

How to Join a VoiceActing Academy Webinar: **Installing the FreeSee plug-in may take a few minutes. Please install now!**

We use [FreeSee](#) for our webinars. This gives us the unique ability to switch to any logged in computer to share a participant's screen during a webinar (with permission). Because of this, there are two separate logins required for our webinars: 1) to access the audio, and 2) to view the video.

LISTEN TO THE AUDIO ON YOUR PHONE OR USE SKYPE TO LISTEN ON YOUR COMPUTER:

USE YOUR PHONE: Call the webinar number provided and enter the access code when prompted. You will not be calling a toll-free number. Long distance charges may apply

USE SKYPE: Follow the instructions below to listen on your computer:

- To use Skype for calling in for webinar audio, add 'freeconferencing' to your Skype contacts.
- At the scheduled time of the webinar, select 'freeconferencing' and click the Call button.
- Once the call is connected, locate and click on the key pad icon (bottom of the Skype screen) and enter the access code followed by the pound (#) key when prompted.

VIEW THE WEBINAR ON YOUR COMPUTER (audio must be from phone or Skype):

NOTES:

- **If you are using Skype for the audio, you'll need to use a separate browser tab or open a second browser to see the webinar screen using the FreeSee login below.**
- **The webinar video will be in TWO browser windows: one with the video and a second with a participant list and chat dialog. To switch between screens on a PC, you can use the ALT-TAB function or click on the browser icon in your task bar.**

You'll need to install a plug-in before you can access the video side of our webinar. Here's how it works:

1. Go to www.freeconferencing.com/participant.
2. Click on the green "Join Meeting" button to open the login dialog box.
3. Enter the phone number and access code you will be using to call the conference system.
4. Enter your full name (first and last) in the "name" field.
5. Click on "Login" to start the download and installation of the FreeSee plug-in (if not already installed). If the download seems to stop, just wait a moment for it to complete.
6. Installation errors are usually a firewall issue. [Please see the firewall adjustments below](#).
7. FreeSee installs a cookie on your computer, so if you have already downloaded the FreeSee plugin it will probably already be available and won't need to download again. If you have your browser privacy settings set to delete cookies, you will see the FreeSee plug-in download screen each time you login.
8. When finished, the meeting screen will open and you will be viewing our Host screen.
9. If you see a screen with a list of participants and a chat screen, you're in the right place. You'll might also see a pop-up box that says "Waiting for presenter." DO NOT click on "cancel" – this will close your video conference and you'll have to log in again. When we start the meeting, the screen will change to show our primary screen. If your screen does not change, click on your browser icon or use Alt-Tab to switch to the Host screen view.
10. A Chat option is available that will allow you to send a text message to us. Feel free to text us with any questions or comments during the webinar.

Important Note For Firewall Adjustments: The FreeSee webinar plug-in works with most browsers. But you still might get an installation error that says there could be a firewall issue or that a server connection could not be made. If you are using a firewall, and FreeSee is not installing, please adjust your firewall settings to allow access to the following IP, Port and website:

Allow access to this domain or application: <https://glc-fccgw.freeconferencecall.com>

Allow access to this port: Port 15142

Allow access to this IP (if required): <https://glc-fccgw.freeconferencecall.com:10443>