

AT&T Connect extends the voice conferencing capabilities of AT&T TeleConference Service (ATCS) with PC-based tools for visual presentation and interaction. The result is a full-featured virtual meeting space that lets users easily communicate using voice, video and data through the Internet.



To host a meeting you must have an AT&T TeleConference Service account, and have installed and activated the AT&T Connect Participant application on your computer. Double-click the myAT&T icon on your Windows desktop to access all the commands you need to setup and join your web meeting.

To Meet Now

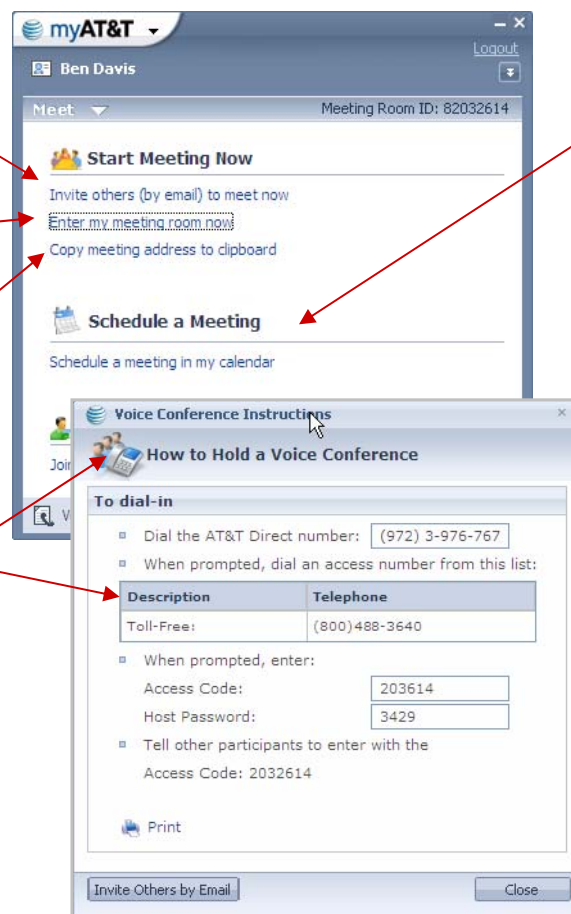
1 Click **Invite others (by email) to meet now**. Your email application opens. Do not delete the automatically generated message. Send the message to the people you wish to invite.

2 Click **Enter my meeting room now**. When prompted, choose the recommended Participant application. The Participant application opens on your desktop.

Tip To put a link to the Meeting in chat, click **Copy meeting address to clipboard**. Open a chat window, and Paste to insert a clickable link.

3 The Telephone Connection Instructions window shows dial-in information for meeting audio. Dial the AT&T TeleConference system, and follow the Telephone Connection Instructions.

Tip **To invite more people** from within the meeting, select Event>Invite by Email or Event>Invite by Phone from the main menu.



To Schedule a Future Meeting

1 Click Schedule a meeting in my calendar. Your calendar application opens an appointment creation window.

- If the AT&T Connect Outlook Add-in is not installed on your computer, the window contains automatically generated text. Do not delete this text.
- If the AT&T Connect Outlook Add-in is installed on your computer, it automatically adds links to the meeting when the email is sent.

Tip If you are using the Add-in for Outlook 2007, click Make this an AT&T Connect Event in the appointment window toolbar.

2 Set the date and time of the meeting, choose invited participants, and send the invitation.

To Expand an AT&T TeleConference

To present visual materials, upgrade a voice conference to a Web Meeting. Voice conference participants are already linked to your AT&T TeleConference account. Send them an email invitation to Meet Now, then enter your personal meeting room. Existing audio streams are automatically linked to the Web Meeting.

To join a Web Meeting you use your computer and the Participant application to access the Host's AT&T Connect virtual meeting room. You use your phone to access the Host's AT&T TeleConference Service account, which supports audio streams for the web meeting.

I've Received an Email

You've been invited to an AT&T virtual web meeting!

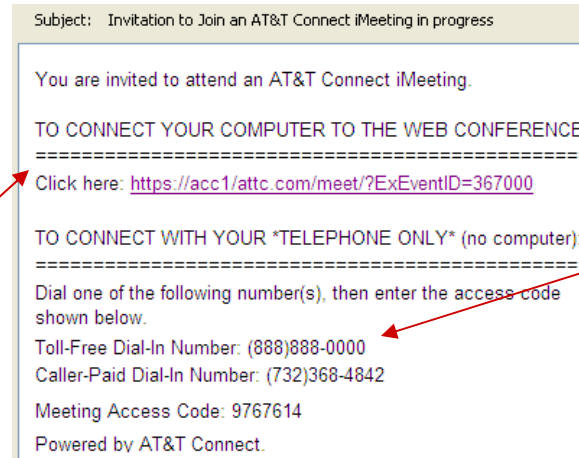
- For a meeting taking place now – click the links in the email to immediately access the meeting.
- For a meeting scheduled for a future date, accept the invitation – the meeting appears on your Outlook or Lotus Notes calendar.

1 Follow the **TO CONNECT WITH YOUR COMPUTER** link in the invitation email. For prescheduled events, open the event on your calendar to click the link.

When prompted, choose the recommended Participant application. The Participant application opens the Host's virtual meeting room on your desktop.

2 The Telephone Connection Instructions page shows dial-in information for meeting audio. Dial the AT&T TeleConference system, and follow the Telephone Connection Instructions.

Tip When a voice conference grows into a web meeting, audio streams are automatically preserved. Don't disconnect your phone – just follow Step 1 to open the participant application on your computer. Then enter the code shown under **If you are already connected by Phone** to synchronize your desktop data and telephone audio streams.



No Participant Application?

If you are away from your desk, or cannot install the participant application, you can use the AT&T Connect Web Participant. This web-based application requires no local installation, but provides limited functionality. You must have internet access to join the meeting.

Follow the **TO CONNECT WITH YOUR COMPUTER** link in your invitation email. When you are prompted to choose a Participant application, choose Web Participant. The web participant opens in a browser window.

I Don't Have a Computer







Join the Web Meeting by phone. You hear and speak with others, but you do not see shared visual materials.

- Open the invitation email. For prescheduled events, open the event from your calendar.
- Follow the dial-in instructions under **TO CONNECT WITH YOUR TELEPHONE ONLY** to phone the AT&T TeleConference system and connect to the meeting.

Tip In some invitations, a link appears instead of text. Click the link to view dial-in information.

Participant List Icons

The Participant list uses the following icons to show each user's status, and who has Presenter rights – the ability to open materials on the whiteboard.

-  PC-only Participant
-  Phone-only Participant
-  Audio-via-phone Participant
-  Your icon (only your icon is 'boxed')
-  'Stepped out'
-  User with Presenting Rights

The Host usually enters the meeting first and is the default Presenter. The Host can take back presenting rights at any time by right-clicking the current Presenter and choosing Take Presenting Rights