



Zoom Instructions for the Medfield Master Plan Virtual Public Forum: June 7, 2020

Joining the Meeting:

1. In your electronic calendar invite for the event, click the link under the words “Join Zoom Meeting.”
2. If you have Zoom on your computer, you will be prompted to launch Zoom to start the meeting. Otherwise, click on the link that says “join from your browser.”
3. Once the meeting opens, you will be prompted to connect your audio.
 - If you are using your computer speaker or a headset connected to your computer, select “Join with Computer Audio”
 - If you would prefer to join with your phone, click “Phone Call” and dial the provided number on the pop-up window. Your phone will ask you to type in the Meeting ID and the Participant ID, both of which are also listed on the pop up window.

Audio/Video Settings

- To mute or unmute yourself, press the microphone icon at the bottom left of the Zoom window. Please keep yourself muted unless you are speaking.
- To turn your video on or off, press the camera icon at the bottom left of the Zoom window.

Raising Your Hand

If you would like to ask a question or make a comment, use the “Raise Hand” feature. To raise your hand:

- Click on the “Participants” icon on the bottom, center of your window.
- Locate and hover over your name on the list of participants that pops up.
- Click the “Raise Hand” button.

Once the host is ready for your question or comment, she will call your name.

Chat

There will be open ended questions posed throughout the meeting. If you would like to respond, click on the “Chat” button on the bottom of your Zoom window. This will open a chat sidebar on the right. You can type your response at the bottom of the sidebar. Please note: unless you select a specific participant to send a message to, everybody in the meeting will see your response. **Your response will be attached to your name.**

Polling

During the meeting, the host will pose a series of polling questions. When a poll question pops up on your screen, simply click your chosen response and click “Submit.” **Your response will be anonymous.**

Breakout Groups

For part of the meeting, the group will divide into virtual breakout rooms. The rooms will function just like the normal Zoom meeting but will consist of a smaller number of participants. The transition to and from breakout rooms can take a couple minutes, so please be patient as everyone finds their way. Note: sometimes, during the transition in or out of a breakout room, the Zoom window minimizes—if this happens simply click back on the Zoom icon to bring the meeting back to full size.

Leaving the Meeting

When it is time to leave the meeting, click “Leave Meeting” on the bottom right of your Zoom window.

Tech Support

We have a tech support team ready to help if needed. If at any point, you are having a technical issue that you are unable to resolve, you can message a member of our tech team directly. Open your chat sidebar, and use the drop down menu next to the word “To:” to select either **“TECH TEAM Amy Allen”** or **“TECH TEAM Maggie Peard”** to send a message directly to them. They will help you resolve your issue.

Recording

Please note that the entire public forum, including the breakout rooms, will be recorded. The chat, polling and notes will be **documented**. If you wish to not be recorded, you can turn off your video and mute your microphone.

Preventing Meeting Disruptions

With the increased traffic on platforms like Zoom, there have been reported instances of **“Zoombombing”**--uninvited users joining and disrupting a meeting. We do not anticipate this happening, but if it does and we are unable to remove the uninvited user, we will end the Zoom call for everyone. If this occurs, we will send a follow up email rescheduling the meeting. Thanks for your understanding.

Joining a Breakout Room

When it is time to join a breakout room, an invitation to join a room will pop up in your Zoom window. Accept the invitation by clicking “Join Breakout Room” and you will automatically be transferred to the appropriate room. Each room will be hosted by a member of the planning team or the steering committee. Please be patient as you wait for all members of the breakout group to join.

Leaving a Breakout Room

When it is time to rejoin the large group, you will see a 1-minute warning letting you know it is time to wrap up your conversations. When you are ready, click the “Return to Main Session” button on the bottom right of the Zoom window.