

## How to Attend a Meeting on [www.freeconferencecall.com](http://www.freeconferencecall.com)

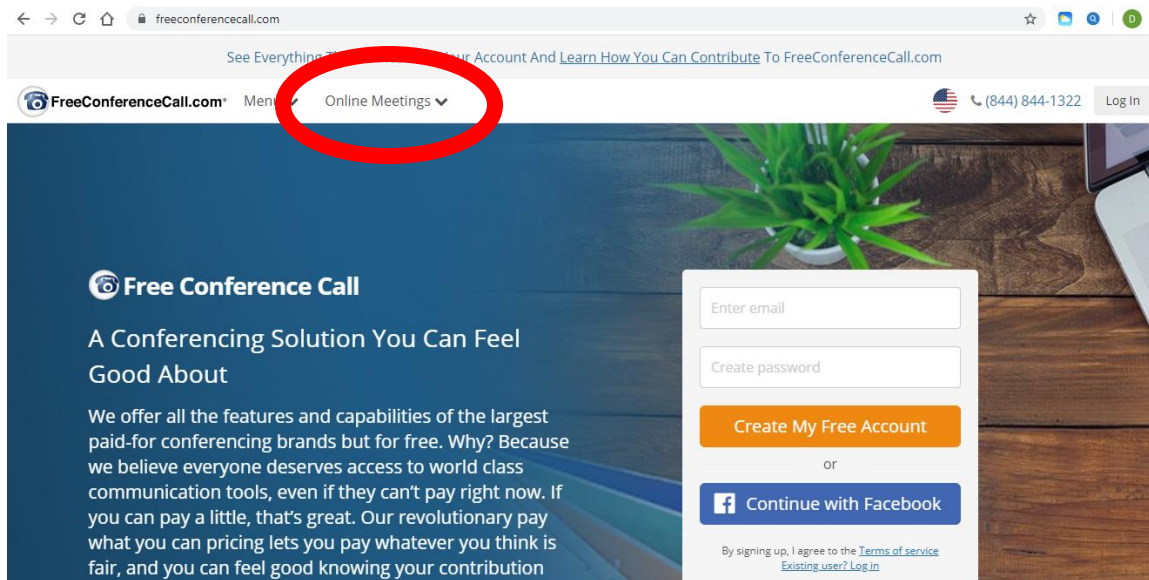
There are two options: Watch/listen online or Listen on the Telephone or Watch/Listen Online.

### **Option 1 – Listen on the Telephone:**

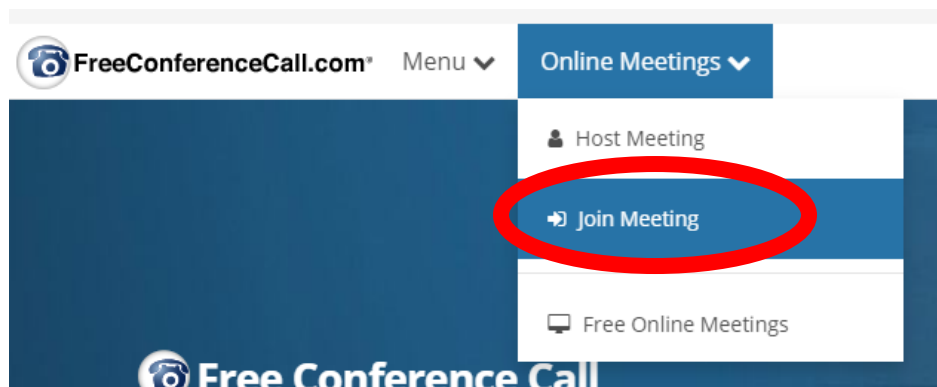
- 1) Dial 1-978-990-5000 on your telephone
- 2) When prompted to, enter in this access code followed by the pound sign: 563425 #
- 3) Mute your phone by pressing \*6 (please keep the line muted at all time to eliminate background noise)
- 4) When you are finished listening or after the meeting ends, hang-up your phone

### **Option 2 – Watch/Listen Online:**

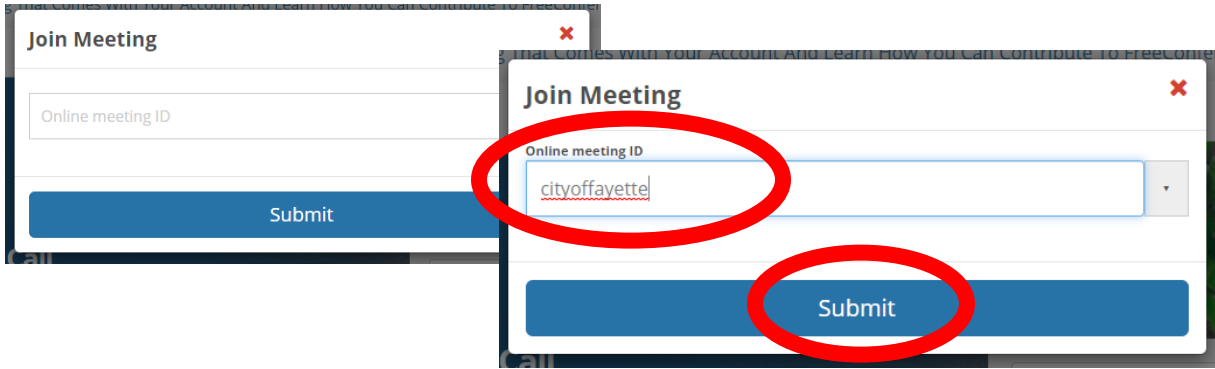
- 1) Go to the website, [www.freeconferencecall.com](http://www.freeconferencecall.com)
- 2) Click on “Online Meetings” located toward the top of the window



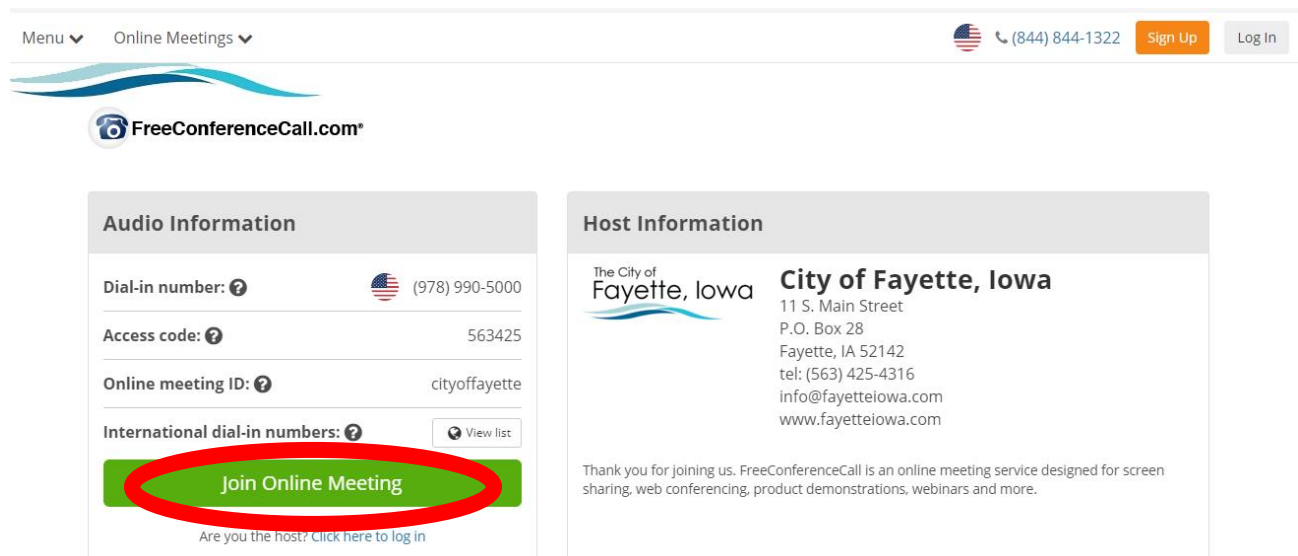
- 3) Click on “Join Meeting” in the drop-down box



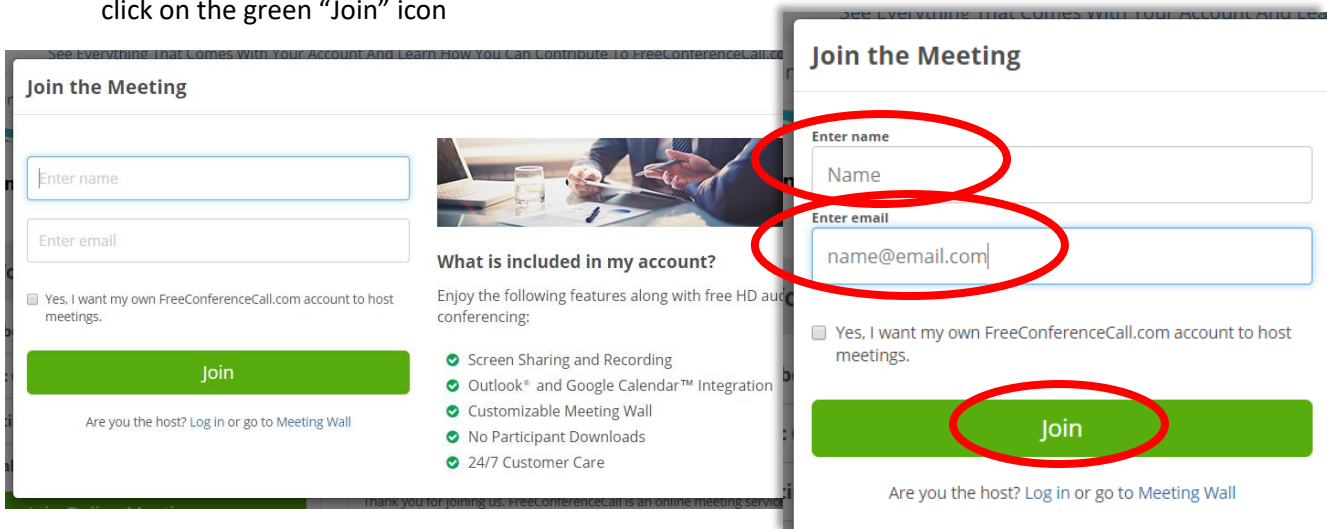
- 4) Type in the Online meeting ID in the “Join Meeting” window – the meeting ID is cityoffayette (no spaces), then click on the blue “Submit” icon



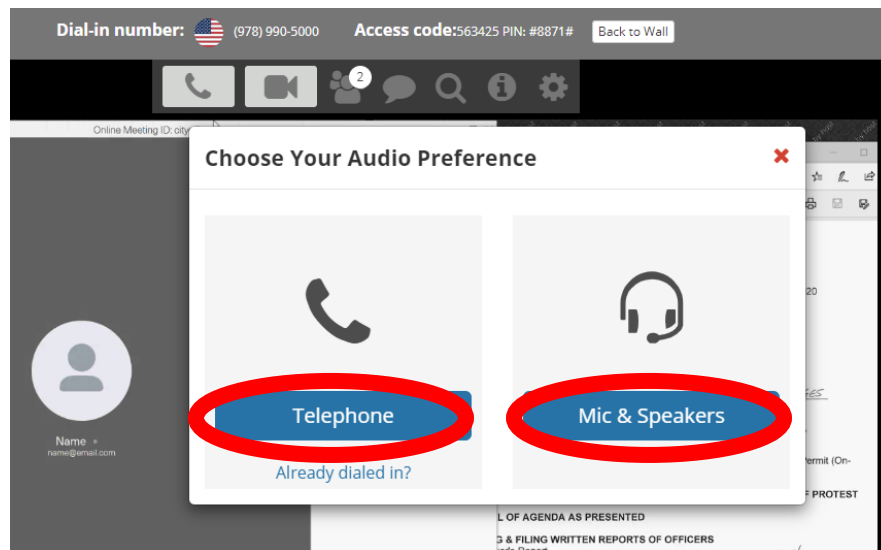
- 5) Click on the green “Join Online Meeting” icon located toward the bottom, left hand side of the window



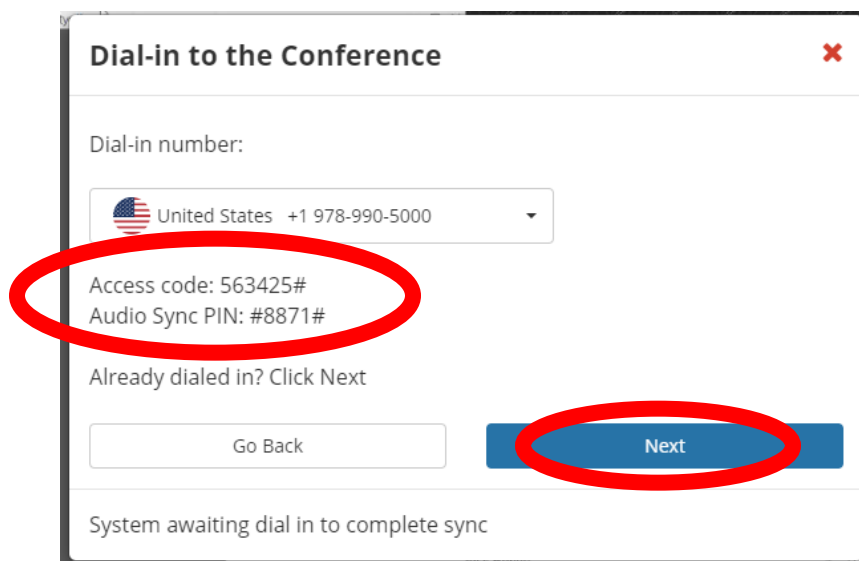
- 6) Type in your Name and Email address in the appropriate fields in the “Join the Meeting” window, then click on the green “Join” icon



7) Click on one of the audio options in the “Choose Your Audio Preference” window

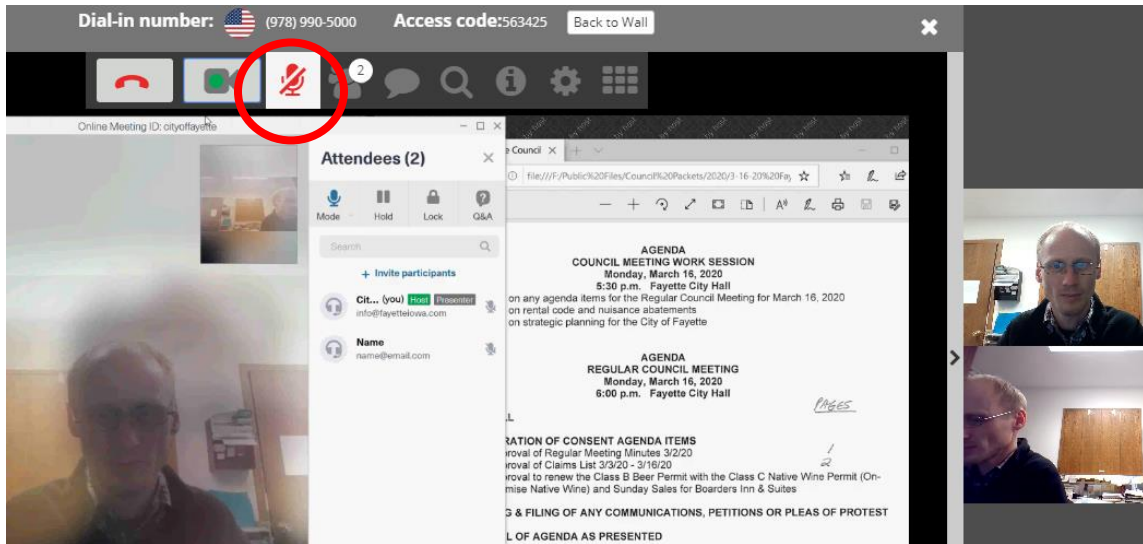


- a. If you click on “Telephone”:
  - i. You will need to dial 1-978-990-5000 on your telephone
  - ii. When prompted to, enter in this access code followed by the pound sign: 563425 #
  - iii. Enter in your Audio Syn PIN # (located on your computer screen) followed by the # sign
  - iv. Mute your phone by pressing \*6 (please keep the line muted at all time to eliminate background noise)
  - v. Click on the blue “Next” icon on your computer screen
  - vi. When you are finished listening or after the meeting ends, hang-up your phone



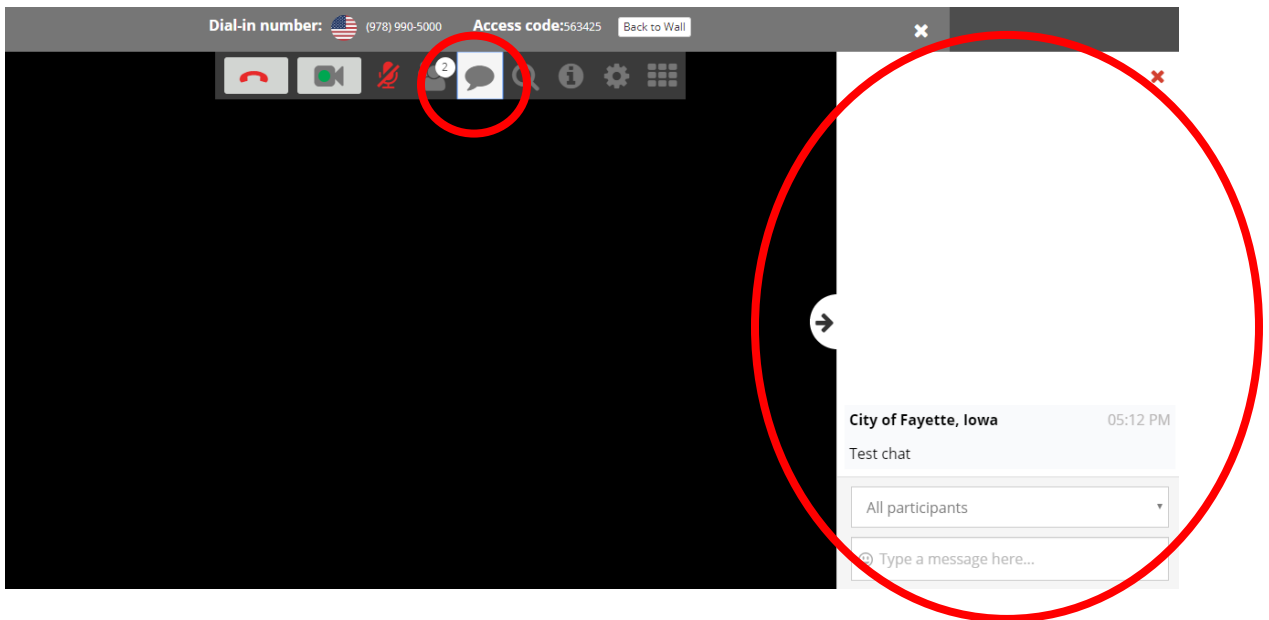
(Click on one of the audio options in the “Choose Your Audio Preference” window continued...)

- b. If you click on “Mic & Speakers”:
  - i. You may be prompted to choose a microphone and/or speaker from your computer
  - ii. After you hear the meeting, please click on the “Mic” icon located toward the top of the screen (or along the bottom on some screens) so it has a slash through it, indicating your mic is muted. (please keep the line muted at all time to eliminate background noise)



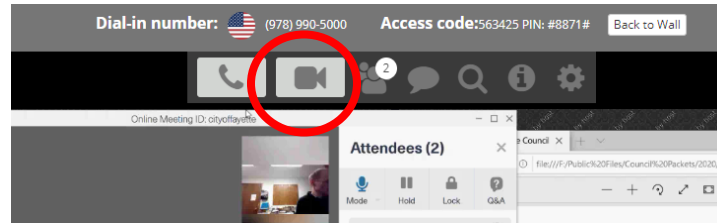
8) If you want to send a message or “chat”:

- a. Click on the “chat” icon located toward the top of the screen (or along the bottom on some screens).

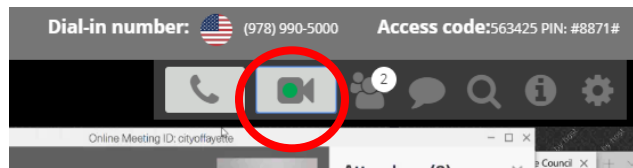


- b. Along the right side of your screen a white dialogue box will appear. You may type your comment in the “Type a message here...” field and press “Enter” on your keyboard to submit it.

- 9) If you want your video camera to show you (only members of the committee or selected people, such as council members or the Mayor, should do this - if you are unsure, contact the host and ask first):

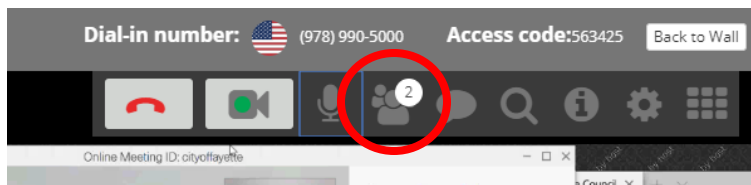


- a. Click on the movie camera icon located toward the top of the screen (or along the bottom on some screens). If there is a green dot on the icon, then your camera/video will show on other screens.

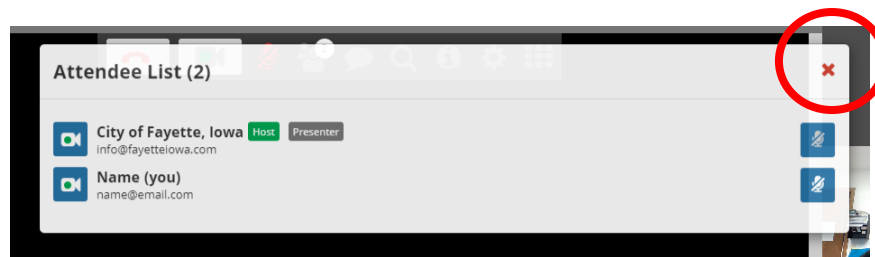


- 10) If you want to see who is all attending the meeting:

- a. Click on the “attendees” icon that looks like two people, located toward the top of the screen (or along the bottom on some screens)



- b. When you are finished viewing the attendees, you may click on the little red “X” located toward the top right hand side of the “Attendee List” window



- 11) When you are ready to leave the meeting, just close out of the window by clicking on the white “X” located toward the top, right hand side of the screen. A “Confirm” window will appear. Click on the blue “Yes” icon to leave the meeting. Close out of your website browser.

