

iMeetings are flexible, interactive online Events you create with a click. Control can be passed to each Participant, enabling each to speak and upload materials.

Joining an iMeeting

You can join an iMeeting in one of five ways:

- Click the link in the Email invitation sent by the initiator
- Click the link in your Outlook calendar.
- In myAT&T, enter the EventID and click **join this meeting**. Meetings you create in your personal Meeting Room are also iMeetings by default.
- On the ACC toolbar, click **Join iMeeting**, enter the Event ID and click **Enter iMeeting**
- In the ACC Catalog, click the Event's **Enter** link
- From the ACC Navigation bar, choose **iMeeting>Join**, enter the relevant Event ID and click **Enter iMeeting**

The AT&T Connect Participant or Web Participant opens. When the Event initiator has joined the iMeeting, **Meeting in Progress** is displayed in the Status Panel.

Note: You may have to select an audio device with which to listen and speak during the Event.

Creating an iMeeting

Any registered ACC user can create an iMeeting.

To create an instant iMeeting:

From the Navigation bar, click **CREATE iMeeting** - an iMeeting Event is created. Send the Event ID to others.

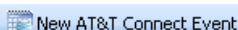
Note: By default the **CREATE iMeeting** button is replaced by the **ENTER My Room** button, which enables access to your own personal Meeting Room.

To create a scheduled iMeeting:

- 1 From the Navigation bar, click **iMeeting>New**.
- 2 In the **General Information** tab, define general details such as the Event name and scheduled time and date.
- 3 In the **Participants** tab, select the relevant Participants (whether registered ACC users or external users).
- 4 In the **Audio** tab, define how the Participants can speak and listen in the Event.
- 5 In the **Materials** tab, select Event Materials to be used during the Event.
- 6 In the **Options** tab, define additional Event options, such as allowing Participants to record the Event.
- 7 Click **Schedule Event** to post the Event to the ACC Catalog.

To create an iMeeting in Outlook:

First install the Outlook AddIn.

- 1 From the Outlook toolbar, click  **New AT&T Connect Event**

- 2 From the *AT&T Connect Address* dropdown list, select the ACC for your iMeeting or enter its URL. This option may be disabled by your organization.
- 3 In the **Appointment** tab, select Participants and define Event details.
- 4 In the **Attendee Availability** tab, determine the availability of Participants.
- 5 Click **Send**. You may be prompted to enter your ACC user name and password.

Tip: To convert a regular Outlook meeting into an AT&T Connect iMeeting, open the original meeting in your Calendar and click **Make this an AT&T Connect Event**.

Edit or Delete an iMeeting

Only the original initiator can edit an iMeeting.

- 1 From the Catalog, click the iMeeting's Name link.
- 2 In the *Event Details* window, click **Edit**, and modify as required. Or click **Delete Event**, and click **Yes** in the displayed confirmation window. You cannot delete iMeeting Events that have already taken place.
- 3 Click **Update Event**.

Communicating in an iMeeting

iMeeting Participants have the following roles:

Initiator: User who initiates the iMeeting, defines the Event Materials and initially has the Presenting Rights (Presenter) upon entering the iMeeting. The Initiator can take back the Presenting Rights at any time.

Presenter: User who controls the iMeeting, and can load items onto the Whiteboard, initiate application sharing or a Web Safari, expel Participants, and pass control to any other user. If the Initiator does not enter the iMeeting, the first user to enter becomes the Presenter.


Participant: User in an AT&T Connect iMeeting. All Participants can speak during the Event, and insert files into the Event Materials, but only the Presenter can load items onto the Whiteboard.

iMeeting Modes

All iMeeting Events can have one of the following two speaking modes; **Voice Activated** or **Queued**.


Note: Users assigned Presenting Rights can define at any time the mode used via the *Event Settings* window (accessed from the *Event>Event Settings* menu option).

Voice Activated Mode



Enables iMeeting Participants who want to converse to start speaking simultaneously at any point during the meeting. Participants can simply start talking into their microphone / telephone - they do not need to press CTRL or click .

To stop speaking, click  to mute your microphone.

Queued Mode

This mode means that if Participants want to speak during the iMeeting they must press the CTRL key on their keyboard, or click  on the toolbar.

To join/leave the speaking queue:

Click  or press CTRL and hold the key down to remain in the queue. A number to the right of the Participant microphone icon shows your queue position. Click  or release the CTRL key to remove yourself from the speaking queue.

Presenter Privileges

To load Materials:

Right-click on the relevant file in the **Materials** tab and click **Load**.

Note: All Participants can insert files; only users assigned with Presenting Rights can load them.

To insert files 'on the fly':

- 1 In the **Materials** tab, click **Insert**.
- 2 Select the relevant file and click **OK**.
- 3 Right-click the new file in the **Materials** tab, and click **Load** or **Send to Participants** (which initiates the online transfer to Participants).

To cancel Presenting Rights:

Right-click the relevant Participant and select **Take Presenting Rights**.

To expel Participants:

Right-click the relevant Participant and select **Expel**. The expelled Participant cannot reconnect to the Event.

Video Conferencing

Note: The Initiator must select **Allow Participants to use Video** when defining Event options.

All Participants can view a streamed video image of the first five Participants who setup their Web cams. The image of the Participant who is currently speaking is live, while all other Participant images are still.

To setup your video camera:

- 1 In the *Set Up Camera* window (displayed automatically when connecting to the Event), click **Capture**.
- 2 Click **Submit** to send the still image to other Participants. The first 5 Participants who send their images are displayed. Other Participants who setup their cameras remain queued in the order they clicked **Submit**.

Initiating/Responding to Polls

To initiate a poll:







- 1 After prompting the Event attendees with a verbal question, click the **Polls** tab (only displayed if you have Presenting Rights).
- 2 Click **Y/N** or **OK** or send a free text question, according to the type of response you require from the Participants.
- 3 A *User Responses* window is displayed (to you only), providing you with a live summary of user responses.

Note: You can share the user response statistics with the other Participants by clicking the **Share** button.

To respond to a poll:

When the Presenter asks a verbal question, you can respond by clicking on a button either for **OK** or **Yes/No** in the displayed *Respond to Poll* window.

Participant List Icons

-  PC-only Participant
-  Phone-only Participant
-  Audio-via-phone Participant
-  Your icon (only your icon is 'boxed')
-  'Stepped out' (or no audio device was selected)
-  You have Presenting Rights