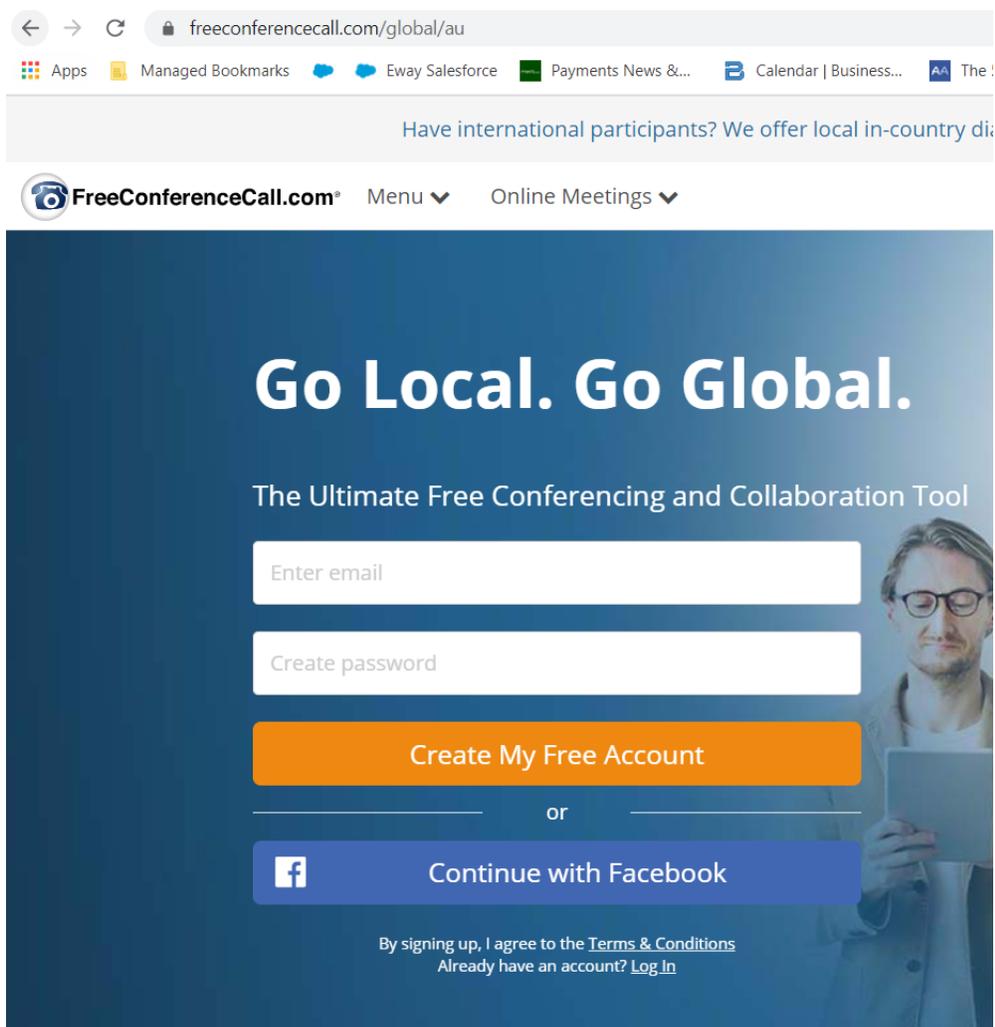How To Create Conference Call Number:

Step 1.

Go to Gmail.com and create a group email address.

Step 2.

Go to freeconferencecall.com which will open a page to create an account automatically, put in the email address and a password – I suggest group name and a number to meet requirement for example see below (note please don't use Facebook as your group cant access credentials if something happens to you):

Passwords should have one capital and one number at least.

Step 3.

You will be given a page that looks like the below the numbers explained are:

a) Dial in number – this is the number that your group dials into for the meeting, it is good to have the group dial in about 5 minutes prior to setup who will read and do certain things.

b) Access code – this number is used for the participants to put in which restricts outsiders from randomly dialing into your groups meeting. Look at it as a PIN number for your card it has the same effect.

c) Online meeting ID – this is used if you would like to host a meeting online face to face (not recommended it can be slow and jolting especially for someone with low speeds). You can mix and match so set up an online meeting which people can dial into but make sure secretary and chair have high speed internet access.

d) Host PIN – this is the number for the secretary to dial in on and chairperson if they are a different person. This number gives a list of options such as muting the meeting so if someone is sharing the group is noisy you can mute everyone or I believe specific people. **DO NOT GIVE THIS PIN TO THE GROUP** otherwise you will not have the ability to control the noise level and will have a very disrupted meeting.

e) Make sure you have all group materials necessary for your meeting ie formats and reading lists.

For any questions please contact Port District or I am contactable on thankgodyourhere@hotmail.com and my name is Daniel M.