



quick start card

AT&T Conferencing Add-in for Microsoft® Outlook®

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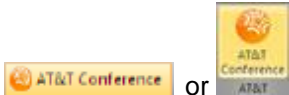
AT&T Conferencing®

The AT&T Conferencing Add-in for Microsoft® Outlook® lets you schedule, manage, and join AT&T Connect web conferences through Microsoft Outlook.

Schedule a conference

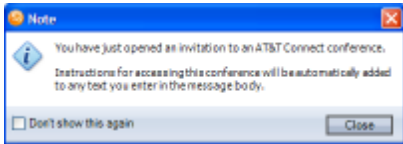
To schedule an AT&T Connect Web conference in Outlook:

1. On the Home ribbon click



If more than one AT&T Conference type is licensed then from the displayed AT&T Conference types click **AT&T Connect Web Conference**.

2. A new Outlook conference window may open. The following message is displayed:



3. Click **Close** to proceed.
4. In the new meeting window; select recipients, schedule the conference time, define the subject of the conference, and add any other details. The meeting information is automatically added after clicking Send. Click **Send** to invite recipients to the conference.

Schedule a recurring web conference

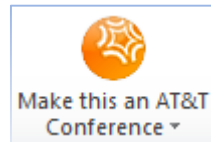
1. In Calendar view, right-click the time slot and select **New AT&T Connect Web conference**.
2. In the Appointment, click the **Recurrence** button, define the recurring settings, such as frequency, and then click **OK**.

3. Define other settings for the Web conference, as described above, and then click **Send**.

Convert existing Outlook meetings to AT&T Connect web conferences

To convert an already scheduled Outlook meeting to an AT&T Connect Web conference:

1. Double-click the meeting in your calendar to open it.
2. In the ribbon bar, click **Make this an AT&T Conference**.



AT&T Connect options are added to the ribbon bar.

3. Select recipients, schedule the conference, and define the subject and other settings. Then click **Send Update**. The selected recipients receive an updated email invitation.

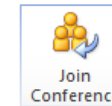
Receive a conference invitation

Other users with the AT&T Conferencing Add-in for Outlook can invite you to AT&T Connect conferences that they initiate. The invitation email appears in your Outlook Inbox and Calendar views. You can respond by accepting, rejecting, or proposing a new time for these invitations. Just like for any other Outlook meeting message.

Join a web conference

To join an AT&T Connect Web conference:

1. In the calendar, double-click the Web conference.
2. In the Meeting ribbon, click **Join Conference**.



The Participant Application opens and you enter the Web conference.

To join the AT&T Connect Web conference using your telephone only:

1. In the calendar, double-click the Web conference.
2. In the Meeting ribbon, click **Dial-In Instructions** and follow the instructions in the popup.

Note: You may be prompted to enter your first name, last name and email address or your user name and password.

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