

Instructions for Joining Audio Conference

Toll Free Number: 844-855-4444

Access Code: 554799#

Online meeting ID: btownch

Laptop, Desktop, iPad: <https://join.freeconferencecall.com/btownch>

When you are ready to join the meeting, you can dial in by cell phone or landline. The toll-free phone number will work best to not incur any long-distance costs.

If you use your laptop or iPad computer, please click on the link above to take you directly to the [freeconferencecall.com](https://join.freeconferencecall.com) website and follow the steps below:

- Click “**Online Meetings**”
- Click “**Join Meeting**”; when pop-up box opens, enter **Online Meeting ID: btownch** and hit “**Submit**”
- You will arrive at a *Dialogue Box*; a pop-up box will open, and you will enter your **Name** and **E-mail Address**; then click “**Join**”
- You will arrive at a screen with this message: “**Waiting for Presenter to Share Screen**”
- In the top center of the screen, you will see a **Phone Icon**; click on this and allow access to your computer’s microphone. (If your computer does not have a built-in microphone/speaker feature, you may need headphones with a microphone built in or you can access the website from your cellphone to access the audio feature)
- To maintain your personal privacy, **do not** turn on the video/camera function.

Grace I. Archer, RMC
City Clerk