

AT&T Connect



quick start card

Joining and Participating in an AT&T
Connect® Conference on your PC

Version 9.5

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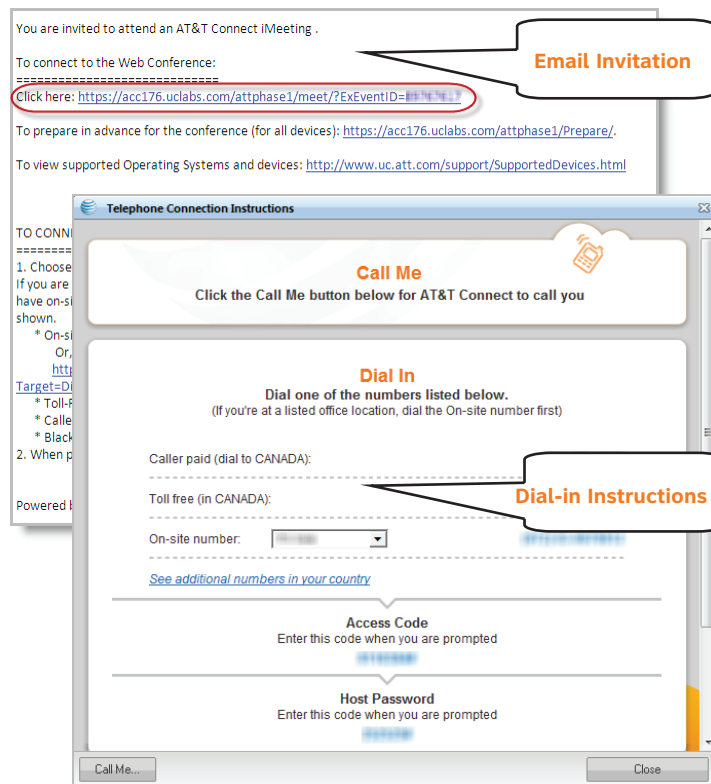
Join a conference by accessing the host's AT&T Connect® virtual meeting room. Use the Participant Application and your computer or phone.

You've Received an Email Invitation

You've been invited to a virtual AT&T Connect conference!

- Do one of the following:
 - For a conference taking place now—follow the **To connect to the Web Conference** link in the email invitation to immediately access the conference.
 - For a conference scheduled in the future, accept the invitation—the conference appears in your Microsoft Outlook® or Lotus Notes® calendar. When the time comes, click on the conference in your calendar and then click the **To connect to the Web Conference** link.
- Type in your name and email address and click **Join Now**.
- Choose the recommended **Participant Application**, which opens the host's virtual meeting room on your desktop.
- Choose the audio device you wish to use in the conference in the **Choose Audio Device** window. (You can change your device during the conference.)
- If you choose to dial in to the conference, follow the instructions in the **Telephone Connection Instructions** window.

Tip When a voice conference grows into a Web conference, audio streams are automatically preserved. Don't disconnect your phone – just follow the steps to open the Participant Application on your computer. Then enter the code shown under **If you are already connected by Phone** to synchronize your desktop data and telephone audio streams.



No Participant Application?

If you are away from your desk, or cannot install the Participant Application, use the AT&T Connect Web Participant. This Web-based application requires no local installation, but gives limited function.

Follow the **To connect to the Web Conference** link in the email invitation. When prompted to choose software, click **Web Participant** to open the Web Participant application in your browser.

No Computer?

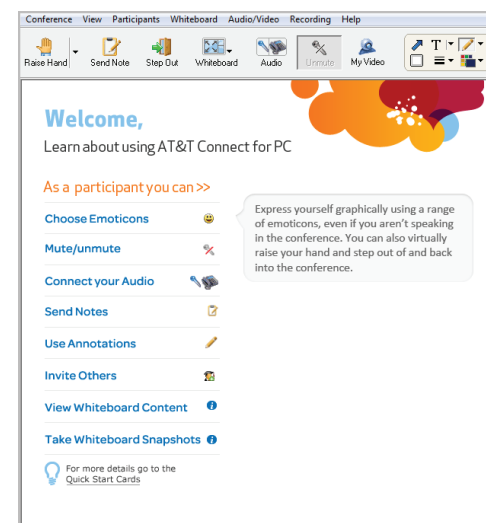
You can join the conference by phone. You hear and speak with others, but you cannot see shared visual materials.

- Open the email invitation. For pre-scheduled conferences, open the conference from your calendar.
- Follow the dial-in instructions under **TO CONNECT WITH YOUR *TELEPHONE ONLY** (no computer) to phone AT&T Connect.

Tip In some invitations, a link appears instead of text. Click the link to view the dial-in information.

Getting Started Page

When you join a conference, the Participant Application window opens with a Getting Started page displayed on the whiteboard. This page provides tips and tricks for using the Participant Application. Click on the item to open the tip.

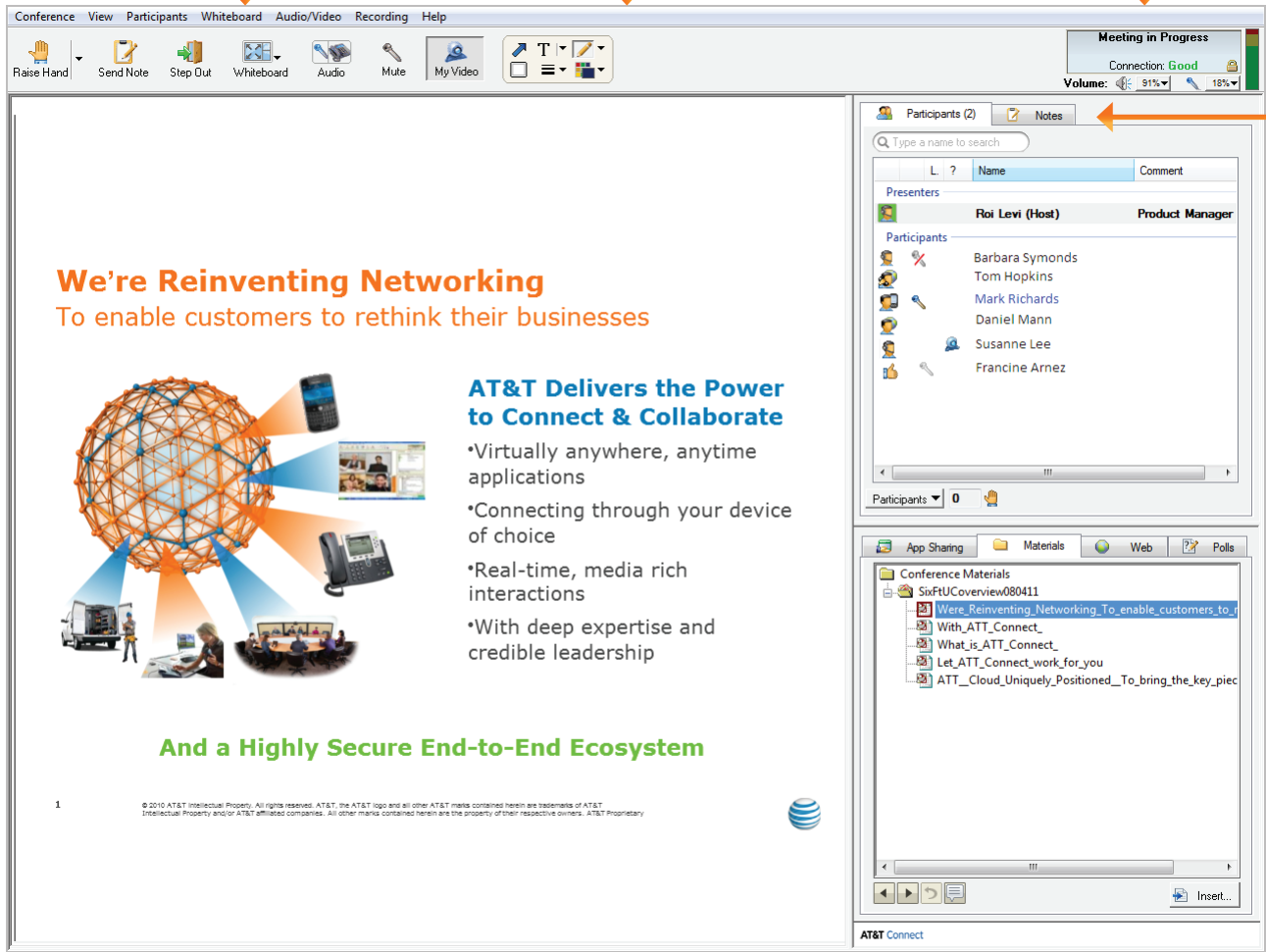


During the conference, you can view files and share applications on the whiteboard, send notes, and view and transmit video—all from the desktop Participant Application interface.

Toolbar
Quickly access emoticons and other conference tools.

Drawing Tools
Draw and annotate on the whiteboard.

Status Panel
View current conference and connection status, and active speaker



Notes Tab
Click the **Notes** tab to send and receive instant messages with other participants

Participant List

- See who is participating in the conference
- See the status of each participant by looking at the icons next to their names















Shared Materials and Advanced Features
As the presenter you can:

- Upload, present, and distribute files
- Share a live application
- Conduct polls
- Take participants on a live Web tour

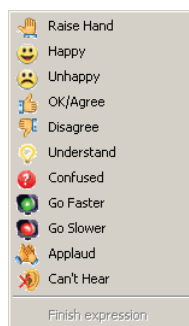
Event Materials Status
Track files being uploaded or prepared for display

View the Participants List

The **Participants** tab shows a list of all participants in the conference. An icon shows the status of each participant:

-  Connected by computer only
-  Connected by phone and computer
-  Connected by a mobile application
-  Connected by the Web Participant application
-  Connected by the Web Participant application and a phone
-  Connected by Voice-over-Computer (VOC)
-  Connected by phone only. Cannot see the whiteboard or other content
-  No audio device
-  Speaking
-  Video on
-  Video off
-  Muted
-  Requests to speak
-  Has remote control of the shared application

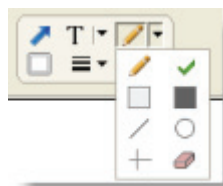
Sometimes the icon is an emoticon chosen by a participant:

















Right-click on a participant to see other options.

Use Whiteboard Tools

The main toolbar contains a palette of drawing and text tools that you can use on the whiteboard. All participants see your whiteboard marks and comments.



-  Clear the whiteboard
-  Display a pointer
-  Type text. Displays the text format button
-  Draw a freehand line or shape. Opens the drawing tools drop-down box
-  Draw a check-mark
-  Define text format. Opens the text format dialog box
-  Define line thickness for line or shape tools

-  Define the color for the current tool
-  Draw a straight line
-  Draw a rectangle or square
-  Draw a horizontal or vertical line
-  Draw a filled rectangle or square
-  Draw an ellipse or circle
-  Erase parts of the whiteboard

Use Notes

You can communicate during the conference using chat-like notes. Click the **Notes** tab to see a list of notes you sent and received during the conference.



Use the bottom portion of the frame to send a note. You can also click the **Notes** icon in the toolbar to quickly send a note. The host or presenter may not allow sending notes during the conference.

Keypad Controls

During the conference, you can mute/un-mute your audio and perform other functions through your telephone. Below are some basic keypad commands.

- *5 Participant count
- *6 Mute/Un-mute your line (toggle on/off)
- *# List available commands
- # Exit list of commands