



quick start card

Creating and managing voice-only accounts using the AT&T Conferencing Add-in for Microsoft® Outlook®

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This quick start card describes how to add your Voice-Only conference account details to your AT&T Conferencing Add-in for Outlook.

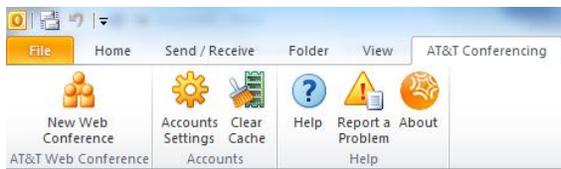
You can schedule an AT&T Voice-only conference using shortcuts in Outlook if you have at least one AT&T Voice-Only account defined.

Activating your AT&T Connect credentials from your personal AT&T Conferencing Registration email will only auto-configure your web conferencing account details. To use the AT&T Conferencing Add-in for Outlook to schedule AT&T voice-only conferences, you should follow the following instructions to add a voice-Only account.

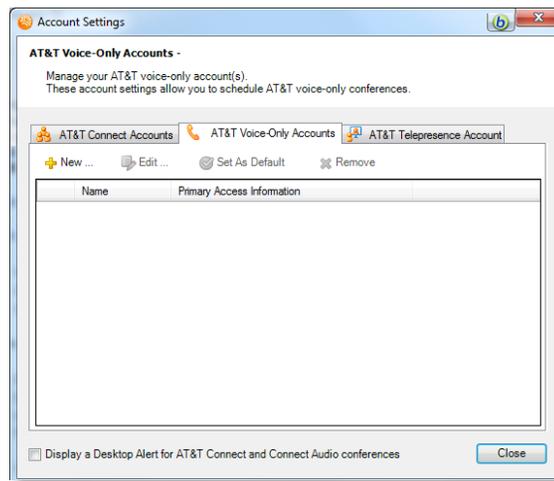
Note: AT&T Connect web and AT&T Voice-Only conference toolbar buttons and menus appear accordingly, as long as you have at least one account defined for each type.

Creating a Voice-Only account

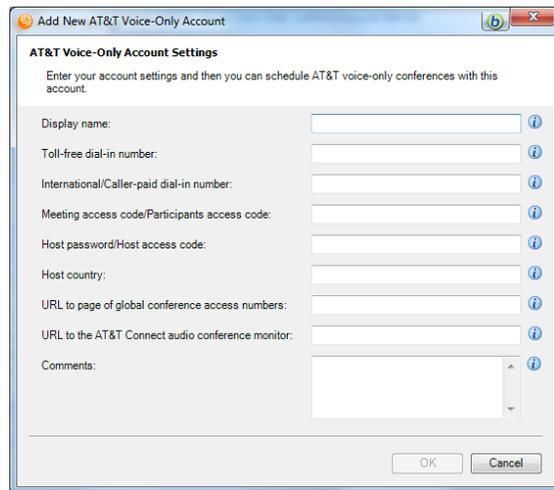
1. From the **AT&T Conferencing** menu, select **Accounts Settings** to open the Account Settings window.



2. Click the **AT&T Voice-Only Accounts** tab.



3. Click **New** to open the Add New AT&T Voice-Only Account window.



4. Enter your account information, as follows:

- **Display name (Required):** The name you want displayed when you select the account from the toolbar (not visible to other recipients).
 - **Toll-free dial-in number (Required):** The toll-free number in the Host's country, dialled by residents of the Host's country.
 - **International/Caller-paid dial-in number (Required):** The caller-paid number in the Host's country, dialled by residents of foreign countries.
 - **Meeting access code/Participant access code (Required):** Access code for entering the conference; known to all participants.
 - **Host password/Host access code:** Access code for entering the conference; known only to the Host.
 - **Host country:** Country where Host resides.
 - **URL to page of global conference access numbers:** URL to web page of global conference access numbers. This page has a listing of all available in-country numbers that can be used to join the conference.
<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=8888064788&accessCode=4589222>
 - **URL to the AT&T Connect audio conference monitor:** Only update this field if a "Conference Monitor" URL is present in your registration email. Otherwise, leave this field empty.
 - **Comments:** Any additional comments you want to always appear in the body of your voice-only conference invitations.
5. Click **OK**.

The voice-only account is added to the list of voice-only accounts in the AT&T Voice-Only Accounts tab. If this is your first AT&T Voice-Only

account, the account is automatically set as the default account.

Only once you close the Account Settings window will the Voice-Only toolbar and menu options appear on the Outlook interface.

Editing a Voice-Only account

You can edit your accounts as follows:

1. In the **Account Settings** window, select the Voice-Only account you want to edit.
2. Click the **Edit** button to open the Edit AT&T Voice-Only Account window.
3. Make the changes you want and click **OK**.

Setting a Voice-Only account as Default

If you have more than one Voice-Only account defined, you can choose one to be the default account.

1. In the **Account Settings** window, select the Voice-Only account you want as your default account.
2. Click **Set as Default** and then click **OK**.
The default account is indicated by a check mark.

Removing a Voice-Only Account

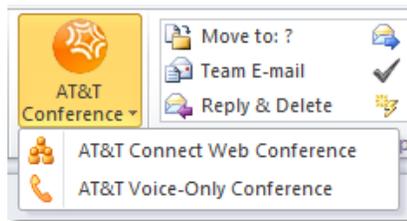
To remove a Voice-Only account:

1. In the **Account Settings** window, select the Voice-Only account you want to remove.
2. Click **Remove** and then click **OK**.
The account is removed from the list.

Scheduling an AT&T Voice-Only Conference in Outlook

Once you've added your AT&T Voice-Only conference account(s) to the AT&T Conferencing Add-in for Outlook, the menus and toolbars will expand to include voice conferencing scheduling shortcuts. Use one of the methods below to open a new Outlook invitation for a Voice-Only conference:

- On the ribbon, click the **AT&T Conference** icon and select **AT&T Voice-Only Conference**.



-- Or --

- Click the **AT&T Conferencing** menu in the Outlook menu bar and select **New Voice Conference**.

Note: When you view the AT&T Conferencing menu in the Calendar View, additional menu items to create recurring meetings are included.

A standard Outlook calendar invite opens pre-populated with the access information of the default voice-only conference. Add the list of invitees and send the invitation.

Note: If you have multiple Voice-Only accounts defined, you can choose the appropriate account to schedule the Voice-Only conference by using the Settings menu and selecting the "Display Name" you defined earlier.

Converting a scheduled meeting to a Voice-Only Conference

You can convert a standard meeting into a Voice-Only conference as follows;

1. Open the meeting you want to convert.
Conversion is only applicable to scheduled meetings that are not already an AT&T Conferencing web or voice conference.
2. In the Outlook meeting request, click the **Make this an AT&T Conference** icon on the ribbon and **select AT&T Voice-Only Conference**.
3. Send the updated invitation to your participants.

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