

HOW TO JOIN AN ONLINE MEETING FROM YOUR PERSONAL COMPUTER

HOW TO JOIN AN ONLINE MEETING FROM YOUR PERSONAL COMPUTER USING “FREECONFERENCECALL.COM”

Please make sure your screen name includes your first and last name, so we can track participation.

From your computer, click the online meeting link as posted on the Hanover Township website.

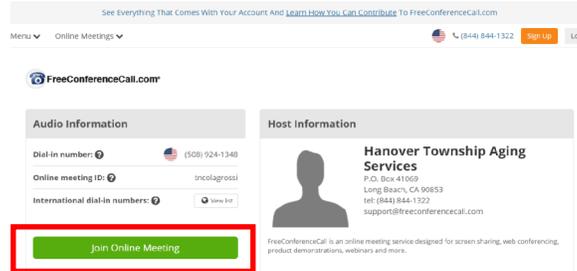
Online meeting ID: tncolagrossi

Join the online meeting:

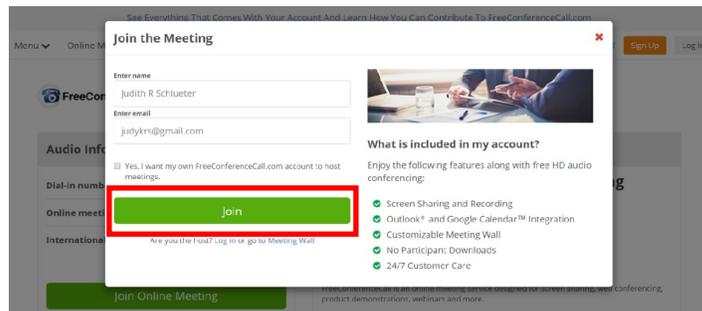
<https://join.freeconferencecall.com/tncolagrossi>

If this is your first time connecting to an online meeting, the following screen will appear.

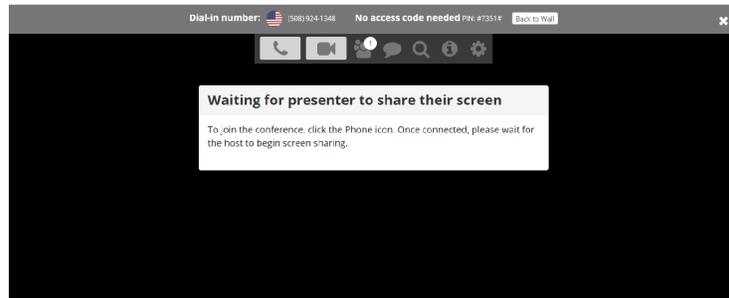
Click the green “Join Online Meeting” button.



When “Join the Meeting” screen appears, click the green Join button. On first time joining a meeting, you may be asked to give your name and email address when the meeting screen appears. These fields are usually filled in on subsequent joins.

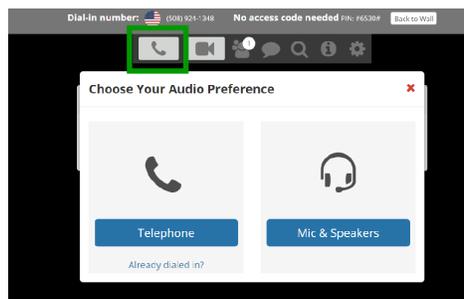


The following screen appears if you connect before the presenter of the meeting.



Set your preferences using the icons at the top of the screen.

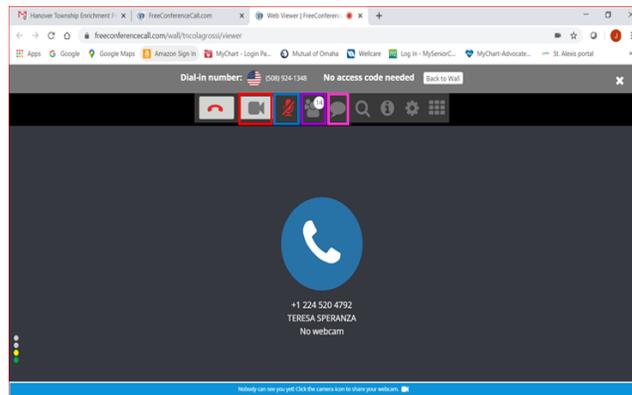
Click the **Phone** icon to select audio method: Telephone or Mic & Speakers (through your computer).



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Click the **Video** icon to disable your computer's camera (if you have one on your computer). You'll see a note at the bottom of the screen indicating that your webcam is off.

Click the **Microphone** icon to mute your computer's speaker. Often the meeting presenter will mute all attendees.



Additional options:

Click the **Bubble** icon to send a Chat message to the Host.

Click the **People** icon to see who is attending the meeting.