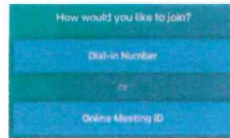


## How to access Al-Anon online meetings

1. Download Free Conference Call app



2. Open the app and click 'Online meeting ID'



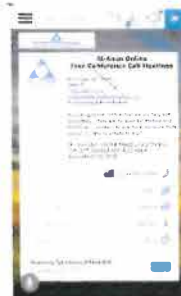
3. Online meeting ID – alanon  
Your name  
Your email (optional)



4. Select Internet



5. You're in! Make sure you press mute when not sharing. The button to mute is the small grey circle with the microphone icon on the bottom left corner of the screen. When it is grey you are not muted. When it is red, you are muted.



6. To leave the meeting, press the dark blue arrow pointing to the right at the top right of the screen then select 'Leave conference'.



## Helpful Icons:

	<b>Muted</b>
	<b>Not muted</b>
	<b>Attendee list</b> You can see who is in the meeting You can also tap this to return to the presentation
	<b>Leave conference</b>
	<b>Message box</b> You can type a message to all attendees, for example if you wish to only listen during the meeting
	<b>Menu toolbar</b> You can access resources, the calendar, account preferences, updates and settings
	<b>Select audio you want to use</b> Headphones will automatically work when inserted. Generally it is easier to listen to meetings with headphones
	<b>Calendar</b> This will bring up the weekly calender for meetings in local time