

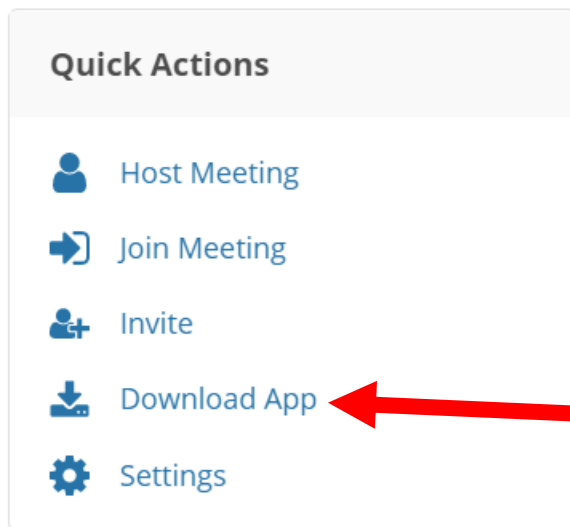
Here are instructions on how to get the video conference calling app that is used for Eagles Nest Township Board of Supervisor meetings and other township special meetings. This is through the same company that the township has been using for conference calling (selected by Minnesota Association of Townships) but now we are able to make use of the video function. This company is able to provide hybrid meetings where some can choose to call in on the phone, some can choose to join on the computer with just audio and some can join on the computer with video.

ALL VIDEO AND AUDIO IN TOWNSHIP MEETINGS ARE RECORDED. RECORDINGS ARE AVAILABLE UPON REQUEST.

How to get the app to join a meeting with the computer:

Step 1) Go to <https://www.freeconferencecall.com/> and create an account.

Step 2) Once you have created an account go to your account dashboard and download the free conference call app.



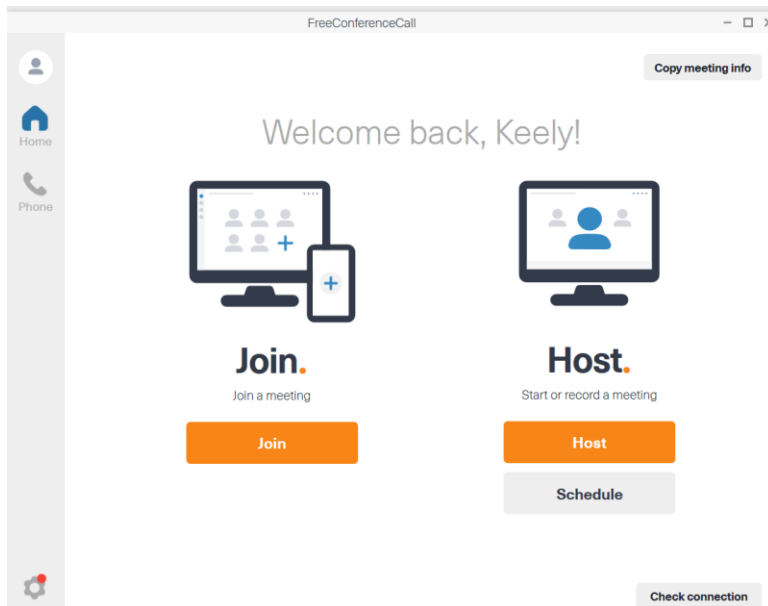
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Joining an online meeting- with video:



- 1) Once you have the video app downloaded double click on the app and choose the home selection on the menu to the left.

- 2) Choose join a meeting.



- 3) Enter your name and email associated with the free conference call account you created. Enter the meeting id. Meeting ID for Eagles Nest Township meetings will be **eaglesnesttwp**


- 4) You will then see this screen below:

Online Meeting ID: eaglesnestwp

Welcome to the meeting lobby.

There are no attendees in the meeting.

Dial into the meeting

 **United States** **(701) 802-5104**

Access code: **289-425-0#**

PIN: **7235#**

or

Already Dialed In?

Press #7235# to sync your phone to the desktop app.


or

Join with computer audio

or

Call Me

Enter your phone number to receive a call to join the conference

 **+1** Enter your phone number and press "Enter"

Mute Audio Video Invite Attendees Chat Reactions View Preferences Leave

- 5) If you choose to join the meeting with video select the video button in the lower left and then select the "Join with Computer Audio" button. ***Note:** You will want to use the mute button in the lower left-hand corner when you are not talking. This will cut down on background noise.

You will know your mute button is off (voice on) if the mute button in the lower left is blue. If the mute button is on (voice off) the mute button in the lower left will be gray with a line through it.

You may also join the meeting without video. To do that do not press the video button in the lower left-hand corner. You will know your video is on if the video camera is blue and it is off if the video camera is gray with a line through it.

You will be disconnected from the meeting if you hit the audio button. To rejoin the meeting press the audio button again.

6) You may leave the meeting by pressing the leave button (arrow) in the lower right-hand corner.

Other Functions available:

- You may select the view button to change how you view attendees in the meeting. Gallery view to see all or speaker view to see who is speaking.
- You may type in the chat function to ask a question or leave a comment for the group.
- Attendees function will show you who is in the meeting.
- You may also give a reaction such as a thumbs up.
- You may also invite others through the invite function. This can be by email or by telephone.