


The AT&T Connect Outlook Add-in enables you to schedule, manage and join AT&T Connect iMeeting Events through Microsoft Outlook.

Scheduling an iMeeting

To schedule an iMeeting in Outlook:


- 1 From the Outlook toolbar, click  AT&T Connect .
- 2 Select an AT&T Connect Address from the dropdown list (or type in the relevant URL).
- 3 In the **Appointment** tab, select the Participants, and define Event details, such as the Event name (in the Subject line).
- 4 In the **Scheduling** tab, determine the availability of Participants.
- 5 Click Customize Event Settings to modify additional Event settings (such as Event recording or video options).
- 6 Click **Send**.

To schedule a recurring iMeeting in Outlook:

- 1 In the Calendar view, right-click the time slot and select **New AT&T Connect Recurring Event**.
- 2 In the *Appointment Recurrence* window, define the recurring settings, such as frequency, and then click **OK**.
- 3 Define other settings for the Event, as described in the section above, and then click **Send**.

Converting existing Outlook meetings to AT&T Connect Events

To convert an already scheduled Outlook meeting to an AT&T Connect iMeeting:

- 1 Double-click the meeting in your Calendar.
- 2 On the toolbar, click  . The event window displays AT&T Connect options.
- 3 In the **Appointment** and **Scheduling** tabs, define the relevant settings. Click Customize Event Settings to modify Event settings or upload Materials.
- 4 Click **Send Update**. The selected recipients will receive an updated email invitation.

Joining an Event

To join an iMeeting:

- 1 In the Calendar, double-click the Event.
- 2 In the Event window, click **Join Event Now**. The Participant application opens and you enter the Event. You may be prompted to select an audio device. To join the Event using your telephone only, click Dial-In Instructions and follow the instructions in the popup.

Note: You may be prompted to enter your first name, last name and email address or your user name and password.

You can also join the Event by clicking the link in the invitation email.

Updating iMeeting Events

To update an iMeeting:

- 1 In the Calendar, double click the event.
- 2 Modify the details as required and re-send the iMeeting notification to the relevant Participants.

OR click  to delete the iMeeting.

Note: Events created in Outlook can only be modified in Outlook – they cannot be modified via the AT&T Connect web application (the ACC).

Receiving an Event Invitation

AT&T Connect Event invitations sent by others appear in your Inbox with one of the following icons:



Meeting Request: The regular Outlook meeting icon.

To add the AT&T Connect Event to your Calendar, right-click the message and select **Accept**.



Email Invitation: This icon indicates the AT&T Connect Event has been added to your Outlook Calendar.

When the Event goes Live, you can enter it from the link in the email invitation.

Note: The AT&T Connect Outlook Add-in is compatible with Office XP, 2000 and 2003.