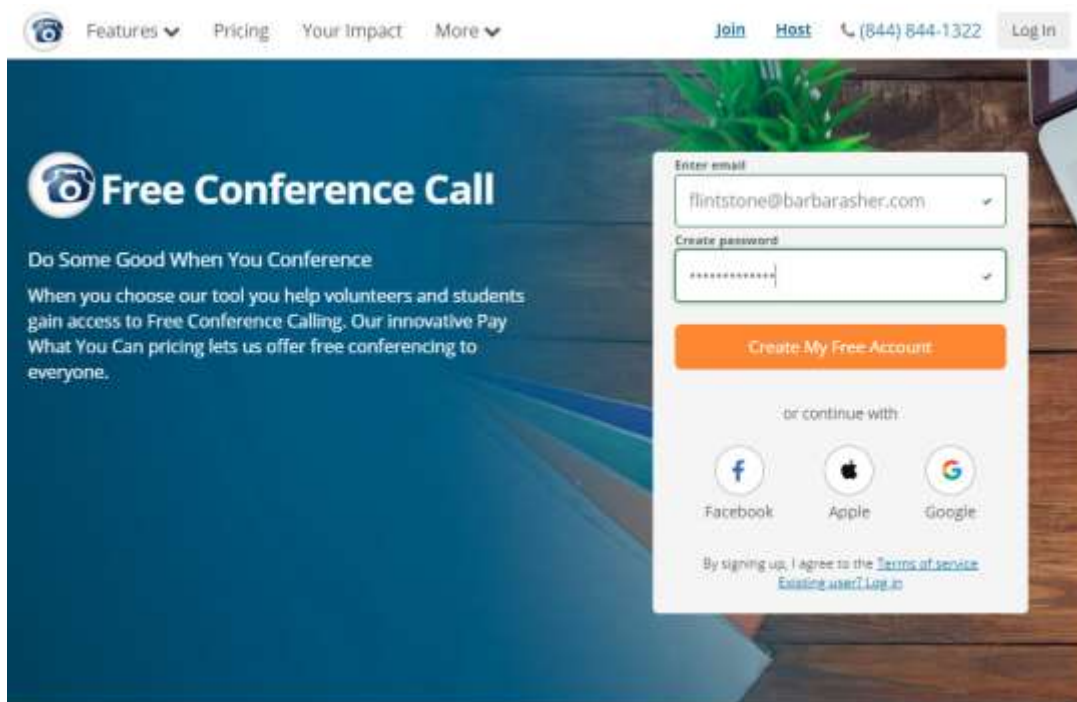# Set Up Your FreeConferenceCall.com Account

GOAL: Set up a new account at freeconferencecall.com for this teleworkshop and make note of the login information (Email and Password) and call-in information (Dial-in Number, Access Code, Host PIN, and Meeting ID).

1. Go to https://freeconferencecall.com and sign up. Use your email and a password, please, not Facebook. Please use the Free Account option, not Facebook, Apple, or Google.

2. Write down the email address and password you use, then click on the **Create My Free Account** button. Your account information will appear on the screen and will be emailed to you.

   [Hint: if you already have an account, you can use the same email address with a new password. Consider using a first name like WriteSpeak and a last name like Account to keep them straight.]

3. Ignore this How to Get Started popup window for now. Close it by
   clicking on the red **X**.
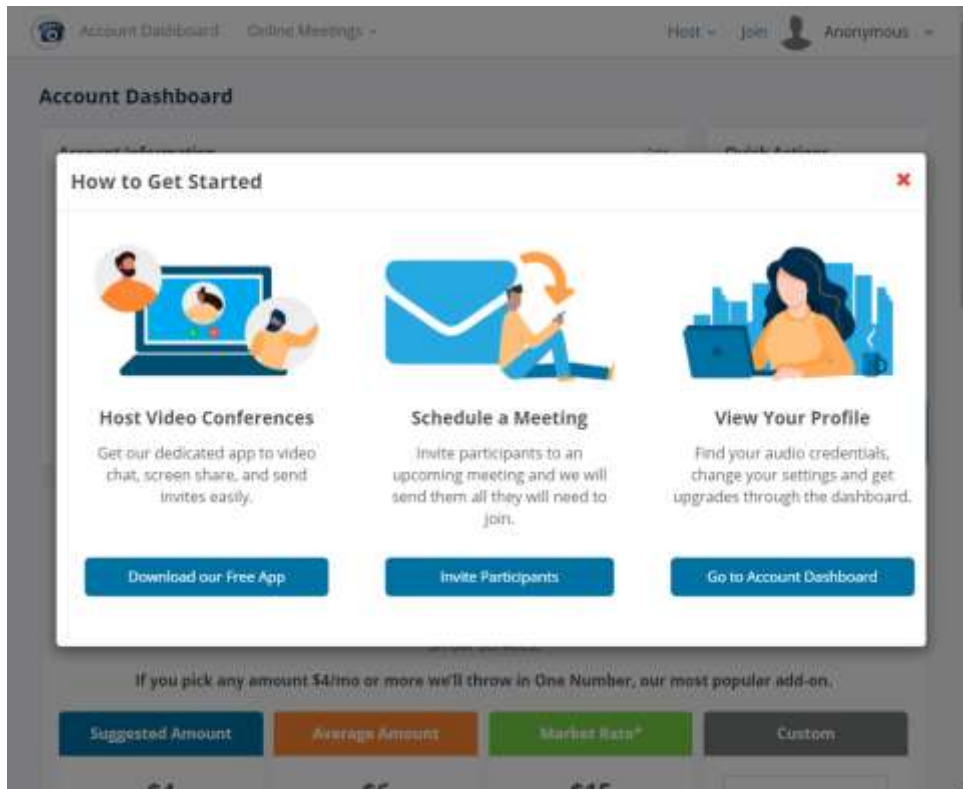
4. You should now see something a lot like this, and your account is ready. You do not need to pay anything, and you will have many opportunities to decide to pay something later.
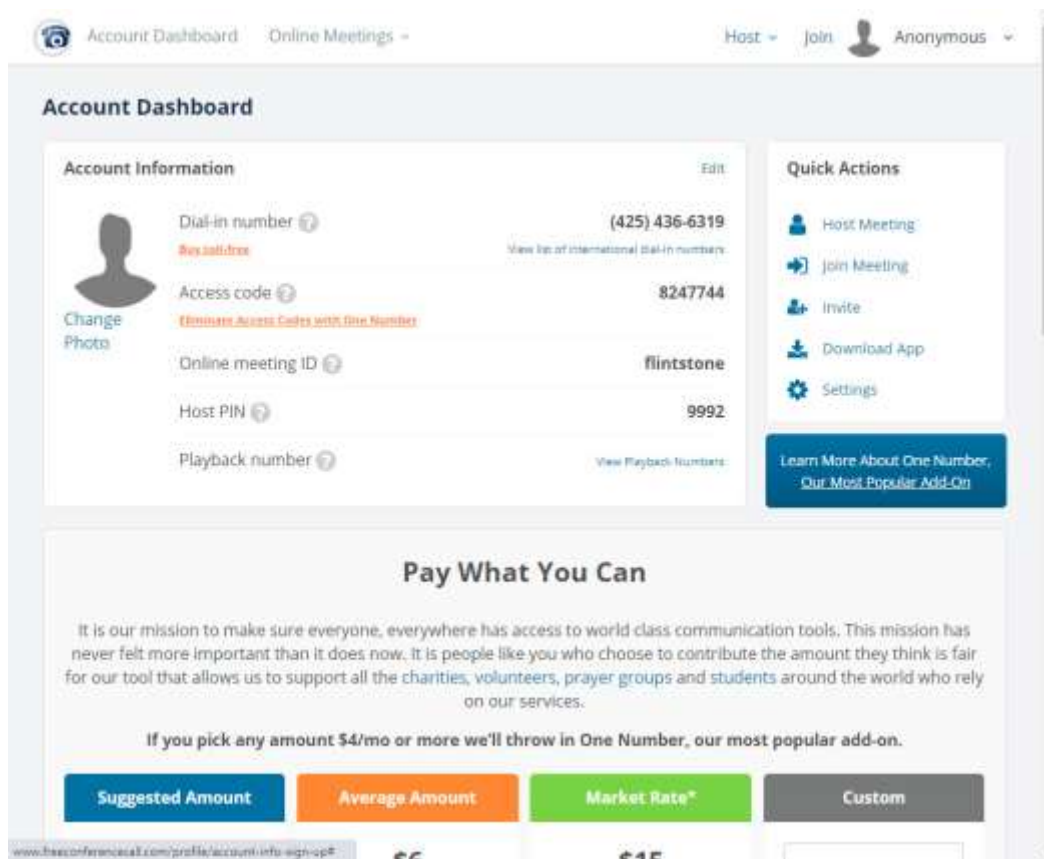
5. **Important:** Write down or print out your Dial-in number, Access code, Online meeting ID, and Host PIN. You will need to enter them on our web page. You also need to have them handy during the Teleworkshop.

   We will not use any of the video features or the Quick Actions on the right during our Teleworkshop.

   If dialing a US number is inconvenient, you can (1) click on the link under the US phone number to dial an international number that connects to this US phone number and use the Access Code or (2) download the Free Conference Call app to your PC or phone and use the Meeting ID.

6. Bravo! Your account is set up. Watch for an email confirming this and providing a quick cheat sheet for using FreeConferenceCall in your email. Check your Inbox and wherever your spam or junk mail gets filed. If you use gmail, it's likely to be in the Promotions tab of your Inbox.

7. **Log out and test your account with a friend.** Each of you call the Dial-in Number. When asked, dial the Access Code and the #.

8. When asked to dial * if you are the Host, only you should do so. Then you will dial your Host PIN followed by the #.

9. When you are both on the call, dial *9 to begin recording the call. Dial 1 after the prompt to confirm that you want to start recording. Listen to the prompt before you dial 1—this is designed to prevent you from accidentally stopping if you've already started. Talk for a bit. Stop the recording by dialing *9 again. You will need another 1 to confirm this.

   (Note that only someone who joined the call with the Host PIN or who logged into the app with your email and password will be able to start or stop a recording.)

   Wait a minute or two after both of you hang up. Now scroll down to the **Profile** section and click on **History & Recordings** (marked here in red) to be sure it recorded.

Profile

Account Dashboard

Settings

Payment Info

Invoice History

History & Recordings

Online Meetings

Host Meeting

Join Meeting

Learn More

During the teleworkshop, you will host one or two of the small group calls. When it is your turn, you will use your Host PIN when you call in. **Remember to press *9 at the beginning and end of the call.** Fortunately, if you forget then second *9, FreeConferenceCall will usually complete the recording automatically after everyone hangs up. Some of us tape a note right on the phone to press that final *9, just to be sure it gets saved.

At the end of our workshop, we will ask you to share the link to each with your fellow WriteSpeakers. We have marked the Share button here.
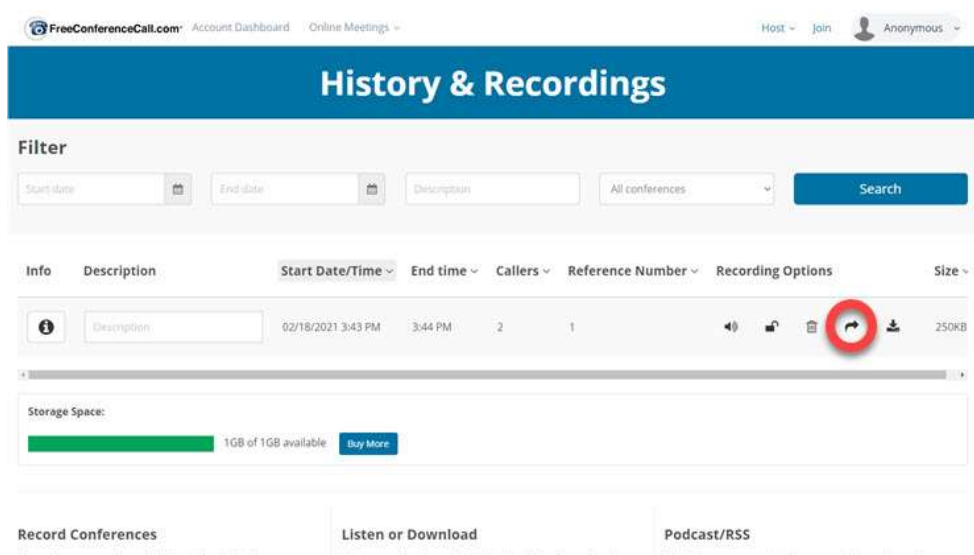
Mark the **Allow Participants to Download Recording** checkbox and click on the **Copy** button to copy the link you need to share.
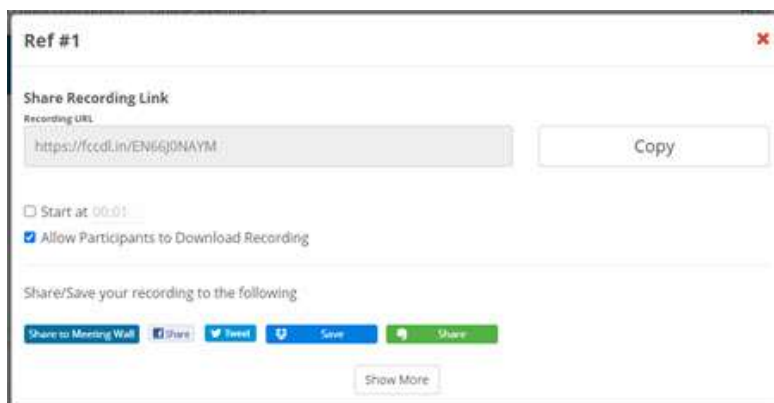
You're done with this task! Go set up your blog now.