



## Webinar Instructions

### How to Join the Webinar

#### Smartphones

1. Download the [Free Conference Call](#) app from Google Play or the App Store.
2. Join the webinar with the following Online Meeting ID: [essentialoils](#)
3. Click “Join” at the bottom of the screen when you see Kiannaa’s picture and contact info.
4. Choose the Dial-In option of your choice by clicking “My Phone” or “Internet” (data charges may apply).

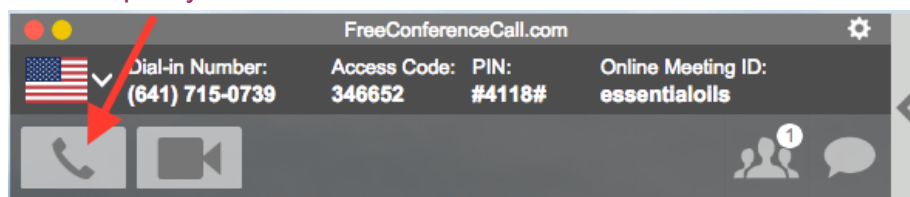


#### Computers

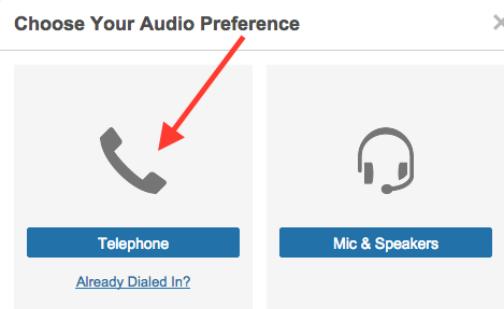
1. Click the Online Meeting Link: <https://join.freeconferencecall.com/essentialoils>
  - Enter the Online Meeting ID: [essentialoils](#)
  - Enter your Name and Email Address and click **Join Now**.

**Note:** *If you have the desktop application installed on your computer you won't have to enter the ID, your name, and your email address every time. Download the desktop application at [www.freeconferencecall.com](http://www.freeconferencecall.com).*

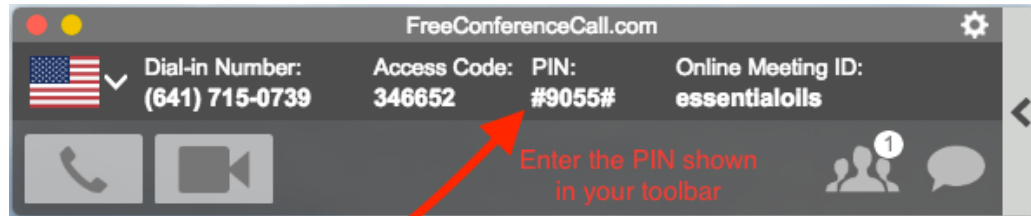
2. Join the audio portion of the meeting by clicking the telephone icon in the Toolbar located at the top of your screen:



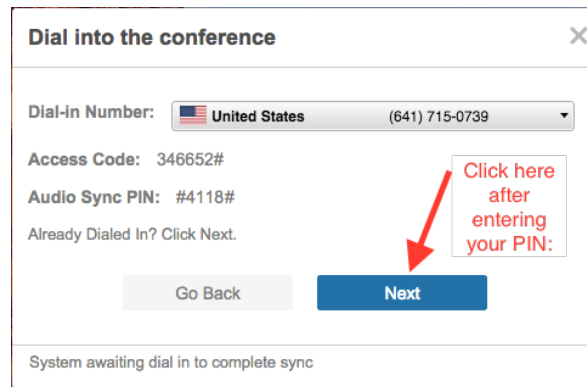
- Follow instructions A **or** B:
  - A. Dial into the conference call with your phone by clicking the “Telephone” option:



- i) Dial into the conference line: (641) 715-0739 (to see a list of International Dial-in Numbers, click here: [#international](#))
- ii) Enter the Access Code: 346652#
- iii) Enter the PIN listed in the Toolbar at the top of your screen (make sure to enter a hashtag **before and after** the pin number as shown):

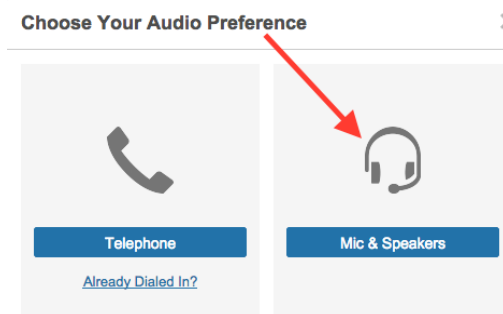


- iv) Click “Next” after entering your PIN:

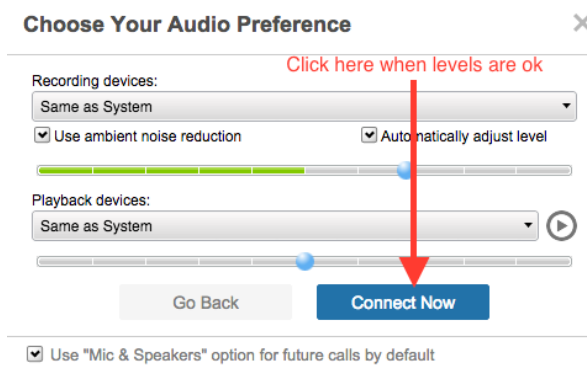


— OR —

- B. Click the “Mic & Speakers” icon:



- i) Click “Connect Now” when levels are ok. The default audio levels are ok for most computers. Use the blue buttons to adjust your sound if necessary.



### 3. Communicate via Audio during the Webinar (optional)

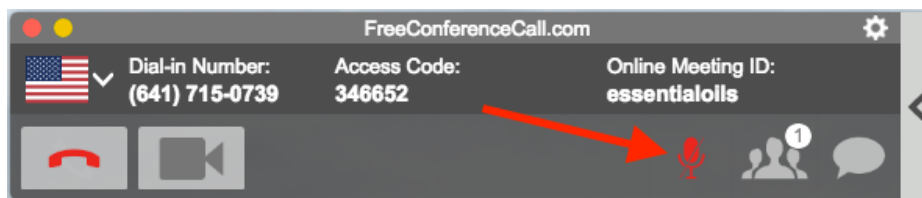
- **Un-mute** yourself:

#### Phone

Enter \*6 (repeat to mute again)

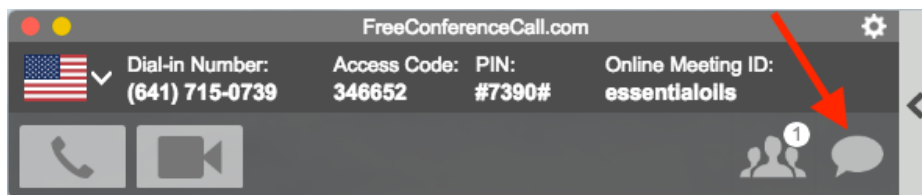
#### Computer

Click the “microphone” icon next to your name. (repeat to mute again):



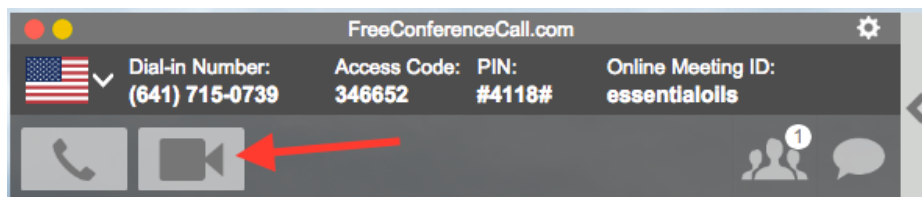
### 4. Communicate via Chat Box (optional)

- Click the chat box icon to communicate with the host and the other attendees when you are muted during the webinar:



### 5. Share your Video (optional)

- Click the video icon in the toolbar (repeat to stop video):



## For the Best Audio Experience

### Computers

- If using the speaker on your computer causes an echo, please use earbuds or a headset, or call into the conference line with your phone.

### Smart Phones

- Use earbuds or a headset (using the speakerphone option can cause feedback problems).

**Note:** If you experience VoIP and/or video problems when using Internet Explorer or Safari, use Chrome or Firefox, or install the desktop application from [www.freeconferencecall.com](http://www.freeconferencecall.com) (recommended).