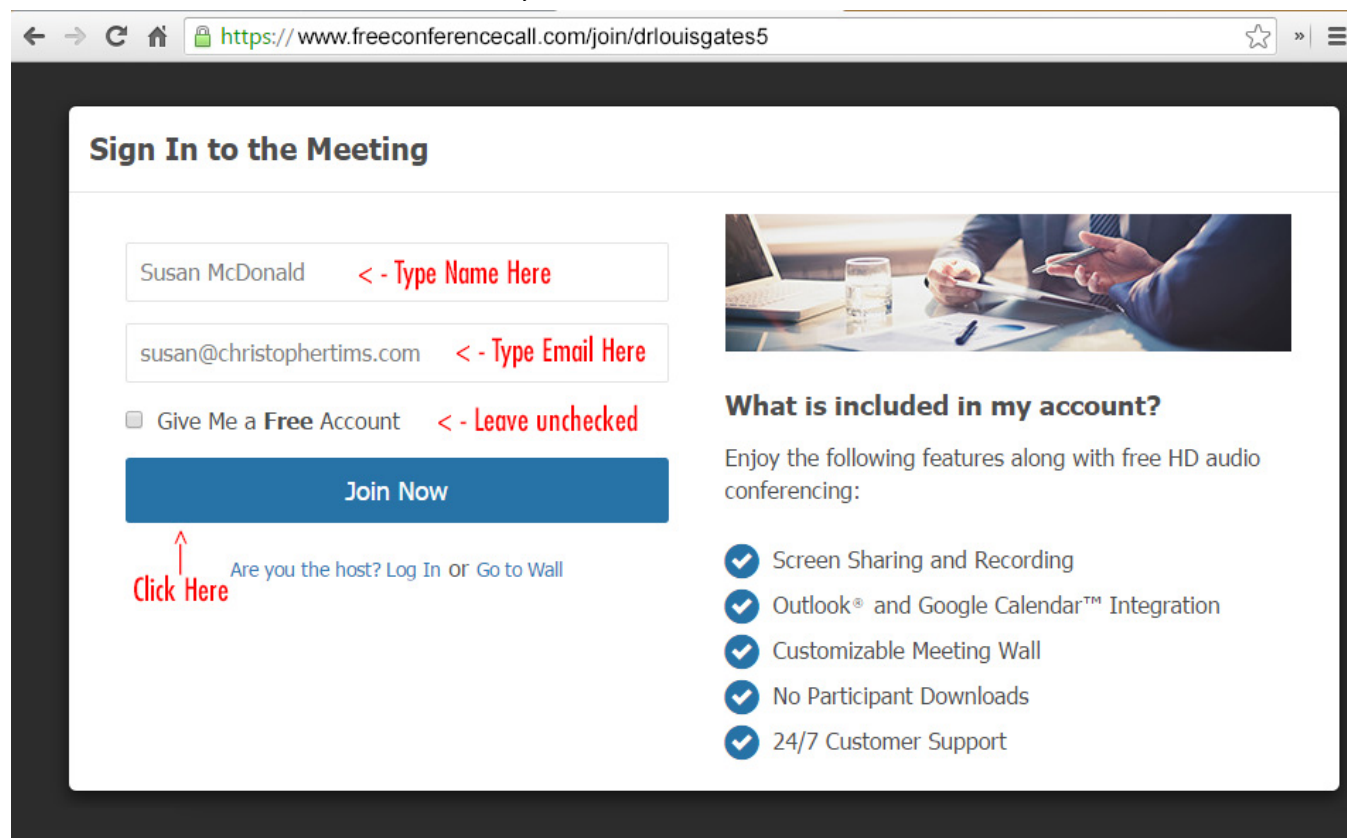


# Instructions to use online phone for Dr. Louis Gates

## Thursday Night Calls

(or VoIP as it is called)

1. This works in Google Chrome or Mozilla Firefox browser,  
**(this will not work with Internet Explorer or Mac Safari browser)** go to  
<https://www.freeconferencecall.com/join/drlouisgates5>
2. You will see the screen below, follow instructions as shown:



The screenshot shows a web browser window with the address bar displaying <https://www.freeconferencecall.com/join/drlouisgates5>. The page title is "Sign In to the Meeting".

On the left side, there is a sign-in form with the following fields and instructions:

- Name field: "Susan McDonald" with a red instruction "< - Type Name Here".
- Email field: "susan@christophertims.com" with a red instruction "< - Type Email Here".
- Checkbox: "Give Me a Free Account" with a red instruction "< - Leave unchecked".
- A blue "Join Now" button.
- Below the button, a red arrow points to the text "Click Here" with a blue link "Are you the host? Log In or Go to Wall".

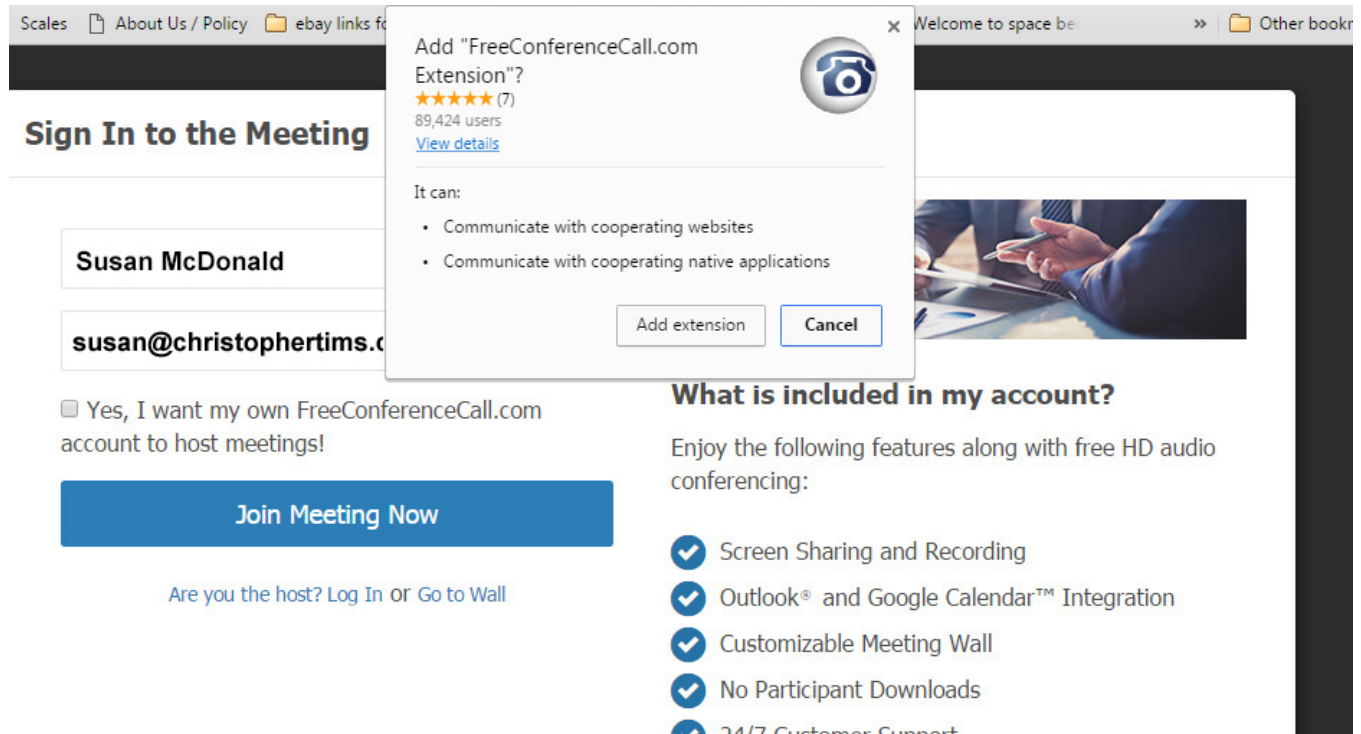
On the right side, there is a section titled "What is included in my account?" with a sub-header "Enjoy the following features along with free HD audio conferencing:". Below this is a list of features, each preceded by a blue checkmark icon:

- Screen Sharing and Recording
- Outlook® and Google Calendar™ Integration
- Customizable Meeting Wall
- No Participant Downloads
- 24/7 Customer Support

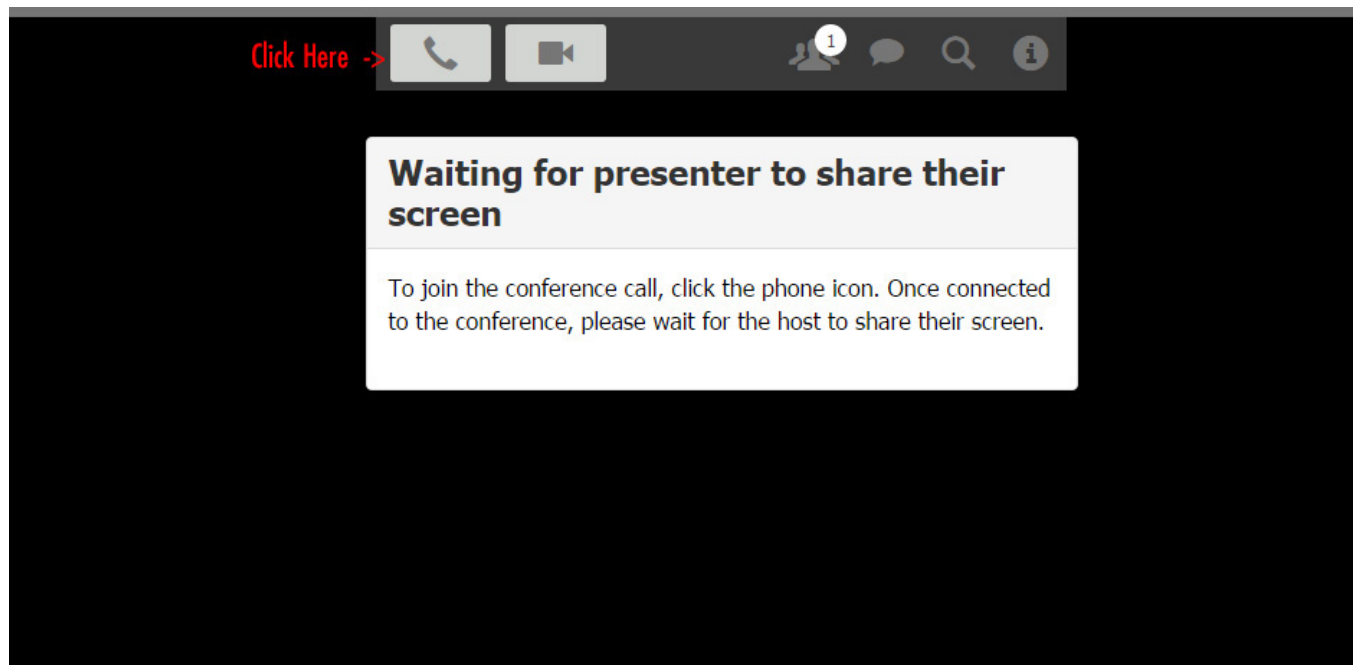
An image of two people in a meeting is shown above the "What is included in my account?" section.

See Next Page

3. When you click Join Meeting Now, you will see this pop up – just cancel it.

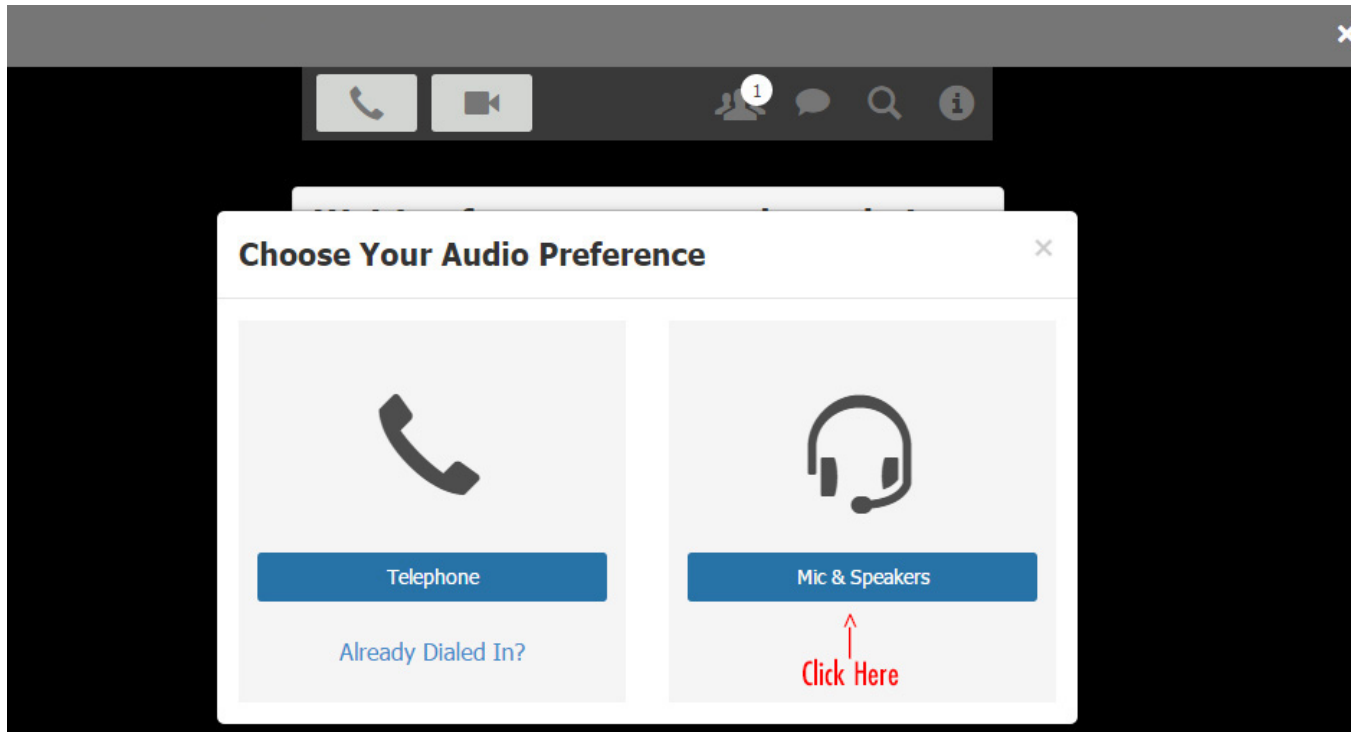


4. When you click cancel on the pop up, you will see this screen – click phone icon



See Next Page

5. Next you will see this window: Select Mic and Speakers



6. This is the screen you will see to let you know you are connected! You are in! When its Q&A time there will be a pop up button you can click to get in line. Also you can close the question window and open a keyboard to enter \*6 later by clicking the square box to the top right.

