

How To Create Conference Call Number:

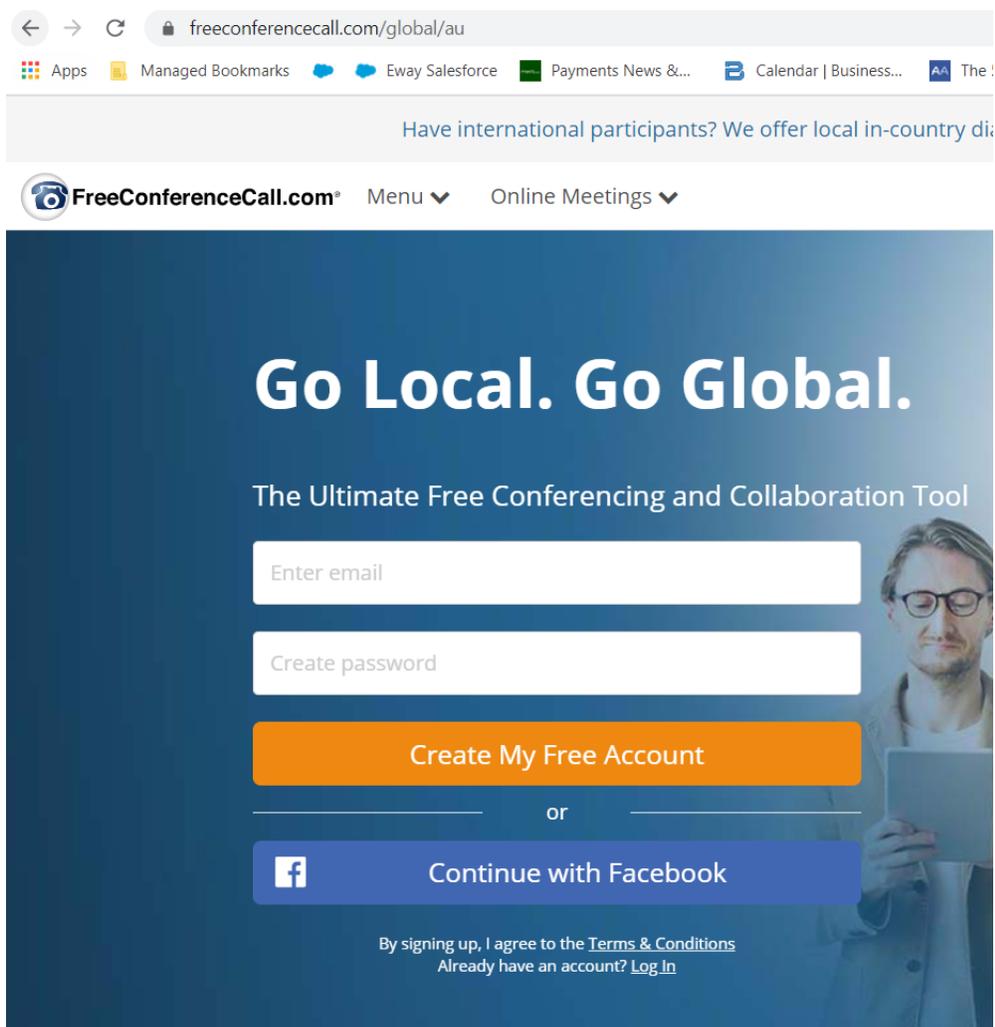
Step 1.

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.



The image shows a browser window displaying the registration page for FreeConferenceCall.com. The browser's address bar shows the URL 'freeconferencecall.com/global/au'. The page features a dark blue background with white text. At the top, there is a navigation bar with the site logo, a 'Menu' dropdown, and 'Online Meetings' dropdown. The main heading reads 'Go Local. Go Global.' followed by the subtitle 'The Ultimate Free Conferencing and Collaboration Tool'. Below this, there are two input fields: 'Enter email' and 'Create password'. A prominent orange button labeled 'Create My Free Account' is positioned below the input fields. Underneath the button, the word 'or' is centered. A blue button with the Facebook logo and the text 'Continue with Facebook' is also present. At the bottom, there is a small text line: 'By signing up, I agree to the [Terms & Conditions](#) Already have an account? [Log In](#)'. A background image of a man with glasses looking at a tablet is visible on the right side of the page.

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.

The screenshot shows the top navigation bar of the FreeConferenceCall.com website. It includes the logo, the text 'FreeConferenceCall.com', and three menu items: 'Menu', 'Online Meetings', and 'Meeting Wall', each with a downward arrow. Below the navigation bar is a blue header with the text 'Account Das'. The main content area is a light gray box titled 'Account Information'. On the left side of this box is a gray silhouette of a person's head and shoulders, with the text 'Change Photo' below it. To the right of the silhouette are five input fields, each with a question mark icon: 'Dial-in number', 'Access code', 'Online meeting ID', 'Host PIN', and 'Playback number'. The 'Dial-in number' field has a small 'VI' to its right.

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