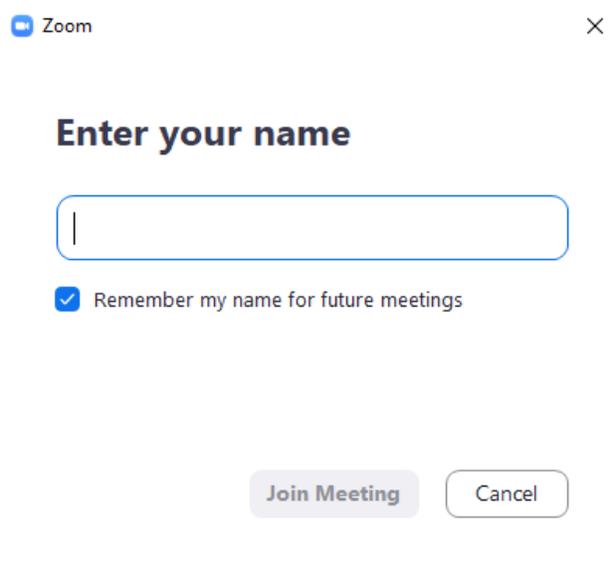


How to connect to virtual meetings of the Woburn Planning Board and Redevelopment Authority (WRA)

The City of Woburn utilizes the Zoom platform for virtual Planning Board and WRA meetings. We recommend using a computer to connect to the virtual meetings, as the presentations may be difficult to read on a smaller device.

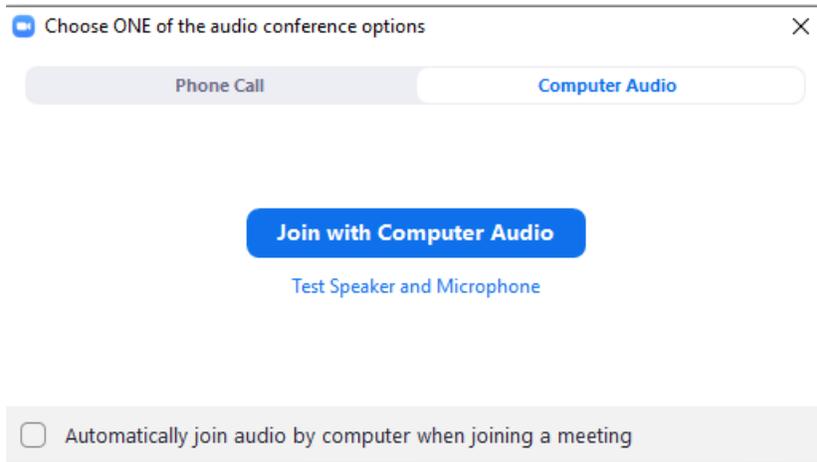
We recommend joining the meeting early to provide time to troubleshoot issues you may encounter. We also recommend that you close other applications running on your computer for the duration of the meeting.

Click on the link included in the meeting agenda posted on the City's website. A download of the Zoom platform will automatically begin. 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 (depicted below).

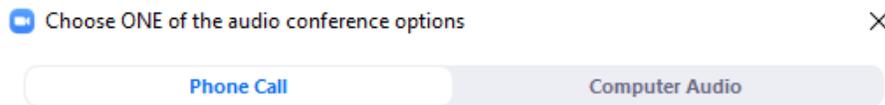


The image shows a screenshot of a Zoom dialog box titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter your name". Below the heading is a text input field with a vertical cursor. Underneath the input field is a checked checkbox labeled "Remember my name for future meetings". At the bottom of the dialog are two buttons: "Join Meeting" and "Cancel".

If this is your first time joining a Zoom meeting from this device, you will be asked to allow Zoom permission to access the camera and microphone. You will be prompted to choose an audio conference option (depicted below).

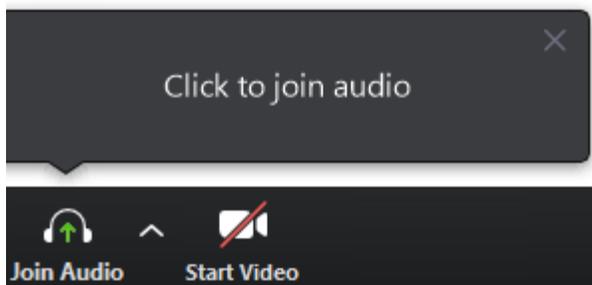


If your computer has a microphone, click the “Join with Computer Audio” button to connect to the meeting. If you do not have a microphone, select the “Phone Call” tab.

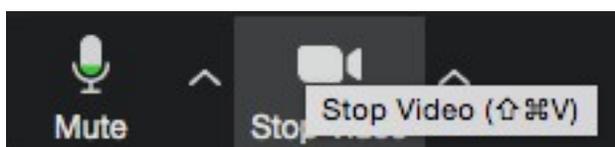


To connect via phone, dial one of the toll-free phone numbers listed on the agenda, and follow the prompts to enter the **Meeting ID** and your **Participant ID**.

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.



If your computer has a webcam, click the “Start Video” button to enable video.



Please note that you are not required to have a camera to join the meeting, but you will not be able to transmit your video. You will be able to listen to video calling and view any screen sharing.

If you join the meeting prior to the meeting's start time, you will enter the Zoom session's Waiting Room and will see the following message:

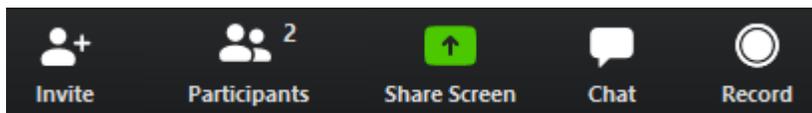
Please wait, the meeting host will let you in soon.

The host will open the meeting at the meeting's start time and you will automatically be placed into the virtual meeting "room."

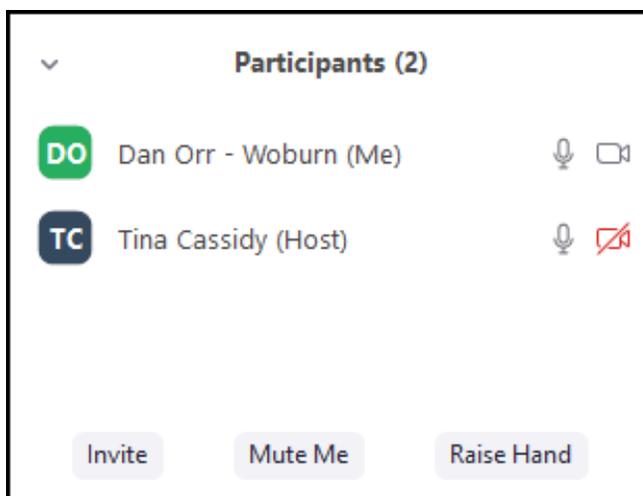
Participating in virtual Planning Board public hearings:

Please ensure your microphone is muted during the public hearing until you have been recognized to speak by the meeting administrator. You will be instructed immediately prior to the opening of the public hearing as to when and how to address remarks to the Board.

When the public hearing is opened, you may indicate your desire to speak by clicking on the "Raised Hand" button. To access this function, click on the "Participants" button found on the bottom of the screen, as depicted below:



A list of participants in the meeting will be displayed, in addition to a button at the bottom of the window entitled "Raise Hand" (depicted below):



Clicking the "Raise Hand" button (depicted below) will show the meeting administrator and other participants that you wish to speak (depicted below). Please note that if you are participating by telephone, you may dial star (*) 9 to raise your hand during the public hearing. After your question or comment has been addressed, please click the "Lower Hand" button, also depicted below:

