

## **A Guide to Participating in Virtual Workshops with RIPTA using Zoom**

Please refer to this user-friendly document for information on how to use Zoom for the Rhode Island Public Transit Authority's (RIPTA) virtual online workshops. Please read the information below in its entirety. We appreciate your willingness to learn this technology in order to participate remotely and safely.

### **ZOOM MEETING OVERVIEW**

The Rhode Island Public Transit Authority will be using [Zoom](#) for virtual online public workshops. RIPTA Staff are **panelists**. Members of the public who join a Zoom meeting are **participants**. Everyone is allowed to speak at designated times during the meeting.

### **HOW TO INSTALL ZOOM**

To access all the features of Zoom, you will need to install Zoom on your device. For those using tablets to view the remote meetings, you can download the Zoom application from the Apple App Store [here](#), or from Google Play [here](#), depending on your device. You can download the Zoom application for laptop/desktop [here](#). **For the optimal experience, make certain you are always using the most up-to-date version of Zoom.**

If you call in by phone, there is no need to install Zoom.

### **RIPTA offers two ways to watch and participate in virtual workshops:**

1. Watch and/or **participate in the meeting directly in Zoom** by joining the meeting as a participant. To join a Zoom meeting, follow the link provided for the meeting. RIPTA will provide a web link prior to the meeting.
2. **Dial in to the meeting with your phone**. This method will also allow you to participate in public comment opportunities. The toll-free dial-in number for each meeting will be posted prior to each meeting.

### **HOW TO JOIN THE PUBLIC MEETING**

**ALL PARTICIPANTS WILL BE MUTED WITH VIDEO OFF UPON ENTRY TO THE MEETING.**

#### **TO JOIN BY VIDEO:**

1. To join the public meeting, simply click on the link provided or open the Zoom app (if you have downloaded it to your computer, tablet or smart phone)
2. Join a meeting using one of these methods:
  - o Click Join a Meeting if you want to join without signing in.
  - o Sign in to Zoom then click Join.
3. Enter the meeting ID number provide by RIPTA and your display name.
  - o If you're signed in, change your name if you don't want your [default name](#) to appear.
  - o If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and click Join.

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*\*Please note: If you have not used Zoom before, you may need to install the free software or run a temporary application. Follow the prompts that show up on your screen.*

### **TO JOIN BY PHONE:**

1. On your phone, dial the teleconferencing number provided for the virtual meeting
2. Enter the meeting ID number and password when prompted using your dial pad.

### **Phone controls for participants**

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

**\*6 - Toggle mute/unmute**

**\*9 - Raise hand**

### **BREAKOUT ROOMS**

Breakout Rooms allow individuals to temporarily leave the main meeting to join a 'smaller,' more personal meeting. RIPTA will use breakout rooms in a workshop to place participants into smaller groups where they can collaborate and share ideas with a RIPTA staff member.



A pop-up window will notify you when you are able to join a breakout session. Please click "Join." When the breakout session is over, and it is time to return to the main meeting, another pop-up will appear.

For those calling in by phone, you'll hear an audio cue.

### **PUBLIC COMMENT**

Zoom allows you the opportunity to speak during public comment period. **During public comment you will be asked to use the "raise your hand" function to speak.** When you are acknowledged, the host will unmute your microphone. At that point, as in regular public meetings, state your name and address prior to asking a question or making a comment. When you are finished speaking, the host will again mute your microphone and you will be unable to speak further unless you utilize the "raise your hand" function again.

### **HOW TO RAISE YOUR HAND USING VIDEO**

Open the **Participants** window, click the ellipsis (3 dots in a row) and click **Raise hand**  icon in the lower right-hand portion of the screen. To lower your hand, click Lower hand  in the Participants panel.

When you are acknowledged, you will be unmuted. Please note public comment is limited to three minutes per person in order to accommodate all speakers.

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When you have finished your comment, please click on the “raised hand” icon again to lower your hand.

### **TIPS AND BEST PRACTICES**

Here are a few recommendations to optimize your digital meeting experience.

- **Arrive early.**
- **Silence your phone.**
- **If you are able, it is best to use a wired Internet connection.**
- **We recommend using a headset or headphones with a microphone.**