

Zoom Frequently Asked Questions

Transportation Alternatives Program (TAP)

Project Review Workshop

If you have questions about using Zoom for the TAP Review Workshop, please check below to see if it has already been asked. We plan to update this list on a regular basis. If you don't find your question below, don't hesitate to email us at tap@ewgateway.org.

Q1: I signed up for a Review Workshop time, how do I attend the workshop?

The workshop will be held online using Zoom. Staff will send all attendees a link to access the workshop at their designated time.

Q2: Do I have to download the Zoom Desktop Client and create an account?

We recommend participants download the Zoom Desktop Client for the workshop. In order to share your computer screen, you must download Zoom. When you join your first Zoom meeting, it will automatically start to download. If you want to download it prior to your workshop time, please follow the link and download 'Zoom Client for Meetings': <https://zoom.us/download>. Attendees do not have to create a Zoom account to participate.

Q3: Can I use my cell phone or tablet to participate in the workshop?

Yes, however, we will be sharing maps and photos while discussing projects so it may be hard to see on a smaller screen. Also, if the participants feel comfortable with sharing their screen to show the panelists a document/map/picture, we will welcome that. Those documents have to be open on the device to share it. This may create an issue when using a phone/tablet.

Q4: My computer/laptop does not have a camera; can I still participate?

Yes, participants can join the Zoom meeting without a camera. As mentioned above, staff will be sharing maps and allowing participants to share their screens as well. We will be focusing on the documents on the screen and will not need participants to be on camera.

Q5: I've never used Zoom before, help!

If you need support, please access Zoom's Help Center: <https://support.zoom.us/hc/en-us/articles/206175806>. They have a section called 'Getting Started with Zoom'. This section

explains the basic functions of Zoom. If you are still unsure and have questions not answered on Zoom's Help Center, please let us know.

Q6: Will our session be able to go over the scheduled 30 minutes?

No, we want everyone to get their full 30-minute sessions. If we need to discuss the project beyond the 30 minutes, we can schedule that for another day/time.

Q7: Do I have to enter the session exactly at my scheduled time?

No. We encourage participants to click on the link they were sent by EWG staff and enter the session a few minutes early. Participants will be placed in a 'waiting room' automatically. Staff will let each participant into the session when it is their designated time.

Q8: Can my consultant and/or other staff attend our session?

Yes. Please let us know the names of other participants so we can make sure we let them into the session at the appropriate time.

Q9: I am a consultant for more than one project/applicant, do I need a separate link for each session?

No. We will be using the same link for all participants each day. To keep it simple for everyone, staff will be using the 'waiting room'. This means when you click on the link sent by EWG staff, you will atomically be put in the 'waiting room'. Staff will let each participant into the session when it is their designated time. Please make sure your client informs EWG staff that you will be participating.

Q10: Will our session be recorded?

No. We will not be recording any sessions.