



Instructions for Joining a Zoom Webinar

This document includes detailed instructions for joining a Public Meeting via the Zoom platform or telephone.

A link to join or pre-register for the Zoom webinar will be available via the relevant MBTA project website.

Registering for the Webinar

If pre-registration is required for a Zoom webinar, a link will be available via the relevant MBTA project website. Once registered, you will receive a confirmation email containing information about how to join the webinar, including a unique link to join the webinar via app or web browser and phone number to join by telephone. **Please save that email, or add it to your calendar, as you will need the information to join the webinar.**

General Recommendations

- If possible, use a computer to connect to the webinar, as the presentation may be difficult to read on a smaller device.
- Close other applications running on your computer for the duration of the webinar.
- 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 webinar about 5-10 minutes early to allow time for downloading Zoom, if you have not used it before.

Joining the Webinar

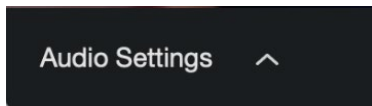
How to join using the Zoom application by computer or smartphone (recommended)

Click on the webinar URL, which can be found on the relevant MBTA project website, on the device you will use to attend the webinar. If pre-registration is required, attendees will receive a confirmation email with their unique Zoom login link and phone number.

1. A download of the Zoom application will automatically begin. After opening the file, you will be sent to the webinar waiting room, which will open at the beginning of the webinar.
2. If this is your first time joining a Zoom event from your device, you may be asked to input your name and email as well as allow Zoom permission to access your microphone.

3. 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 device, click on the up arrow next to Audio Settings in the left bottom corner, and click “Leave Computer Audio.” Then, call in to the webinar (see “Participating in the webinar by Phone Only” at the bottom of this document). You can stay signed in on your computer or smartphone to view the presentation and speakers.*



How to Join via Phone

If you prefer, you may join the webinar via your phone:

1. A phone number will be included on the relevant MBTA project website. Please call the most appropriate phone number for your area. This will typically be the number provided for the New York region.
2. Enter the Webinar ID when prompted, followed by the pound or hashtag (#).
3. When asked for a Participant ID, just press the pound or hashtag (#).

How to Join without downloading the Zoom application

1. Click on the webinar URL in on the relevant MBTA project website. 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 join the webinar.

