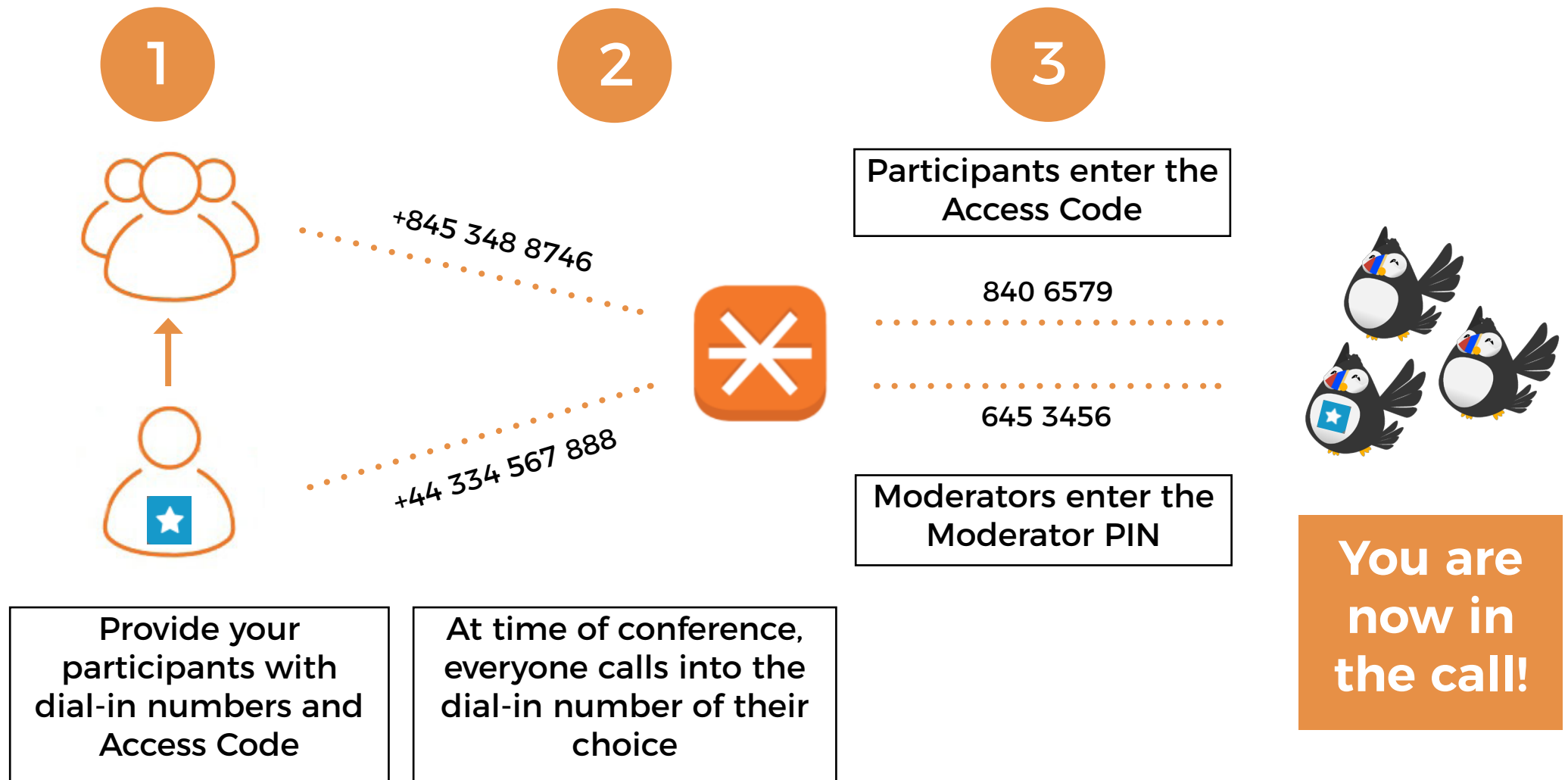




 **FreeConference.com**

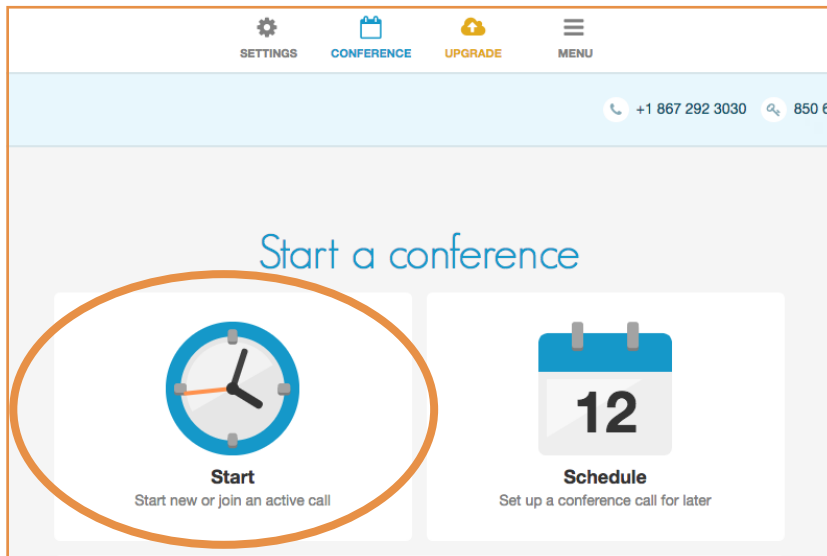
How to Host an Online Meeting

How to Start & Join a Phone Conference



What You Need to Host an Online Meeting

Instructions:



At the time of the meeting, log in to your account and click “Start” or go directly to your Online Meeting Room URL.

What you need:



FreeConference.com account
(Online Meeting Room URL,
Access Code, Moderator PIN)



Internet Connection



The latest version of
Chrome

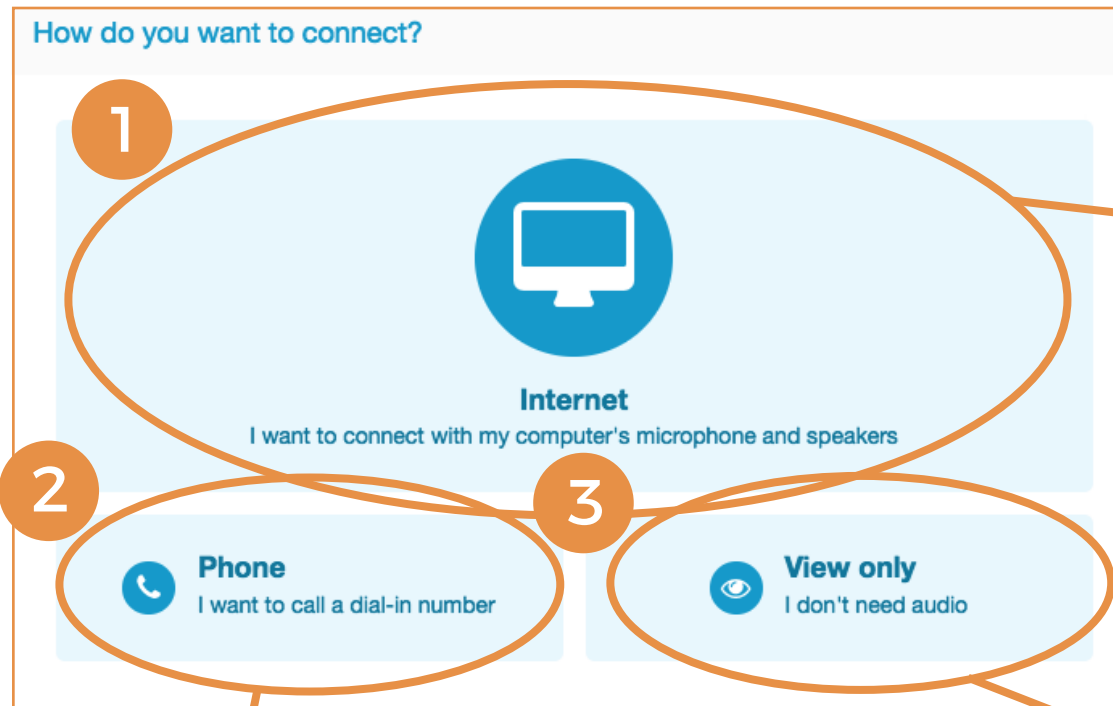


Video Camera (if you
plan to turn your
camera on)



Microphone OR Phone
Line (for audio)

Select How You Would Like to Connect Audio



Connect your audio using your computer. Allow microphone access when prompted.

Connect your audio by phone.* Get details [here](#).

Join the Online Meeting Room without audio.

* You will still be able to go back and view the Online Meeting Room.

The Online Meeting Room



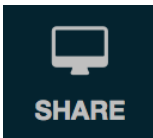
Mute your line



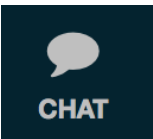
Record Audio*



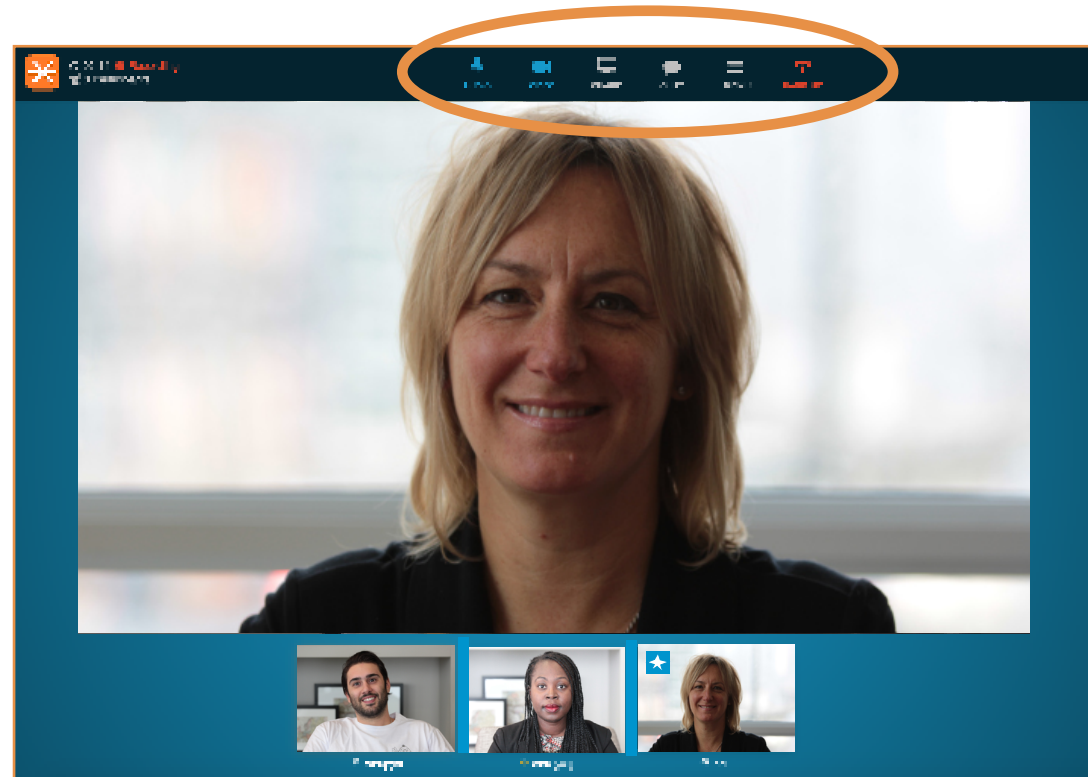
Turn on your video camera



Screen share & document share



Text chat

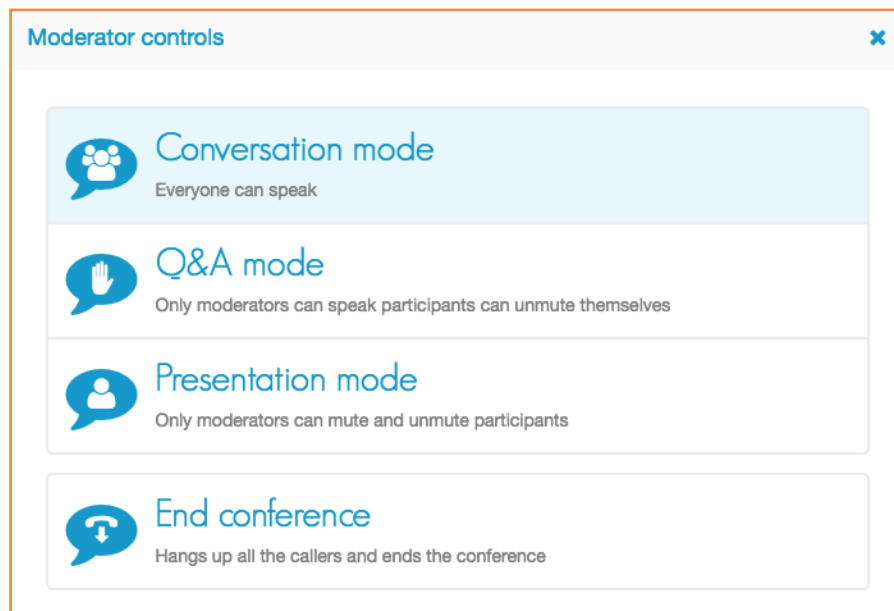
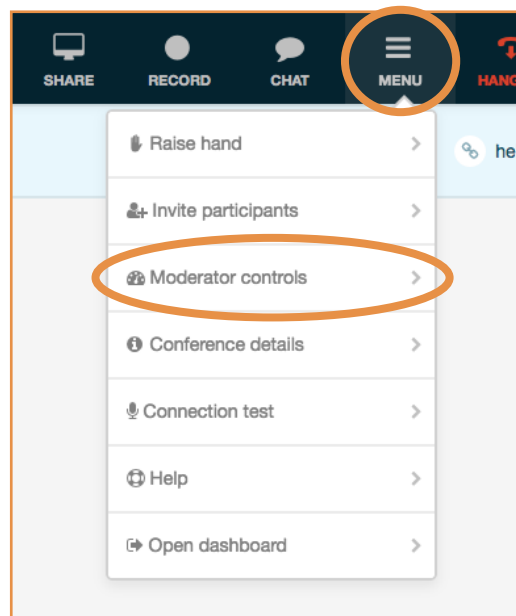


* Call recording is a premium feature. [Go to slide 16](https://www.freeconference.com/pricing/) or [click here](https://www.freeconference.com/pricing/) to become a premium account holder.

Link: <https://www.freeconference.com/pricing/>

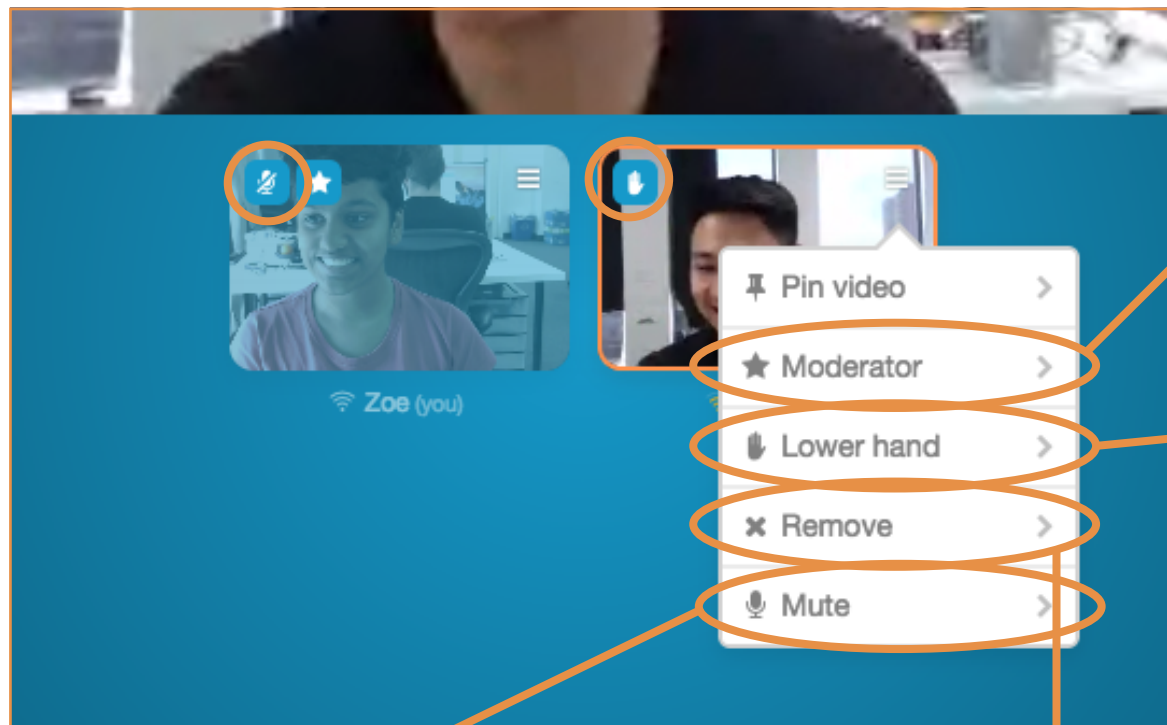
Conversation, Q&A and Presentation Modes

As the account holder, you are the default meeting moderator which gives you the power to turn any caller you want into a moderator. Moderators can mute and unmute participants in large group settings, mute & remove individual participants.



The default is set to Conversation Mode. Go to Settings → Moderator Controls to change it.

Individual Tiles



Moderator: Grant moderator controls to another participant in the meeting.

Raise/Lower Hand: If a participant is muted, they can “Raise their hand” to let you know that they would like to be unmuted if they have something to say.

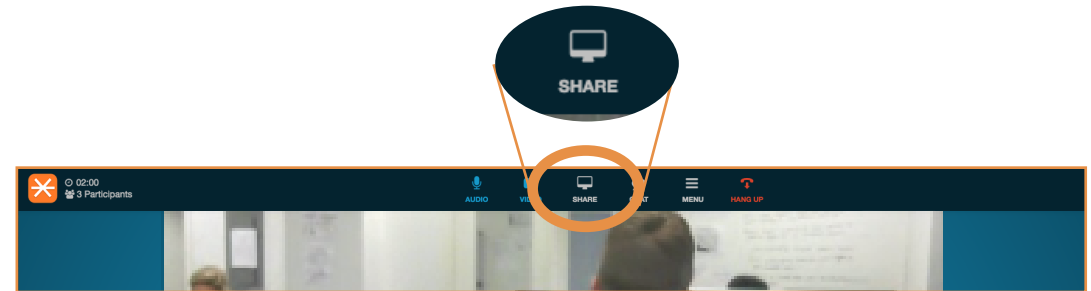
Mute: Mute a caller right from their tile.

Remove: Remove a participant from a meeting.

Share Your Screen

1

Click “SHARE” in the black menu bar in your Online Meeting Room and click “Share screen.”

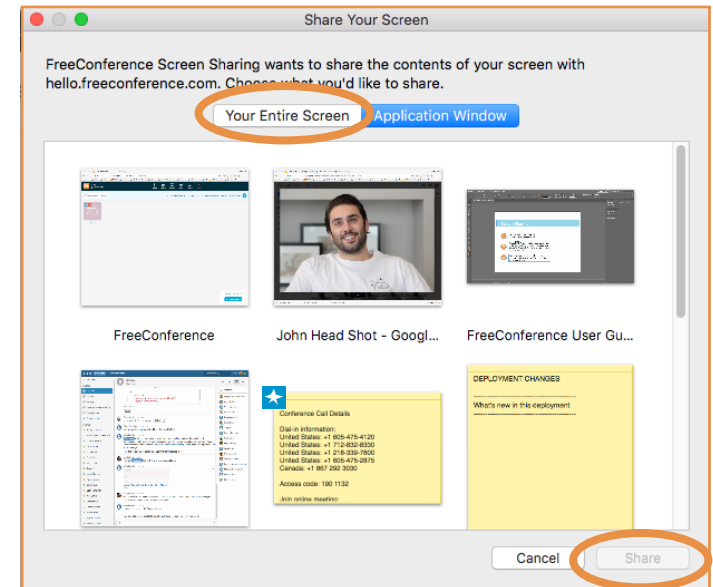


2

Add the FreeConference screen sharing extension when prompted.

3

From the pop-up screen, choose what you'd like to share with everyone else in the Online Meeting Room. Click “Share” when you're done.



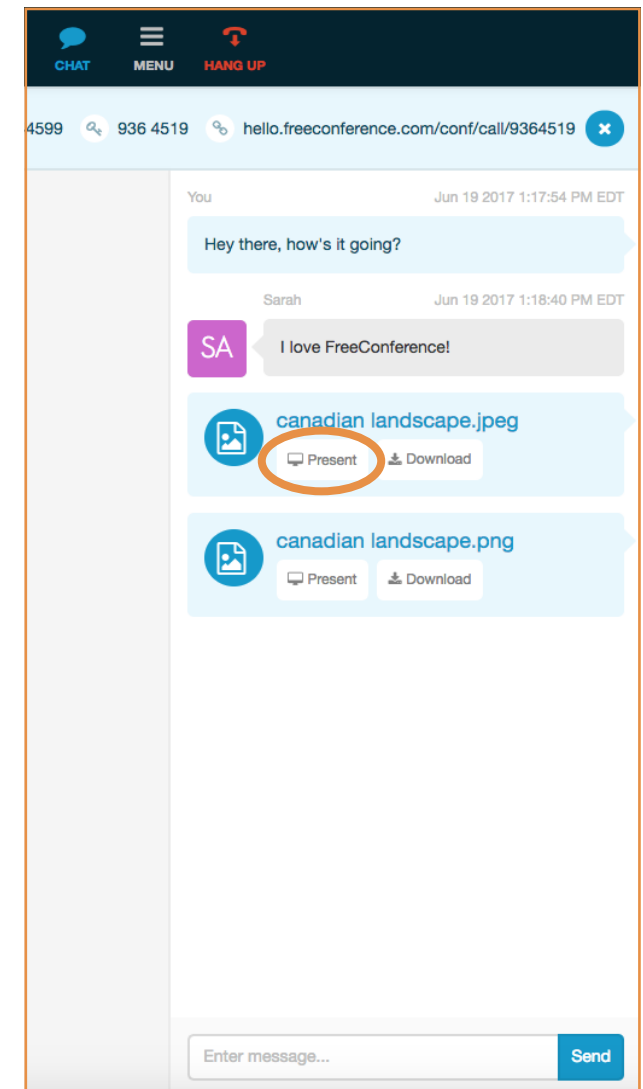
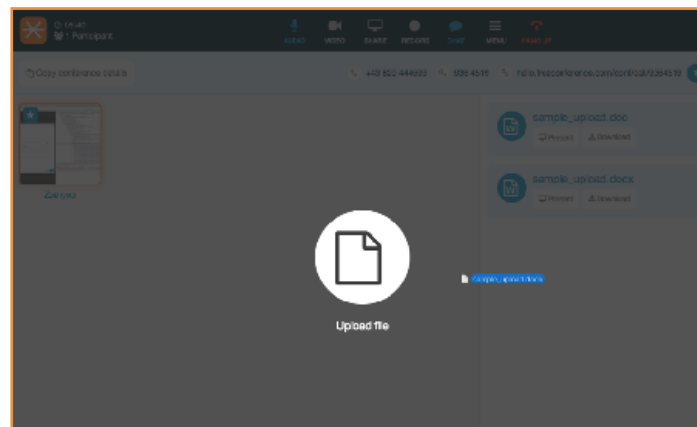
Note: If you are sharing a powerpoint, share your entire screen.

Share a Document

Document Sharing allows you to instantly upload documents for everyone else to download. Once it's been uploaded, it can also be presented through the Online Meeting Room.

TO UPLOAD: Click “SHARE” in the black menu bar on the top and click “Upload document” OR you can simply drag and drop the file anywhere in the Online Meeting Room.

TO PRESENT: After you have uploaded the document, click on the “Present” button in the chat window.



Document Presenting Formats

The following formats can be presented:



DOC

PDF

TIFF

XLS

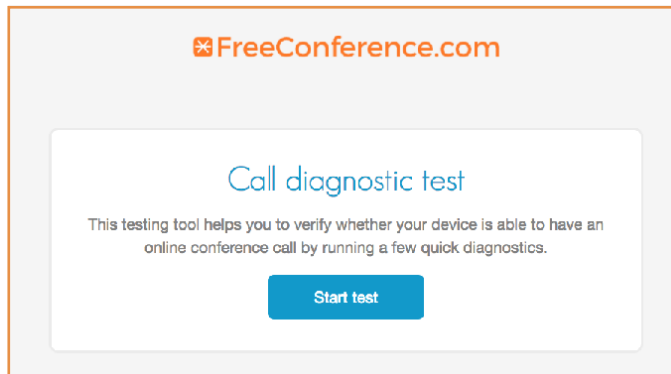
PPT

JPEG

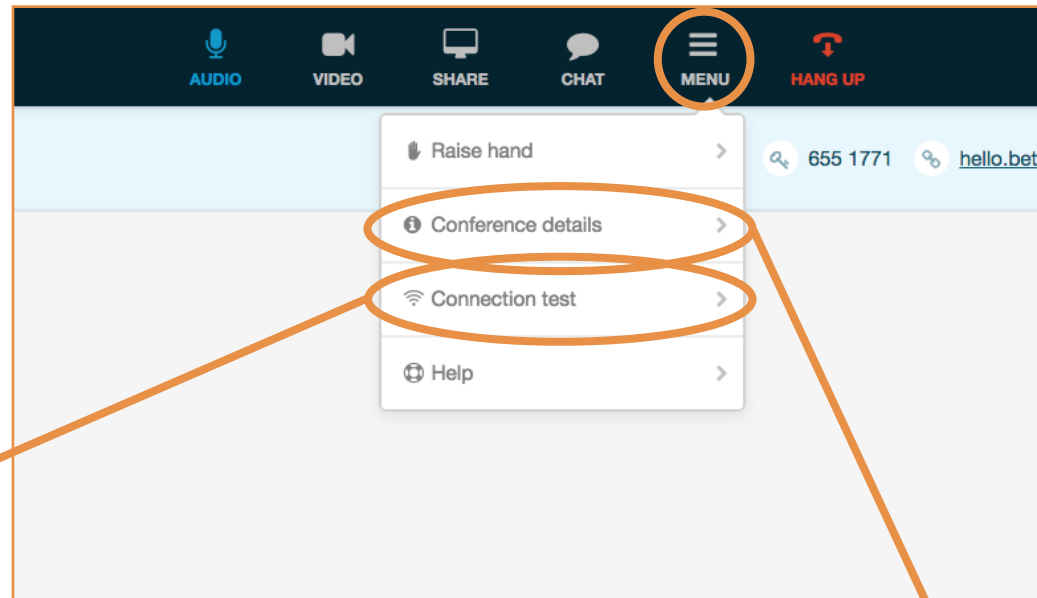
123	CWK	FODS	JTT	ODP	PLT	SGL	SXW	wk4
AGD	DBF	GNM	KEY	ODS	PNG	SLK	TXT	WKS
ASE	DIF	GIF	KTH	ODT	PPM	STI	UOF	WMF
BMP	DXF	HTM	MML	PBM	PSD	SVG	VOR	WPD
CDR	EPS	HTML	MET	PCT	RAS	SVM	VSD	WPS
CGM	EMF	HWP	ODB	PCX	SDA	SWF	WB2	WRI
CMX	FHD	JPG	ODG	PDB	SDC	SXD	WK1	XML
CSV	FODG	JTD	ODF	PGM	SGF	SXM	wk3	

All file formats can be shared as long as they are 10 MB or less.

Having Connection Issues?



In less than 60 seconds, the Connection Test tool will test your mic, audio playback, WiFi connection speed and video so you can pinpoint where and if there are any issues.



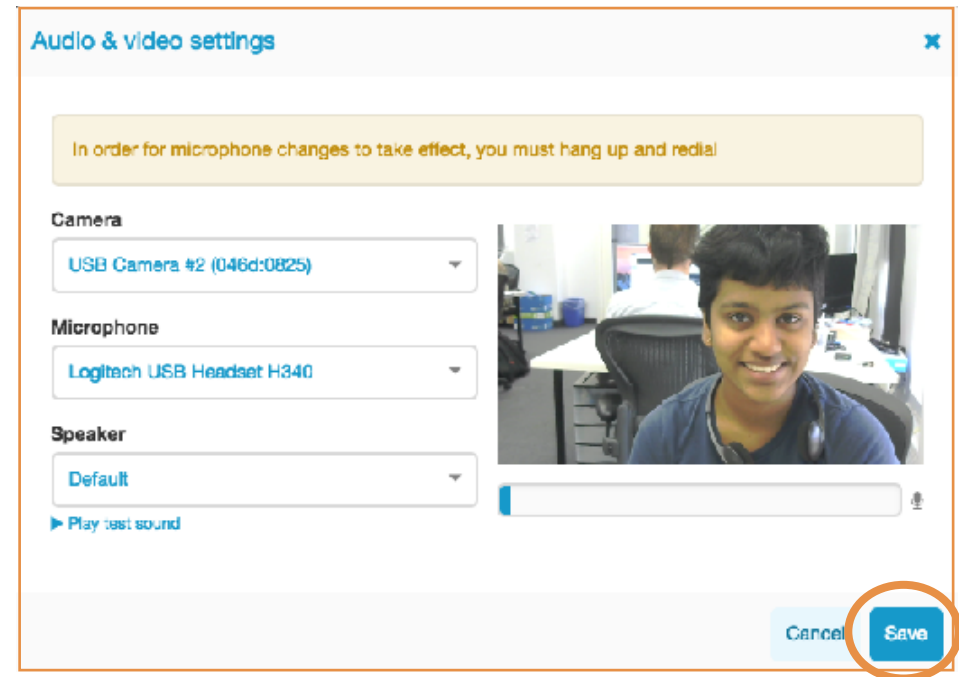
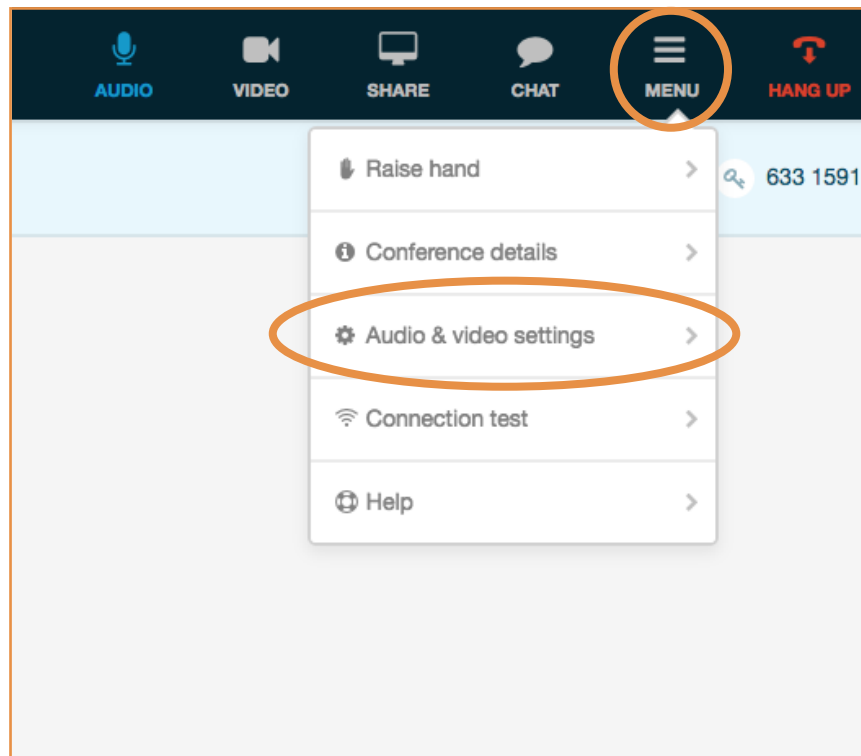
If there is a problem, join the conference by phone. You can access dial-in information here without ever leaving the Online Meeting Room.

[Click here](https://hello.freeconference.com/system/test) to go to the Connection Test.

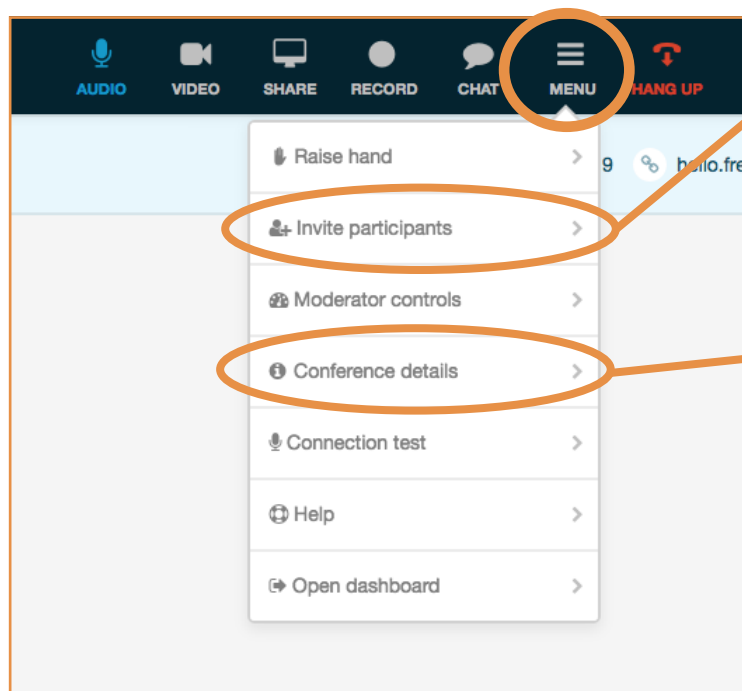
Link: <https://hello.freeconference.com/system/test>

Device Selection

Select the camera, microphone and speaker you want to use for your conference. Click “Save” when you are done.



How to Invite Participants



Invite Participants: Enter the emails of invitees and we will send an email informing the added participants of the active call.

Conference Details: View important conference information like Access Code, URL, etc. You can copy this information into an email and inform your participants yourself.

At the time of the call, everyone will join by clicking on the link provided in the email invitation OR by visiting www.freeconference.com and entering the meeting's Access Code.

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.