

How to connect to virtual meetings of the Cape Cod Metropolitan Planning Organization (MPO):

We will be using the Zoom platform for virtual MPO meetings. We recommend using a computer to connect to the virtual MPO meeting, as the presentations may be difficult to read on a smaller device.

You will be able to join the meeting half an hour before its scheduled start time.

We recommend joining the meeting early to provide time to troubleshoot issues you may encounter.

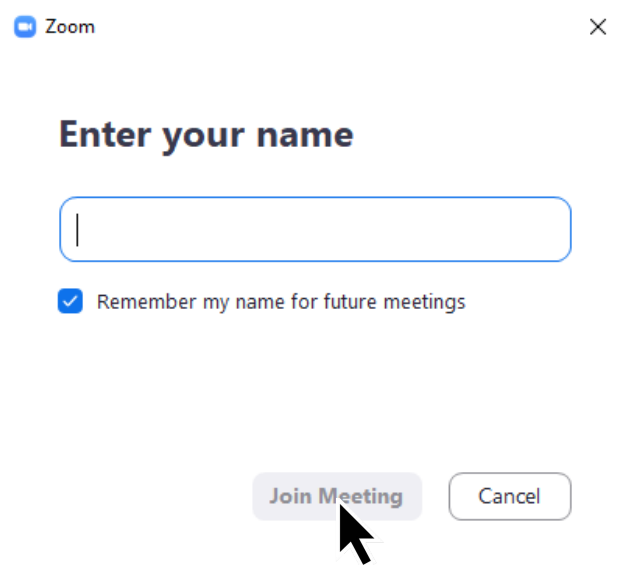
We also recommend that you close other applications running on your computer for the duration of the meeting.

To access the meeting click on the **“Join Virtual Meeting”** link at <https://capecodcommission.org/mpo>

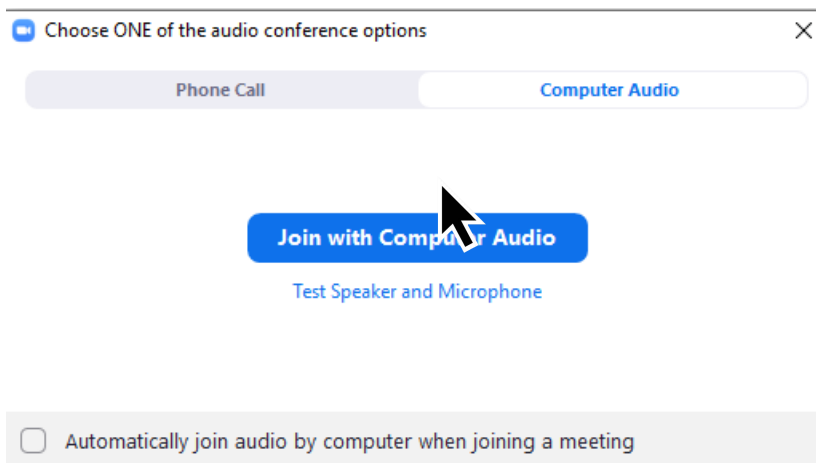
A download of the Zoom platform will automatically begin. A web option that does not require a download is also provided as an option.

If using the download, after opening the file, you will be prompted to enter your name. **Please enter your first and last name** and click the “Join Meeting” button. If this is your first time joining a Zoom meeting from this device, you will be asked to allow Zoom permission to access the microphone.

You will be prompted to choose an audio conference option.



The screenshot shows a Zoom dialog box titled "Enter your name". It features a text input field with a cursor, a checked checkbox labeled "Remember my name for future meetings", and two buttons at the bottom: "Join Meeting" and "Cancel". A mouse cursor is pointing at the "Join Meeting" button.



The screenshot shows a Zoom dialog box titled "Choose ONE of the audio conference options". It has two tabs: "Phone Call" and "Computer Audio", with "Computer Audio" selected. Below the tabs is a large blue button labeled "Join with Computer Audio" and a smaller link "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked. A mouse cursor is pointing at the "Join with Computer Audio" button.

If your computer has a microphone, click the “Join with Computer Audio” button to connect to the meeting. If you do not have a microphone, select the “Phone Call” tab.

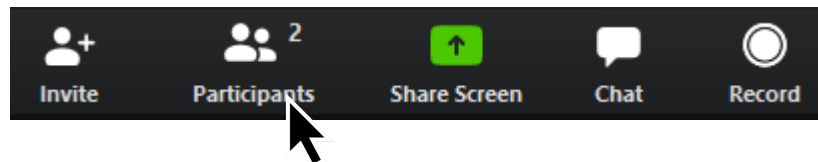
To connect via phone, dial:

(929) 205-6099 and enter the following meeting ID: 163 248 948

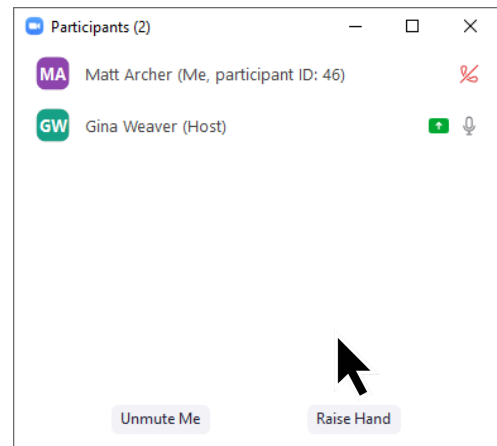
Follow the prompts to enter the meeting ID. If you are not prompted to select an audio conference option, or if your attempt to connect to the conference fails, click the “Join Audio” button (found in the lower left-hand corner) to try again.

Participating in virtual MPO meetings:

Your microphone/phone will be muted upon entering the meeting. This is done to prevent an excessive amount of background noise during the meeting. During the meeting, you can request to be unmuted by clicking the “Raise Hand” button. To access the button, click on the “Participants” button found on the bottom of the screen.

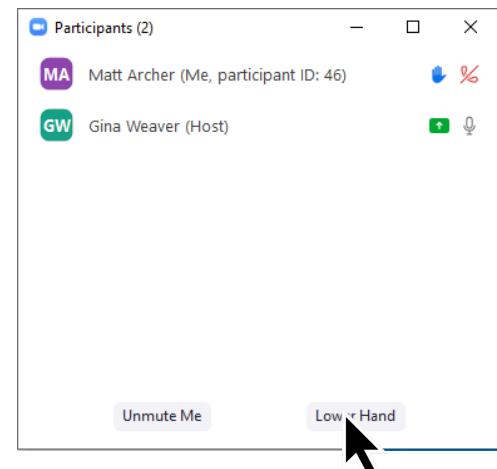


A list of participants in the meeting will be displayed.

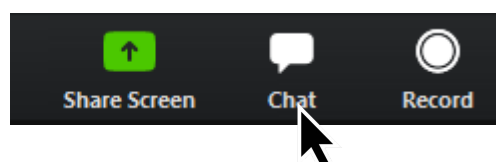


Clicking the “Raise Hand” button will show other participants that you wish to speak.

After you raise your hand, you will need to wait for the chair to recognize and unmute you before speaking. After your question or comment has been addressed, please click the “Lower Hand” button. You will then be returned to the muted state.



If you are having technical difficulties, please use the chat button at the bottom of the screen to notify the host.



An MPO staff member will be available to resolve technical issues. If you are having difficulties and cannot use the chat space, please email frontdesk@capecodcommission.org or call (508) 362-3828 for assistance.

Members of the public may ask to speak by **selecting the “Raise Hand” button** and wait for the chair to call their name.

Members of the public who have dialed in may **press *9** to alert the chair of their desire to be recognized for public comment. The system will provide an audio acknowledgment when successful.

We ask that members of the public who wish to provide comment identify themselves by first and last name and affiliation for the public record and then provide their comment.

The chat space is reserved for questions regarding technical difficulties.

To adjourn the meeting, the chair will conduct a roll call vote.