



quick start card

Using AT&T Connect[®] 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

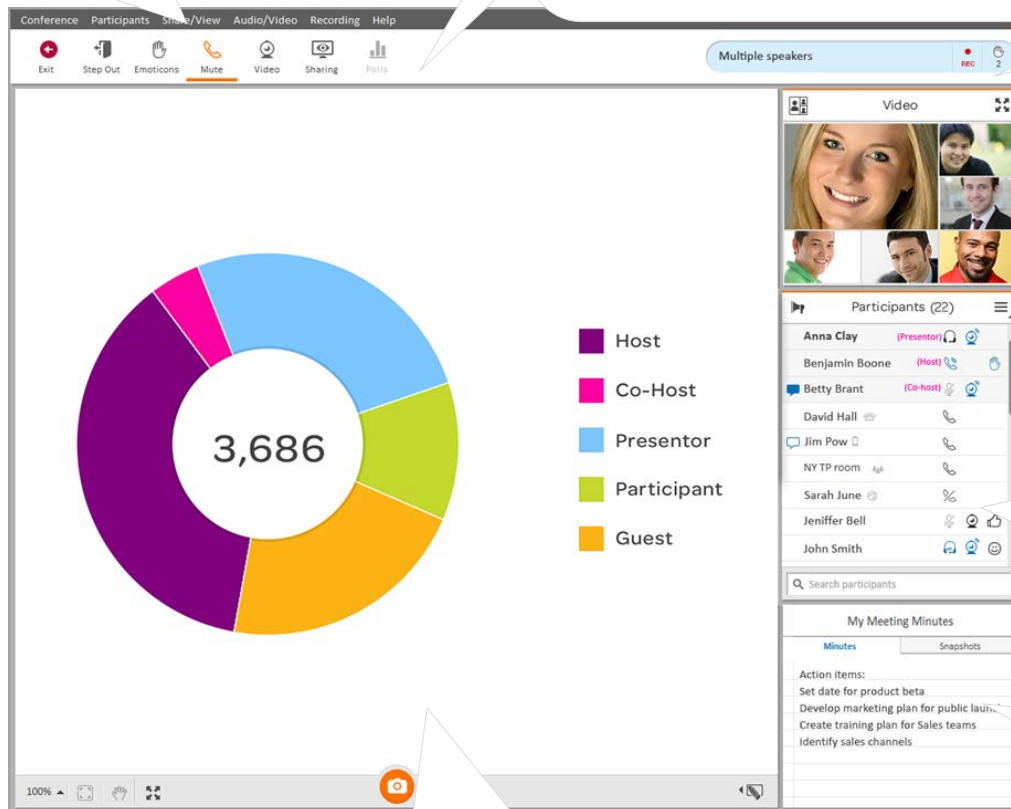
- See:
 - The conference participants.
 - Audio and video status.
 - Device types participants are using.
 - Emoticons.
- Send chats and announcements.

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.

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...

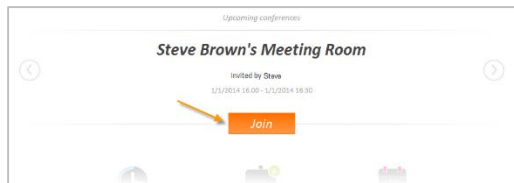
Join a scheduled conference from your calendar.

- 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.

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

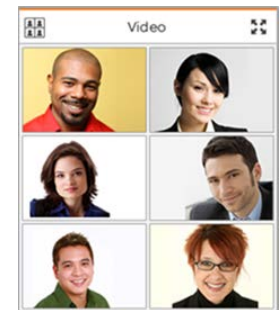
Once you set up your video, you can view up to six videos in the video screen, with the six most-recent speakers in view.

- 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.

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.

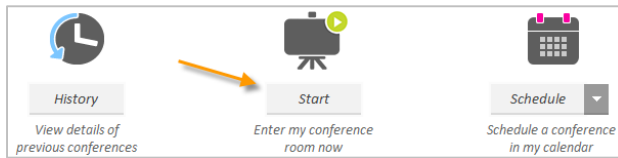
For hosts

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 enter your conference room. Then you can invite and manage your participants.



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

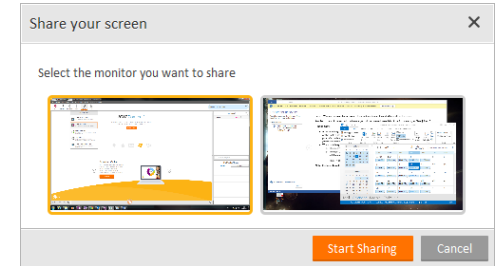
Set up a conference in your calendar.

- 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® Add-in for Microsoft Outlook® and schedule a conference from there.

For presenters

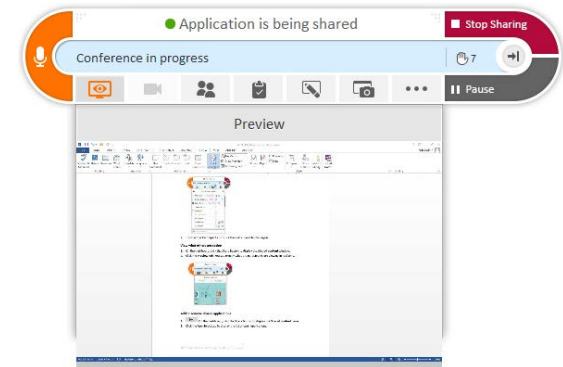
Share your screen

- 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.



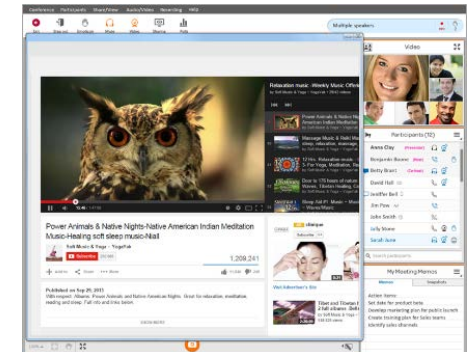
Participants can now use the annotation tools on a shared application or screen when the presenter is using them (providing that host gave permission in Conference Settings).

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, .dotm and pdf.

- 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.

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

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