# Online Meetings

Use online meetings to join a web conference to screen share and show video using a webcam.

## How to Join

Join the online meeting using the FreeConferenceCall.com desktop application (recommended) or Web Viewer.
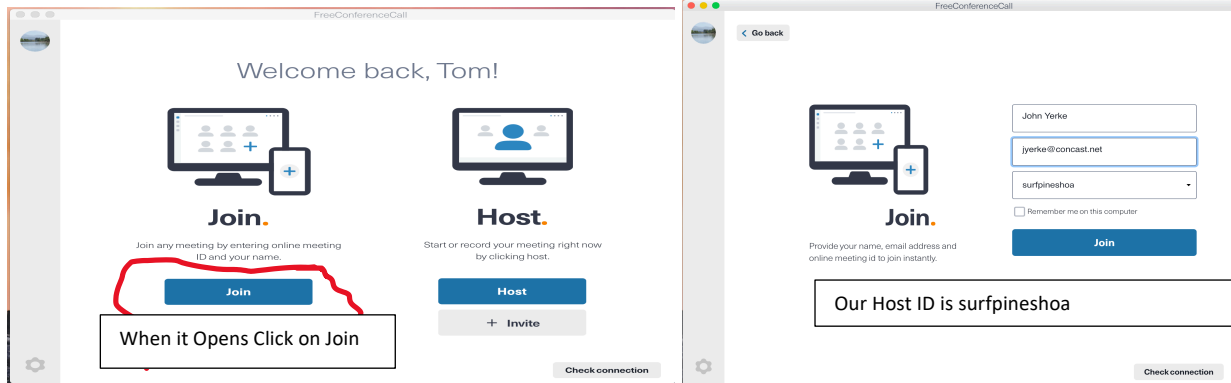
**Note:** We recommend Chrome™ web browser for full participant functionality, including VoIP audio, video and viewing screen sharing with chat.

What you need:

- Host's online meeting link and/or online meeting ID (desktop application only)
- If you are dialing in for the audio portion (recommended), have the dial-in number and access code ready

## To join with the desktop application (recommended): To [down load for Mac, Windows, Linux, Android and Apple IOS (iPad and i-phone)](#)
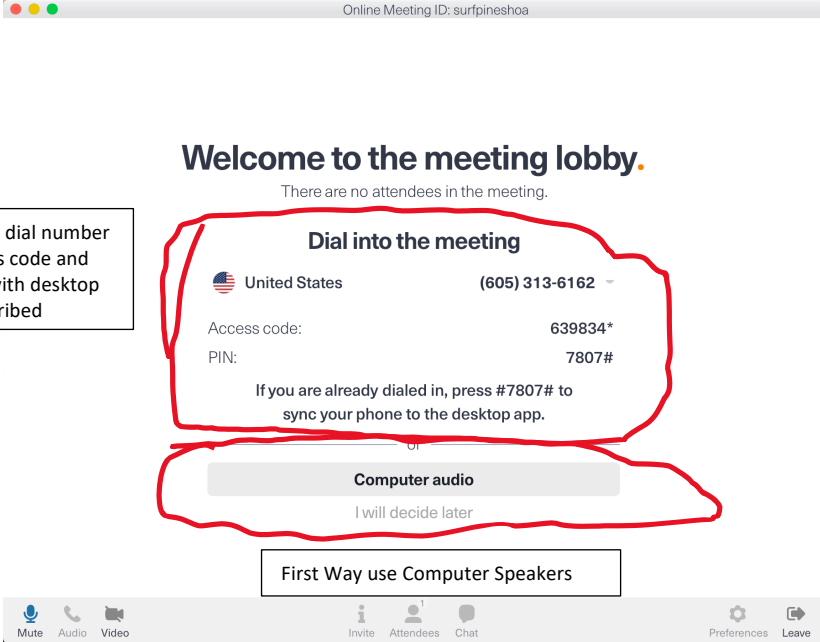
1. Launch the FreeConferenceCall.com desktop application.
2. Click **Join** and enter your name, email address and the host's online meeting ID.



3. Join the audio portion of the online meeting two ways. First is click on Computer Audio to listen through your Computer Speakers.

4.  The Second is to call the dial-in number and enter the access code followed by **pound** or **hash (#)** or **Mic & Speakers** and **Connect Now** to connect through VoIP.



Second way dial number enter access code and then Sync with desktop app as described

**Welcome to the meeting lobby.**
There are no attendees in the meeting.

**Dial into the meeting**

United States      (605) 313-6162

Access code:      639834*

PIN:      7807#

If you are already dialed in, press #7807# to sync your phone to the desktop app.

**Computer audio**

I will decide later

First Way use Computer Speakers

Once You are connected you will be online.

This is the screen you will see:



To join with Web Viewer (no download necessary):

1.  Open the online meeting link in a browser to load Web Viewer.
2.  On the Web Viewer pop-up window, enter your name and email address and click **Join**.
3.  Click **Phone** and/or **Camera** on the Meeting Dashboard then follow the prompts to connect with audio and/or video. You will be placed on hold until the next participant arrives.

**Note:** To share your screen, use Chromebook for full participant functionality or download the desktop application by selecting **Info** on the Meeting Dashboard and clicking **Download Desktop App**. You can also download the desktop app anytime by going to www.freeconferencecall.com and clicking **Get Desktop App** at the bottom of the page.