



# quick start card

## AT&T Connect<sup>®</sup> Add-in for Microsoft Skype<sup>®</sup> for Business

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## Using the AT&T Connect add-in for Microsoft Skype® for Business

You can use the add-in to:

- Meet Now Using AT&T Connect
- Schedule an AT&T Connect Conference
- Invite to an AT&T Voice Conference

The add-in uses your default calendar and email application to send invitations to new conferences.

- The contact/s you chose to invite to the conference already appear in the "To" field of the email message.
- The email message includes all the information the contacts need to be able to access and join the AT&T Connect conference.

**Note:** You must have an AT&T Connect user account to be able to host meetings.

### Invite contacts to an AT&T conference

1. In the Contacts list, right-click on one or more contacts.
2. From the menu, click one of the options:
  - Meet Now Using AT&T Connect
  - Schedule an AT&T Connect Conference
  - Invite to an AT&T Voice Conference

### Inviting conversation participants to an AT&T Connect conference

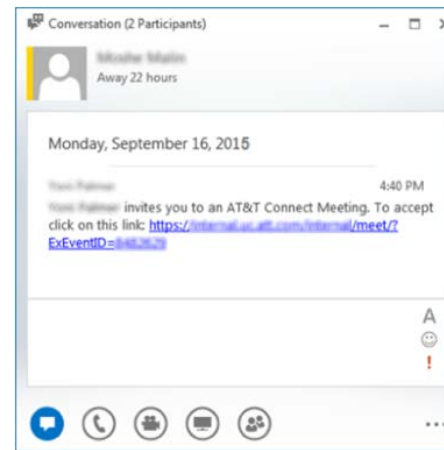
You can also invite people to AT&T Connect conferences within a conversation. The following procedure applies to a conversation with one other person, a pre-defined group, or participants you added just for this conversation.

1. In the conversation window, click the More Options button in the bottom left-hand of the window.
2. From the menu, select the option you want.

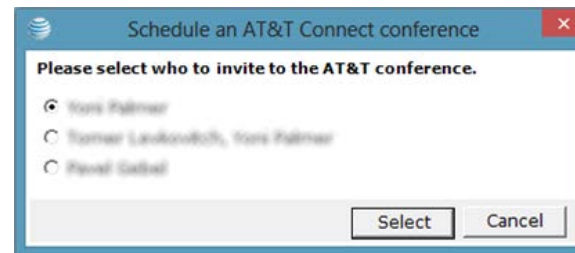


#### Notes:

- If you only have a single conversation window open, the AT&T Connect invitation information appears as below:



- If you have multiple conversation windows open, the Conversation Selector window opens where you select the conversation and its participants that you want to include in your AT&T conference:



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