

# quick start card

## Using AT&T Connect® on your PC

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To host a conference you must have an AT&T Connect account, and install and activate the AT&T Connect Participant Application on your PC. To participate in a conference, just install the application!

## Menu bar

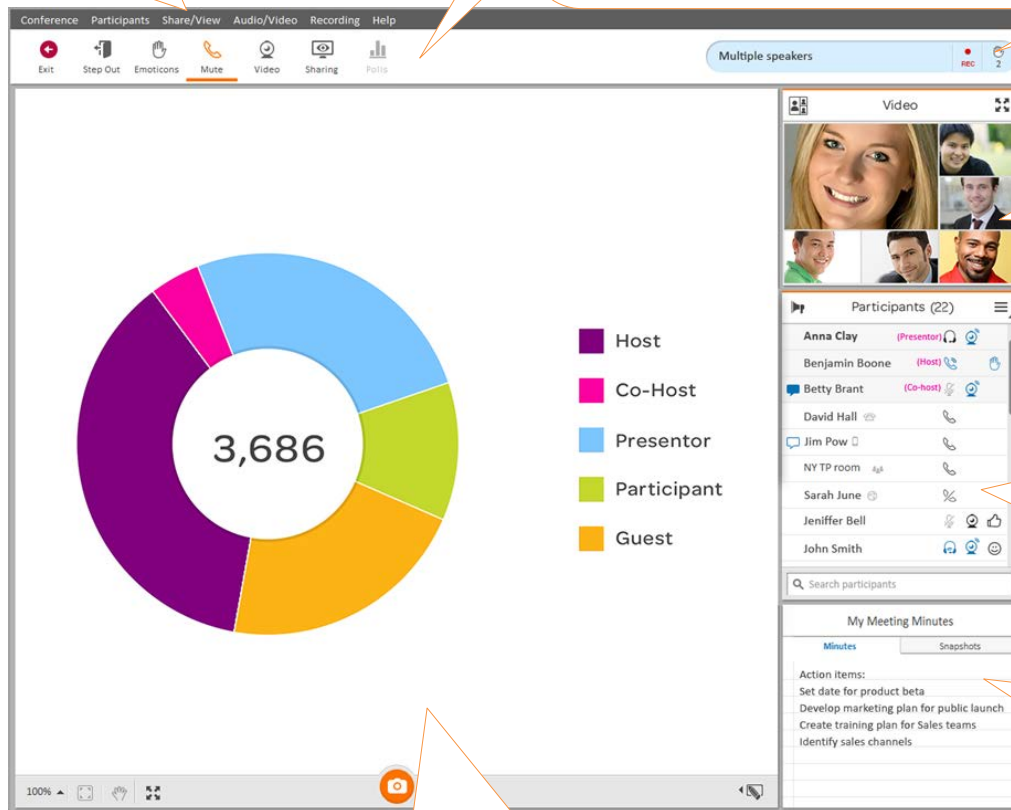
- Change conference settings.
- Use audio and video options.
- Manage participants (host).
- Share an application (host).

## Toolbar

- Exit the conference.
- Step in/out of the conference.
- Select an emoticon.
- Mute/unmute your microphone.
- Use video.
- Share content (host/presenter).
- Create a poll (host/presenter).

## Status bar

- See:
  - The current speakers.
  - The number of participants with raised hands.
  - If the conference is being recorded.



## Video panel

- View up to six video streams.
- Set up your video display.
- Switch to full-screen mode.
- Pause or stop transmission.

## Participants list

- See:
  - The conference participants.
  - Audio and video status.
  - Device types participants are using.
  - Emoticons.
- Send chats and announcements.

## My Meeting minutes panel

- Write editable meeting minutes.
- Include snapshots of the whiteboard.

## Whiteboard

- Take a snapshot of the whiteboard.
- View it in the History panel after the conference.

## For Hosts and Presenters

### Download AT&T Connect®

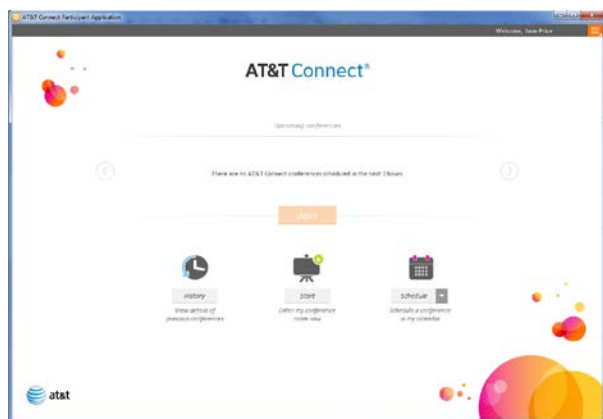
- Download directly from the AT&T Connect website at: <http://www.corp.att.com/attconnectsupport/downloads/>
- Or, click the download link in the registration email you receive from your administrator.
- Download the AT&T Conferencing Add-in for Microsoft Outlook. With this Add-in you can schedule conferences and invite participants.

### Activate your account

- Click the activation link in the registration email that you receive from AT&T Connect.

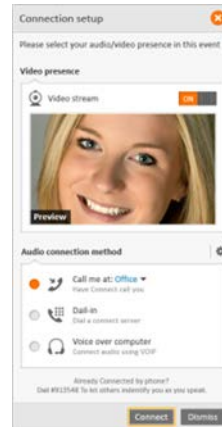
### Launch the application

- Click the AT&T Connect button that now appears on your desktop and taskbar. This opens the home page, shown below.



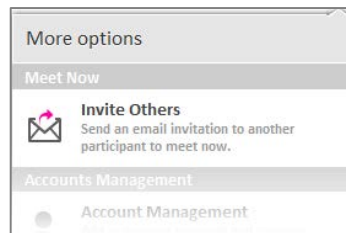
### Start a conference now

1. In the home page, click the Start button to enter your conference room. Once inside, the Connection Setup window pops up.
2. In the Connection Setup window, select your audio and video options.



### Invite others to the conference

1. Before you enter your conference room, select Invite Others in the More Options menu in the Home page. This opens an email invitation with the conference details.
2. Enter the email addresses of the invitees and a subject, and click Send.  
**Note:** You can also invite participants after you enter your conference room by selecting Invite Others by Email... from the Conference menu.



### Give/Take presenting rights

Give presenting rights to other participants, giving them a more active role in the conference.

- Right-click the participant's name in the Participants list and select Give presenting rights in the menu.
- To take presenting rights, right-click the participant's name in the Participants list and select Take presenting rights.

### Mute participants

- To mute a single participant, right-click the participant's name in the Participants list and select Mute (or Mute and lock) in the menu.
- To unmute, select Unmute.
- To mute all the participants, select Mute all in the Participants menu or in the Participants panel menu.
- To unmute, select Unmute all.

### Share an application

Use the dashboard to share your desktop or a live application.

1. Click the Sharing button on the toolbar and then select Share Application or Desktop.
2. In the Select Application screen, select the Desktop or Application button. If you selected Application, choose the application you want to share.



3. Click OK. The dashboard opens with a preview of what the participants see as you share the application. The preview closes automatically after 10 seconds.

4. Use the dashboard tools to:
  - Mute/unmute your mike.
  - See/Hide a preview of your shared content.
  - Use video.
  - View the Participants list.
  - Write meeting minutes.
  - Stop sharing.

**Tip:** If you want to minimize the dashboard, click the collapse button or simply drag it away.

## Insert materials

You can present files during a conference by uploading or “inserting” them for display on the whiteboard. The file formats you can insert are: .jpg, .jpeg, .png, .gif, .bmp, .ppt, .pptx, .pps, .ppsx, .pot, .potx, .doc, .docx, .docm, .dot, .dotx, and .dotm.

To assist in your presentation, you can use the whiteboard’s annotation tools.

**Tip:** As host or presenter, you can insert your materials at any time during the conference.

1. Click the Sharing button on the action bar and then select Insert Materials. This opens a window where you select a file to share.
2. Select the file and then click Open. The file is displayed on everyone’s whiteboard in a green frame.
3. Use the File insertion controls to:
  - Open and close the page navigation panel.



- See which page is being presented out of the total number of pages.
- See the percentage of participants who received the current page.
- Go to the previous or next page.
- Navigate through the thumbnails.
- Upload more files.


4. To end sharing, click the red X button from the insertion controls.

## Conduct a web tour

Lead your participants through websites or other HTML pages.

1. Click the Sharing button on the action bar and then select Start Web Tour. This opens a browser bar in your whiteboard for accessing the web page you want to display.
2. In the browser bar, type in a web address. The web page is displayed on your whiteboard and can be seen by the participants.
3. Use the browser bar tools to:

- Open the list of your favorite web pages in the My Bookmarks popup.
- Add a bookmark of the current page to your Favorites list (and rename it if you want).

When you’re on the page you want to bookmark, click the Bookmarks button, then click Add. 

**Note:** To paste a URL cut it first then press Ctl+V to paste.

- View your browsing history.
- Go to the previous or next page.
- Refresh the current page.
- Allow participants to follow links and/or use annotation tools.

4. To end the web tour, click the Close Web Tour button in the browser.
5. To clear the web tour from the whiteboard, click the Clear Whiteboard button from the Annotation tools.

## Conduct a poll

1. Click the Polls button in the action bar.
2. Select the type of poll you want to conduct (OK, Yes/No, Multiple Choice). Participants respond to the poll in the form that pops up on their whiteboard. You see the real-time poll results displayed on your whiteboard.

3. If you want to publish the results, click Present results.

4. To end the poll, click Stop poll.

**Note:** Polls are automatically saved by AT&T Connect and presenters can view previous polls in their conference histories.

## Send a note to presenters, co-hosts and hosts

If you want to send a note only to the host, co-hosts or presenters (and not to all the participants) you can do it from the Actions menu in the Participants panel.

1. Click the Actions Menu button in the Participants panel to open the menu.
2. Click Send Note to All Presenters to open the popup.

**Note:** Your text is displayed in the Presenters Only tab of the popup.

3. Type in your note and press Enter on the keyboard.

## End a conference

- Click the Exit button in the action bar.

## Schedule a future conference

Do you want to set up a conference in your calendar?

1. In the home page, click the Schedule button. This opens an email invitation in your default calendar application.
2. In the invitation:
  - Add the people you want to invite.
  - Add the subject of the conference.
  - Set the conference's date and time.
  - Add any relevant information.
3. Click Send. Your invitation is on its way, including all the necessary information for joining the conference.

## Use the waiting room

If your conference has started, you may not want latecomers to join as they arrive. Just lock the conference and direct them to a waiting room until you want for them to join. You can do the same when you have back-to-back conferences and want to prevent early birds to the second conference from joining the first conference.

To direct participant to the waiting room:

1. In the Conference menu, click Lock Conference.
2. Click Lock and Open Waiting Room. The Waiting Room button is added to the toolbar.

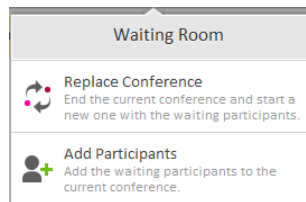


Waiting Room

Participants trying to enter the locked conference are directed to the waiting room.

To add all participants to the current conference:

1. Click the Waiting Room button to open the Waiting Room menu.



2. Click Add Participants.

To end the current conference and start the new one with the waiting participants:

1. Click the Waiting Room button to open the Waiting Room menu.
2. Click Replace Conference.

## For all participants

### Download AT&T Connect®

Choose one of the following:

- Download AT&T Connect directly from the AT&T Connect website at: <http://www.corp.att.com/attconnectsupport/downloads/>
- Download by clicking the download link in an email invitation to a conference.

### Join an unscheduled conference

You received an email invitation to an AT&T Connect conference that is starting presently.

For first-timers:

1. Click the link in your email invitation.
2. Select the type of application you want to use, fill in your details, and then click Join.

For all participants:

- Just click the link in your email invitation.

## Join a scheduled conference from your calendar

When you receive an email invitation to a conference:

1. Accept the invitation. This inserts the conference into your calendar as a meeting.
2. On the day of the conference, double-click the relevant meeting in your calendar and click the link to the conference. Or, if you installed the AT&T Conferencing® Add-in for Outlook® (recommended), click the Join Conference button in the meeting reminder.

## Join a conference from the home page

Connect scans your calendar and displays information about upcoming conferences within the next 3 hours and displays it in the home page.

To join the conference:

1. Click the AT&T button in your desktop or service tray.
2. Click Join in the home page. You may enter a virtual waiting room for a few moments before entering the conference.

## Joining in compatibility mode

If you join a conference that was scheduled in a previous version of Connect (Enterprise edition), the conference will open in compatibility mode and the application will have a different look. No problem! You can still attend the conference and enjoy the Connect experience.



## Activate video

View up to six video streams simultaneously in the Video panel.

To activate video:

- In the Connection Setup window, turn Show my Video to ON and click Connect.

## Select your audio and video preferences

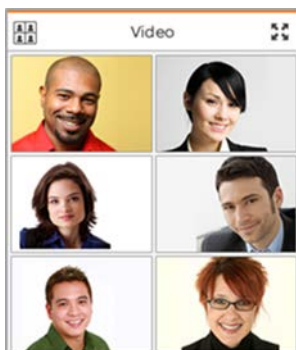
When you first enter the conference room, the Connection Setup window is displayed for defining your audio and video presence in the conference. Options may vary according to company policy.

1. To activate video, turn on Show my Video.
2. To connect audio, choose from:
  - Call me at—has Connect call you from the conference.
  - Dial-in—lets you dial in to the conference according to the instructions page.
  - Voice over computer—lets you use your headset or mike and speakers.
3. Click Connect.

## Use Video

Once your video is enabled, you can simultaneously view up to six videos in the detached video screen, with the six most-recent speakers in view.

Clicking the video button in the toolbar “registers” your intention

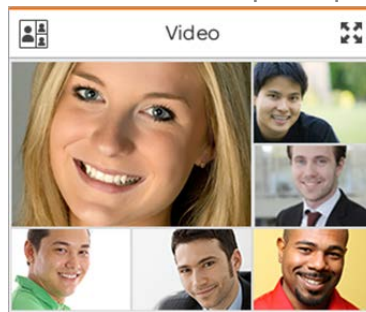


to transmit video. Clicking the button again “unregisters” you and you will no longer transmit video even as an active speaker.

## Set up your video display

You decide how you want to view the video streams.

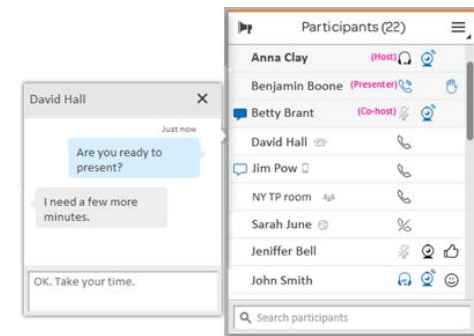
- In the Video panel, click the Layout button to select how you want to view the video streams. Choose from:
  - Speaker Only—displays only your video
  - All Equal—displays all the video streams in the same size.
  - Follow the Speaker—displays the current speaker in a larger frame than the other streamed participants.



## Chat with participants

To send a chat message:

1. In the Participants list, click the name of the participant you want to chat with. This opens the chat pop-over that points to the receiving participant’s name. If chat history exists, it is displayed in the popup.

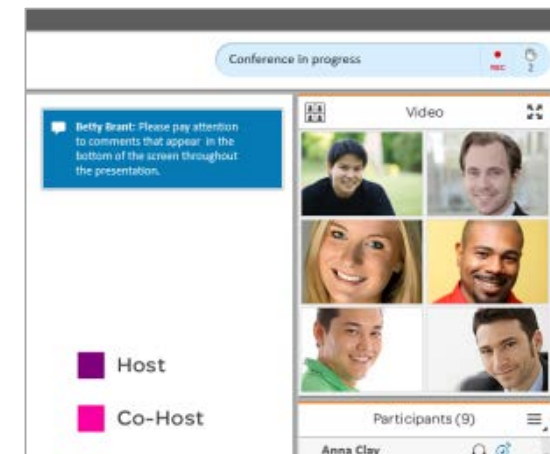


2. Type your chat message in the text box and press Enter.

**Note:** Dragging the chat popup into the whiteboard area detaches it from the Participants list. This lets you have multiple chats open simultaneously.

Receiving a chat

How do you know a new chat has arrived? A message (the blue box shown below) pops up and a chat icon is shown to the left of the sender’s name in the Participants list.



To read the new chat:

- Click the popup message with the incoming chat.
- Click the sender's name in the Participants list.

**Note:** A timestamp is displayed above the new chat bubble that indicates when the chat was sent.

Saving chats

Save chats during a conference in one of the following ways:

- Right-click a conversation and save the chat.
- From the Conference menu, select Application Settings. In the Application Settings dialog box, select More Settings. You'll see the Save Conversations setting that you can set to always save chats.

### Take snapshots of the whiteboard

Do you want to save whiteboard content for future use?

- Click the camera button at the bottom of the whiteboard.



The snapshots are kept in the Snapshots tab of the My Meeting Minutes panel.

### Write meeting minutes

Do you want to write minutes during the conference? The My Meeting Minutes panel is the place to do so.

- Write editable minutes.
- Include snapshots of the whiteboard. A snapshot stamp (a text stamp with an icon) appears when you take a snapshot. The

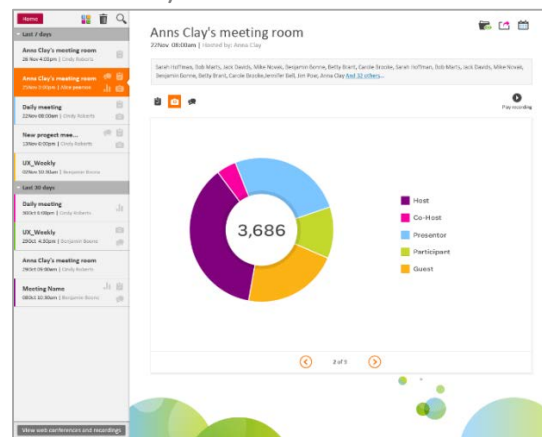
stamp includes the snapshot name and acts as a link to that snapshot.

- After the conference, retrieve the meeting minutes and snapshots in the History panel.

**Note:** You can retrieve minutes and snapshots only from the device you used to create them.

### View conference history

Do you need materials from past conferences? You can access conference details and materials in the History window.



To access the History window:

- In the home page, click the History button.

To access conference details:

- Click the conference in the left panel and view the details in the right panel.
- Click on View web conferences and recordings at the bottom left of the history panel to open the My Web Conferences and Recordings window for more conference details.

### What else can you do in the History panel?

- Categorize your conferences by color code.
- View a conference's meeting minutes, snapshots, chats, and poll results.
- Schedule a follow-up meeting with the same participants.
- Delete a conference.
- Search for a conference.
- View a list of your previous web conferences and recordings.
- Open the folder with the conference materials.
- Send conference materials to other participants.
- Play back a conference's recording.

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