

#### HOW TO PARTICIPATE IN A VIRTUAL MEETING

The SR-55 (I-405 to I-5) Improvement Project Virtual Meetings will be held on Zoom. To participate you may login to Zoom on a computer, use the Zoom application on a mobile device or call in by phone.

# **HOW TO ASK QUESTIONS**

There will be an opportunity to ask questions at the end of the presentation. Participants can submit questions using the Q&A button in the Zoom toolbar. Questions will be answered in the order they are received.

#### HOW TO REGISTER FOR THE MEETING

If you plan to participate in the virtual meetings on a computer or mobile device, we recommend registering in advance. By registering, you will receive a confirmation email with all the meeting details, including direct links to access the meeting in one click on the day of the presentation. You will also be provided with the option to add the login details to your personal calendar.

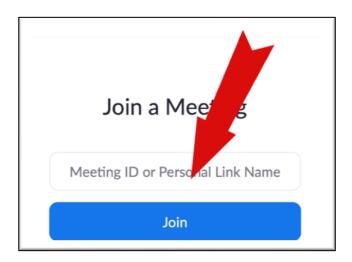
# TO JOIN ON A COMPUTER

- 1. If you have registered to attend the meeting in advance, click the link provided in your confirmation email to join the virtual meeting.
- 2. If you have not registered in advance, go to Zoom.us and click "Join a Meeting" in the Zoom menu options at the top of the page.

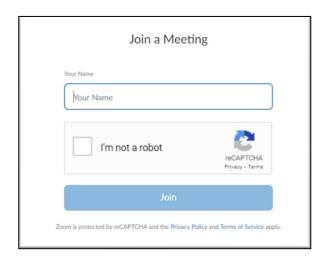


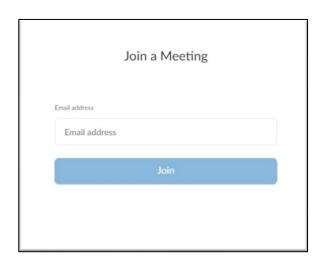


3. Enter the Webinar ID and click "Join."



4. Enter your name and email, if prompted.







# TO JOIN ON THE ZOOM APP

1. Download the free Zoom Cloud Meetings from your app store.



2. Launch the app and click on the blue "Join" button.



- 3. Enter Webinar ID (see below) and click "Join."
- 4. Enter your name and email, if prompted.
- 5. If you wish to ask a question during Q&A, click "Q&A" and type in your question, then click "Send."



6. If you wish to speak during Q&A, click "More" then "Raise Hand" to virtually raise your hand. This will inform the host you'd like to speak.



7. The host will ask you to unmute when it is your turn to speak. You will receive a popup asking you to unmute your microphone, then you may ask your question.



#### TO CALL IN BY PHONE

If you do not have internet access or prefer to listen to the presentation over the phone, please follow these steps. You can dial in to the meeting on a mobile phone or landline.

 Dial the phone number. When prompted, enter the Webinar ID followed by the Passcode.

To request to speak during Q&A, dial \*9 from your phone to virtually raise your hand. The host will call on the caller using the last four digits of the phone number. The caller will hear a message that it is their turn to speak and may press \*6 to unmute.

#### TO LISTEN IN SPANISH

1. Spanish interpretation will be available for both virtual meetings. Instructions will be provided during the meeting. When prompted, Zoom participants will follow the steps provided to activate Spanish interpretation during the meeting. The Interpretation icon in Zoom is a globe.

