

This Quick Start Card introduces the ACC (AT&T Connect Communications Center) and its main components, as well as how to use the ACC Catalog (including how to join, register to and search for Events posted in the Catalog).

Title bar –includes links to up to five Web sites, all Department Portals within your organization, the ICC Home page and Online Help.

Select a **Portal** from the dropdown list

ENTER My Room – click to enter your Meeting Room (if your ACC does not support Meeting Rooms, the CREATE iMeeting button is displayed).
JOIN iMeeting – click to join an active iMeeting Event.

Click **Getting Ready** to prepare yourself for an Event. Click **Tools** to access AT&T Connect downloads (including the latest Participant application). Click **My Information** to change your personal details. Click **Materials** to view or delete Event Materials you previously uploaded to the ICC. Additional menus are displayed according to the roles assigned to you.

Click **Enter** to enter an Event, or **Playback** to play a recorded Event, or **Register** to enroll for an Event.

Join Events

To join an Event directly from the Catalog:

Click the **Enter** link for the relevant Event (if you are already registered to the Event or it is an open Event which does not require registration). This automatically opens the AT&T Connect Participant application. 'Enter' is displayed in the Status column for any Live Event.

Register for Events

To register for an Event from the ICC:

- 1 From the Catalog, click on the relevant **Register** link in the Action column. The *Event Details* window is displayed.
- 2 Click **Register to Event**. A message confirming your registration is displayed. The Catalog now displays the Event as 'Future'. When the Event is live, the status changes to 'Enter'.

To register for an Event from an external Portal link:

Unregistered users can access Portal Events from an external link. When clicking the **Register** link, a Registration page is displayed, which must be completed before access to the Event is granted.

Navigate and Search the Catalog

To navigate through Catalog pages:

Click the relevant page number in the page sequence bar, located at the top and bottom of the Catalog list. The page number of the page you are currently viewing is in black and underlined. Click **Next** to move forward or **Previous** to move backward one page.

To search the Catalog:

To run a basic search:

- 1 From the Search in dropdown list, select from one of the fields, such as **Past Events**.
- 2 Enter any relevant text in the Search text box (optional).
- 3 Click **Go** or click on an Event icon. The Catalog displays only those Events that meet your search criteria.

To run an advanced search:

- 1 From the Search toolbar, click **Advanced Search**. The *Advanced Search* window is displayed.

- 2 In the Text field you can select the option button for the category you want to use as a filter (**Name**, **Moderator** or **All**) and enter text in the text box.
- 3 Define an initial (**From**) and final (**To**) search date.
- 4 In the Type field you can choose **ALL** (selected by default) or one of the options in the dropdown list, such as **iClass**.
- 5 In the Department field you can select one of the departments in your organization from the dropdown list.
- 6 Click **Go**. The Events that meet your search criteria are displayed in the Catalog.

To sort the Catalog:

Click on the relevant Column header to sort the column alphabetically, or by date and time.

Access Recorded Events

To download a recorded Event:

- 1 From the Action column in the Catalog, click the relevant Playback link for the recording that you want to view.
- 2 The AT&T Connect system automatically installs or activates the AT&T Connect Participant application, and then downloads the recording. You are prompted to save the file to your computer.
- 3 Click **Yes**. The file is saved (in .vcm or .vcr format) and opens via the Participant application.

View Event Information

To view Event information:

From the Catalog list, click the relevant Event link in the Name column. The *Event Details* window is displayed. Some of the displayed buttons may be enabled, according to your login privileges. For example, if you have initiated an iClass, you can edit the Event, view the registration report and attendance data, and delete recordings.

If the Event has an assigned Overview Page, you will be able to view additional information, such as the Moderator's credentials.