

AT&T Connect



quick start card

Initiating and Running an AT&T Connect[®]
Conference on your PC

Version 9.5

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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 computer. Double-click the myAT&T icon on your Windows® desktop to access all the commands you need to set up and manage your conference.

Activate your Account

Click on the link in the registration email that you received from AT&T Connect.

Meet Now

1. Click **Invite others (by email) to meet now** to open your email application with the invitation template.
2. Add the email addresses of those you wish to invite, and click **Send**.
3. Click **Enter my meeting room now** to open the Participant Application on your desktop.

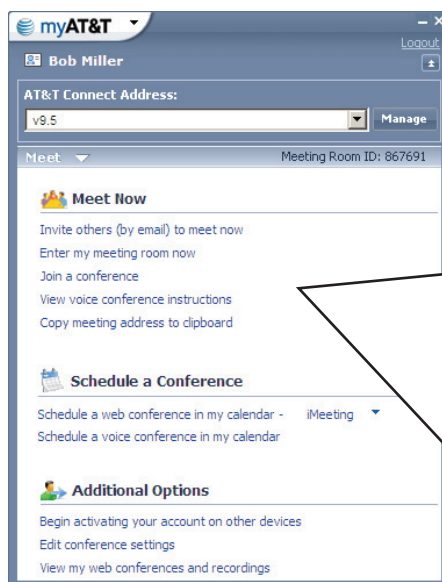
Tip To place a link to the conference in a chat, click **Copy meeting address to clipboard**. Open a chat window, and paste to insert a click-able link.

Invite Others during Conference

1. From the main menu, click **Conference > Invite Others by Email...** to open the email invitation.
2. Add the email addresses of those you wish to invite and click **Send**.

Schedule a Future Conference

1. Select the type of conference you wish to schedule (**iMeeting**, **eLearning** or **Webinar**) from the drop-down list in the **Schedule a Conference** section
2. Click **Schedule a Web conference in my**



myat&t Application

- Invite others
- Enter your meeting room
- Schedule a conference
- Select the conference type
- Activate your account on other devices
- And more!

calendar to open a window for creating appointments.

3. Set the date and time of the conference, add the email addresses of those you wish to invite, and click **Send**.

Schedule a Voice Conference

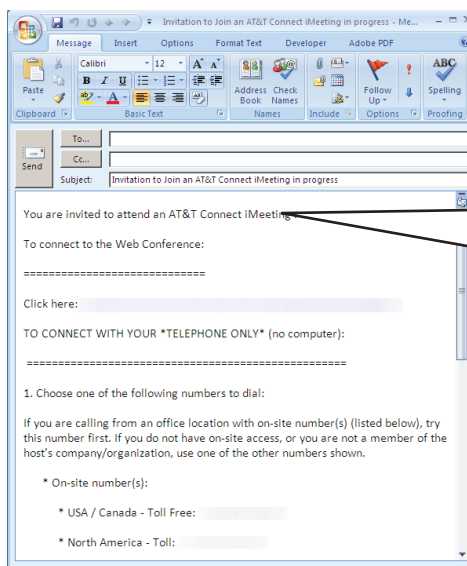
1. Click **Schedule a voice conference in my calendar** to open a window for creating appointments.
2. Set the date and time of the voice conference, add the email addresses of those you wish to invite, and click **Send**.

Manage Conference Participants

User Roles in a Conference

Conference participants have the following roles:

- Host**—the user who initiates the conference. The host can **give presenting rights** to another participant in the conference.
- Co-Host**— A host can assign co-host status



Email Invitation



to participants. Co-hosts typically help the host to conduct the conference and have the same privileges as the host.

Presenter—the user who controls the conference, and can load files on the whiteboard, mute or expel other participants, and initiate application sharing.

Participant—all others in the conference. All participants can speak and upload files, but only the presenter can load items onto the whiteboard, or initiate application sharing and other features.

The host can take back presenter rights at any time by right-clicking the current presenter in the **Participants** list and selecting **Take Presenting Rights**.

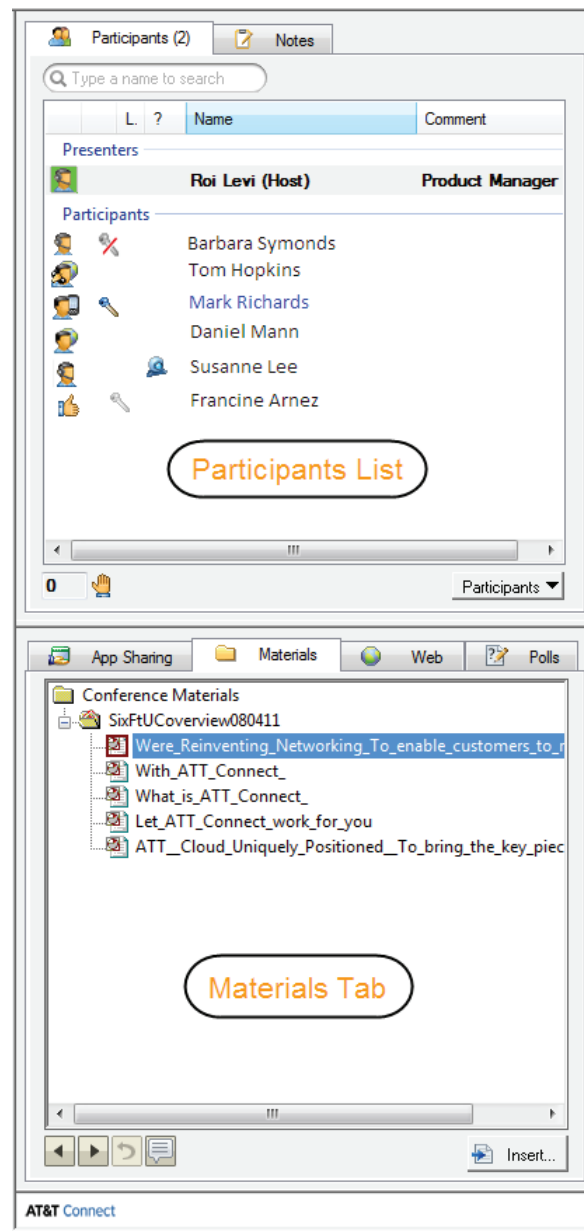
Use Broadcast Mode

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

To start or stop Broadcast mode, select **Start/Stop Broadcast** from the **Participants** drop-down menu in the **Participants** tab or from the **Audio/Video** menu in the main window.

The presenter, host and co-hosts can un-mute and unlock selected participants while in Broadcast mode.

Hosts, presenters and co-hosts use the **Participants** list (top pane) to manage others in the conference. The lower pane gives access to presentation materials, application sharing, and other advanced features.



Control Use of Notes and Whiteboard

All participants can send notes to other participants and draw on the whiteboard. To prevent participants from doing so, from the main menu, click **Conference > Conference Settings** and un-check these options.

Expel and Lock

To expel a participant from the conference right-click their name in the **Participants** list and click **Expel**. The expelled participant cannot rejoin the conference.

To lock the conference click **Conference > Lock Conference** from the main menu. No new participants can join the conference. To unlock the conference, select **Conference > Lock Conference** again.

Load and Present Files

All participants can upload files and distribute them. However, only the presenter can open an uploaded file on the whiteboard.

Upload and distribute files

1. Click **Insert** in the **Materials** tab
2. Browse to select the relevant file(s) and click **OK**.

The file is distributed automatically and the **Materials** tab status bar indicates the status of the uploaded files.

Tip Prepare ahead! Upload files before you get presenter rights. If you are the host, enter your meeting room and load files first, then invite others from within the meeting room.

Display Uploaded Files on the Whiteboard

1. Take or ask for presenter rights.
2. In the **Materials** tab, right-click the file and click **Load**.

Whiteboard Snapshot

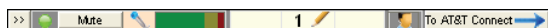
To save a snapshot of the whiteboard and its annotations, select **Whiteboard > Save Whiteboard** from the main menu.

Application Sharing

Presenters can share a live application running locally on their computer, and let participants control the application remotely.

1. Select the **App Sharing** tab. The list shows all programs currently active on your computer.
2. Double-click the program you wish to share. All participants see the application on their screens, and can follow your actions.

A dashboard appears in the corner of the screen, to provide basic conference controls during the application sharing session.



3. To end application sharing, click **To AT&T Connect**

on the dashboard.

4. In the **App Sharing** tab, click **End Sharing**.

Remote Control

To pass remote control of the application to another participant, click the face icon on the dashboard. Right-click on a participant from the list and click **Allow Remote Control**.

To regain control, simply move your mouse. You can also right-click on the participant and choose **End Remote Control**.

Over the Shoulder

To share another participant's desktop with the rest of the conference, right-click in the **Participants** list and click **Start Over the Shoulder to All**. All participants see the selected participant's desktop.

To end the session, right-click the participant and click **End Over the Shoulder**.

Initiate Polls

You can conduct polls only with computer-based participants (and not audio-only participants) using the Participant Application, Web Participant application and mobile application.

1. After prompting the conference attendees with a verbal question, click the **Polls** tab (only displayed if you have presenting rights).
2. Click **Y/N** or **OK** or send a free text question, according to the type of response you require

from the participants.

3. A window is displayed to you only, summarizing user responses in real-time.
4. If you wish, share the results with the participants.

Web Tours

The presenter can lead participants through a series of Websites or other HTML pages.

Select the **Web** tab, enter the URL of the page, and click **Go**. The Web page loads in the whiteboard.

- Choose **Allow Annotations** to mark up a static version of a Web page.
- Choose **Follow links** when clicked to view a dynamic version that lets you follow links.

Record on the Server

For information about recording on the server, see the **Managing Recordings** quick-start card.

