


This Quick Start Card describes how to work with myAT&T™, which is installed with the AT&T Connect Participant application and which lets you access your own personal Meeting Room.

To access myAT&T, double-click the  icon in your system tray or the shortcut on your desktop.

MyAT&T Menu

Click here to access all myAT&T functions.

My Info

Click the icon to view/edit your AT&T Connect account.

Your Meeting Room

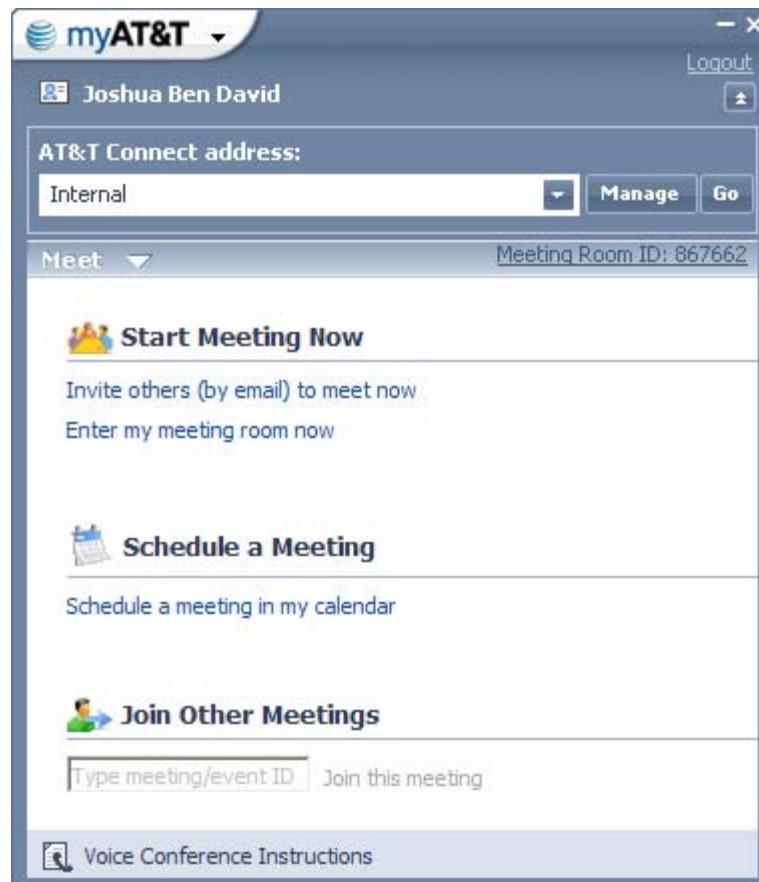
Use these links to quickly meet with others in your personal Meeting Room.

Schedule a Meeting

Create AT&T Connect Events in your calendar. The AT&T Connect Outlook Add-in (if installed) provides more AT&T Connect functions.

AT&T Connect Events

Type an Event or Meeting Room ID to enter an AT&T Connect virtual meeting.



AT&T Connect Address

Log in to an ACC server in your AT&T Connect system (may not be available in all systems).

Meeting Room ID

Unique to each user, this ID lets others access your personal Meeting Room.


Voice Conferencing

Click to see step-by-step instructions for dialing in to AT&T Connect.


Your Meeting Room

Your Meeting Room is an “always on” virtual meeting session, to which you can invite others at any time. Meeting Rooms offer all the functionality of an AT&T Connect iMeeting. The Meeting Room ID is a permanent, unique code that gives you and your guests instant access to your Meeting Room.


To enter your Meeting Room with your PC:

 In the **Start Meeting Now** section, click **Enter my meeting room now**. The AT&T Connect Participant opens on your desktop, and initiates your virtual meeting room.


To enter your Meeting Room with a telephone:


Click  **Voice Conference Instructions** at the bottom of the window, and follow instructions to dial in to AT&T Connect. The ID code shown is the code for your Meeting Room.

To invite others by email:

 In the **Start Meeting Now** section, click **Invite others (by email) to meet now**. Your email application opens with a preformatted invitation text, including a clickable link to your Meeting Room. Address the email and send it.

Schedule AT&T Connect Events in Outlook


 In the **Schedule a Meeting** section, click **Schedule a meeting in my calendar**. Your calendar application opens on your desktop.

- If the AT&T Connect Outlook Add-in is not installed on your computer, the window contains an automatically generated invitation message with links to your personal Meeting Room.
- If the AT&T Connect Outlook Add-in is installed on your computer, you can create different types of AT&T Events, rather than a Meeting Room session. Click  **Make this an AT&T Connect Event**. The Outlook Add-in automatically schedules the virtual meeting space in the AT&T Connect system and generates an Event ID.


Schedule the event in your calendar and choose people to invite. Then send the invitation.


Join a Meeting Room/AT&T Connect Event

myAT&T is an easy access point to other AT&T Connect Events you may be invited to. The key to all AT&T Connect Events is the Event or Meeting Room ID, which gives you access to the virtual meeting space.

 In the **Join Other Meetings** section, enter the Meeting Room ID or Event ID for the meeting you wish to access. Then click **Join**.

Manage Your AT&T Connect Account

Click the  icon beside your name. A popup window displays your AT&T Connect account information




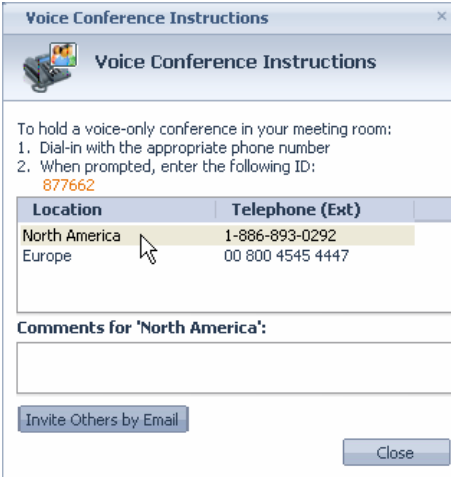
The screenshot shows a window titled "My AT&T Connect Profile" with the following sections:

- PC Login Information:** User Name: bendavid, Password: [Change Password]
- AT&T Connect Native Audio: Telephone Access Information:** Telephone User ID (TID): 67662, Telephone Password (TAP): 87662
- Personal Information:** First Name: Ben, Last Name: David, Email: bendavid@interwise.com, Meeting Room ID: 867662, Department: Product Management, Job Description: Technical

The PC and Telephone Password fields are clickable links that let you edit these values.

Initiating Voice Conferencing

Click  **Voice Conference Instructions** at the bottom of the window, and follow instructions to dial in to AT&T Connect. Your Meeting Room ID is shown. Key in another Event or Meeting Room ID to enter another AT&T Connect meeting.



The screenshot shows a window titled "Voice Conference Instructions" with the following content:

To hold a voice-only conference in your meeting room:

1. Dial-in with the appropriate phone number
2. When prompted, enter the following ID: 877662

Location	Telephone (Ext)
North America	1-886-893-0292
Europe	00 800 4545 4447

Comments for "North America":

During the conference, you can use the phone keypad to:

Keypad	Action
* 1	Raise and lower your hand
* 4	Step out/step in (phone is muted/unmuted)
* 6	Mute/unmute the phone microphone
* 9	Access system help