



quick start card

Delegate Access and Shared Calendar Configuration for AT&T Conferencing Add-In for Microsoft® Outlook®

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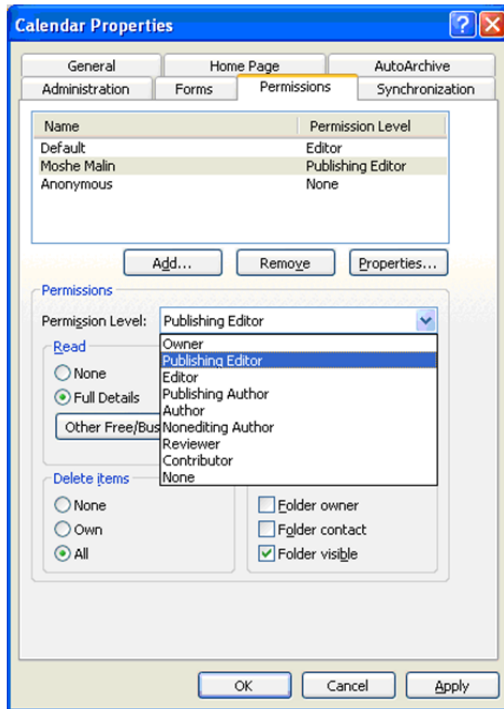
The AT&T Conferencing Add-in for Microsoft® Outlook® allows you to manage someone else's calendar using Outlook's Delegate Access or the Share Calendar feature, to create AT&T Connect Web conferences, AT&T Voice-only conferences and AT&T Telepresence Solution

Accessing the permissions window

To allow managers and their assistants to work with AT&T Connect conferences in Delegate Access or Shared Calendar mode:

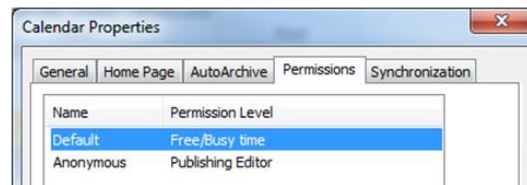
Outlook 2007

1. From the Manager's main menu, select **Tools > Options > Calendar Options** and click **Free/ Busy Options**. The Calendar Properties window appears.
2. You must select the manager's calendar you want to share (by clicking on one of the timeslots) if multiple calendars appear.



Outlook 2010 and 2013

1. In the Manager's Calendar, from the **Home** ribbon, select **Calendar Permissions**. The Calendar Properties window appears.
2. You must select the manager's calendar you want to share (by clicking on one of the timeslots) if multiple calendars appear.



Granting the delegate permissions

Outlook 2007, 2010 and 2013

1. Add or select the user to whom you want to grant permissions (such as your assistant), by clicking **Add** if it exists in the list.
2. Assign permission levels to the delegate. To work with the AT&T Conferencing Outlook add-in, you must set one of the following permission levels when sharing a calendar between you and the other user, or when delegating access:

- Owner
- Editor
- Author
- Publishing Author
- Publishing Editor

3. To use the AT&T Connect Conferencing add-in you must ensure that the AT&T Connect add-in for Outlook is installed on your and your assistant's computers.

Note: When scheduling a meeting in someone else's calendar using delegation, Outlook will ask whether you wish to add the meeting to your calendar.

You must choose **No**. For the meeting to be properly displayed in your calendar, add yourself as a regular recipient to the meeting while scheduling or updating it.

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