

# Knights of Columbus



## 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](mailto:membership-west@montanaknights.org) or Bernie Adams, State Webmaster at (406) 431-9514 [webmaster@montanaknights.org](mailto:webmaster@montanaknights.org) to help you through this.

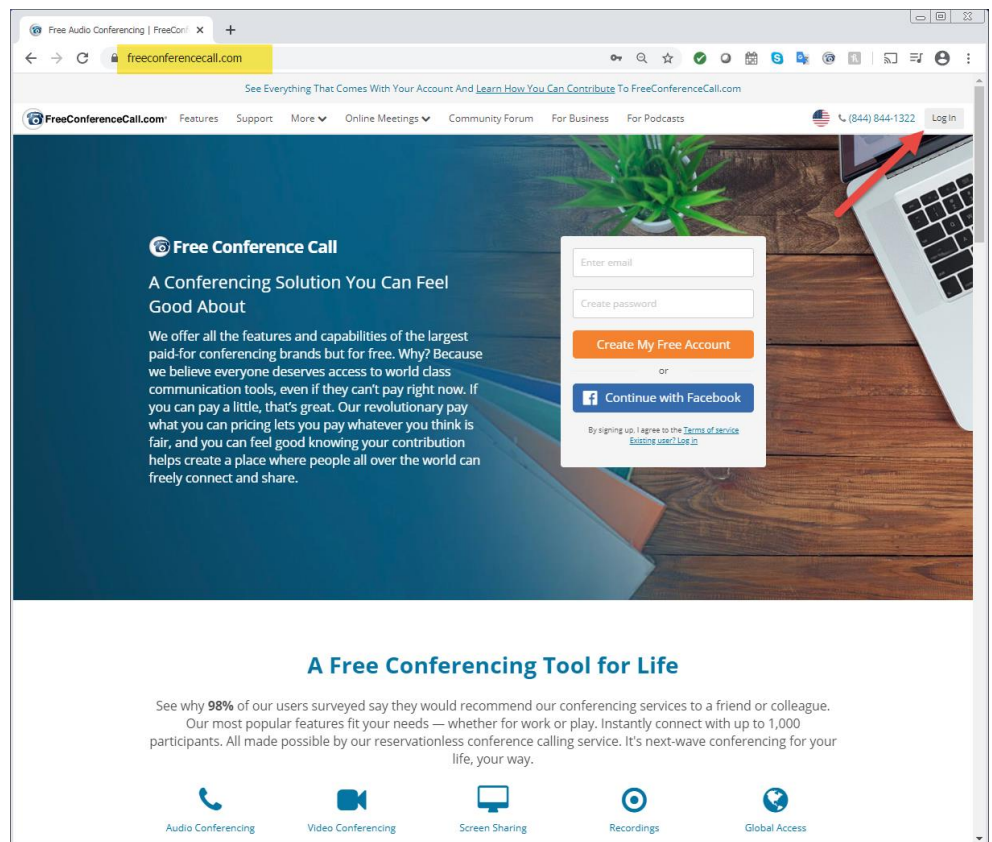
In all cases, after you have completed the steps, please test with several of your Council or Assembly members BEFORE you first official meeting. Again, Marty and Bernie would be more than happy to attend to give further instructions.

### 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](http://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

A screenshot of the FreeConferenceCall.com website. The browser address bar shows 'https://www.freeconferencecall.com'. The website header includes the site name, navigation links (Features, Support, More, Online Meetings, Community Forum, For Business, For Podcasts), a phone number (844) 844-1322, and a Log In button. The main content area has a dark blue background with the text 'Free Conference Call' and 'A Conferencing Solution You Can Feel Good About'. Below this is a paragraph of text. A white box with a red border is overlaid on the right side of the page, containing a form for creating a new account. The form has fields for 'Enter email' and 'Create password', followed by a red 'Create My Free Account' button. Below the button is a link for 'Continue with Facebook'. At the bottom of the form, there is a line of text: 'By signing up, I agree to the Terms of service' with a link to 'Existing user? Log in'. Two white arrows point to the form: one labeled 'STEP 2:' points to the 'Enter email' field, and another labeled 'STEP 3:' points to the 'Create My Free Account' button. The background of the website shows a laptop and a potted plant on a wooden desk.

**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](mailto: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

A screenshot of a web browser showing a dialog box titled "Your Account Is Now Active". The dialog box has a red 'X' in the top right corner. It contains the following information:

- Section 1: Audio Credentials
  - Dial-in number: (978) 990-5000
  - International dial-in numbers: View list
  - Access code: 475519
  - Host PIN: 1343
- Section 2: How It Works:
  - Host a Conference Call (with a phone icon)
  - Host an Online Meeting (with a computer icon)

Two red arrows point to the "Host a Conference Call" and "Host an Online Meeting" buttons. The background shows a blurred view of the website's navigation menu and content.

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

A screenshot of a dialog box titled "Host an Online Meeting" with a red 'X' in the top right corner. It contains the following instructions:

- 1 Download the desktop app.
- 2 At the time of your conference, open the desktop app and enter your email and password.
- 3 Click **Play** and select items to screen share.
- 4 Click **Camera** and select your audio preference to start video conferencing.

At the bottom, there are two buttons: "Go Back" and "Get Desktop App". A blue arrow points to the "Get Desktop App" button.

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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.

The image shows two overlapping dialog boxes from a software interface. The top dialog box is titled "Host a Conference Call" and contains a numbered list of four steps: 1. Invite participants, 2. At the time of your conference, call the dial-in number, 3. Enter the access code, and 4. Enter the host PIN to access phone keypad commands. Below the list are two buttons: "Go Back" and "Invite Participants". A red arrow points from the "Invite Participants" button to the bottom of the dialog box. The bottom dialog box is titled "Invite" and displays meeting information: "Dial-in number (US): (978) 990-5000", "Access code: 475519#", "International dial-in numbers: https://fcdl.in/i/badamsmt", "Online meeting ID: badamsmt", and "Join the online meeting: https://join.freeconferencecall.com/badamsmt". It also includes a note about assistance and a disclaimer about message and data rates. At the bottom are two buttons: "Copy to Clipboard" and "Invite by Email", and a link "See more options".

**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 BackInvite Participants

**Invite** ✕

Dial-in number (US): (978) 990-5000  
Access code: 475519#  
International dial-in numbers: <https://fcdl.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 ClipboardInvite 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.

A screenshot of the Account Dashboard interface. At the top, there is a navigation bar with 'Menu', 'Online Meetings', and 'Meeting Wall' dropdowns, a 'Log Out' button, and a shopping cart icon. Below this is a large blue header with the text 'Account Dashboard'. The main content area is divided into two columns. The left column is titled 'Account Information' and contains fields for 'Dial-in number' (978) 990-5000, 'Access code' 47!, 'Online meeting ID' badamsmt, 'Host PIN' 43, and 'Playback number'. Each field has a question mark icon and a link to view more information. There is also a 'Change Photo' link. The right column is titled 'Quick actions' and contains links for 'Host Meeting', 'Join Meeting', 'Invite', 'History &amp; Recordings', and 'Settings'. A red arrow points to the 'Settings' link. Below the 'Quick actions' menu is a blue button with the text 'Learn More About One Number Our Most Popular Add-On'.

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.

A screenshot of the 'Settings' page in a web application. The page has a blue header with the word 'Settings' in white. Below the header, there is a sidebar on the left with links: 'Back to Top', 'General Information', 'Account Information', 'Meeting Settings', 'Add-on Configurations', 'Plug-ins and Integrations', and 'Account Options'. The 'General Information' section is highlighted with a red arrow. The main content area contains several input fields: 'First Name' (with a red border and 'Input required' text), 'Last Name' (with a red border and 'Input required' text), 'Email' (with a green checkmark), 'Country' (a dropdown menu showing 'United States'), 'Language' (a dropdown menu showing 'English'), and 'Time Zone' (a dropdown menu showing 'Mountain Time'). There are also buttons for 'Send Verification Email', 'Show U.S. only', 'Change Password', and 'Resend Info'. At the bottom, there is a 'Change Photo' button and a profile picture placeholder. The page is framed with a torn paper effect on the right and bottom edges.

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.

A screenshot of the 'Account Information' page in a web application. The page has a top navigation bar with 'Menu', 'Online Meetings', and 'Meeting Wall' dropdowns, and a 'Log Out' button. On the left, a sidebar lists menu items: 'Back to Top', 'General Information', 'Account Information' (highlighted with a red arrow), 'Meeting Settings', 'Add-on Configurations', 'Plug-ins and Integrations', and 'Account Options'. The main content area is titled 'Account Information' and contains several sections: 'Dial-in number' with a 'Toll' radio button and a note; 'Access code' with a text box containing '6726' and a 'Generate New Access Code' button; 'Online meeting ID' with a text box containing 'preyk9999' and a note about character limits (highlighted with a red arrow); 'Host PIN' with a text box containing '163' and a note about length; and 'Copy Reports' with a text box containing 'Use commas to separate email addresses'. At the bottom right are 'Cancel' and 'Save Changes' buttons.

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.

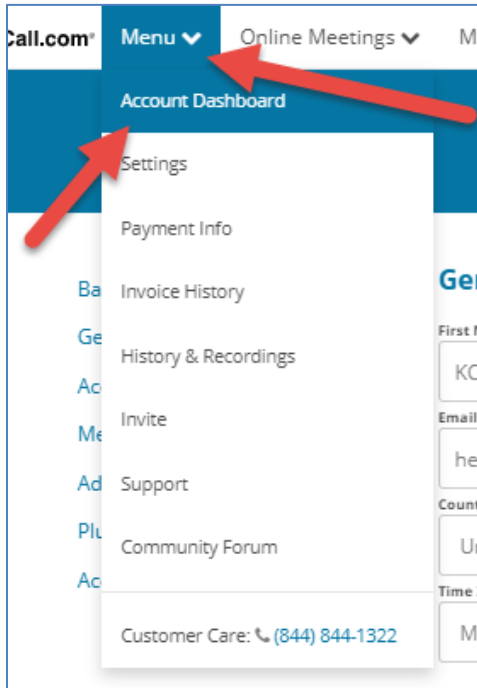
For example: twodotkc9999

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 settings that need to be changed.

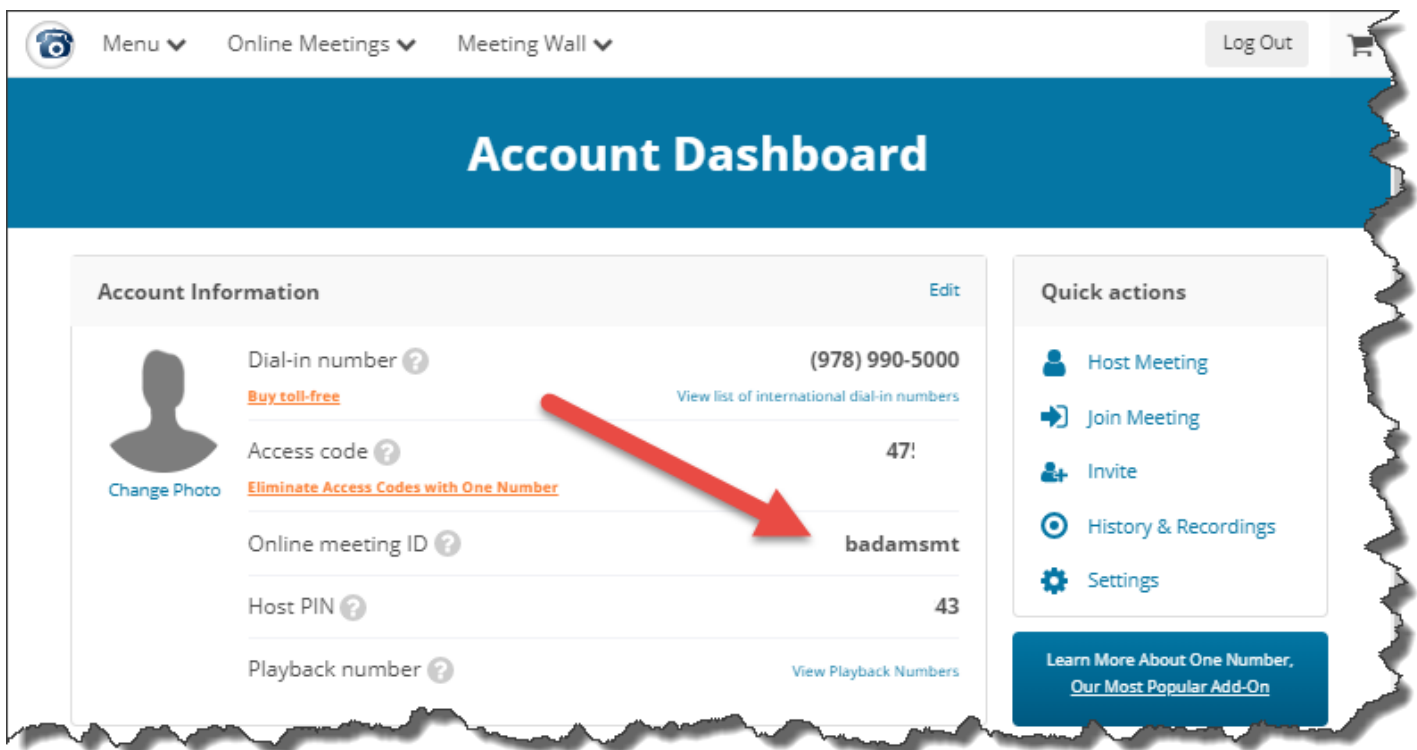
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To return to the Account Dashboard, go to the menu at the top of the web page, select “**Menu**” and then the option “**Account Dashboard**”.

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.



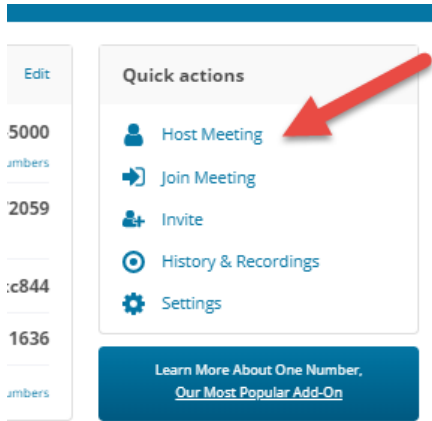


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## The Desktop App

If you downloaded and installed the desktop app at the time you set up your account, skip to the next page.



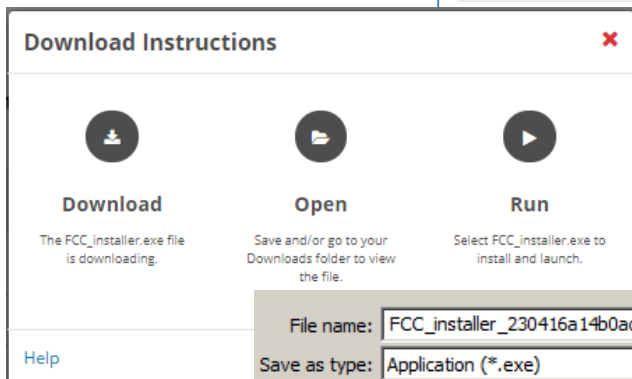
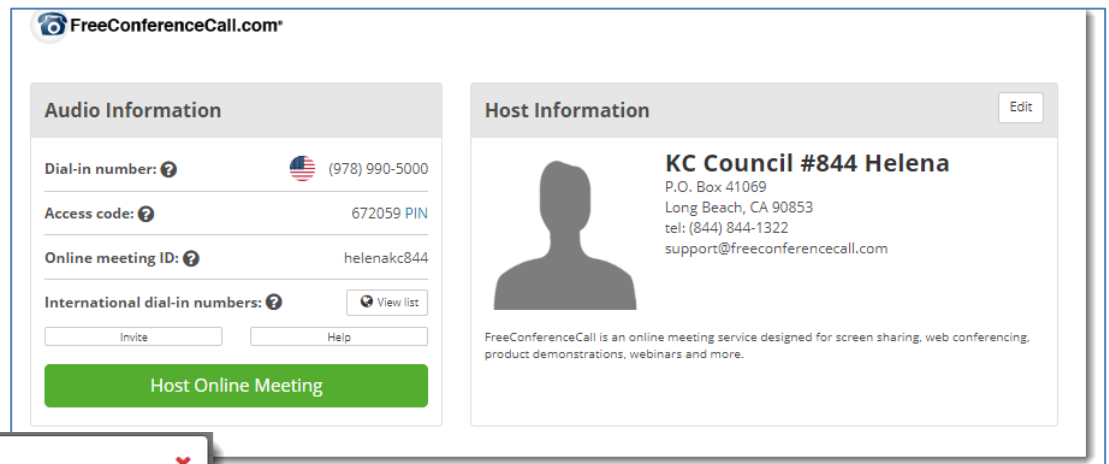
If you missed downloading and installing the desktop app for Free Conference Call, you can find a link at the following location on the website.

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"**.

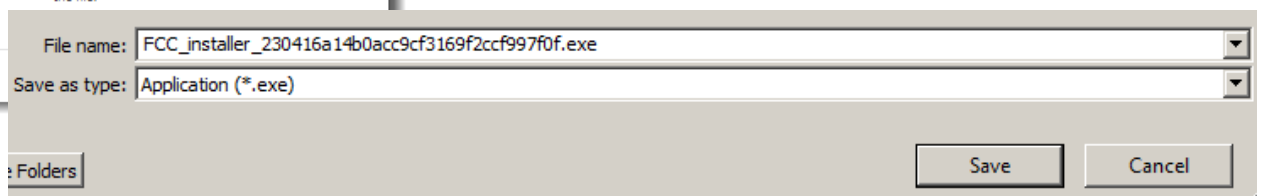
You can invite people to your meeting from this dialogue as well.

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

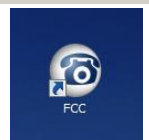
Save the install and install the app when prompted.



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



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.



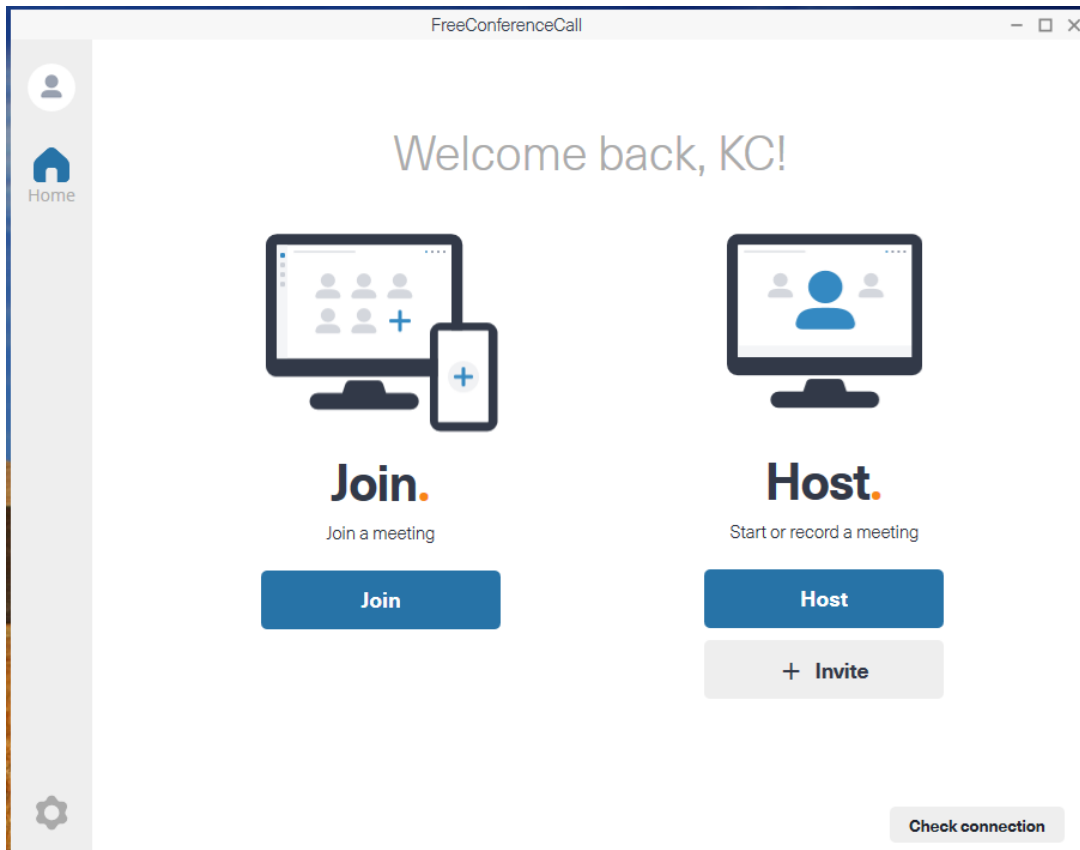
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## Host a Meeting



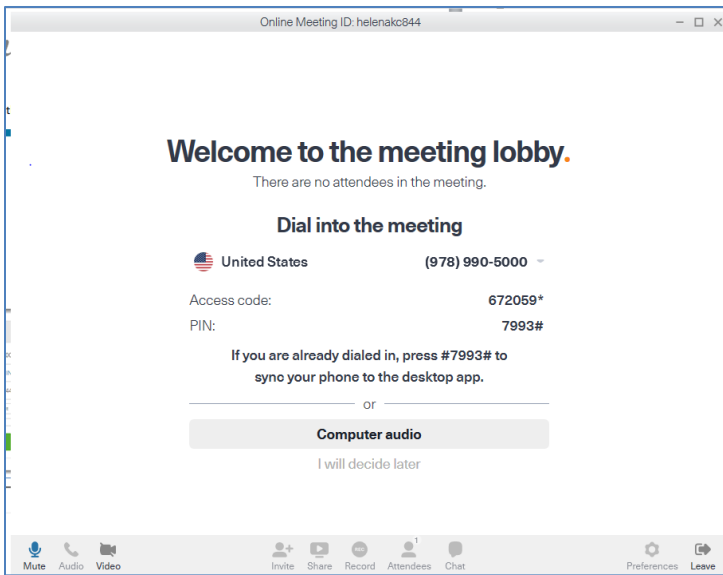
To be the Host for a meeting, find the Free Conference Call icon on your desktop. Double-click the icon to open the app.



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 upper 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 clicking 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 attendee count, the ability to turn on and off your web cam, mute your microphone, record the meeting, change

preferences and end/leave 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.

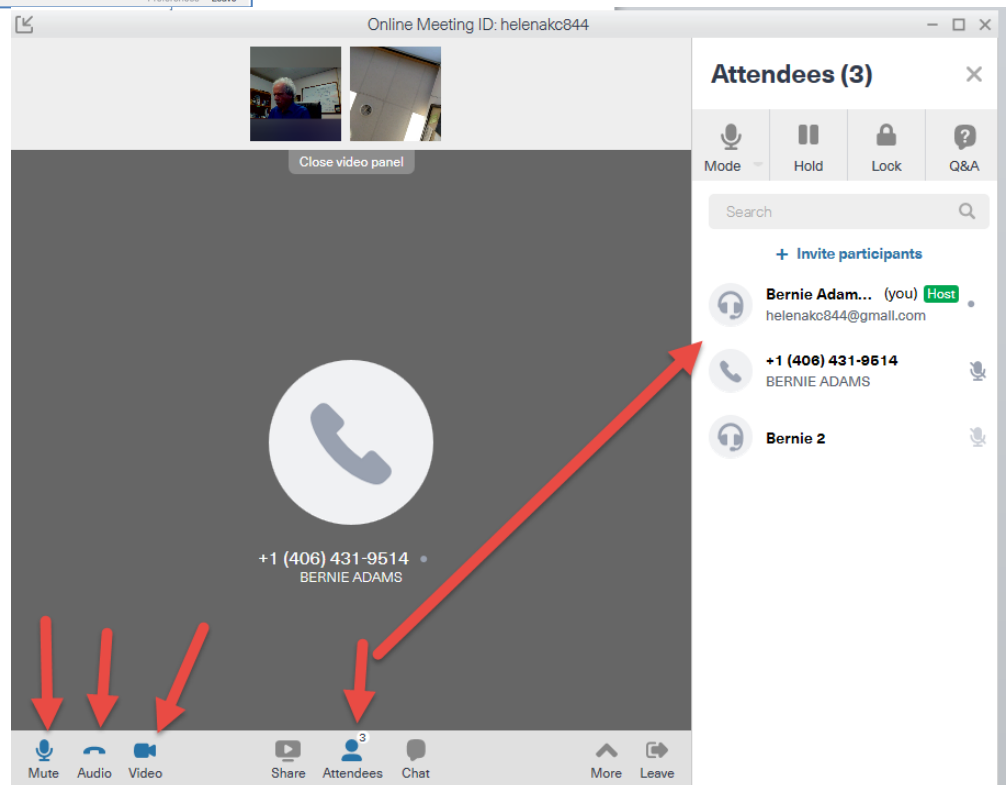
The person who is speaking will be presented in the large box. Or the person making the most noise will show up here as well (I.E. calling in from a car generates a lot of noise). **It is always good idea as the host to suggest that people mute themselves unless they want to talk.**

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](http://www.freeconferencecall.com)

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

Then click “Create and Account”



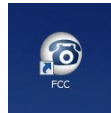
Click on “Host a meeting”, download and install the desktop app.

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](mailto:membership-west@montanaknights.org) or Bernie Adams, State Webmaster at (406) 431-9514 [webmaster@montanaknights.org](mailto:webmaster@montanaknights.org) to help you through this.