

HOW TO JOIN AN ONLINE MEETING FROM YOUR SMART DEVICE

HOW TO JOIN AN ONLINE MEETING FROM YOUR SMART DEVICE

Click the online meeting link as posted on the Hanover Township website.

These screen shots were taken from an Android smart phone.

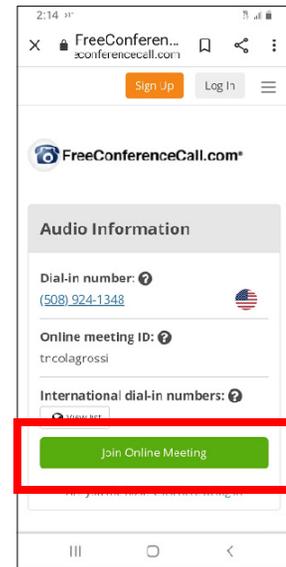
iPad and tablets have similar screens.

Online meeting ID: tncolagrossi

Join the online meeting:

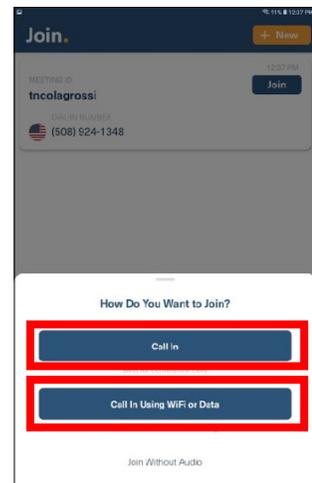
<https://join.freeconferencecall.com/tncolagrossi>

Click the green “Join Online Meeting” button

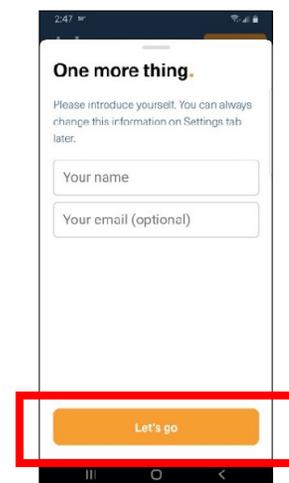


First time users of “Free Conference Call” will be prompted to install it.

After it is installed and you click the Join button referenced above, click either the “Call In” button or the “Call In Using Wifi or Data” button.



Enter your name, then click the “Let’s go” button.



HOW TO JOIN AN ONLINE MEETING FROM YOUR SMART DEVICE

This meeting screen shows available meeting options. Click the **Microphone** icon to mute your computer's speaker. Often the meeting presenter will mute all attendees. Click the **Video** icon to disable your camera. Click the right **Arrow** icon to leave the meeting (you'll be asked to confirm you want to leave).



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.

Put your phone on speaker mode by clicking the **Speaker** icon.