

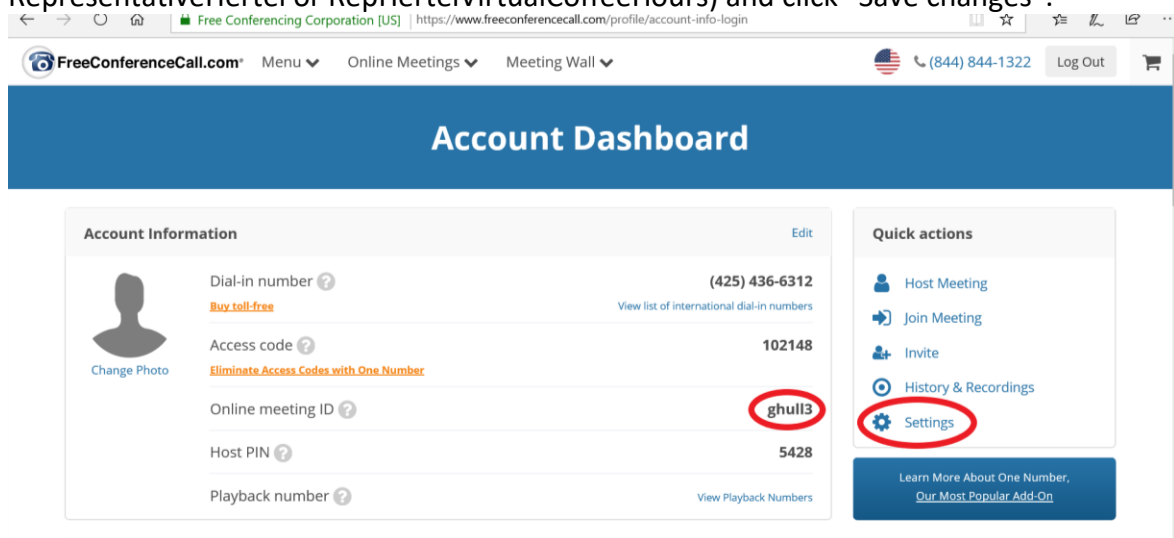
# Freeconferencecall.com Installation and Meeting Instructions

## Creating your account

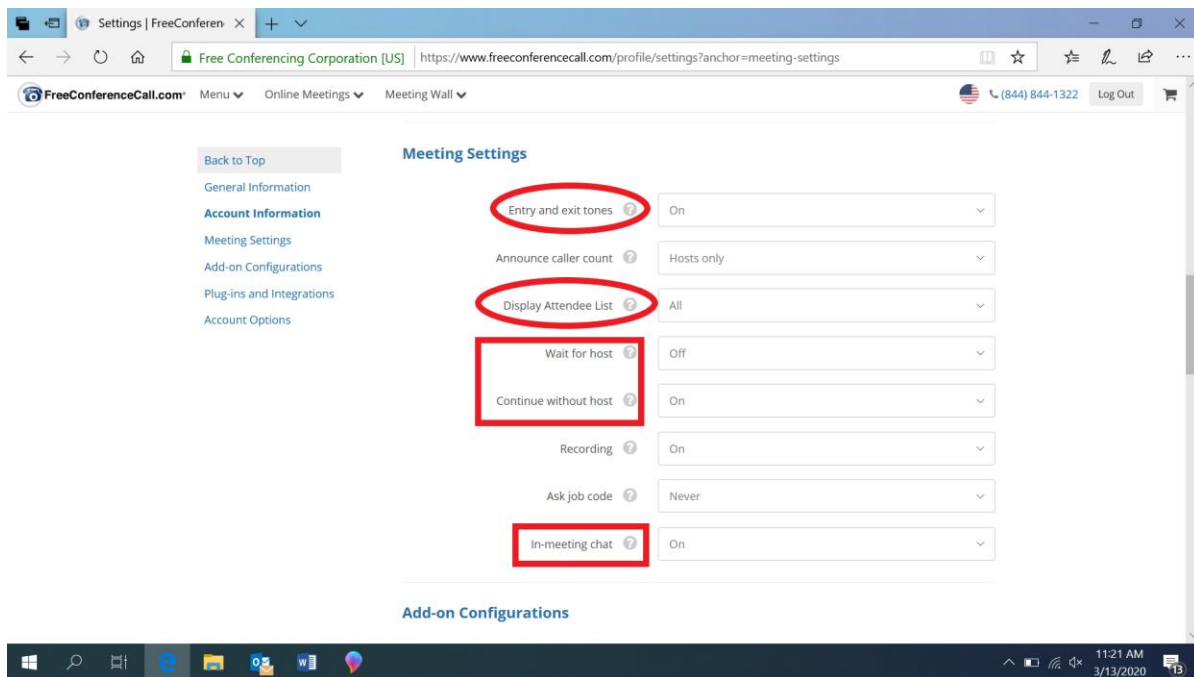
- 1) Type [freeconferencecall.com](https://www.freeconferencecall.com) into your web browser
- 2) Once there, enter an email and a password that you will use when signing into this account.
- 3) Once this created, you will be sent an email with information that will have the conference call #, access code, host pin, online meeting ID, and playback number.
- 4) When you go to log in, there will be a tab named “quick actions”. That is where you will start your online conference call.
- 5) Also, in that same email, there will be more information on how to use all of the account features as well as tutorial videos.

## There are a few settings you will want to change before hosting your first meeting:

1. On the homescreen, take a look at your **“Online meeting ID”**. This is the name that will appear as the host for constituents that choose to use the online option to participate. Freeconferencecall.com automatically generates your Online meeting ID using the email you used to register, which likely isn’t appropriate to be your host name. To change your Online meeting ID, simply click on the “Settings” link under the “Quick actions” panel. Scroll down to the “Online meeting ID” field, enter your desired Online meeting ID (eg: RepresentativeHertel or RepHertelVirtualCoffeeHours) and click “Save changes”.

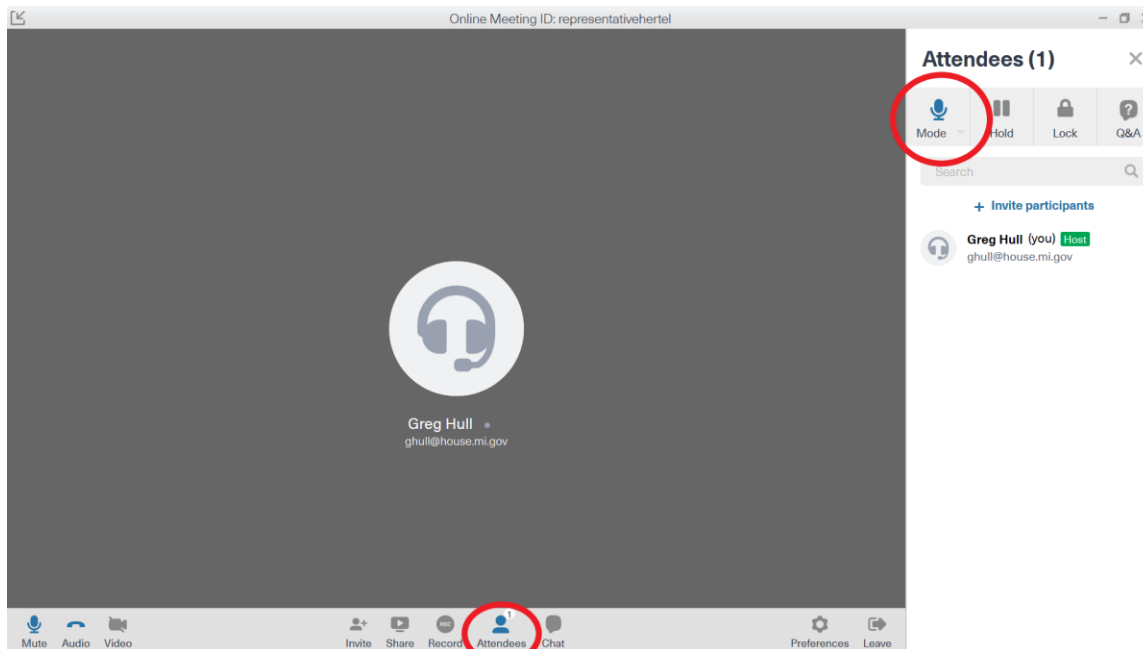


- From the same screen, scroll down to “Meeting Settings”. We recommend making the following changes:
  - ✓ Change “Entry and exit tones” to “Off”
  - ✓ Change “Display Attendee List” to “Hosts only”
  - ✓ You may also want to consider changing “Wait for host” to “On” and “Continue without host” to “Off”
  - ✓ You may also choose to turn “In-meeting chat” to “Off”



## Now you are ready to host a meeting!

- Under the “Quick actions” menu click on “Host Meeting”
- Click the green “Host Online Meeting” button
- The application will launch (the first time you will be prompted to download and run “FCC installer”), choose “Host” and then your audio preferences (most likely you will simply select “Computer audio”)
- The meeting will launch. Click on the “Attendees” button at the bottom to view attendees and make sure participants are properly muted



### Options for constituents to join the meeting:

1. Call-in; constituents will call the number provided with your account and enter the provided access code.
  - a. Dial in number and access code are located on the home screen
  - b. Access code is necessary but can be changed
2. Online; you can provide constituents with a link to join the meeting online. The link format is <https://join.freeconferencecall.com/YourOnlineMeetingID> and can be found using the “Invite” button on the “Quick actions” menu of the homescreen. When constituents click on the link they will be prompted to join the meeting.

### A few more suggestions:

1. There is an app available for download and can be used by the Rep. to participate in the meetings. **However, it is critical that the host of the meeting be connected to a reliable internet source so the meeting does not get dropped.** It is strongly advised that the meeting host is hosting from a computer connected to reliable internet.
2. Keep participants muted at all times! You can utilize the Q&A feature in freeconferencecall.com to answer questions from constituents.
3. Do a practice run. Host a meeting and recruit a couple people to join the meeting via both phone and computer. Get used to the features and how to run a meeting before going live with constituents.