



 FreeConference.com

Participant Guide

How to Join a Phone Conference

1

Use your phone or mobile device to call the number provided in your email invitation.

2

Enter the provided Access Code.

Joining an online meeting?
[Go to the next page.](#)

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?

Yes Maybe No

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	936 8336

[Join online meeting](#)

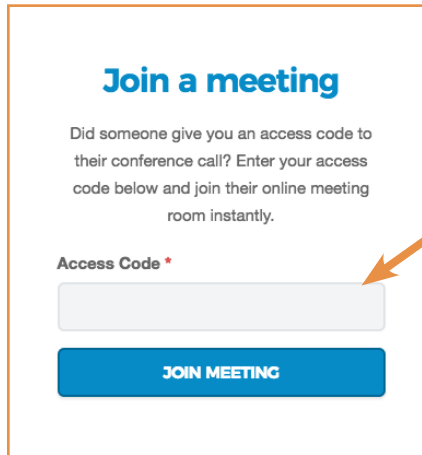
Tip: To mute or unmute your line, press *6.

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

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

How to Join an Online Meeting

Instructions:



At the time of the call, either:

- Visit www.freeconference.com and enter the meeting's Access Code
- Click on the link provided in the email invitation

What you need:



Access Code



Internet Connection



The latest version of Chrome

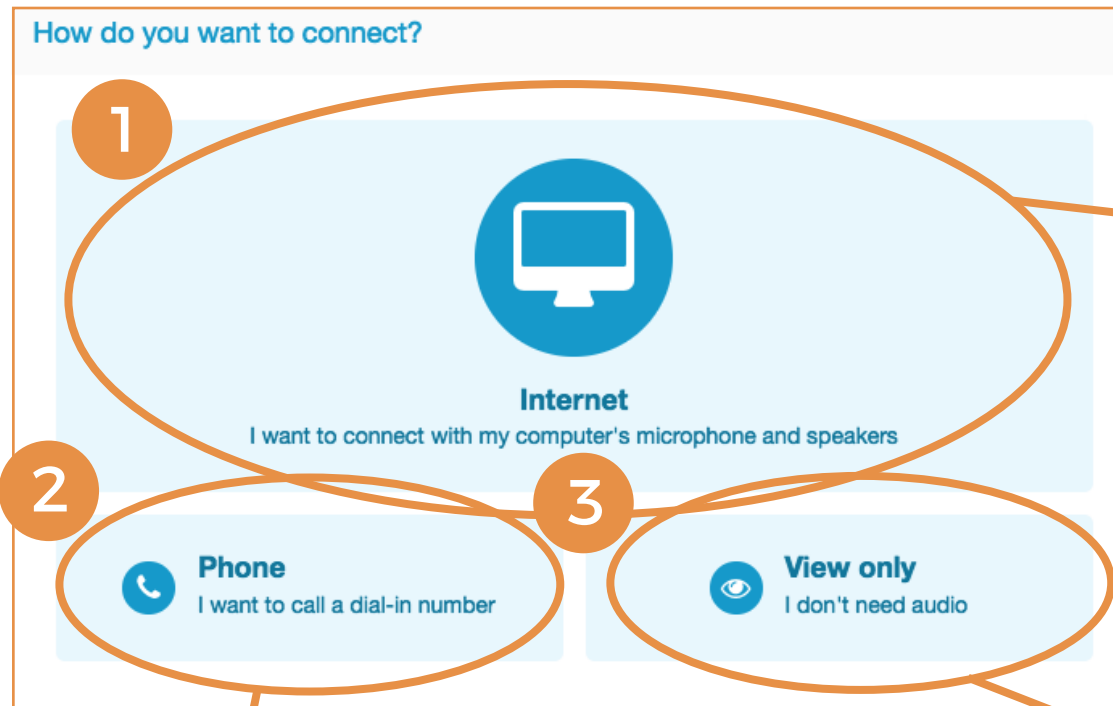


Video Camera (if you plan to turn your camera on)



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.

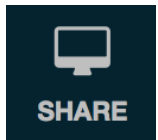
The Online Meeting Room



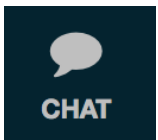
Mute or unmute
your line



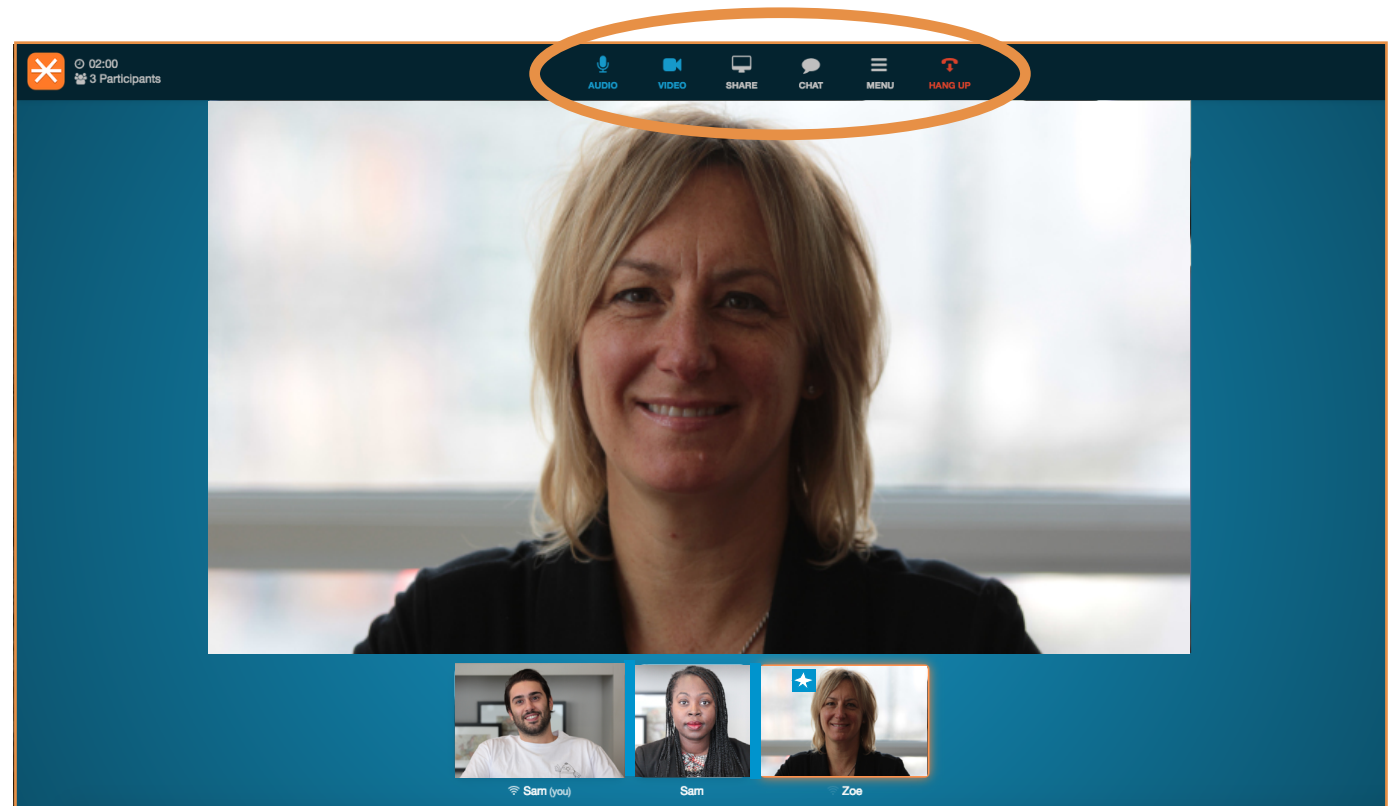
Turn on your
video camera



Share your desktop
or upload a
document



Open the chat
window and send a
message by text

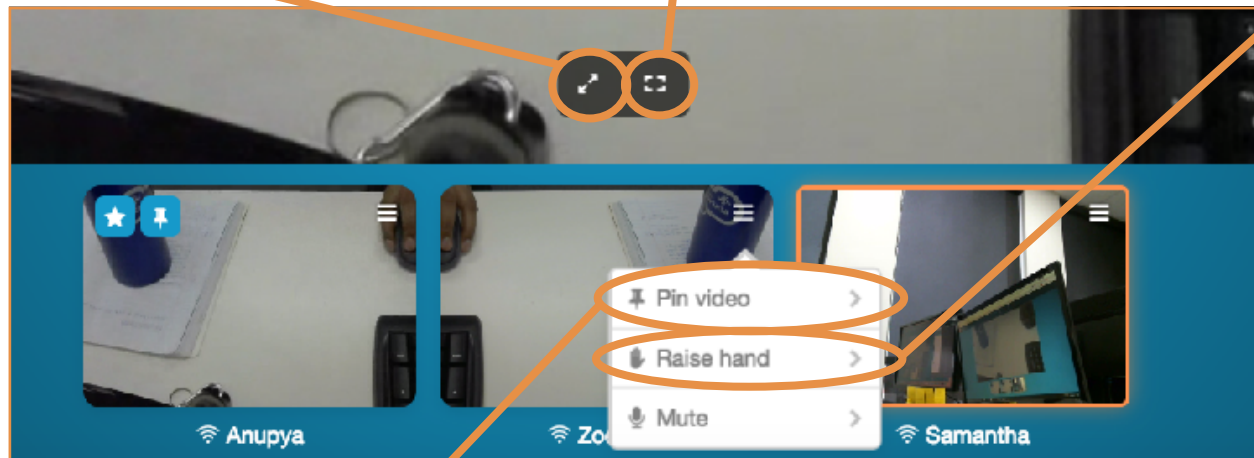


Expand Your Screen, Pin Video, Raise Your Hand

Expand hides the lower caller tiles.

Full Screen makes the main video tile full screen.

Raise Your Hand if the moderator has muted your line and you'd like to speak.



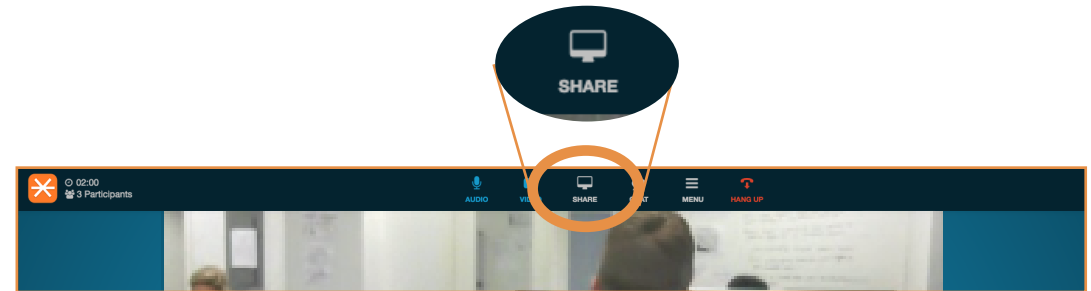
Pin Video lets you choose the video that displays in the main tile on your screen. When you don't select "Pin Video", it automatically displays the active speaker and toggles between who is speaking.

Note: Press the 'Escape' key to exit full screen mode.

Share Your Screen

1

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

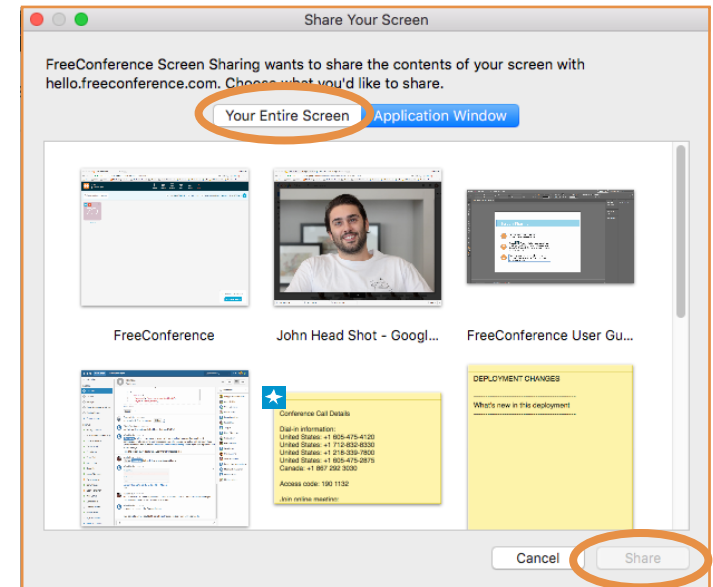


2

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.



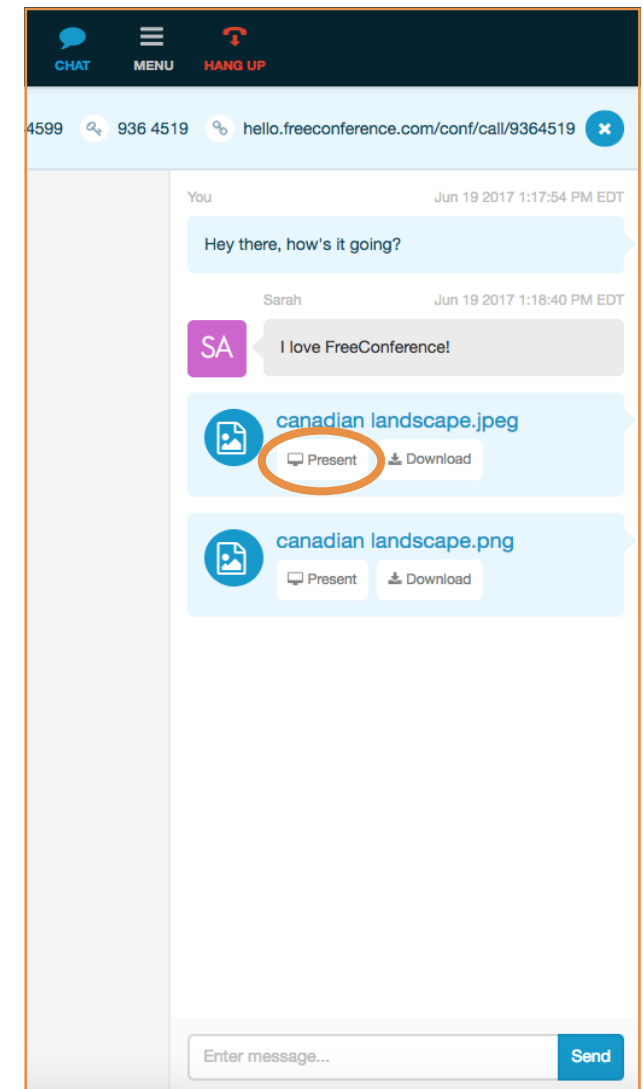
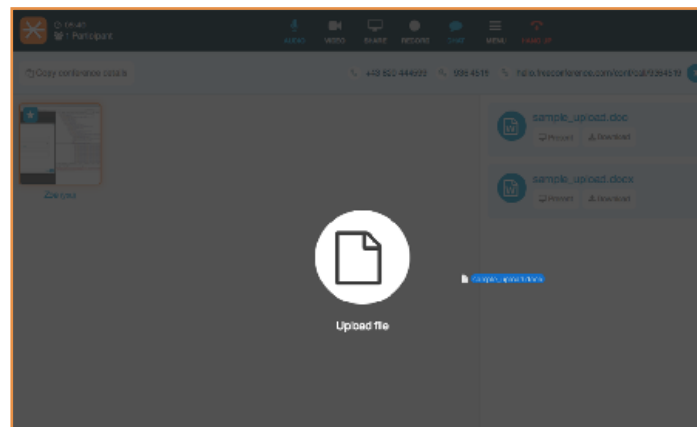
Note: If you are sharing a powerpoint, share your entire screen.

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

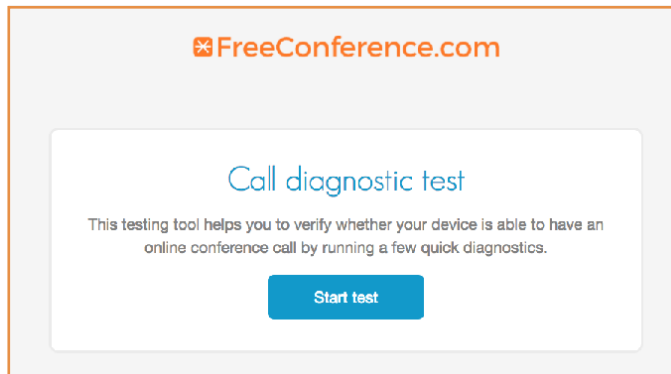
PPT

JPEG

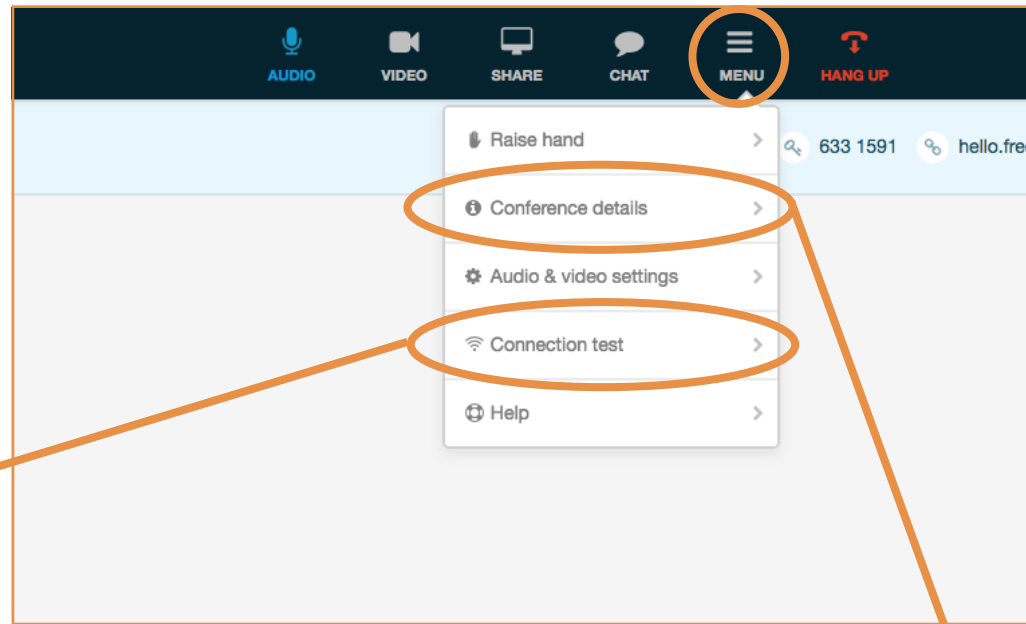
123	CWK	FODS	JTT	ODP	PLT	SGL	SXW	wk4
AGD	DBF	GNM	KEY	ODS	PNG	SLK	TXT	WKS
ASE	DIF	GIF	KTH	ODT	PPM	STI	UOF	WMF
BMP	DXF	HTM	MML	PBM	PSD	SVG	VOR	WPD
CDR	EPS	HTML	MET	PCT	RAS	SVM	VSD	WPS
CGM	EMF	HWP	ODB	PCX	SDA	SWF	WB2	WRI
CMX	FHD	JPG	ODG	PDB	SDC	SXD	WK1	XML
CSV	FODG	JTD	ODF	PGM	SGF	SXM	wk3	

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.



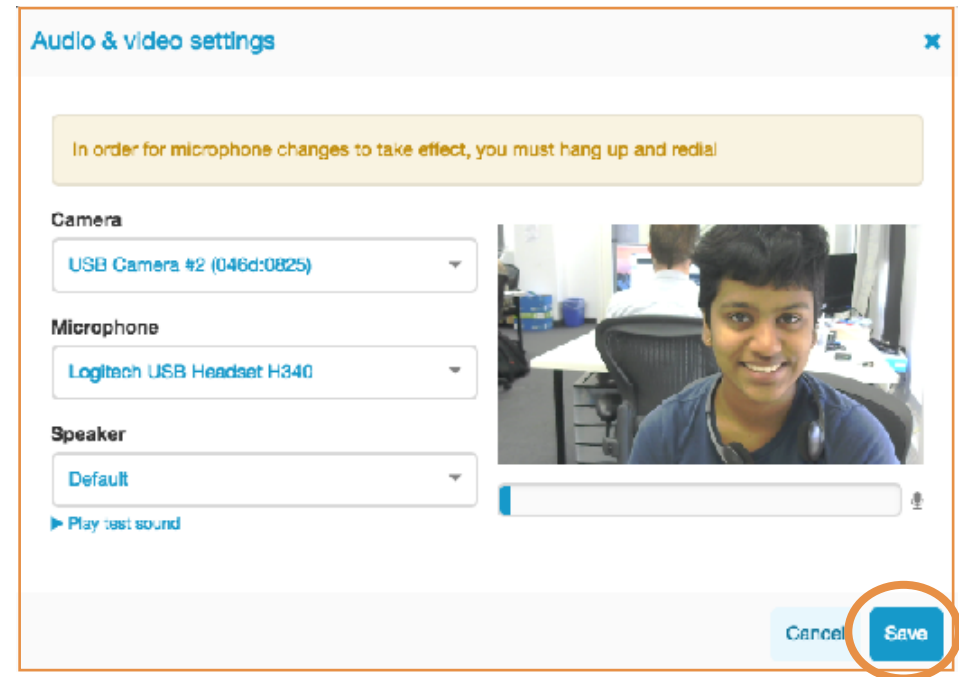
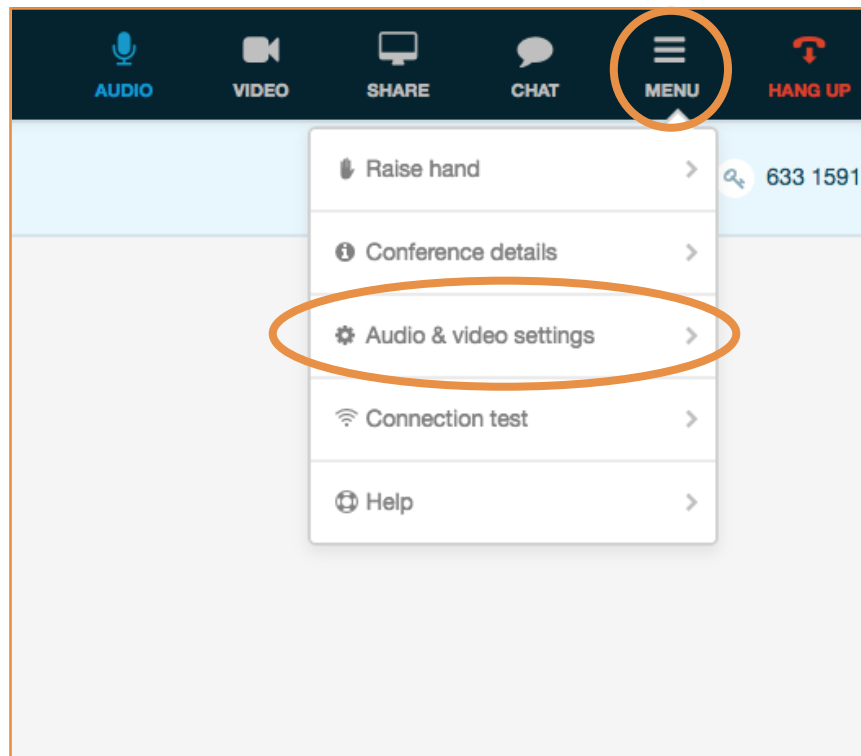
If there is a problem, join the conference by phone. You can access dial-in information here without ever leaving the Online Meeting Room.

[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.



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.