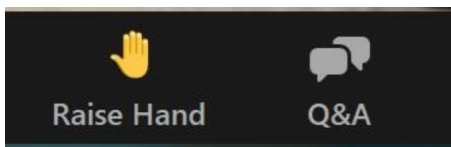


3. You will be prompted to enter your name and email address to then join the meeting.

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.

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.



We will respond verbally to questions and comments that have been submitted in the Q&A feature as time permits.

If you 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, please 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, please state your first and last name to identify yourself, while speaking slowly and clearly.

You can also email questions after the meeting to SouthCoastRail@dot.state.ma.us

Participating in the Meeting by Phone Only

If you would like to share a question or comment during the Q&A, 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.*

When it is your turn to speak, you will be 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.