

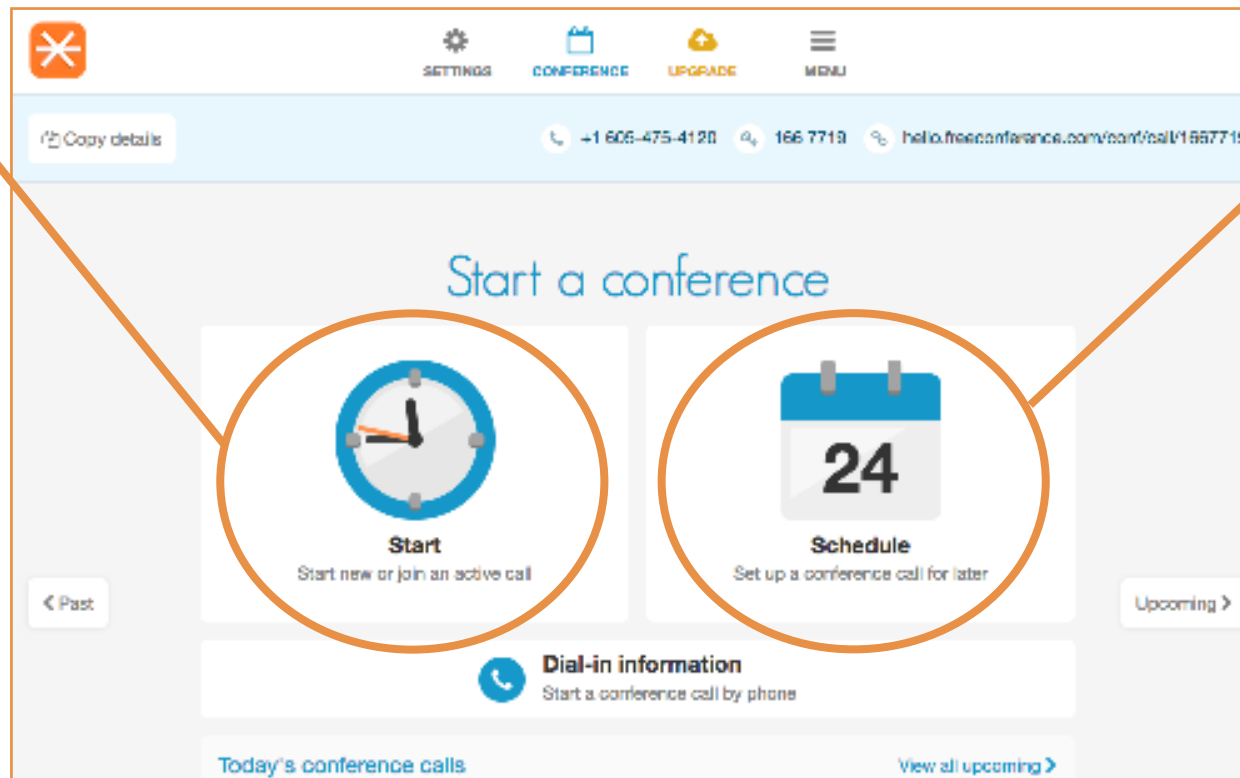
A background image showing five people in a meeting. On the left, a man with a beard and headphones looks at a laptop. Next to him, an older man with glasses looks at a smartphone. In the center, a woman with brown hair smiles. To her right, a woman with glasses and dark hair looks down. On the far right, a woman with blonde hair smiles. They are all seated at a long wooden table with white mugs and papers. The background wall is decorated with colorful sticky notes. The entire image has a warm, orange-toned overlay.

 **FreeConference.com**

How to Schedule a Meeting

Start Now or Schedule For Later

Start a conference instantly.



Schedule a conference for later.

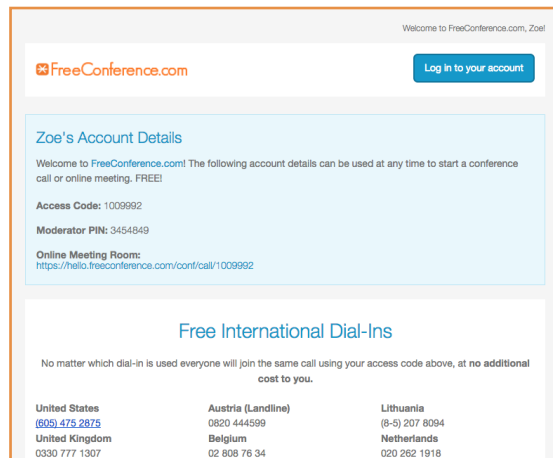
Start now...

Share Conference Details

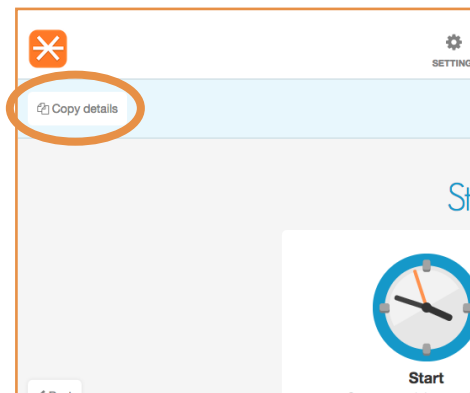
If you want to start a conference instantly, simply share your conference details. No advance scheduling is required!

Conference details can be accessed from:

Welcome Email

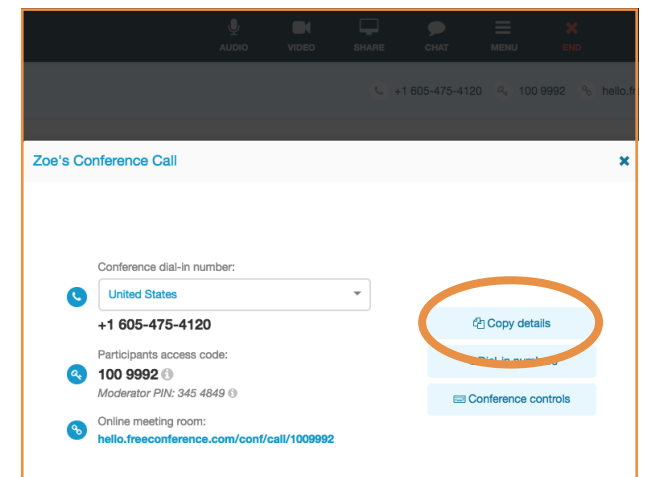


Account Dashboard



Or go to: Menu (dashboard)
➔ Conference Details

Online Meeting Room



Or go to: Menu (call window)
➔ Conference Details

Schedule for later...

Pick a Date and Time

1

Enter date, time and duration

Schedule a conference

Subject
Enter a subject (optional)

Date & time
Monday, June 19 2017

4:00 PM EDT 1 hour

Agenda
Enter an agenda (optional)

4 timezones

Cancel Save

OPTIONAL

Set repeat:
Schedule
recurring
conferences
into the
future

Set to repeat

Repeat period
Weekly

Every 1 week on:
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

How many times?
Indefinitely

Cancel Save

Timezone
helper:
Schedule
international
conferences
easily

Timezones

Start time
11:45AM Los Angeles, United States

Location	Time
Los Angeles	11:45 AM PDT
Chicago	1:45 PM CDT
Toronto	2:45 PM EDT
London	7:45 PM BST

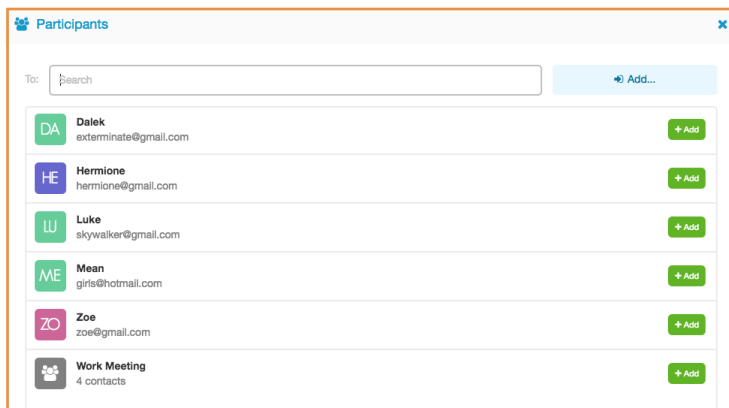
Close Save

Schedule for later...

Invite Participants

2

Invite Participants



Based on your invitation settings (found in “Settings” → “Invitations” from your dashboard), your participants will either be sent email invites or calendar invites to the conference call.

Everytime you invite a contact to your conference, they get automatically added to your Address Book.

For details on email or calendar invitations, [go to page 7](#).

For details on adding, importing and editing contacts, [go to page 11](#).

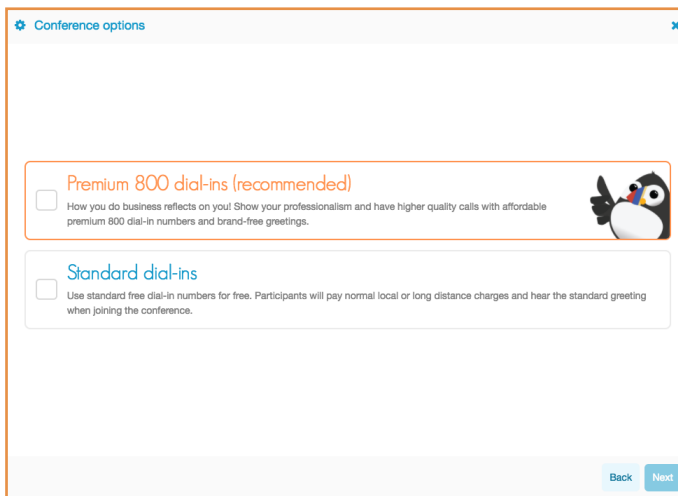
Save time by creating groups in your Address Book. [Go to page 13](#).

Schedule for later...

Select Dial-In Numbers For The Conference

3

Select whether you want
Free or Premium dial-ins*



Conference options

☒ Premium 800 dial-ins (recommended)
How you do business reflects on you! Show your professionalism and have higher quality calls with affordable premium 800 dial-in numbers and brand-free greetings.

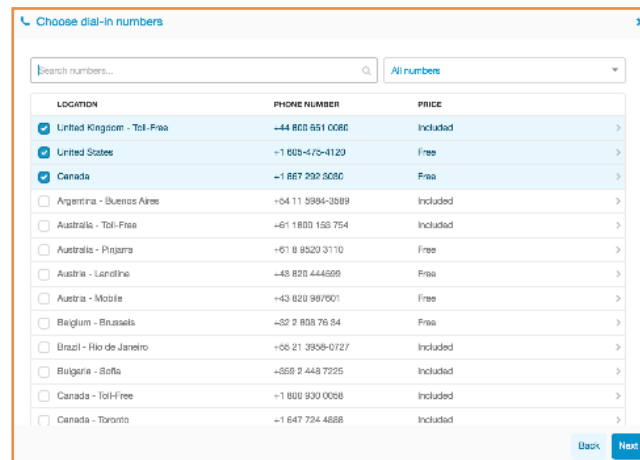
☐ Standard dial-ins
Use standard free dial-in numbers for free. Participants will pay normal local or long distance charges and hear the standard greeting when joining the conference.

Back Next

*Go to [page 14](#) for a detailed breakdown of our dial-in numbers.

4

Select the dial-ins you
want to include in
invitations



Choose dial-in numbers

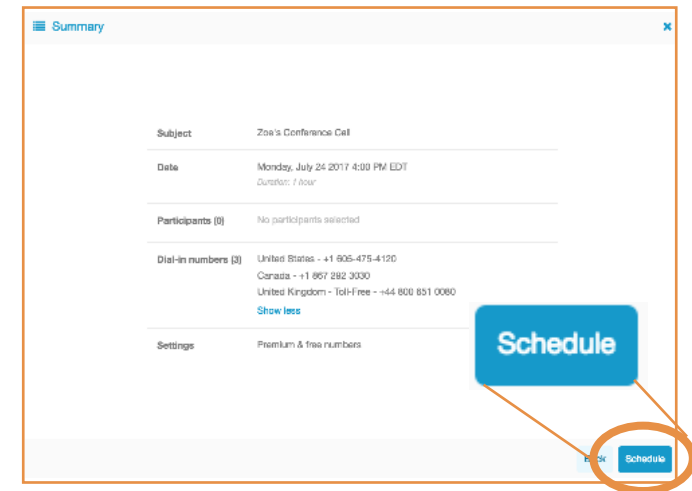
Search numbers... All numbers

LOCATION	PHONE NUMBER	PRICE
<input checked="" type="checkbox"/> United Kingdom - Toll-Free	+44 800 851 0080	Included
<input checked="" type="checkbox"/> United States	+1 800-475-4120	Free
<input checked="" type="checkbox"/> Canada	+1 867 292 9080	Free
<input type="checkbox"/> Argentina - Buenos Aires	+54 11 5984-3889	Included
<input type="checkbox"/> Australia - Toll-Free	+61 1800 158 754	Included
<input type="checkbox"/> Australia - Perth	+61 8 9520 3110	Free
<input type="checkbox"/> Austria - Landline	+43 820 444599	Free
<input type="checkbox"/> Austria - Mobile	+43 820 987001	Free
<input type="checkbox"/> Belgium - Brussels	+32 2 808 76 84	Free
<input type="checkbox"/> Brazil - Rio de Janeiro	+55 21 3958-0727	Included
<input type="checkbox"/> Bulgaria - Sofia	+359 2 448 7225	Included
<input type="checkbox"/> Canada - Toll-Free	+1 800 930 0068	Included
<input type="checkbox"/> Canada - Toronto	+1 647 724 4888	Included

Back Next

5

Review details
and schedule!



Summary

Subject: Zoe's Conference Call

Date: Monday, July 24 2017 4:00 PM EDT
Duration: 1 hour

Participants (0): No participants selected

Dial-in numbers (3): United States - +1 800-475-4120
Canada - +1 867 292 9080
United Kingdom - Toll-Free - +44 800 851 0080
[Show less](#)

Settings: Premium & free numbers

Schedule

To view the full list of dial-in numbers, [click here](#).

Link: <https://www.freeconference.com/dial-ins-rates/>

Invitations: Email vs Calendar

You can choose between Email invitations and Calendar Invitations in “Settings” on your dashboard.

Email invitation

FreeConference <international@freeconference.com> 2:13 PM (3 minutes ago) ☆ [icon]

to Zoe [icon]

Zoe invited you to a conference call

FreeConference.com

Zoe invited you to a conference call

Work Meeting
Wednesday, August 9, 2017 2:00 PM - 3:00 PM EDT

Add to your calendar

Outlook Mac Google Yahoo

Are you attending?

Dial-in Information

Connect to the conference call by dialing in with your phone.

United States	+1 605-475-4120
Canada	+1 867 292 3030
United Kingdom	+44 333 113 0100
Access code	633 1591
Moderator PIN	938 8338

Calendar invitation

Calendar Invites let you easily enter your conference as an event in your calendar.

FreeConference <international@freeconference.com> 11:26 AM (1 minute ago) ☆ [icon]

to Zoe [icon]

Work Meeting

When Mon Aug 14, 2017 11:15am – 12:15pm (EDT)

Where (606) 475 4120 Access code: 633 1591

Who Zoe, Zoe*

[Add to calendar »](#)

Agenda

Mon Aug 14, 2017

No earlier events

11:15am Work Meeting

No later events

FreeConference Conference Details

Work Meeting
Monday, August 14, 2017 11:15 AM - 12:15 PM EDT

Dial-in information:
United States: [+1 605-475-4120](tel:+16054754120)
Canada: [+1 867 292 3030](tel:+18672923030)
United Kingdom: [+44 333 113 0100](tel:+443331130100)

Access code: 633 1591

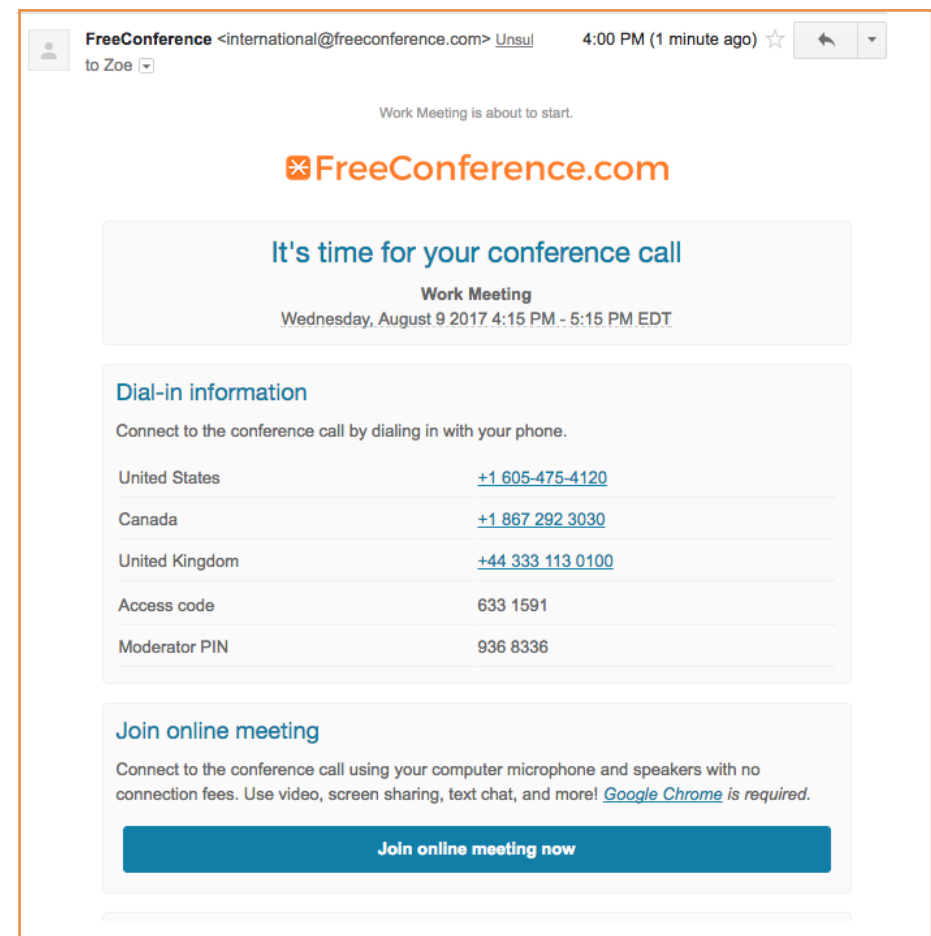
Join online meeting:
<https://hello.freeconference.com/conf/call/6331591>

Cell diagnostic test:
<http://hello.freeconference.com/system/test>

Reminders

Reminder emails are automatically sent to all participants 15 minutes before your conference starts.

Want to get reminders to your mobile device via text message? Turn on SMS reminders.
[Go to the next page.](#)

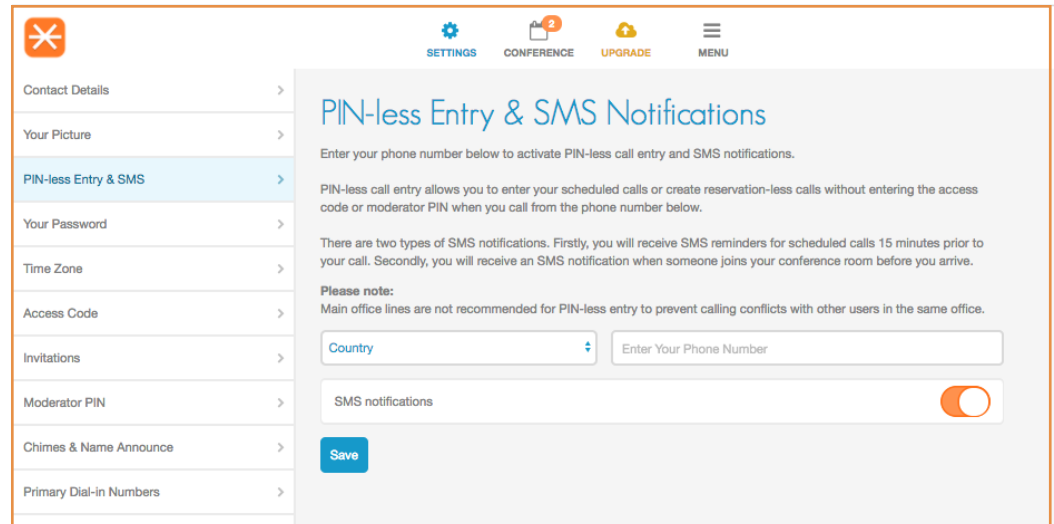


PIN-less Entry & SMS Notifications

PIN-less Entry: When you join a call using your registered number, you will be directly connected to the conference line - no prior access code or moderator PIN required.

SMS Notifications: Receive reminder text messages to your registered mobile device:

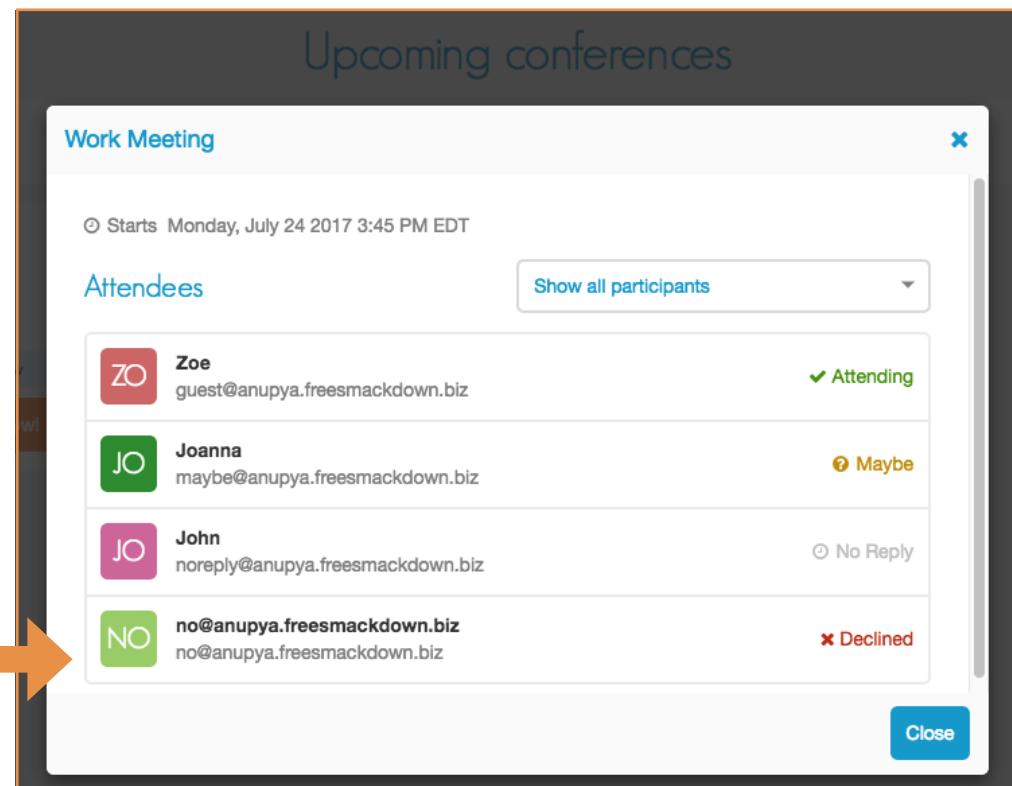
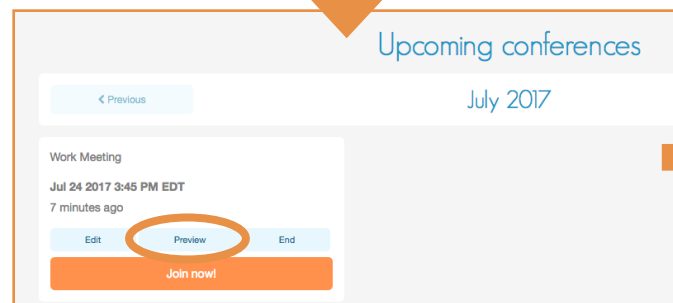
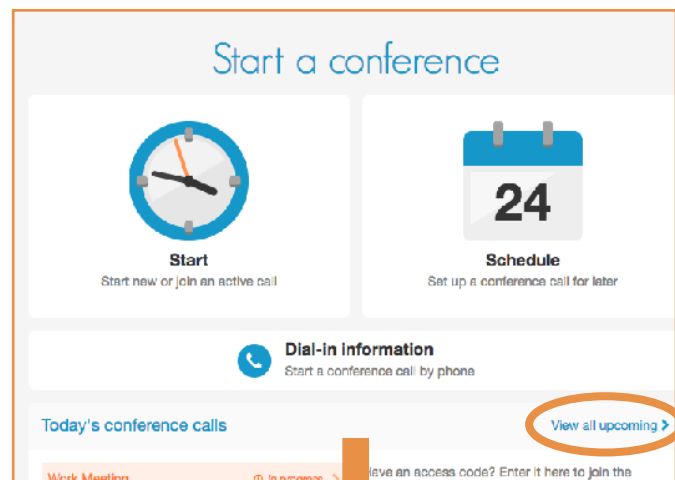
1. 15 minutes before your call starts.
2. If someone has joined the call before your arrival.



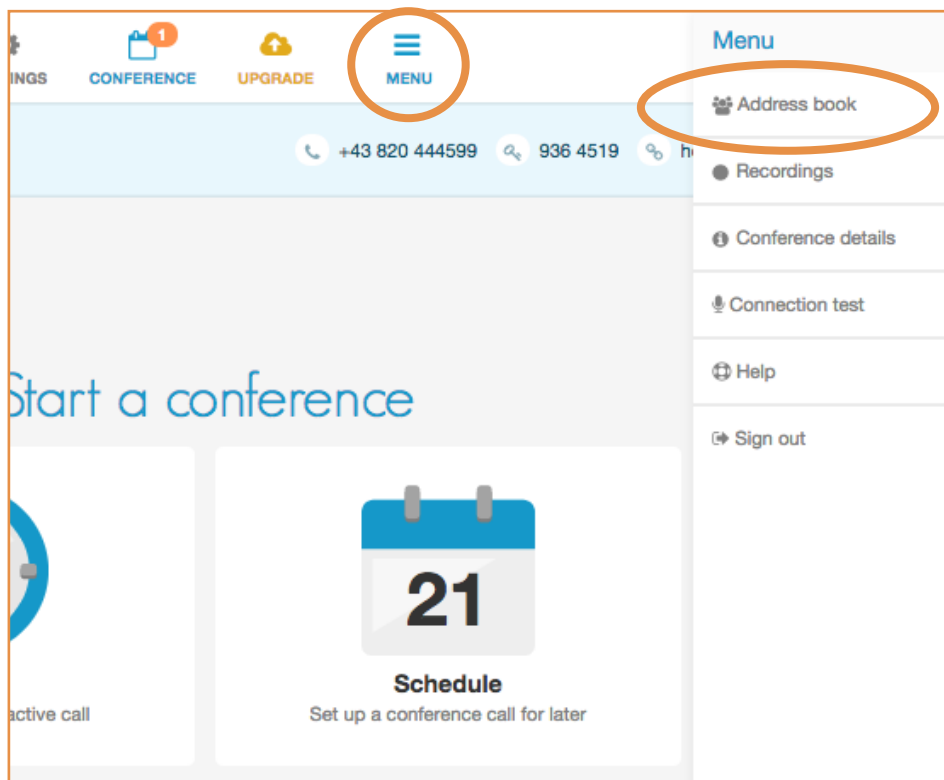
The screenshot shows a web application interface for managing settings. On the left is a sidebar menu with the following items: 'Contact Details', 'Your Picture', 'PIN-less Entry & SMS' (which is highlighted), 'Your Password', 'Time Zone', 'Access Code', 'Invitations', 'Moderator PIN', 'Chimes & Name Announce', and 'Primary Dial-In Numbers'. The main content area is titled 'PIN-less Entry & SMS Notifications'. It contains the following text: 'Enter your phone number below to activate PIN-less call entry and SMS notifications.', 'PIN-less call entry allows you to enter your scheduled calls or create reservation-less calls without entering the access code or moderator PIN when you call from the phone number below.', and 'There are two types of SMS notifications. Firstly, you will receive SMS reminders for scheduled calls 15 minutes prior to your call. Secondly, you will receive an SMS notification when someone joins your conference room before you arrive.' Below this is a 'Please note:' section stating 'Main office lines are not recommended for PIN-less entry to prevent calling conflicts with other users in the same office.' There is a 'Country' dropdown menu, a text input field labeled 'Enter Your Phone Number', and a toggle switch for 'SMS notifications' which is currently turned on. A blue 'Save' button is at the bottom left of the main content area.

RSVPs

You can view the RSVP status of your upcoming meetings in “View all upcoming” → “Preview” from the dashboard.



Address Book

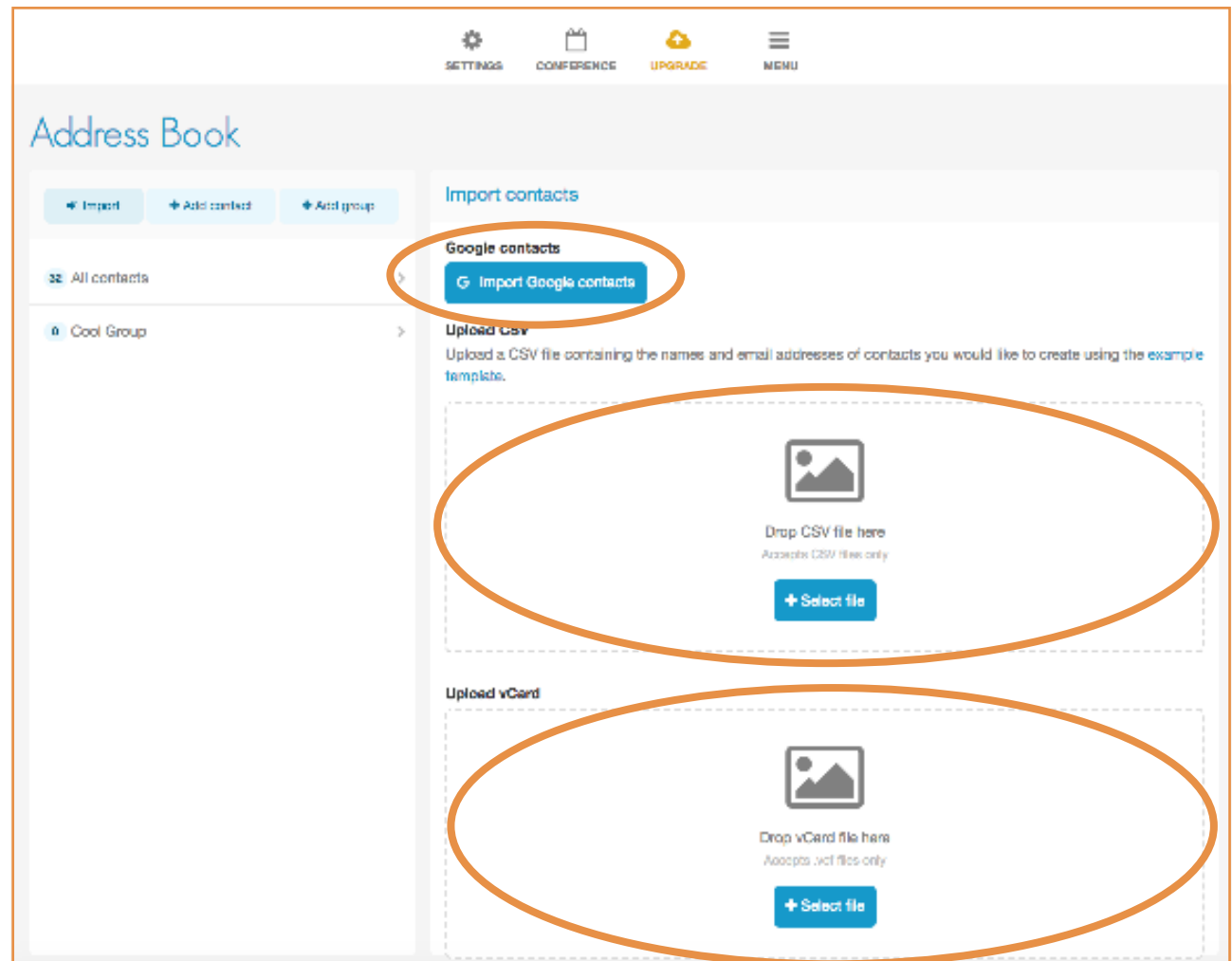


Setting up meetings can be a cinch when you upload contacts to your address book and create groups in advance.

Go to MENU → Address Book from your dashboard to view your contacts.

Importing Contacts

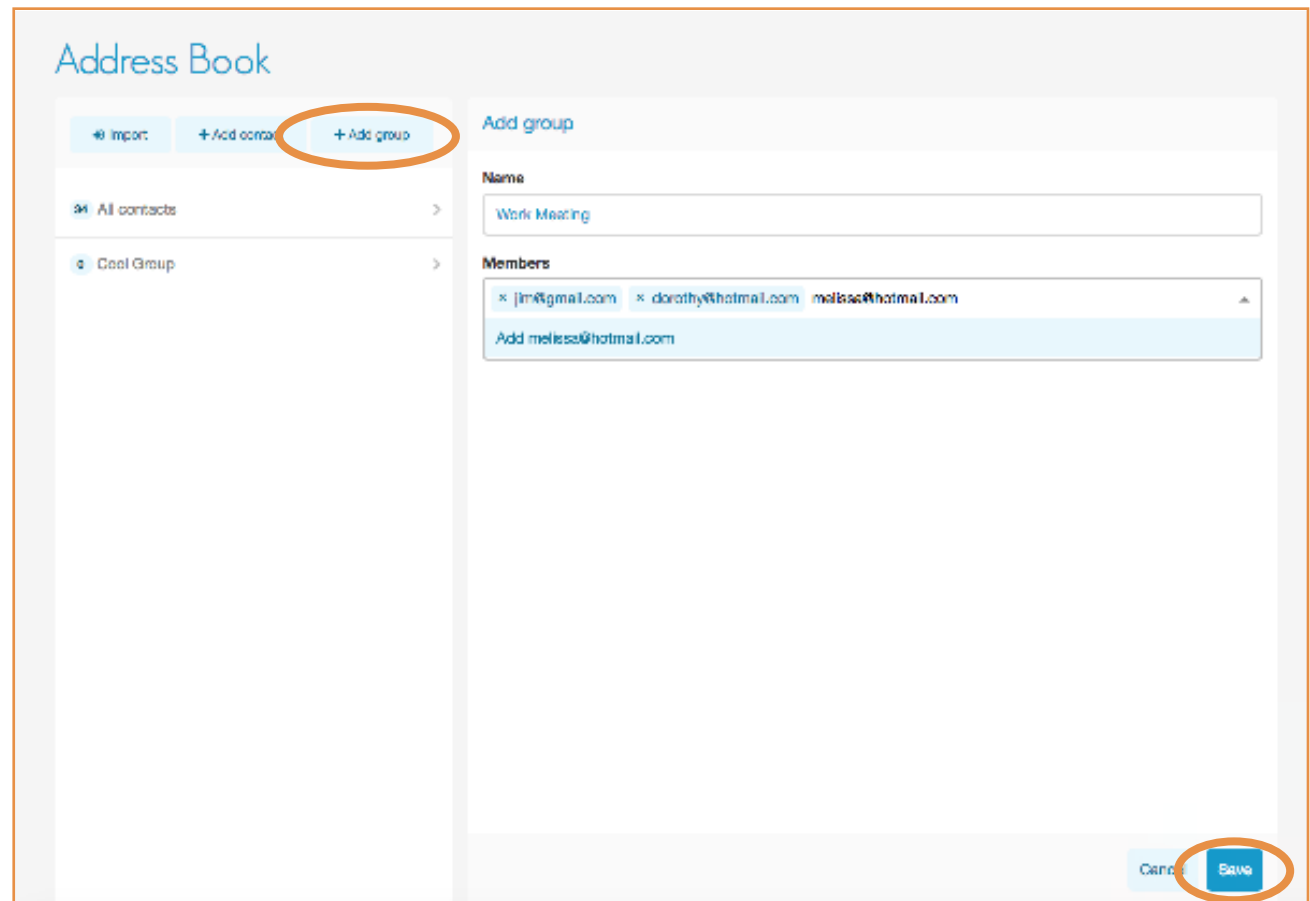
You can import through Google Contacts, CSV and vCard files.



Groups

Create groups in advance and invite everyone with just 1 click.

Click on “Add group” in Address Book to create your first group.



The screenshot shows the 'Address Book' interface. In the top left, there are three buttons: 'Import', '+ Add contact', and '+ Add group'. The '+ Add group' button is circled in orange. Below these buttons is a list of groups: 'All contacts' and 'Cool Group'. To the right of the list is a form titled 'Add group'. The form has a 'Name' field with the text 'Work Meeting'. Below the name field is a 'Members' section with a list of email addresses: 'jim@gmail.com', 'dorethy@hotmail.com', and 'melissa@hotmail.com'. Below the list is a button labeled 'Add melissa@hotmail.com'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in orange.

Dial-In Numbers: A Breakdown

Free

Free Dial-Ins

Free dial-ins are available in 15+ countries around the world.

- United States
- Canada
- United Kingdom
- South Africa

..... [and more!](#)

Premium*

Premium

Want more? We have premium dial-ins in 40+ countries.

- Japan
- France
- Israel
- Singapore

..... [and more!](#)

Toll-Free (800)

Pick up the tab with toll-free (800) numbers.

- United States
- Canada
- United Kingdom
- Australia
- Singapore
- Germany

Pay As You Go

Some of our numbers will be charged per minute of usage on top of the amount paid for the plan.

- India
- China

* All Premium plans (Starter, Plus, Pro) offer brand-free greetings!

To view the full list of dial-in numbers, [click here](#).

Link: <https://www.freeconference.com/dial-ins-rates/>

Upgrade to Starter, Plus or Pro!

<u>Click for more details</u> →	<u>FREE</u>	<u>STARTER</u>	<u>PLUS</u>	<u>PRO</u>
Unlimited Conferences	✓	✓	✓	✓
Max # of Phone Participants	400	400	400	400
Max # of Web Participants	10	15	20	25
Live Video Feeds	3	5	5	8
Screen sharing	✓	✓	✓	✓
Unlimited Call Recording	Upgrade!	✓	✓	✓
Free Dial-Ins (Including US & Canada)	✓	✓	✓	✓
Premium International (40+ countries)	Upgrade!	✓	✓	✓
Toll-Free (6 countries)	Upgrade!	✓	✓	✓
Premium Minutes	0	100	500	750
Overage Rate (Premium Minutes)	Upgrade!	10 ¢/min	8 ¢/min	6 ¢/min
BUY NOW →	<u>\$0.00 USD</u>	<u>\$9.99 USD</u>	<u>\$24.99 USD</u>	<u>\$34.99 USD</u>

Looking for more? Calls with 400+ are [available](#).

Link: <https://www.freeconference.com/landing/request-host-large-calls/>

Join our ever growing list of satisfied customers and create your no-commitment, zero-cost, FreeConference.com account today!

Your FREE account includes:

- Dedicated conference line to use at any time
- Unlimited conference calls with up to 400 audio participants
- Free International Dial-Ins
- Unlimited Online Meetings with up to 10 web participants
- Screen & Document Sharing
- Video Conferencing
- FULL account access with call scheduling, call history, automated invitations and reminders, PIN-less entry, Address Book, Moderator Controls, and more!



SIGN UP FOR A FREE ACCOUNT NOW!

Link: <https://www.freeconference.com/sign-up/>

FreeConference.com is the ORIGINAL free conference calling provider. Experience the freedom to connect anytime, anywhere, for FREE!

The information in this guide is subject to change without notice. Please visit our website for the most up-to-date information.