Create an account on a free conference call service site. 
Try Rondee (http://www.rondee.com/) or FreeConference (https://www.freeconference.com/).

Call the teleconference to identify PIN entry requirements. 
Rondee, for example, requires participants to enter the PIN followed by #. You’ll need this information to successfully create the bridge from the session to the teleconference.

Configure your session to include the teleconference information. 
It’s easy to add the information before the session occurs or to add it once you’re in the session.

**Method 1: Before the session**

<table>
<thead>
<tr>
<th>Create Session</th>
</tr>
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<tbody>
<tr>
<td>Information</td>
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</tbody>
</table>

**Tips:**

**Session Phone**
Use standard formats such as XXX-XXX-XXXX or (XXX) XXX-XXXX.

**Session PIN**
Include PIN entry requirements. Use a comma to insert a pause.

Attendees access this information by clicking on the phone icon in the Audio & Video bar during the session.

Information entered here links the teleconference to the session.
Method 2: During the session

Attendees access this information by clicking on the phone icon on the Audio & Video bar.

Information entered here links the teleconference to the session.

Click to keep configuration and connect to the teleconference.

Tips for Session Information:

Session Phone
Use standard formats such as XXX-XXX-XXXX or (XXX) XXX-XXXX.

Session PIN
Include PIN entry requirements. Use a comma to insert a pause.
Connect the session to the teleconference.
Participants have the option to use VOIP (headset/microphone) or use the teleconference.

After you hear the audio announcement indicating that you’re connected to the teleconference, click Confirm to close the pop-up box.

Missed the announcement?
Click Reannounce.
If you still don’t hear it, adjust your volume settings using the Audio & Video options menu.

Hearing background music?
Don’t worry!
Once someone joins the teleconference, the music stops.

Connection failed?
Click edit.
Typos happen. Edit your information and reconnect.
5. Share teleconference information with participants.
Participants access the teleconference phone number and PIN by clicking on the phone icon. As moderator, you can also share the teleconference information on a slide or in the chat box.

6. Disconnect from the teleconference.
Before exiting the session, use the options menu to end the teleconference.

Want to practice?
Contact any member of the Instructional Design team at IDteam@lasalle.edu. We would be happy to meet you in Collaborate!