



quick start card

Using AT&T Connect[®] on Mac[®]

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 Mac®. To participate in a conference, just install the application!

Toolbar buttons

- Access the Source List
- Exit the conference
- Share content
- Create a poll
- Use emoticons
- Use video
- Mute/unmute your microphone

Status bar

- See who is currently speaking
- See important information about the conference

Show/Hide panel buttons

Buttons for showing and adding the Video, Participants, and My Meeting Minutes panels



Video panel

- View up to six video streams
- View the video panel on the whiteboard
- Extract to a floating panel
- Pause or stop transmission

Participants List panel

- See who is participating in a conference
- See the audio status and emoticon of each participant
- See who has video
- Send notes and announcements

My Meeting Minutes panel

- Write and send minutes which are saved in the conference's history
- Send whiteboard snapshots

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.

Launch the application

Click the AT&T Connect icon in the Mac User Applications folder or on the dock. The icon is displayed on the launch pad in Lion® and subsequent operating systems.



Quickly join a conference

Join an AT&T Connect conference scheduled within the next 24 hours.

- Click the Source List button to open the Source List window.
- Select the conference under UPCOMING CONFERENCES.



Join from an email invitation

- In your email invitation, click the link under To connect to the Web Conference.
- Click I Accept in the License Agreement window. If this is the first time you are joining a conference, enter your name and email address in the Your Details screen. (This is how your name will appear to others in the conference.)

Join from your calendar

- For a conference scheduled for a future date, accept the invitation and the conference will appear in your iCal® or Outlook® calendar.
- On the day of the conference, open your iCal® or Outlook® calendar, double-click the relevant conference, copy the conference URL and paste it into your browser, then press Enter on the keyboard.
- Enter your details in the Your Details screen (first time entry).

Join from your Favorites list

- Click My Favorite Conference Rooms from the Conference menu, which opens the list of the conference rooms that you visit the most.
- Select the conference room you wish to enter.
- To add a conference room to the Favorites list, when in a conference, select Conference > Add to Favorites.

- To add a favourite, when not in a conference, select the conference in the UPCOMING CONFERENCES list and then click on the grey banner (with a star in the middle) in the upper-left corner of the detailed view. The banner changes to orange indicating that this is one of your favorites.



Select audio and video options

- In the Connection Setup window click Connect with Audio or Connect with Video & Audio. If you choose video, you see a preview of yourself as it will be displayed to the other participants.
- Connect your audio. Choose from:
 - Call me at—has Connect call you from the conference.
 - Voice over computer—for using your headset or mike and speakers.
 - Dial in—for dialling in to the conference according to the instructions page.
- Click Apply.

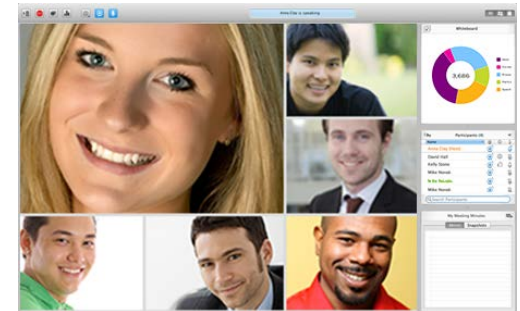


Note: Audio and video options may vary according to company policy.

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.



Note: The number of streams you can see in a conference depends on your bandwidth settings.

View video

To view only the speaker:

- Click Follow the Speaker in the Video panel menu, or click Follow the Speaker in the Audio/Video menu.

To extract the video panel to an external, floating panel for placement anywhere in the window:

- Select Extract Video Panel from the View menu and then drag the detached window to the desired location. You can resize the window.

Send/Receive a private note

- Double-click on the participant's name in the Participants list to open the note popover.
- Write your note in the text box and click Enter.

Send a public note (announcement)

- Click on the Announcement button in the upper left corner of the Participants list to open the announcement dialog.
- Write your announcement in the text box and click Enter.
- To reply, click the announcement to open the dialog



Mute/Un-mute your microphone

- Click the active Audio button in the toolbar.
- To unmute, click the muted Audio button.



Use emoticons

- Click the Emoticons button in the toolbar and then click an emoticon from the menu.



Write meeting minutes

- Write your minutes in the My Meeting Minutes panel. They are saved in the conference's history in the Source List.
- To send your minutes by email as an attachment, click the Send Email button in the upper-right corner of the panel.



Save whiteboard content

- Click the camera button in the bottom-center of the whiteboard to take a snapshot of whiteboard content and annotations. Snapshots are saved in the Source List under HISTORY.



Access past conferences

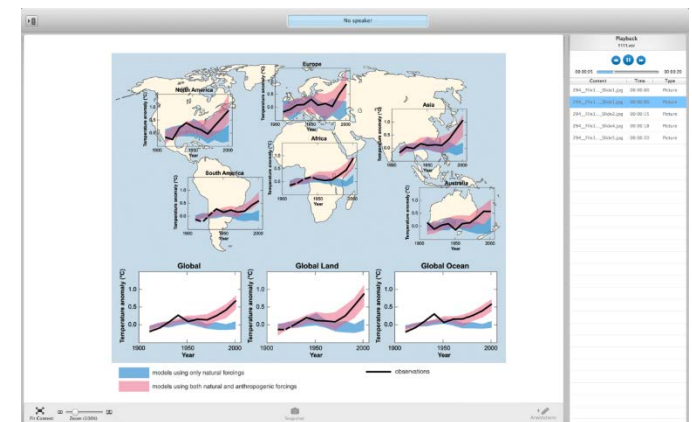
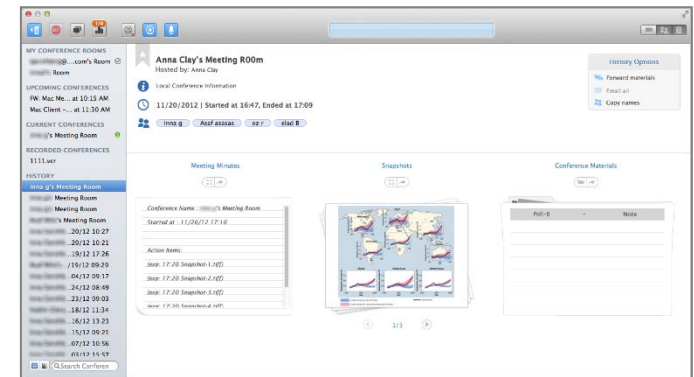
Access information about past conferences In the Source List.

- Click the Source List button to open the Source List window.
- Select a past conference from the left panel under HISTORY to view the information.

Play back a recording

Play back VCR recordings of the conference.

- Click Open Recorded Conferences in the File menu and select the desired recording to open the Mac finder, or double click on any VCR file located on your Mac. This opens the Source List window with the recording in the Playback panel.
- Click on the Play button (which toggles to Pause) to start the playback and display the recorded content on the whiteboard. The slide bar shows the playback progress.



For hosts

Activate your account

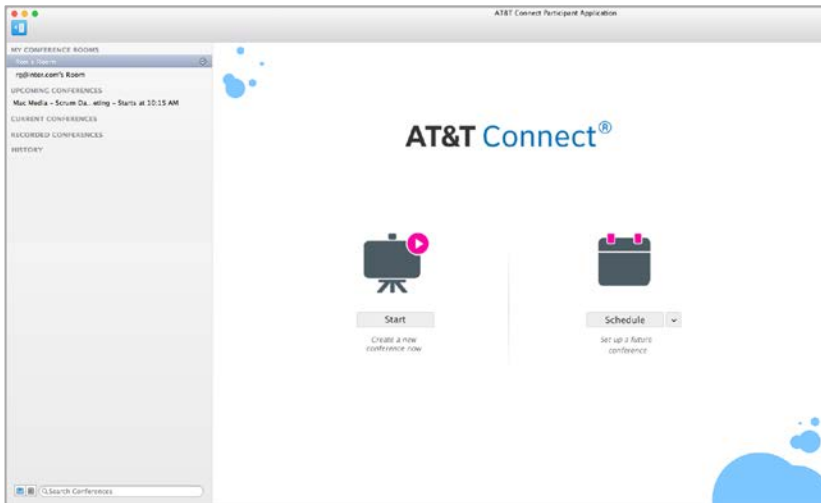
- The first time you open AT&T Connect, you are asked to provide your name and email address. The application recognizes that you have an AT&T Connect account and opens the Activate Your Account screen. Fill in your host password and click Activate or click Get Activation Email to request your registration email with the activation link.



- Or, click on the link in the registration email that you received from AT&T Connect.

Start a conference now

Click the Start button in the meeting room screen to enter your conference room.



Invite participants

- Click Participants in the menu bar and then click Invite Others by Mail or Invite Others by Phone (if allowed).
- To place a clickable link to the conference in a chat, click My Conference Room in the menu bar and then click Copy My Conference Room's address.

Schedule a conference

- Click Schedule in the meeting room screen to open a window for creating a conference in your default calendar (iCal or Outlook).
- Set the date and time of the conference and send invitations.

Note: When scheduling a conference, you can change your default conference type. Click the arrow next to the Schedule button and select the new conference type in the drop-down list.

Mute/Un-mute a participant

In the Participants list, right-click the participant whose microphone you wish to mute and click Mute/Un-mute.

Or, click the participant in the Participants list, and click Mute Participant/Un-mute Participant in the Participants drop-down menu.

Note: Participants can un-mute their microphones after the host muted them.

Mute/Un-mute all

- Click Mute All/Un-mute All in the Participants menu in the Participants list,

Change role to co-host

To help you host the conference, you can assign a participant hosting privileges, such as assigning presenting rights to other participants.

- Click Change Role to/ Co-Host in the Participants menu.

Give/Take presenting rights

- Right-click the participant in the Participants list and then click Give Presenting Rights/Take Presenting Rights.

Lock/Unlock the conference

- Click Lock/Unlock Conference from the Conference menu. No new participants can join the conference.

Use Broadcast mode

Broadcast mode mutes and locks all participants except the presenter, host and co-host. Use it for lecture-type presentations.

- Click Broadcast mode from the Participants drop-down menu or in the Conference menu in the menu bar.

Tip: A presenter can un-mute and unlock selected participants while in Broadcast mode.

Record a conference

Record a live conference on the server, play it back and send it to the participants.

- Click Start Recording, in the Conference menu. A red dot and "Rec" are displayed in the blue status bar (top of window) indicating that the conference is being recorded

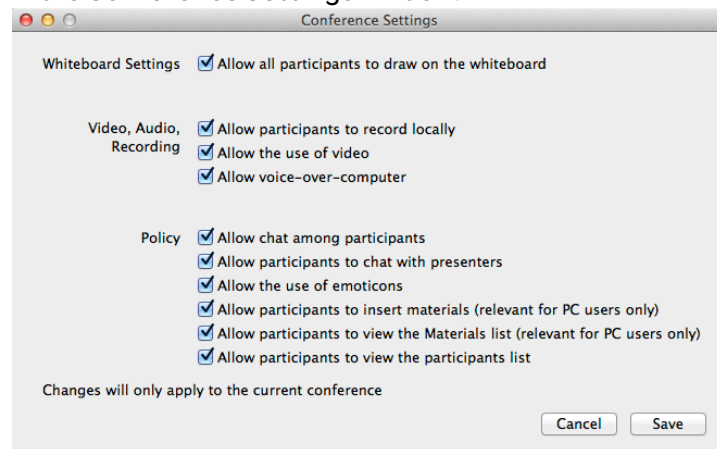
- To play back the conference, click Open Recorded Conferences in the File menu, click on the recording in the Mac finder, and then click the Play button in the Playback panel.

Note: You can retrieve the recording later in the Source List under RECORDED CONFERENCES.

Update conference settings

During a conference you can change your default conference settings.

- Click Conference Settings in the Conference and update the settings in the Conference Settings window.

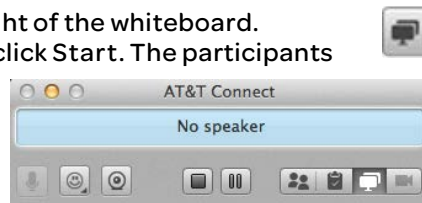


For presenters

Share an application

- Click the Share button in the bottom-right of the whiteboard.
- Choose the item you want to share and click Start. The participants see the item on their screens, and can follow your actions. A dashboard is displayed, providing basic conference controls during the sharing session.

Tip: You can also use the sharing options in the Shared Content menu.



Conduct a web tour

Take your participants through a series of websites or HTML pages.

- Click Web Tour and then Start Web Tour in the Shared Content menu.
- Enter the URL address in the browser or click one of the bookmarks you created.

Conduct a poll

Send a Yes/No or OK poll to your participants.

- Click the Poll button in the toolbar.
- In the popover, choose the type of poll you want to send and click Ask. This displays the Respond to Poll dialog to the participants.
- Ask your question and have the participants send their answers using the dialog.
- View the results in the Poll Results popover and save or share them.



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