REMOTE COLLABORATION

How To....

SETTING UP AND USING

FREECONFERENCECALL.COM

Altrusa International Inc.

Virtual Clubs Task Force

2017-2019 Biennium

Table of Contents

Introduction

There are a variety of free or low-cost tools available for your club to share ideas, plan projects, execute events remotely. We hope this manual will assist you in finding the tools which work best for your group. Included here is information on conference calls, scheduling events, sharing screens, sharing documents, and creating joint endeavors without having to be in the same location.

These tools are very valuable for not only virtual clubs, but local clubs can utilize many of them for committee meetings or other meetings outside of their normal times.
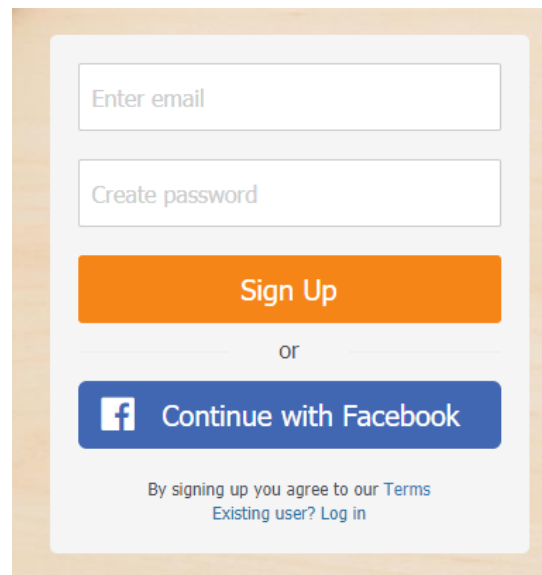
Conference Calls

The best place to start is being able to speak to one another. Many of us are familiar with conference calls from our professional lives. There are several free resources for conferencing, including Google+ Hangouts, Skype, Freebridge, and FreeConferenceCall.Com. FreeConferenceCall is used by International for many purposes, so that will be reviewed here.

How to Sign Up

You can set up an account for your club utilizing an email address. We recommend using an email address that is set up for the club (example, altrusaga@gmail.com), so that you will not need to set up a new account whenever a new president is elected or an individual's email address changes.

Go to the web site for FreeConferenceCall.com: https://www.freeconferencecall.com/

Enter the email and create a password. Be sure to keep the password somewhere safe. You will see a confirmation on the screen:

Your Account Is Now Active ✖

This information has also been emailed to you.

1 Audio Credentials

Dial-in Number:	🇺🇸 (712) 451-1038
International Dial-in Numbers:	View List
Access Code:	279514
Host PIN:	3640

Tip: Use these credentials for all future conferences.

2 How It Works:

📞 Host a Conference Call   🖥️ Host an Online Meeting

You can click on the buttons under item 2 (How It Works):

Host a Conference Call ✖

1 Invite participants.

2 At the time of your conference, call the dial-in number.

3 Enter the access code.

4 Enter the Host PIN to access phone keypad commands.

| Go Back | Invite participants |

Host an Online Meeting ✖

1 At the time of your conference, open the desktop app and enter your email and password.

2 Click Play and select items to screen share.

3 Click Camera and select your audio preference to start video conferencing.

| Go Back | Host Online Meeting |

Altrusa International Inc. How-To for Remote Collaboration

For free, the HD audio conferencing includes international service with local in-country dial-in numbers, calendar integrations and free audio conferencing for up to 1,000 participants. Regular long-distance charges may apply. With the Online Meeting, you can instantly start online meetings, webinars, screen sharing, video conferencing and more. No downloads required for screen sharing participants.

Holding Your Conference Call

When you are ready to hold your call, you will need to send your invitees the call-in number and the access code associated with the call. Attendees will need to dial the number, and enter the access code followed by the # key, then they will be prompted to announce themselves to the call.

If your attendees prefer, they can also join the call via their computer. This works for audio conferencing in addition to the Online Meeting. They will need to download the FreeConferenceCall app, available through the web site for the PC or from the app stores (Google Play or the Apple Store) for your other devices. For those attendees, you will need to give them the "Online Meeting ID" that wil be in the account information sent to your email when you set up the account. Using the desktop application means you can also do video conferencing and see each other.
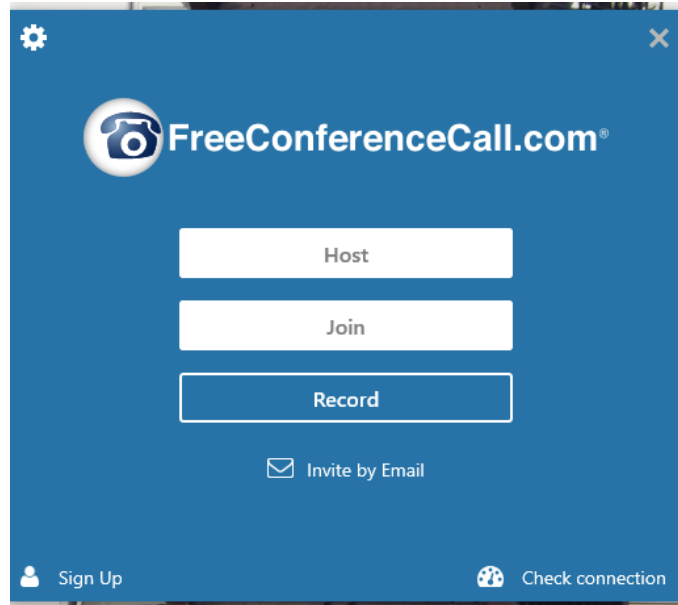
On the web site, go to the bottom of the screen and select "Get Desktop App" from the "Other" menu.
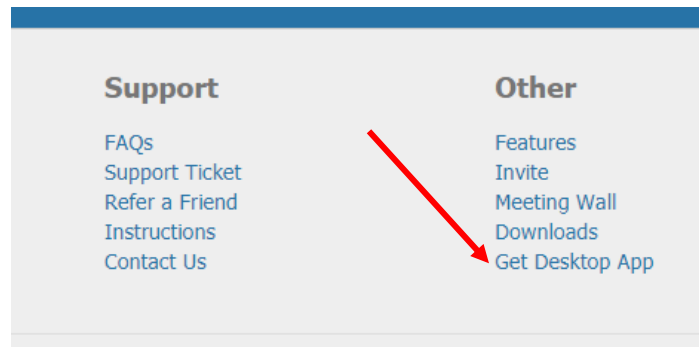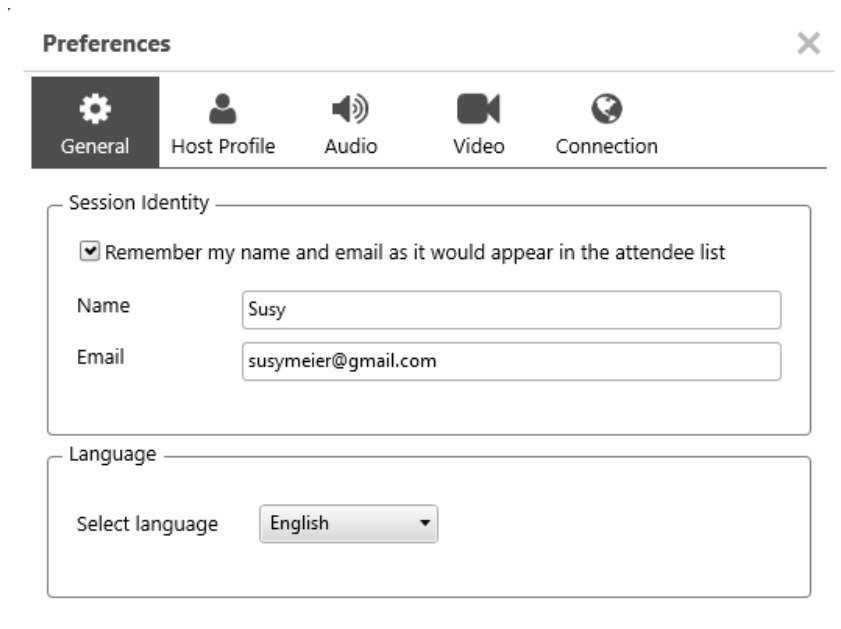


You will receive the download instructions:
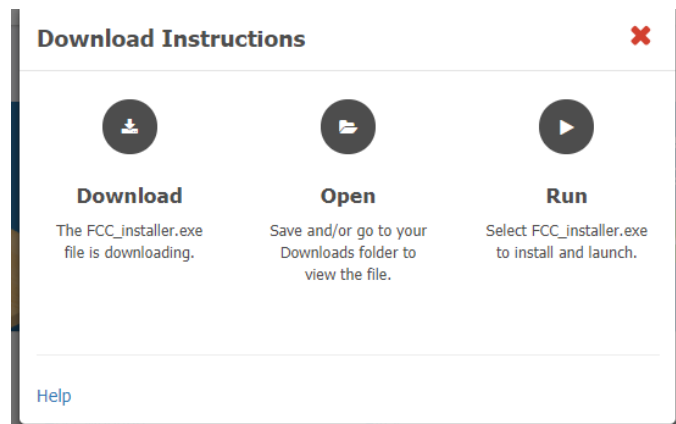
After running the installer, you will be able to access FCC from your desktop:

Before you log in, click on the gear in the top left corner, to set your preferences:

Click on Audio to test your microphone and speakers. The Recording Devices line should move to green as you speak. For the playback system, click on the grey arrow at the end of the bar that reads "Same as System" below. You will hear a message and the bar should turn green.
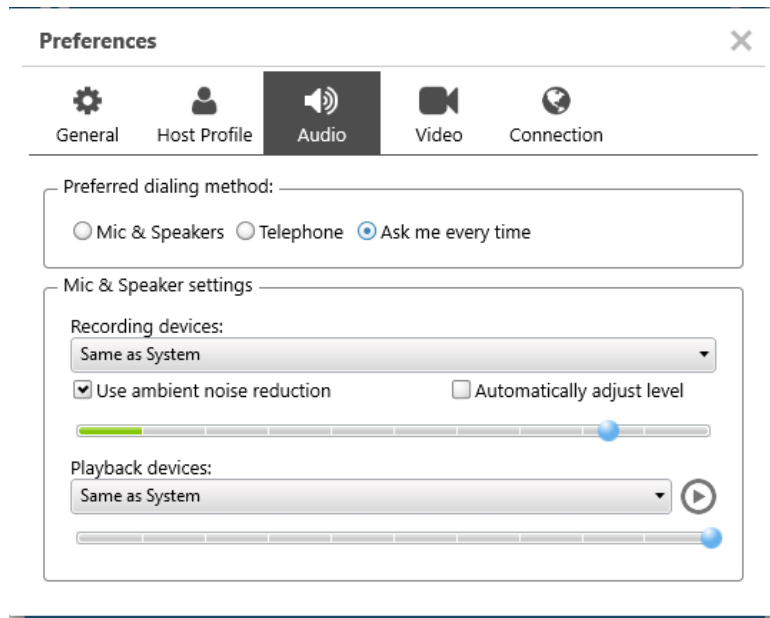
When you click on the Video icon, you will see what kind of camera you have and that it is working:
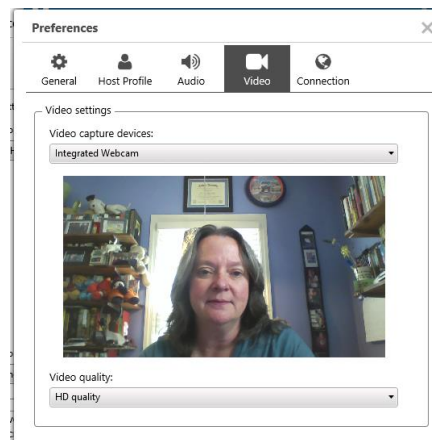
Close the preferences box and log in to the call using the information given by the host. If you are the host, select "Host" from the log in screen. If you are joining someone else's call, select "Join" and input the information given to you.

Host a Meeting   ✕

Input your information and you are ready to host

Email: [   ]

Password: [   ]

☐ Remember me on this computer

[Go Back   ]   [Host   ]

────────── or ──────────

f   Continue with Facebook

Questions? 844-844-1322 or support@freeconferencecall.com

Join a Meeting   ✕

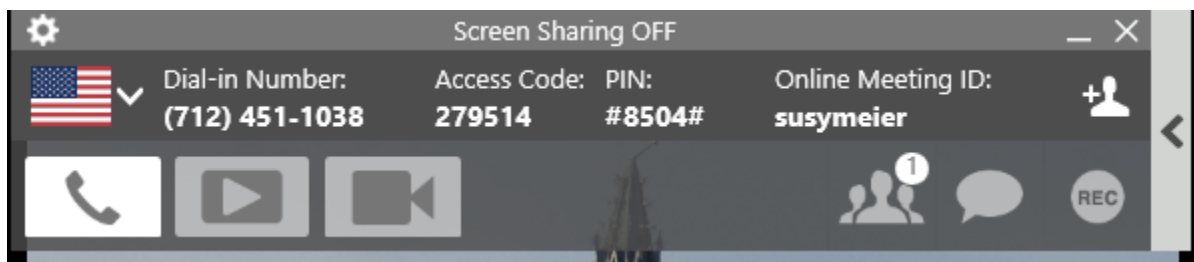Provide your name, email address and online meeting ID to join instantly

Name: [Susy   ]

Email: [susymeier@gmail.com   ]

Online Meeting ID: [▾]

☑ Remember me on this computer

[Go Back   ]   [Join   ]

Questions? 844-844-1322 or support@freeconferencecall.com

The application looks like this once you are in:

⚙   Screen Sharing OFF   — ✕

🇺🇸 ▾ Dial-in Number: Access Code: PIN: Online Meeting ID: +👤
      (712) 451-1038   279514   #8504#   susymeier   <

📞   ▶   🎥   👥① 💬 REC

The icons:

📞 Audio Conferencing

Altrusa International Inc. How-To for Remote Collaboration
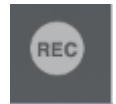
 Share Your Screen

 Turn on video conferencing

 Tells you how many people are attending

 Allows you to text chat with attendees – can be very useful if you want to alert the chair to a question or problem.
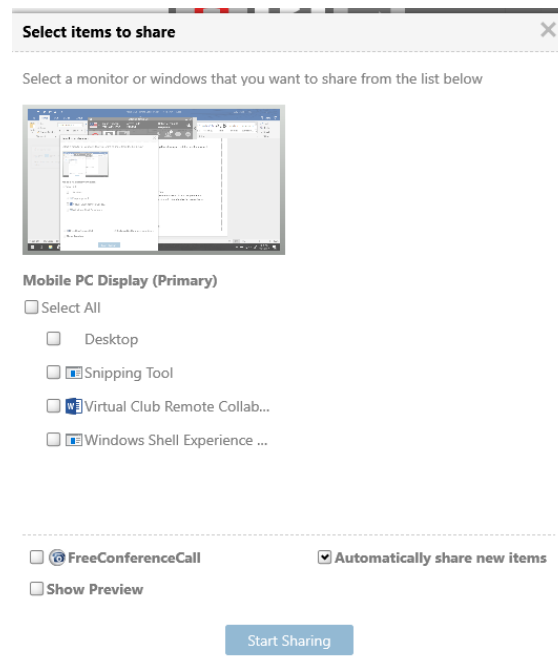
 You can record the call and share the link with people who were not able to attend.

 Allows you to invite additional people.

Sharing Your Screen

When you use the screen sharing icon, you will see a pop up that allows you to define what you want to share:

Altrusa International Inc. How-To for Remote Collaboration

Select if you want to share all your screen or a single application (a Word document you have open, for example.) Then select "Start Sharing" and the audience that is logged on to the call via their computers will be able to see what you are sharing.

A word of caution: If you share your full screen, any pop up alerts that show will be seen by your audience. For example, if you have notifications that preview email received, your audience will see that. If you receive confidential alerts, you will want to share applications versus the full screen for this reason.

Tips for Successful Conference Calls

Some tips for a successful conference call:

- It is a meeting – have an agenda!
- Announce yourself as you join.
- Focus on the call – host and attendees.
- Stick to the topic at hand.
- Wait your turn to speak. Don't speak over each other.
- Mute your microphone when not speaking – background noise can drown out great ideas.
- Don't shuffle papers while you are speaking, everything gets picked up by the microphone.