

quick start card

Hosting, joining and participating in an AT&T Connect® conference on your Windows Phone

v1.5

October 2014

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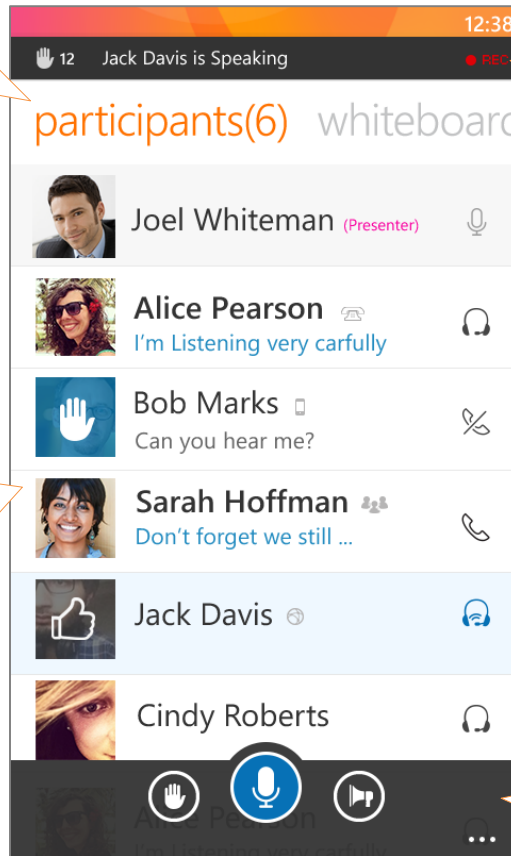


Navigation bar

- Navigates to whiteboard and participants screens.
- Indicates how many participants are in the conference.

Participants list

- Displays:
 - Individual participants
 - Host and presenter assignments
 - Participants' emoticons
 - Participants' method of connectivity.
 - First line of new chats



Status bar

- Displays:
 - Active speaker
 - Number of participants with raised hands
 - Indication that the conference is being recorded

"Me" area

- Displays your name at the top of the list.

App bar

- Lets you:
 - Mute/unmute your audio
 - Raise your hand
 - Send an announcement to all participants
 - Open the app bar menu for more actions

Join a conference by accessing your host's virtual conference room using AT&T Connect on our Windows Phone.

What's new in version 1.5?

Host Capabilities

As a host you can now manage conferences and participants from your Windows Phones.

Activate your account

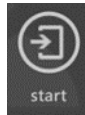
1. Tap the get started button in the welcome screen.
2. Sign in with your user name (email address) and password and then enter your phone number. The app will remember your details the next time you host a conference.

Did you upgrade from version 1 or skip signing in? Tap the sign in option in the home page's app bar menu.

Note: You can also edit your account and add new ones.

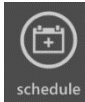
Start a conference

Tap the start button in the home screen to start a new conference in your virtual conference room.



Schedule a conference

1. Tap the schedule button in the home screen to open the SCHEDULE A CONFERENCE screen in your native calendar application.
2. Enter the conference details and tap the add someone button to add the contacts you want to invite.
3. Tap the save button—invitations are sent and your conference is saved in your calendar.



Invite by mail

Invite participants to an ad-hock conference.

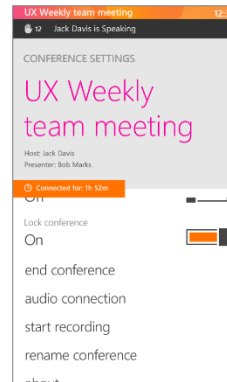
1. Tap the invite by mail option in the home page's app bar menu. This opens an email invitation with your conference room details.
2. Add email addresses and tap send.

Manage the conference

If you want to change your conference settings during a conference, just tap the conference settings option in the app menu bar.

What can you do?

- Turn broadcast mode on/off.
- Lock/unlock the conference.
- Start/stop server-side recording.
- Rename the conference.
- And more....

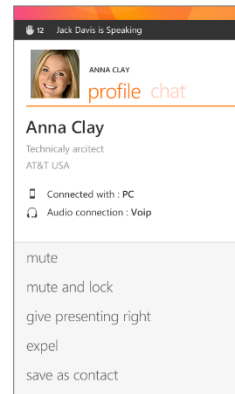


Manage the participants

You manage participants by long pressing on their names in the participants list or tapping on a name and going to their profile tab.

What actions can you perform?

- Mute/unmute a participant.
- Mute and lock a participant.



- Give co-host rights.
- Give/take presenting rights.
- Expel a participant.
- Rename a participant.
- Link phone users with the app.
- Save a participant as a contact.
- Dial out to a participant.
- And more....

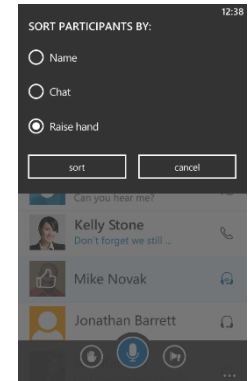
End the conference

Just tap the conference settings option in the app bar menu and then tap end conference.

Sorting participants

Do you want to change the order in which the participants are displayed?

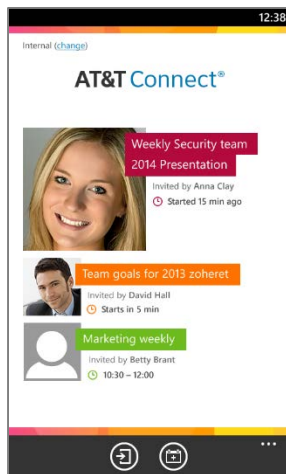
1. Open the app bar menu in the participants list and tap the sort participants... option.
2. Select from:
 - Name—sorts by A-Z order of the first name.
 - Chat—sorts participants with unread chats, those with read chats, and those with no chats.
 - Raised hand—sorts participants with raised hands (those who raised hands first are at the top of the list), then those with no raised hands.
3. Tap the sort button. The new order is displayed in the list. Note that the host/co-host/presenter will always remain at the top of the list.



Launch AT&T Connect®

The AT&T Connect home screen shows all the AT&T Connect conferences scheduled in your calendar. Conferences are color coded, so you can see which one is in progress (red), which is about to start (orange) and which conference is in the future (green).

1. Tap the AT&T Connect icon in your device's home screen to open the AT&T Connect home screen.
2. Tap the conference you want to join. Once you're in the conference, the AUDIO CONNECTION screen appears to choose your audio connection.



Join a conference from your calendar

1. Open the calendar application and tap the link to the conference.
2. Once you access the conference, connect your audio.

Join a conference from an email invitation

1. From the email application on your handset, open the invitation and tap the link.
2. Connect your audio.

Notes:

- If you haven't downloaded the AT&T Connect application, you're prompted to do so.

- If this is the first time you're accessing an AT&T Connect conference, you'll see a welcome screen and info screens, and then you'll be asked to enter your contact details.

Connect your audio

You need to choose how you want to connect your audio in the AUDIO CONNECTION screen.

Note: Since audio options depend on corporate policy and your host's conference settings, some of the options described may not be available.

Select from the following options:

Call my phone

If your company has enabled this option, you can have AT&T Connect call you at the number you defined in your application.

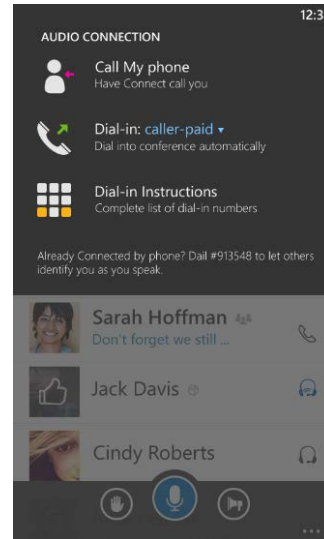
Dial-in

Dial in to the conference automatically. Select from:

- Caller-paid
- Toll-free

Dial-in Instructions

Manually dial in from wherever you are in the world.



Note: If you have Global Access Numbers activated, AT&T dials using a local dial-in number.

Is Your Audio Already Connected?

If you're already connected to the conference by audio, (mobile or land line) you need to enter a code. You can find the code at the bottom of the screen.

Once connected

Go back to the AT&T Connect application to view the participants and the content being shared.

Join to a conference by phone only









You can join a conference only by phone without entering the conference room.

1. In the Connect home page, tap and hold (long press) on the conference. This opens a context menu.
2. Tap dial-in on the menu and Connect dials-in for you.

Participate in a conference

Welcome to the conference! The participants screen is what you see first. The icons in the tables represent each participants' devices and their audio status.

Device	Description
	Phone-only
	Mobile device (handset or tablet)
	Web application

Phone	VoIP	Description
(no icon)	(no icon)	Audio is not connected
		Audio is on (participant isn't speaking)
		Participant is speaking
		Audio is muted
		Audio is muted and locked

Mute/unmute your mike

- To mute, tap the audio button.
- To unmute, tap the muted audio button.



Raise your hand

To raise your hand during a conference, tap the hand button next to the audio button.



Send a message to everyone

Tap the announcement button to send a message to all conference participants.



When you receive an announcement you get a notification and the button changes to blue.

View the whiteboard

View content on the whiteboard, such as shared applications, inserted files, and poll



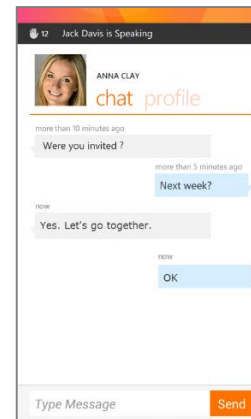
results. Rotate your device to view the whiteboard in portrait and landscape mode.

- Swipe to whiteboard on the action bar at the top of the participants list. The app bar at the bottom is displayed for a few seconds and then disappears. Tap to display it again.
- Pinch or stretch the whiteboard to zoom in or out.
- Slide your finger around to pan the whiteboard.
- Tap the camera button to take a snapshot. It's saved in your phone's photo application.



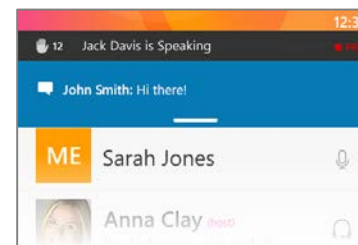
Send a chat

- In the participants list, tap the participant you want to chat with. You enter the chat screen with the name (and picture) of your chat mate at the top.
- Type your message and then tap send.



Get a chat

When someone sends you a chat, you see the first line under their name and in the notification bar.



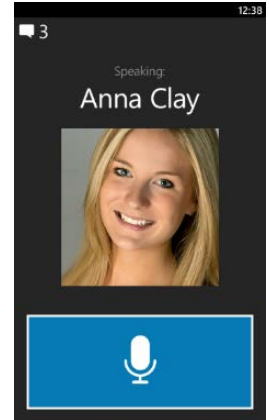
Tap in either place to read the chat message in the chat screen.

Use hands-free mode

At times, you may want to participate in a conference while freeing your hands to do something else.

To start hands-free mode:

- Join the conference in the regular way and connect your audio.
- Tap the 3 dots in the app bar to open the menu.
- Tap hands free mode to enter the special screen.
- Tap the (big) audio button to mute or unmute your mike while participating in the conference.



To exit hands-free mode, tap your device's back button.

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