



FreeScreenSharing Instructions

Step 1 Distribute Meeting Invite

To invite attendees to your FreeScreenSharing online meeting, login to your FreeScreenSharing account. From the meeting dashboard window, locate the Invite Others button which provides the meeting link and call in credentials. Copy that information to your clipboard. Next go to your email client or document to paste the meeting information to send to your meeting attendees.

Step 2 Start Meeting

To start your FreeScreenSharing online meeting, login using the Host Meeting login box from the homepage of www.FreeScreenSharing.com. Next, click on the Start Meeting button located in the top left menu of the meeting dashboard window to begin your meeting.

Step 3 Join Meeting

Provide the following instructions to your meeting attendees for joining a FreeScreenSharing online meeting;

- A. Click on the meeting link
- B. On the next page, fill in your name, email address and click Submit
- C. The following page will log you into the meeting and ask you to download the FreeScreenSharing software
- D. Download the file by following the prompts
- E. Once the software is downloaded and launched the meeting will begin

Step 4 End Meeting

To end a FreeScreenSharing online meeting, click on the Stop Meeting button located in the top section of your meeting dashboard window.