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Instructions to Setup a Method to Conduct Virtual Meetings

There are many tools out there that can be used for the purpose of holding virtual meetings or conference calls. The one we are presenting happens to be the one in use by our State Council for their meetings. These instructions are intended for the Council/Assembly member(s) that would most likely host the meetings.

The tool selected is from Free Conference Call at https://www.freeconferencecall.com (FCC). It is free to use. And is one of the easier tools for these times. It can support up to 1000 participants. Your experience and that of the attendees will be highly dependent on the quality of your internet service. FCC simultaneously supports those that are technically challenged by allowing attending via phone only and for video conferencing to allow for visual presentations and the use of web cameras to see attendees.

If you are technically comfortable, skip to the last page in this document for the short version.

In all cases, if you do not feel comfortable with trying this yourself or are stuck, please feel free to contact either Marty Beatty, State Program Chair at (406) 439-9593 membership-west@montanaknights.org or Bernie Adams, State Webmaster at (406) 431-9514 webmaster@montanaknights.org to help you through this.
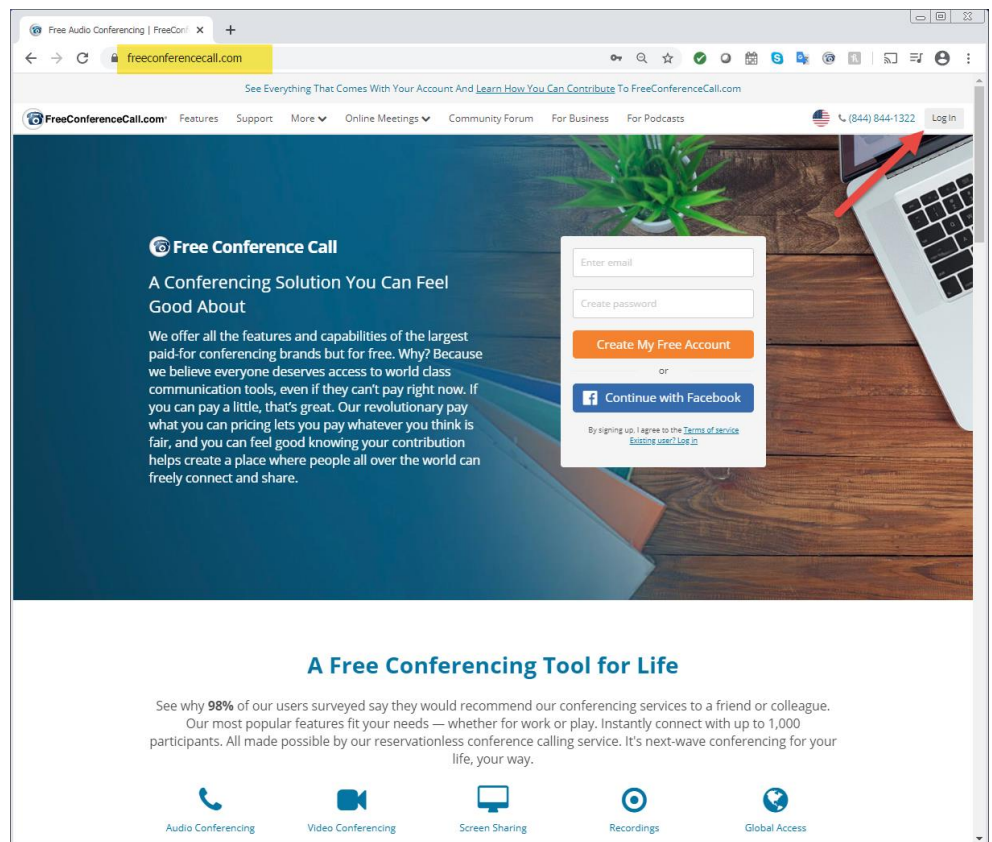
In all cases, after you have completed the steps, please test with several of your Council or Assembly members BEFORE you first official meeting. Again, Marty and Bernie would be more than happy to attend to give further instructions.

Let's Begin:

Conference calls hosted by Free Conference Call can be attended by using a landline, cell phone, Smart phone, tablet or computer. To host a meeting, you should use an app on either your smart phone or computer.

Step 1 – Access the web site.

Open a web browser and proceed to the web address www.freeconferencecall.com . You will be presenting with a screen shown at the right. NOTE: if you already have an account, click the LOGIN button on the upper right.

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Setup a new account

Step 2: Enter in a valid email address. This will become the user ID for the new account. If you want a "unique" email address, we suggest going to Google.com and setup a gmail account. I.E. HelenaKC844@gmail.com and set it up to forward all related email to your regular email account.

Next, fill in the password. Use one that is easy to remember. I.E. Council844

Step 3: Click the 'Create My Free Account' button

It will take a few seconds before the next action occurs.

If you entered in a unique email address, (one that has not been used for the ID for another Free Conference Call account, you will receive a message that the account has been successfully created.

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Your Account is Now Active

If you click the **"Host an Online Meeting"** button, it will take you to a dialogue box (shown below) that will allow you to download a desktop app. It also gives you instructions on hosting a meeting.

Don't worry you will be able to find this later. For now, click the red X to close the dialogue

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If you click "**Host a Conference Call**", it will take you to a dialogue box that will allow you invite participants for a voice or video conference call. It also gives you instructions on hosting a meeting and the settings.

In the secondary dialogue box, it will show you the content you would include in an email or text message inviting participants to your conference call.

Don't worry you will be able to find this later. For now, click the red X to close the dialogues.

Host a Conference Call ✖

1. Invite participants.
2. At the time of your conference, call the dial-in number.
3. Enter the access code.
4. Enter the host PIN to access phone keypad commands.

Go Back | **Invite Participants**

Invite ✖

Dial-in number (US): (978) 990-5000
Access code: 475519#
International dial-in numbers: https://fccdl.in/i/badamsmt
Online meeting ID: badamsmt
Join the online meeting: https://join.freeconferencecall.com/badamsmt
For additional assistance connecting to the meeting text "Help" to the Dial-In number above. Message and data rates may apply.

Copy to Clipboard | ✉ Invite by Email

See more options

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Account Dashboard

After closing these items, you will then arrive at the "Account Dashboard" showing you the meeting information.

On the right side is a Quick actions menu with several options. We will cover several of these items next.

Note in the Account Information, that the Online meeting ID is simply the left half of the email address you used to create the account. This is generally not a very description ID. It is one of the many things you can change in the settings area of the Dashboard.

Click the "**Settings**" option in the menu on the right side of the Dashboard.

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Settings

There are many settings revealed when you select the option. Fortunately, there is only a handful of interest at this time. As you become more familiar with the application, you can tweak as needed.

The "General Information" area of settings contains a couple of items that you can adjust to help personalize your account and the notices, etc.

First - add values to the First Name and the Last Name fields. We suggest using something descriptive to your Council/Assembly. Such as:

First Name: KC
Last Name: Council #9999 Two Dot

Next, if you want, change the Email to an email address that should receive correspondence and conference call reports from the system. When done, click the '**Save Changes**" button. If you want to discard your changes and start over, click the "**Cancel**" button.

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Account Information

Next, on the left side, click the 'Account Information' menu option.

If you desire, you can change the Online Meeting ID to something that may be more appropriate than the left part of the original email address used to setup the account.

It should be changed to a value that more closely represents your Council or Assembly.

For example: twodotkc9999

When satisfied with your changes, click the '**Save Changes**" button.

If you want to discard your changes and start over, click the "**Cancel**" button.

At this time, those are the only are the only settings that need to be changed.

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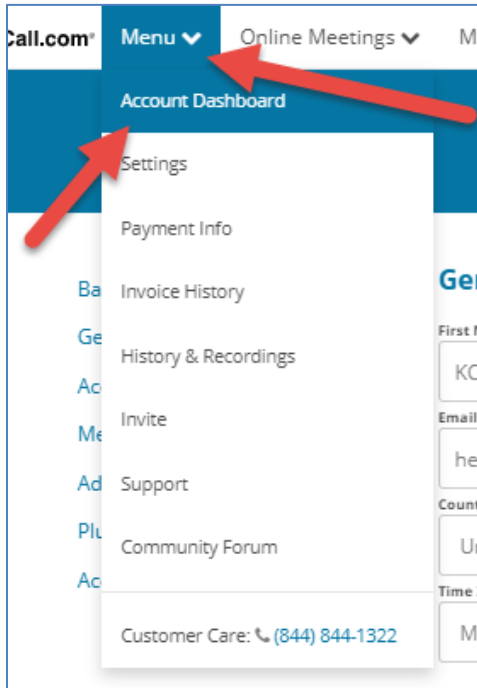
To return to the Account Dashboard, go to the menu at the top of the web page, select "**Menu**" and then the option "**Account Dashboard**".

If you changed your Online meeting ID, it should now be reflected in the Account Information.

This is a good time to point out that the phone number and access code will always be the same for all your meetings. This makes it easy to create a template for inviting attendees.
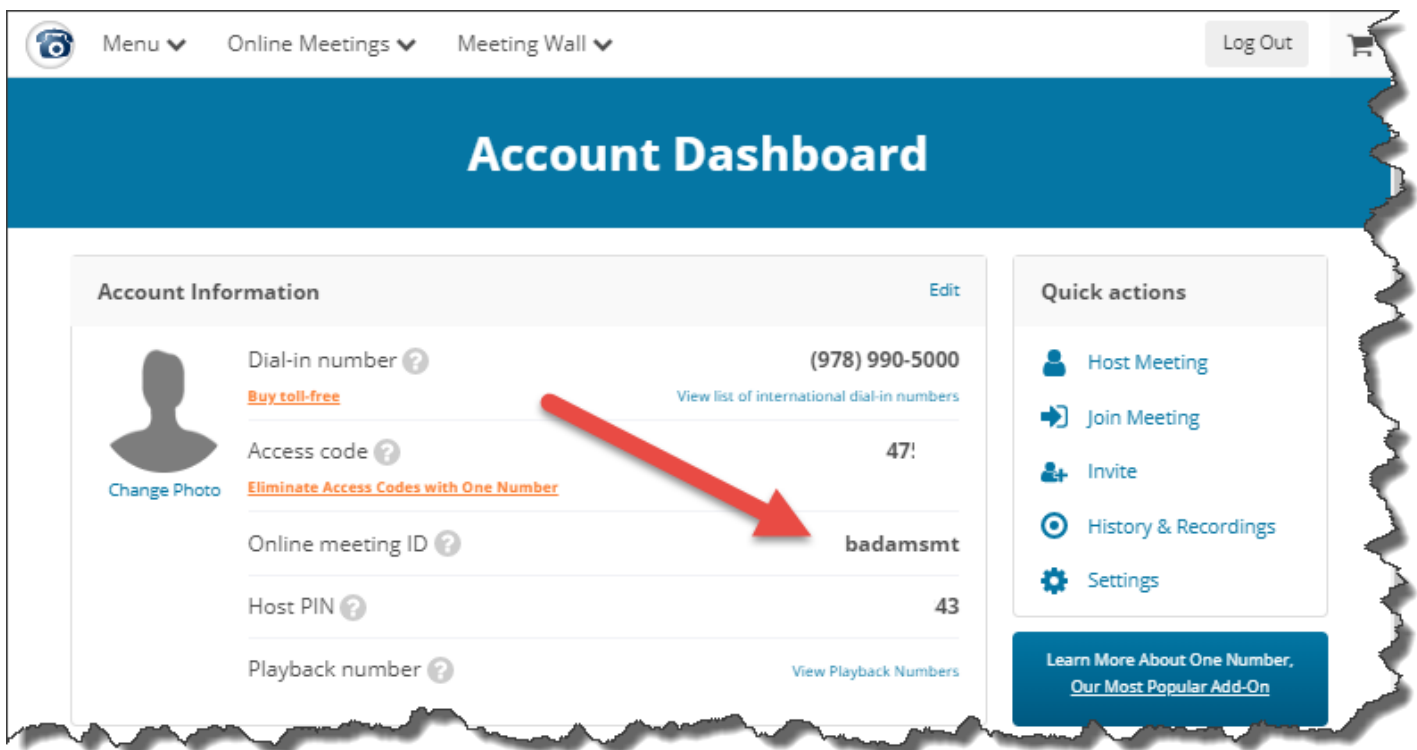
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The Desktop App

If you downloaded and installed the desktop app at the time you set up your account, skip to the next page.
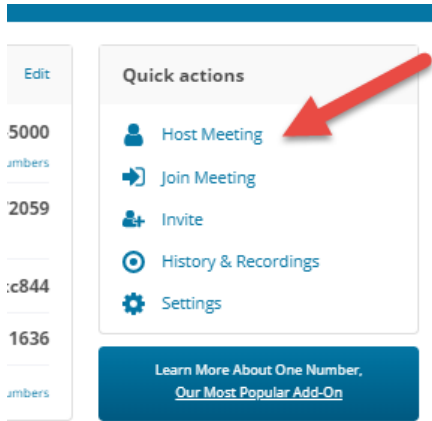
If you missed downloading and installing the desktop app for Free Conference Call, you can find a link at the following location on the website.

Make sure you are at the **Account Dashboard** and click the menu option "**Host Meeting**" from the Quick action menu on the right side. That will bring you to a dialogue box with a big green button "**Host Online Meeting**".

You can invite people to your meeting from this dialogue as well.

Click the "**Host Online Meeting**" button to bring you to the Download menu.

Save the install and install the app when prompted.

Audio Information

Dial-in number: (978) 990-5000
Access code: 672059 PIN
Online meeting ID: helenakc844
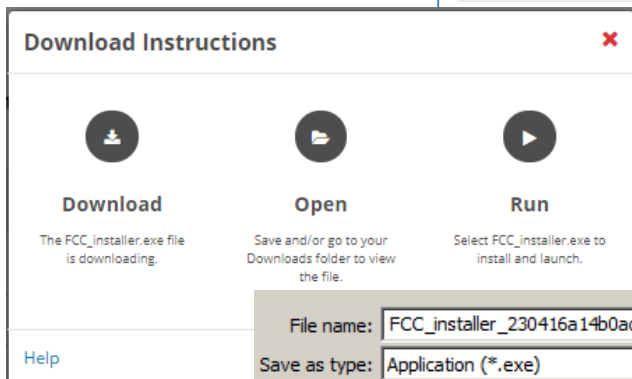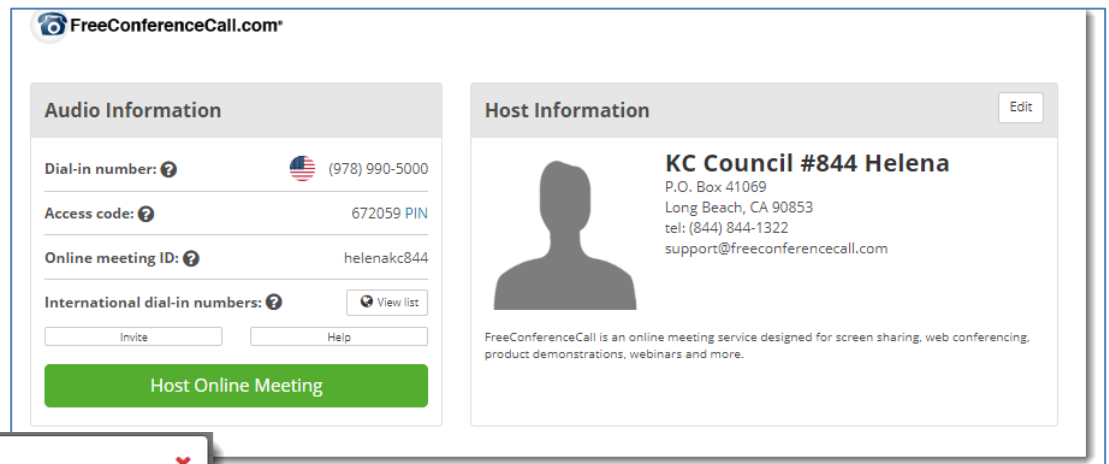International dial-in numbers: View list

Host Online Meeting

Host Information

Edit

KC Council #844 Helena
P.O. Box 41069
Long Beach, CA 90853
tel: (844) 844-1322
support@freeconferencecall.com

FreeConferenceCall is an online meeting service designed for screen sharing, web conferencing, product demonstrations, webinars and more.

Download Instructions

Download
The FCC_installer.exe file is downloading.

Open
Save and/or go to your Downloads folder to view the file.

Run
Select FCC_installer.exe to install and launch.

Help

Note: the SAVE dialogue shown below may or may not reflect the prompt you will see on your computer.

File name: FCC_installer_230416a14b0acc9cf3169f2ccf997f0f.exe
Save as type: Application (*.exe)

Folders   Save   Cancel
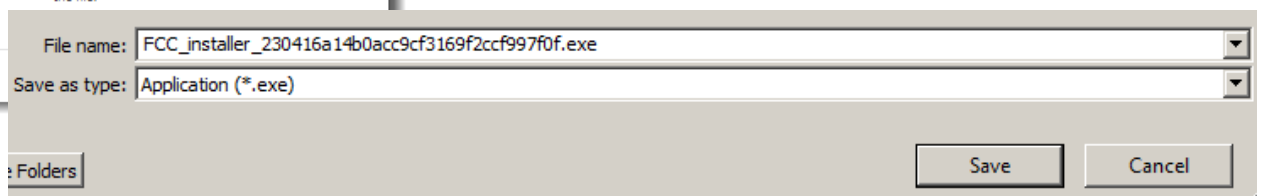
Once FCC app is installed, you will have an ICON added to your desktop that looks like this: Any time you want to create or host a meeting, doubleclick this icon.

FCC
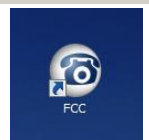
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Host a Meeting

To be the Host for a meeting, find the Free Conference Call icon on your desktop. Double-click the icon to open the app.
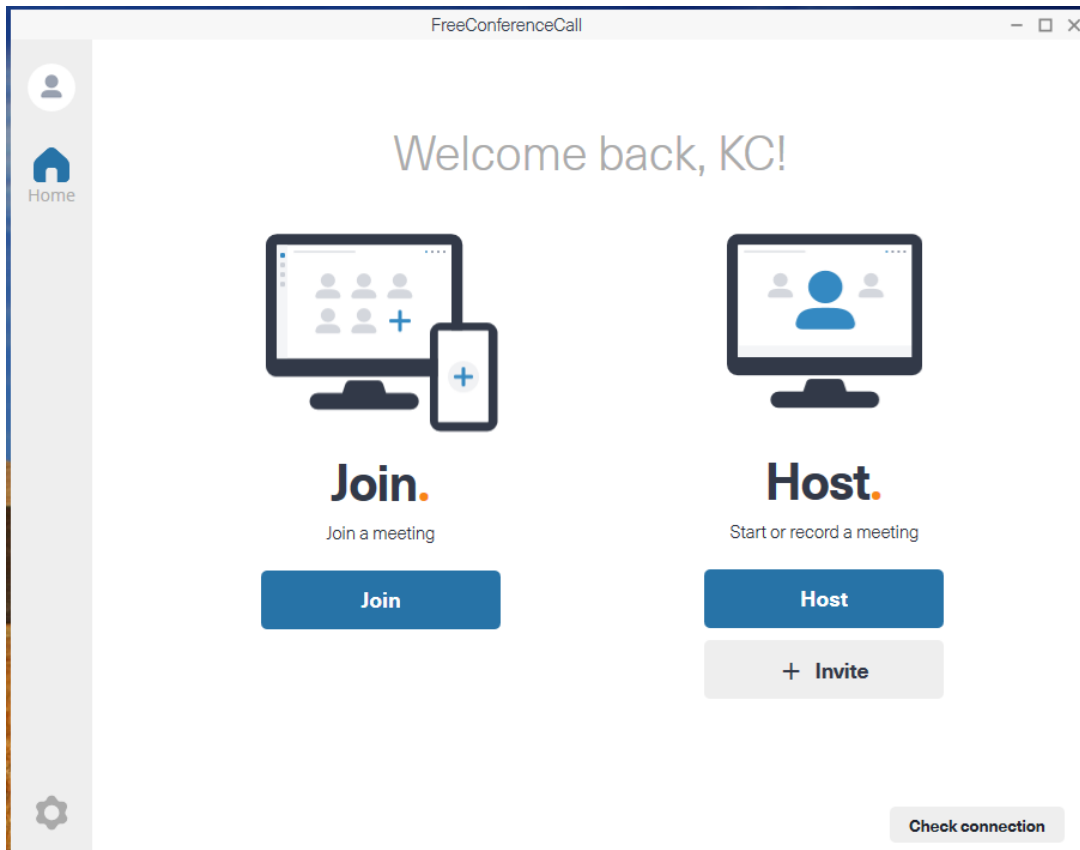
You will be presented with the dialogue box shown above. If you have not logged in yet, click the 'or Log In' item in the uppoer right corner. Once logged in, you can **Host** a meeting you have previously scheduled by clicking '**Host**'. And/or you can send invites to people to schedule a meeting.

Additionally, you can join another meeting by clickin the "**Join**" button.

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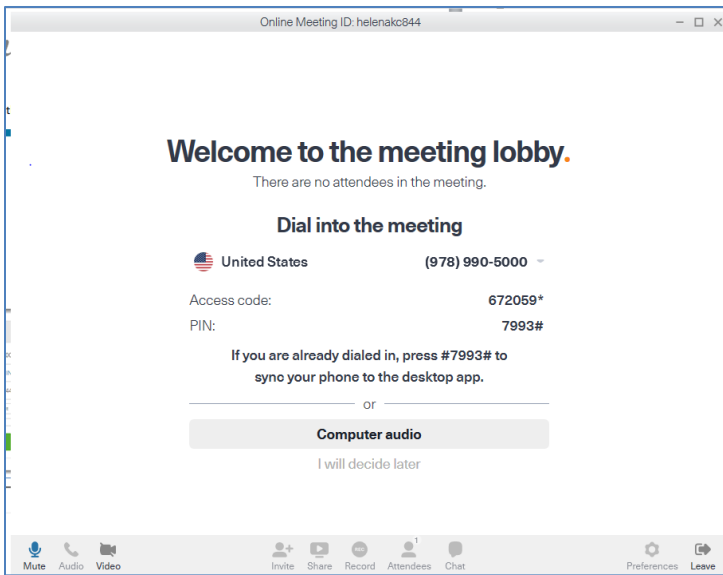
When you click the "**Host**" button, you will be presented with this dialogue.

Click the **'Computer Audio**' button to setup your web cam and microphone on your computer for the meeting.

This will take you to the meeting. Note all the various icons on the bottom of the meeting form.

It provides you the <u>attendee</u> count, the ability to turn on and off your <u>web cam</u>, <u>mute</u> your microphone, <u>record</u> the meeting, change

<u>preferences</u> and end/<u>leave</u> the meeting.

As people join the meeting, the attendee count will increase. To see who is signed in, click the Attendee icon and it will give you a list.

The person who is speaking will be presented in the large box. Or the person making the most noise will show up here as well (I.E. calling in from a car generates a lot of noise). **It is always good idea as the host to suggest that people mute themselves unless they want to talk.**

When you end a meeting, Free Conference call will send a summary of the meeting attendees to the email address on file in your account settings. If you opted to record the meeting, you will also be given an opportunity to save the recording.

As you get more comfortable, you can share your screen to display a graphic or some other items. Or you can pass it onto one of the attendees that may have something to show as well.

Usage of this feature is beyond the scope of this document.
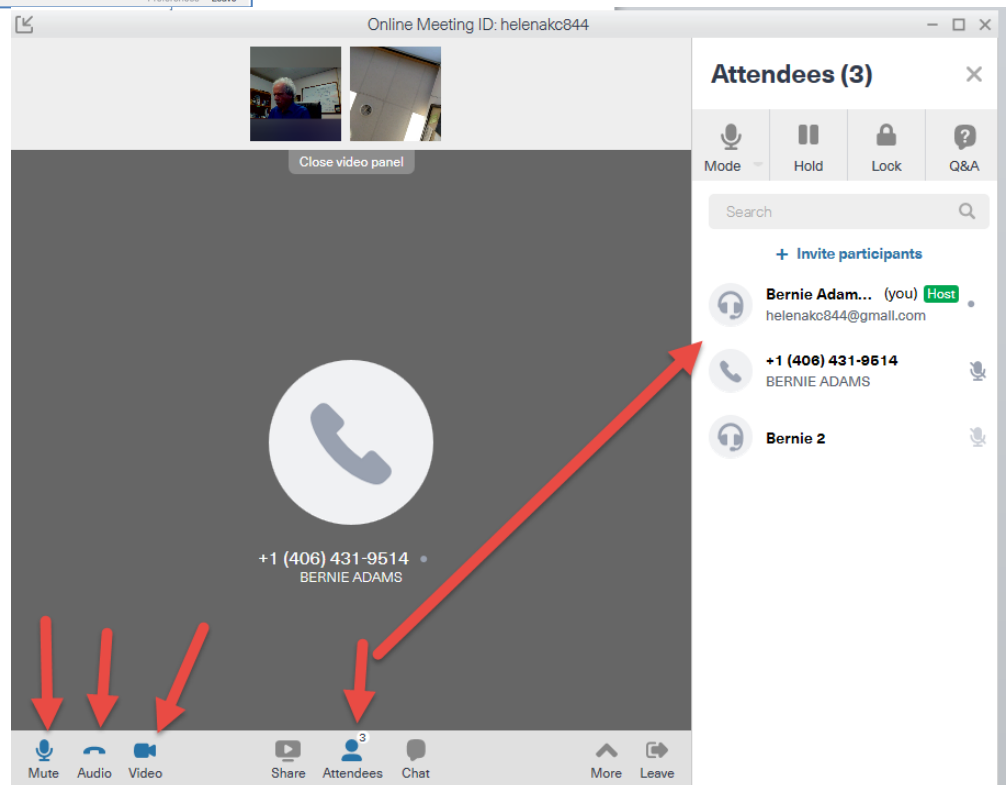
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Setting up an account:

Go to www.freeconferencecall.com

Enter in a email address and a password. Passwrod does not have to be the same as the one for your email account.

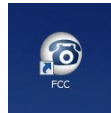Then click "Create and Account"

Click on "Host a meeting", download and install the desktop app.

Invite you attendees.

NOTE: For your account, you will always use the same call in number, access code and On-line ID for all meetings. Once you have these saved somewhere, they are easy to copy and paste into a meeting notice.

To host a meeting:

Double-click the desktop   icon

Select Computer Audio

Wait for the attendees.

Note: If you have a smart phone, you can go to the App store and download the Free Conference Call app to make it easier to host or attend a meeting from your smart phone. Be sure to only install the app that uses the above icon and is named Free Conference Call.

In all cases, if you do not feel comfortable with trying this yourself or are stuck, please feel free to contact either Marty Beatty, State Program Chair at (406) 439-9593 membership-west@montanaknights.org or Bernie Adams, State Webmaster at (406) 431-9514 webmaster@montanaknights.org to help you through this.