



# quick start card

## Using AT&T Connect<sup>®</sup> on your PC

For participants, hosts and presenters

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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 (presenter).

### Toolbar

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

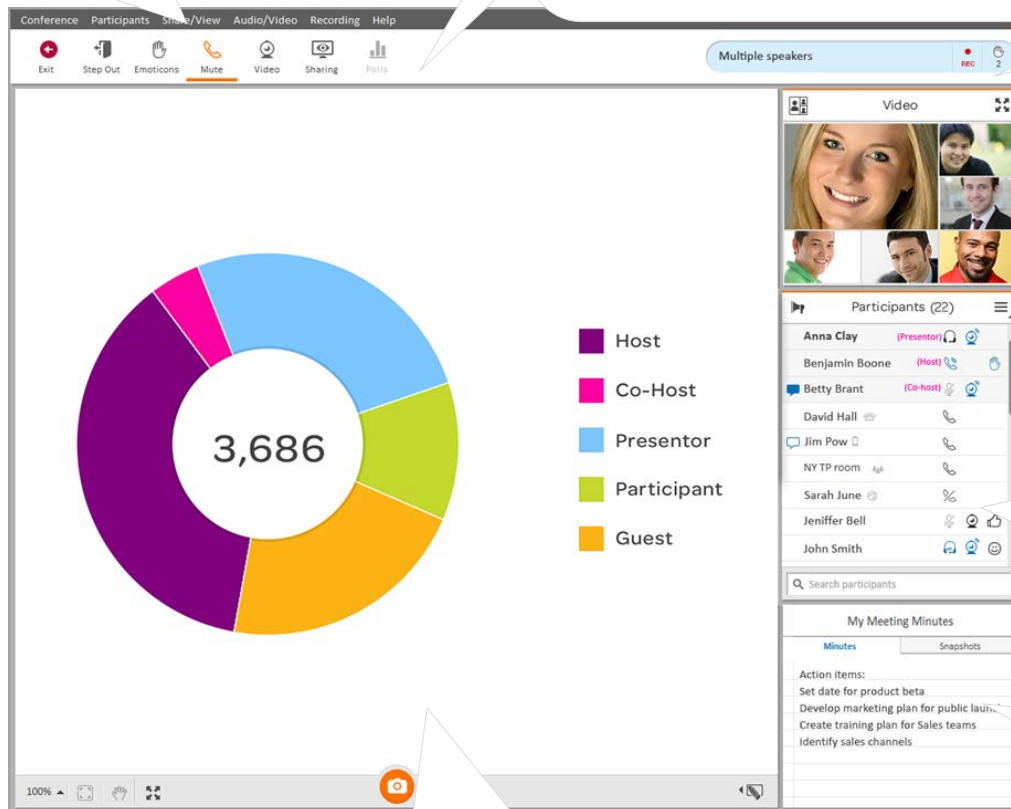
- See:
  - The conference participants.
  - Audio and video status.
  - Device types participants are using.
  - Emoticons.
- Send chats and announcements.

### 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 participants

### Download AT&T Connect®

Download AT&T Connect directly from the AT&T Connect website at: <http://www.corp.att.com/attconnectsupport/downloads/>

or...

Click the download link in your email invitation to a conference.

### Free trial account

When opening AT&T Connect, you may get an offer for a free trial host account. If you register for the free trial, your account status will be displayed on a bar in the home screen. You can upgrade to a premium account by clicking on the bar. For more information, please visit: <https://trial.uc.att.com/>.

This free trial is available only to new AT&T Connect® customers located in the US. Some restrictions apply.

### Launch the application

Click the AT&T Connect button that now appears on your desktop and taskbar.



### Join a conference

Click the link in your email invitation.

or...

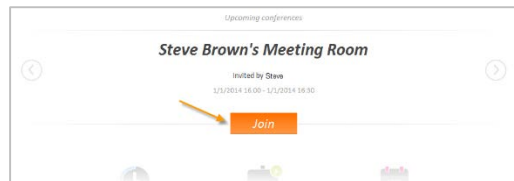
Join a scheduled conference from your calendar.

- When you receive an email invitation to a conference, accepting it inserts the conference into your calendar.
- On the day of the conference, double-click the 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.

or...

Join a conference from the home page, which displays information about conferences starting within the next three hours.

- Click Join in the home page. You may enter a virtual waiting room for a few moments before entering the conference.



### Select audio and video options in the Connection Setup window

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

### Chat with participants

To send a chat:

- In the Participants list, click the name of the participant you want to chat with and then click Write Private Note.
- Type your note 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.

To save chats:

Right-click a conversation and click Save Conversation.

### Use video

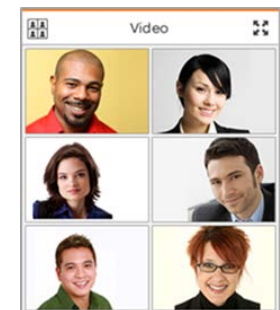
Once you set up your video, you can view up to six videos in the video screen, with the six most-recent speakers in view.

- Click the video button in the toolbar to “register” your intention to transmit video.
- Click the button again to “un-register”. You won’t transmit video anymore, even as an active speaker.

To set up your video display:

In the Video panel, click the Layout button to select how you want to view the video streams:

- 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.



### Write meeting minutes

- Write editable minutes in the Minutes tab.
- Snapshots you take of the whiteboard are saved in the Snapshot tab.
- Retrieve the meeting minutes and snapshots in the History page.  
**Note:** You can retrieve minutes and snapshots only from the device you created them on.

## Record the conference

- From the Recording menu, click Start Local Recording.
- Play back the recording in the History panel.

## View conference history

Click View Home/History page in the Share/View menu or in the home page, click the History button.

To access conference details:

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

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

- Categorize your conferences by color code.
- Search for a conference.
- Open a folder with the conference materials.
- Send conference materials to other participants.

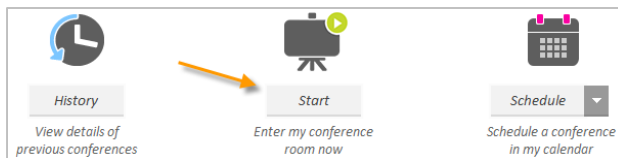
## For hosts

### Activate your account

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

### Start a conference now

In the home page, click the Start button



to

### Invite participants

Click Invite Others by Email... in the Conference menu and send invitations.

### Manage participants

- Mute a participant (and also lock if you want): right-click on the participant's name in the Participants list and click one of the menu options.
- Assign a co-host to help you run the conference.
- Give presenting rights by right-click on the participant's name and click Give Presenting Rights.

## Schedule a future conference

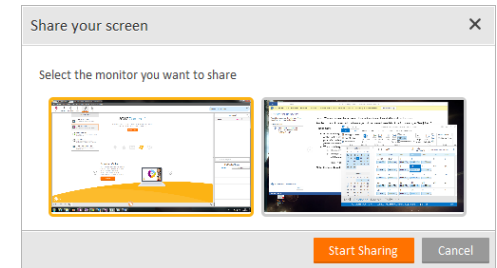
Set up a conference in your calendar.

- In the home page, click the Schedule button to open an email invitation in your calendar application.
- Set the date and time and send the invitations.
- Or, download the AT&T Conferencing<sup>®</sup> Add-in for Microsoft Outlook<sup>®</sup> and schedule a conference from there.

## For presenters

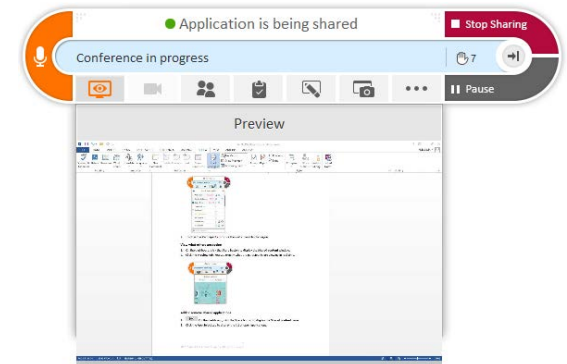
### Share your screen

- Click the Sharing button in the toolbar, select Share your screen and then click Start Sharing.
- If you are using more than one monitor, select the monitor you want to share and then click Start Sharing.



### Share an application

- Click the Sharing button and then select Share an application.
- Check the application(s) you want to share and then click Start Sharing.
- Manage the sharing session on the dashboard.
- Use the annotation tools.

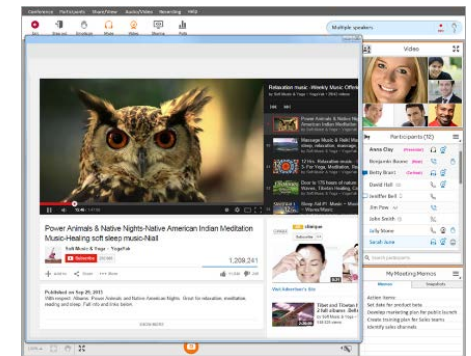


### Share a web media page (video)

You can share a web page containing a video.

- Click Share a Web Media Page in the Share/View menu. This opens a browser.
- Add the URL or select one from your favorites and click the Start Sharing button.

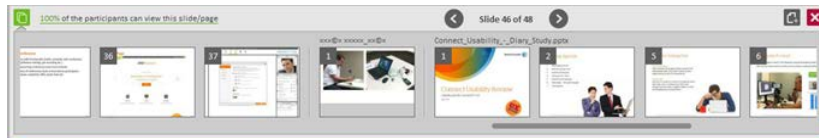
Participants may need to click the Play button so make sure you mention this.



## Share files

File formats you can display on the whiteboard are: .jpg, .jpeg, .png, .gif, .bmp, .ppt, .pptx, .pps, .ppsx, .pot, .potx, .doc, .docx, .docm, .dot, .dotx, and .dotm.

- Click the Sharing button and then click Insert Materials.
- Select the file you want to share from the slide panel.



- Use the whiteboard's annotation tools on the displayed file.

## Conduct a web tour

- Click the Sharing button on the action bar and then select Start Web Tour.
- Add in a web address in the browser or select one of your favorites. The web page is displayed on your whiteboard and can be seen by the participants.
- Participants can follow the links on the web page.

## Conduct a poll

- Click the Polls button and then select the type of poll you want to conduct (OK, Yes/No, Multiple Choice).
- Ask your question and participants respond in the form that pops up on their whiteboard.
- You see the real-time poll results displayed on your whiteboard.
- To publish the results, click Present results.

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