

**Embedded links & credentials have been modified to serve as examples only!**  
*Current information can be located on your personalized registration email.*



## Reservationless Conference Information

### Audio & Web Conference

#### Primary Access Information

**USA Toll-Free:** 111-222-3333  
**USA Caller Paid:** 111-222-4444  
**For Other Countries:** [Global Conference Access Numbers](#)  
**Access Code:** 1234567  
**Host Password:** 1234

**Web Conference URL:** <https://samplelink>  
**Meeting Number:** 111-222-3333 or 111-222-4444  
**Access Code:** 1234567  
**Host Password:** 1234

#### AT&T Connect Web Conference Service: Setup and Activation

##### FIRST TIME USERS ONLY:

1. [Download](#) the AT&T Connect client software.

When prompted, click "Save" to save this file to your desktop, then double-click on it or click "Run" to complete installation.

2. [Activate](#) the "myAT&T" application.

This is your meeting launch pad, a small desktop application that allows you to easily enter your AT&T Connect personal Meeting Room, invite others to your Meeting Room, and more!

--OR--

Activate "myAT&T" by providing the following account information as you open the application for the first time:

**User Name:** email@company.com  
**Password:** 1234  
**Email Address:** email@company.com

#### Conference Options

- Conference Start without Host
- Conference Continuation without Host
- Name Record
- Conference Record
- Global Access
- Host Dial Out
- Operator Dial Out

## Host and Arranger Information

**Host:** YOUR NAME HERE  
**Phone Number:** 123-123-1223

**Arranger:** NAME HERE  
**Phone Number:** 345-222-2222

## Web Conference Training

**Training URL:** <http://samplelink>  
**Password:** Password

## Support Tips

- \* Should you need assistance during your conference, please press \*# for a list of menu options including Specialist assistance.
- \* For assistance with AT&T Connect Web Conference Service, contact AT&T Connect Customer Care at (888)796-6118
- \* AT&T Connect Help & Software Downloads can also be found at:  
<http://www.corp.att.com/attconnectsupport/downloads/>
- \* Please review this information and contact TeleConference Services if there are any changes. For each country, the Customer Care numbers can be found at: <https://samplelink>
- \* If your individual TeleConference account is not used within a six month period, deactivation will occur.
- \* If you record your conference, you may order recording services at <https://www.teleconference.att.com/conferencerecord>.

## To Attend an Audio Conference

1. Dial the Conference Bridge.
  2. Enter Access Code 1234567#
  3. If Hosting the call, Enter Host Password \* 1234#
- Quick Tip - hit # to bypass announcements

## AT&T Connect Quick Reference

### To Join A Web Conference

When you receive an invitation to an AT&T Connect web conference, click the invitation's `Enter' link to connect your computer to the conference.

### Inviting People to a Web Conference

To invite people to join your personal Meeting Room for a voice and/or web conference: Open the "myAT&T" application (by double-clicking the "myAT&T" icon in your Windows System Tray), then click the `Invite Others by E-mail' link or the Schedule a meeting in my calendar link.

-- OR --

Start your conference by entering your Meeting Room (see below), and choose the 'Invite Others' command on the AT&T Connect client applications 'Event' menu.

**Entering Your Own Meeting Room as the Host**

To connect your computer to your personal Meeting Room:

Open "myAT&T" (by double-clicking the "myAT&T" icon in your Windows System Tray), then click the 'Enter my Room' link.

-- OR --

From any browser:

1. Go to <https://samplelink>
2. Enter Meeting Number 111-222-3333 or 111-222-4444  
(Quick Tip The Meeting Number is the same as your TeleConference Primary Access Phone Number)
3. Enter Access Code 1234567
4. If Hosting the Web Conference, Select Host and enter 1234

***Thank you for registering with AT&T CONNECT TEST ACCOUNT  
TeleConference Services!***

SAMPLE