

AT&T Connect[®]

quick start card

Joining and Participating in an AT&T
Connect[®] Mobile Conference for BlackBerry[®]

Version 2.0

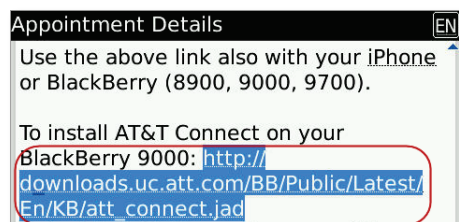


AT&T Connect® Mobile for Blackberry® provides a best-of-breed virtual meeting space that lets you easily share voice and data, using existing Internet and telephone resources.

For Participants and Hosts

Download the Application

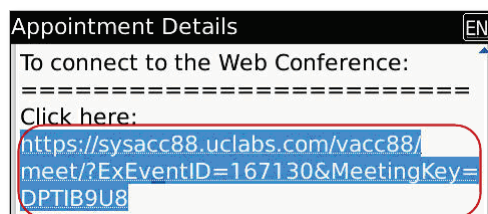
Click the download link in your email or calendar invitation.



You can also download from <http://uc.att.com/support/>.

Join the Conference from Email or Calendar

1. To join the conference from your email or calendar invitation, click the link under To connect to the Web Conference.

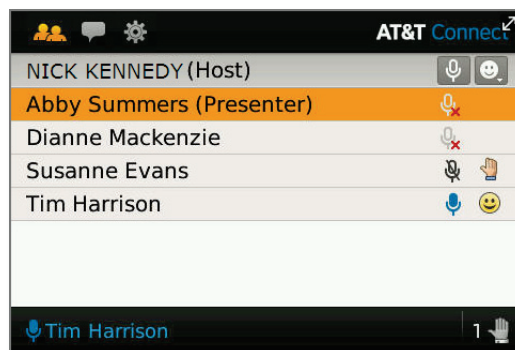


2. If you're running the application for the first time, accept the end user license agreement and then enter your details in the My Profile screen.
3. Click Save to save your details and then continue to enter the conference.

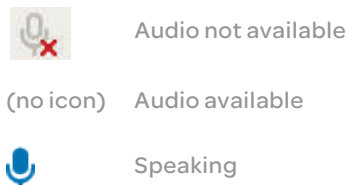
Note As the host you will also be required to provide your username and password. (See instruction for host below.)

Participate in a Conference

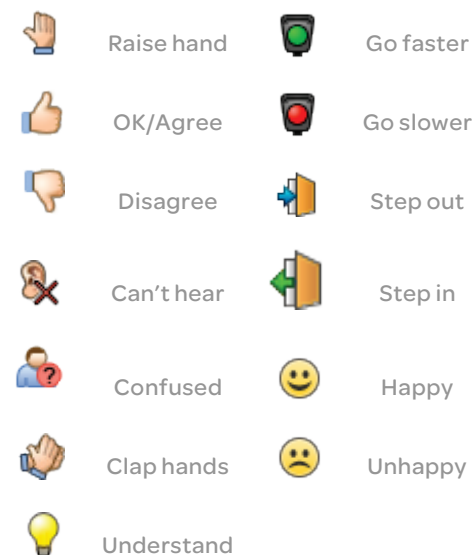
When connected, you see the Participants list which displays the names of all the participants who are currently connected to the conference (including you). The participant names are listed alphabetically, and the host and presenter are designated with their titles. Your name is always listed first.



These icons indicate the participants' audio status.

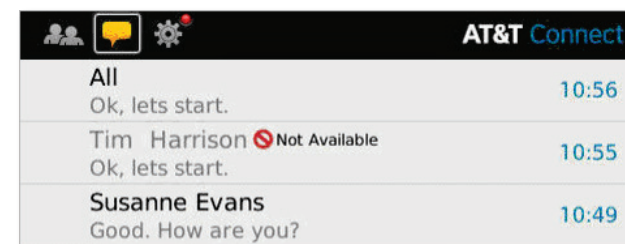


The following emoticons give you more information about the participants.



In the Participants tab you can mute/unmute your audio, invite others by email, share emoticons, select a participant and send a note.

In the Notes tab you can send and receive notes.



For Hosts Only

Set up your Account from Email

Click the activation link in the AT&T Connect registration email.

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!

Your account details (account address, user name and password) will automatically be set in the application.

Set up your Account Manually

1. From the AT&T Connect application Home screen, click Settings and then click Accounts.
2. From the Accounts screen menu, click Add Account and fill in your account details and click Save from the menu.

Account Details

Account Address: *

Display Name:

User Name:

Password:

[Forgot user name and password?](#)

Note If you don't remember your username and/or password but know your account address, fill-in the account address and click [Forgot user name and password?](#) An activation link will then be sent to you by email. Click the activation link in the email to

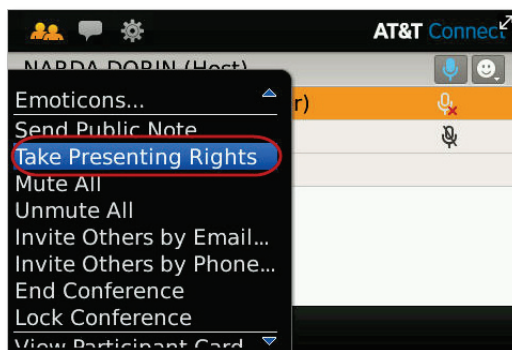
automatically set your account details in the application.

Once your account is set up, as the host you can enter a conference without being asked to enter your username and password again. You can also view and manage your account.

Manage the Conference

As the host, you manage the conference. All host features are available in the menu of the Participants tab. You can:

- **Give/take presenting rights**—from the Participants tab select the participant ▶ Click Give Presenting Rights to (or Take Presenting Rights From) from the menu.



- **Mute all/unmute all participants**—from the full menu in the Participants tab, click Mute All (or Unmute All).
- **Invite others by phone** (if your company has enabled the Dial Out feature) —from the full menu in the Participants tab, click Invite Others by Phone... ▶ Fill in the details in the Dial Out screen and click OK.

- **Lock/Unlock the conference**—from the full menu in the Participants tab, click Lock Conference.
- **Mute/Unmute a participant**—from the Participants tab select the participant, or open the participant's card ▶ From the menu click Mute + *participant's name* (or Unmute + *participant's name*).
- **Mute and lock/Unmute and unlock a participant**—from the Participants tab select the participant, or open the participant's card ▶ From the menu click *Mute and Lock* + *participant's name* (or *Unmute and Unlock* + *participant's name*).
- **Rename a participant**—from the Participants tab select the participant, or open the participant's card ▶ From the menu click Rename Participant... ▶ Fill in the new name in the Rename Participant screen and click OK.
- **Expel a participant**—from the Participants tab select the participant, or open the participant's card ▶ From the menu click Expel + *participant's name* ▶ In the confirmation screen, click Expel or Expel & Lock Conference.
- **End the Conference**— from the full menu in the Participants tab, click End Conference ▶ Click Yes in the confirmation screen.

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