About this Guide

This User Guide describes the features available to users working with the AT&T Connect® myAT&T application.

Note: In this User Guide, the terms “event”, “meeting” and “conference” are used interchangeably.
Table of Contents

GETTING STARTED................................................................................................................. 4
AT&T Connect Conferences........................................................................................................ 4
Meeting Rooms.......................................................................................................................... 5
Telephone Access and Voice Conferencing.............................................................................. 5
Installing and Activating the myAT&T Application................................................................. 6
Logging in to myAT&T .............................................................................................................. 6
myAT&T Interface ..................................................................................................................... 6

AT&T CONNECT CONFERENCES.................................................................................. 8
Start a Conference Now in your Personal Meeting Room ...................................................... 8
Initiating an On-the-Spot Web Conference or Voice Conference........................................ 8
Entering Your Personal Meeting Room .................................................................................. 10
Joining a Conference ............................................................................................................. 13
Scheduling a Web Conference ............................................................................................... 14
Scheduling a Voice Conference .............................................................................................. 15

TELEPHONE ACCESS AND VOICE CONFERENCING............................................... 16

WORKING WITH PEOPLE OUTSIDE YOUR ORGANIZATION .................................. 19

TRACKING CONFERENCES (FOR HOSTS)..................................................................... 20
Viewing the List of Web Conferences and Recordings .......................................................... 20
What You See............................................................................................................................ 21
Searching for a Conference ...................................................................................................... 22
Viewing the List of Participants .............................................................................................. 23
Playing back a Recording ......................................................................................................... 23
Sending a Recording ................................................................................................................ 24
Copying a Recording Link to the Clipboard ........................................................................... 26
Deleting a Recording ................................................................................................................ 27

ADVANCED FEATURES................................................................................................. 29
Your AT&T Connect Account Information ........................................................................... 29
Your AT&T Connect Address ................................................................................................. 30

APPENDIX A: ACCESSIBILITY INFORMATION.............................................................. 34
Configuration Options for JAWS Screen Reader ...................................................................... 34

APPENDIX B: KEYBOARD SHORTCUTS....................................................................... 35
Chapter 1

Getting Started

The myAT&T application lets you communicate with others quickly and easily, directly from your computer desktop. It coordinates your email/calendar application with your organization’s AT&T Connect® virtual Web conference and voice conferencing system. The myAT&T application gives you your own, personal meeting room for ad hoc conferences, and makes voice conferencing simple.

AT&T Connect Conferences

The myAT&T application gives you a personal meeting room that is available at any time. With just a click, you can invite people on your contact list into your meeting room for ad-hoc conferences.

When you enter an AT&T Connect conference, myAT&T opens the AT&T Connect Participant Application on your desktop. The Participant Application provides a shared whiteboard and other tools for communication among conference participants. For more information, see the AT&T Connect Participant Application User Guide.

Figure 1—Participant Application Window
Meeting Rooms

Your personal meeting room is an AT&T Connect conference which you can activate at any time. Your meeting room has a fixed ID. Invited guests must enter this code to enter your meeting room. In most cases you enter your meeting room after inviting others to meet you there—but you can enter your meeting room first, and then invite others to join you.

Invited participants may wait a few moments in a virtual waiting room while AT&T Connect activates your meeting room and assigns network resources to your conference. If your account was set to Start without Host, other participants can enter your meeting room before you (the meeting room owner). The participants wait in the virtual waiting room until you enter your meeting room.

Telephone participants hear a voice announcement of the waiting state.

If your account was set to allow Continue without Host, once the conference begins, it remains in session even if the host leaves. For more information on how to work with the Participant Application, see the AT&T Connect the Participant User Guide.

Telephone Access and Voice Conferencing

You can access AT&T Connect conferences through a telephone connection. Telephone participants won’t see the shared visual components, but can hear and speak with other participants. Voice conferencing is simply a meeting room session with only audio participants.
Installing and Activating the myAT&T Application

The myAT&T application is installed automatically with the Participant Application. Your network administrator may automatically install the application on your desktop workstation. Alternatively, your network administrator can send you an email message with two links, one for installing the application and the other for activating your account. Click the installation link to start the installation, which usually takes a few minutes. After successful installing the application, the myAT&T icon appears in your system tray. The next step is to activate your account by clicking the activation link in the email message.

Logging in to myAT&T

The myAT&T application works in concert with your organization’s AT&T Connect system. When you launch myAT&T for the first time (and have not yet activated it), or if you are using myAT&T from a computer that is not your workstation, you may be required to log in to your organization’s AT&T Connect system through the myAT&T application. For more information, see Your AT&T Connect Account Information.

myAT&T Interface

Click the myAT&T icon on your desktop displays the main window of the myAT&T application.
The header area of the window lists your account name. The **AT&T Connect Address** area lists AT&T Connect servers in your organization’s network to which myAT&T can connect. You can hide or display this area by clicking the arrow icon. (For more information, see **Your AT&T Connect Address**.

The **Meet** pane gives you access to tools and information that let you quickly schedule and join AT&T Connect Web conferences and audio-only conferences. The tray header shows your meeting room ID—the access code for your personal meeting room.
Chapter 2

AT&T Connect Conferences

This chapter discusses the basic types of myAT&T conferences:

- Ad-hoc, real-time conferences and voice conferences that you initiate on the spot without advance scheduling. These conferences take place in your personal virtual meeting room, and participants join them using your meeting room ID.
- Web conferences that are scheduled in advance.
- Voice conferences implemented using AT&T TeleConference Service.

Start a Conference Now in your Personal Meeting Room

Your personal meeting room is used for ad-hoc, real-time conferences and pre-scheduled conferences. You can also initiate and manage voice conferences using AT&T Teleconference Service from your meeting room.

People outside your organization can join your conference through the Internet, or by dialing into the AT&T TeleConference Connect telephone conference system.

Initiating an On-the-Spot Web Conference or Voice Conference

To initiate a conference via email:

1. Do one of the following:
   - In the Meet Now pane, click Invite others (by email) to meet now.
Click the main myAT&T menu and select Meet/Invite Others by Email.

Click the Meet menu and select Invite Others by Email.
2. Your email program opens with an automatically generated invitation message. Address the email to invited participants, then click **Send**.

**To compose your own meeting invitation:**

1. In the **Meet Now** pane, click **Copy meeting address to clipboard**.

![Copy Address to Clipboard](image1)

**Figure 7—Copy Address to Clipboard**

2. Click the link in the **Copy Meeting Address** box to copy the link text. You can paste this link into any email or IM invitation text you create.

![Copy Meeting Address](image2)

**Figure 8—Link to Address**

**To invite telephone participants:**

You and your guests can join the conference using your computers or by telephone. If computer-based participants present files or other visual materials, telephone-based participants cannot view these materials. A link to dial-in instructions is included in the email invitation text. For information on participating in a conference by phone, see **To enter AT&T Connect by telephone**.

**Entering Your Personal Meeting Room**

The virtual conference space is now initialized and others can join the conference space. Your conference will not begin until you enter your personal meeting room (if
you had previously set this option in your account settings). When you access your meeting room from your computer, the AT&T Connect Participant Application opens on your desktop. This lets you view all presented materials and participate fully in the conference. For more information on how to work with the Participant Application, see the AT&T Connect Participant User Guide.

When you access conferences by dialing in through a phone line, remember that you share only the audio portion of the conference. In short, the conference can support any mix of computer and telephone-based participants.

To enter your personal meeting room by computer:

1. Do one of the following:
   - In the Meet Now pane, click **Enter my meeting room now**.
   - Click the myAT&T menu and select **Meet/Enter my Meeting Room**.
   - Click the Meet menu and select **Enter my Meeting Room**.

The AT&T Connect Participant application automatically opens in another window, and the AT&T Connect system initializes the meeting room.

**Tip.** You can invite additional participants from within the Participant Application. Other participants can join by computer or telephone.

To enter your personal Meeting Room by telephone:

Typically, telephone access is used to conduct a voice conference while you are away from your desk. Others can join the conference using their computers, or by telephone. If computer-based participants present files or other visual materials, you will not be able to view them.

1. Do one of the following:
   - In the Meet Now pane, click **View voice conference instructions**.
Click the myAT&T menu and select Meet/Voice Conference Instructions.
Click the Meet menu and select Voice Conference Instructions.

A pop-up window shows step-by-step instructions for telephone access to the AT&T system.
Figure 11—Instructions for Joining a Conference by Phone

2 Select the phone number closest to your geographical location, and dial in to the AT&T Connect system. When prompted, enter your access code/host password to enter your meeting room.

**Joining a Conference**

You can use myAT&T to quickly enter other AT&T Connect conferences to which you have been invited. You can participate using your computer, or by telephone. If you participate by telephone, you cannot view files, whiteboard notes, or other materials that are shared during the conference.

**To enter an AT&T Connect conference using your computer:**

1 In the Meet Now pane, click Join a Conference.
This opens AT&T Connect Login window.

2 Enter the information and click Submit.

**Scheduling a Web Conference**

Although your personal meeting room is most commonly used for ad-hoc, unplanned conferences, you can also schedule Web conferences in advance. The myAT&T
application makes it easy to schedule AT&T Connect Web conferences with a calendar application such as Outlook® or Lotus Notes®.

To schedule a Web conference:

1. Do one of the following:
   - In the Schedule a Conference pane, click Schedule a Web conference in my calendar.
   - Click the myAT&T menu and select Meet/Schedule a Web Conference
   - Click the Meet menu and select Schedule a Web Conference.

   Your calendar application opens an appointment creation window.

2. Set the date and time of the conference and choose invited participants using the calendar tools.

3. If you wish, edit the invitation text—but keep the links to your meeting room and the access instructions.

4. Send the invitation to the selected participants.

**Scheduling a Voice Conference**

To schedule a voice conference in your calendar:

1. Do one of the following:
   - In the Schedule a Conference pane, click Schedule a voice conference in my calendar.
   - Click the myAT&T menu and select Meet/Schedule a Voice Conference.
   - Click the Meet menu and select Schedule a Voice Conference.

   Your email program opens with an automatically generated invitation message. Address the email to invited participants, then click Send.
Telephone Access and Voice Conferencing

Participants can join AT&T Connect conferences as follows:

- **Using their computers and the AT&T Connect Participant**—this application allows conference participants to exchange notes, use a shared whiteboard, and display files and shared applications in the virtual conference.

- **Using a telephone link**—participants dial in to the AT&T Connect access number nearest them, and are connected to the virtual conference. Telephone participants can’t see the shared visual components, but can hear and speak with other participants.

Any mix of telephone and computer-based participants can join in an AT&T Connect conference. The email invitation text generated for each conference includes two clickable links: one to the computer-based Participant Application, and one to dial-in instructions for telephone access.

**Voice conferencing is simply an AT&T Connect session with only audio participants.** You schedule, invite others, and join voice conferences using the same tools as for computer-based AT&T Connect virtual.

In fact, participants can join a voice conference using their computers. No visual materials will be displayed, but they can see who is speaking and control their audio state. The host of the voice conference can use the Participant Application’s graphical tools to manage the voice conference—monitoring who has joined the conference and their status, and muting individual audio streams if necessary.

**To enter AT&T Connect by telephone:**

Typically, telephone access is used to conduct a voice conference while you are away from your desk. Others can join the conference using their computers, or by telephone. If computer-based participants present files or other visual materials, you will not be able to view them.

1. Do one of the following:
   - In the **Meet Now** pane, click **View voice conference instructions**.
Click the myAT&T menu and select **Meet/Voice Conference Instructions**. Click the Meet menu and select **Voice Conference Instructions**.

A pop-up window shows step-by-step instructions for telephone access to the AT&T system.
2. Select the phone number closest to your geographical location, and dial in to the AT&T Connect system. When prompted, enter the access code/host password to enter your meeting room.

3. To give guidance to other telephone participants, read the voice conference instructions to them. Choose the telephone location that is closest to their location, and give them the appropriate conference access code.

4. To invite others to join your meeting room, click **Invite Others by Email**. For more information, see To initiate a conference via email.
Chapter 4

Working with People outside your Organization

MyAT&T makes it easy for you to use your organization’s email/calendar application with its AT&T Connect system. But you can also invite contractors, clients, and other participants outside of your organization to AT&T Connect conferences in your personal meeting room. External access is also useful if you are away from your desk or in transit.

◆ External access using a computer—external users must have a live internet connection to participate in AT&T Connect conferences.

Typically, external participants receive an email invitation that contains an automatically generated link. From their email application, participants click the link to join the event. The AT&T Connect Participant application is launched on their computer.

◆ External access by telephone—external users require some information to dial in to the AT&T Connect system:
  ■ The telephone number of the AT&T Connect telephone access point nearest to their location
  ■ The access code
Chapter 5

Tracking Conferences (for Hosts)

As a host, you can view the list of your past Web conferences in the My AT&T Connect Web Conferences and Recording window, which displays the following:

- General information (name, date and time, duration)
- The list of participants who joined each conference (only computer and mobile phone application users)
- Specific information about the conference recording (if exists)

You can also perform several actions on the recording, such as playing back the recording, sending the recording link to others, copying the recording link to the clipboard, and deleting the recording.

**Note:** For information on converting AT&T Connect recordings (VCM or VCR) to a standard format, see the AT&T Connect® Recording Converter User Guide.

Viewing the List of Web Conferences and Recordings

To view your Web conferences and recordings:

Click the View my Web conferences and recordings link in the Track Conferences section to open the My AT&T Connect Web Conferences and Recordings window.

![Figure 18—View Web Conferences and Recordings](#)
**Figure 19—Web Conferences and Recordings**

**Note:** Only Web conferences are displayed in the conference list. Telephone-only conferences will not be displayed.

**What You See**

The **My AT&T Connect Web Conferences and Recordings** window is divided into three sections:

- The **Search** area for locating a conference.
- A scrollable table with the following information:
  - Conference names
  - Date and time the conferences started (when the first computer/mobile phone application user joined the conference)
  - Duration of the conferences (calculated from the time the first computer/mobile phone application user joined the conference)
  - If a recording is available for a conference, a **Details** link is displayed in the **Recording** column.
In this table you can navigate between the results with the paging mechanism. You can also sort the results by **Conference Name**, **Date and Time**, **Duration** or **Recording** by clicking the column header.

- The **Conference Details** area with the following tabs:
  - **General tab** displaying general information about the conference
  - **Participants tab** displaying the list of the conference’s participants and their email addresses. The Participants list includes only participants who joined the conference using their computer/mobile phone application and entered their email address upon entering the conference. Telephone users will not be included in the list. You can copy selected addresses to your clipboard for pasting into email messages.
  - **Recording tab** displaying information about the recording of the conference, if it exists (recording duration, size, send status, and number of downloads). This tab is displayed either by clicking the **Details** link located in the **Recording** column of the selected conference or by clicking the tab itself. If the recording was deleted, this tab will display the date and time of the deletion, the send status, and the number of downloads. If the recording does not exist or the recording upload failed, the relevant message will be displayed on the tab.

  **Note:** For more information on enabling server-side recording, see the *AT&T Connect Participant Application User Guide*.

### Searching for a Conference

You can search for a meeting in the **Search** dialog box, located at the top of the **My AT&T Connect Web Conferences and Recordings** window.

![Figure 20—Search for a Conference](image)

**To search for a conference:**

1. To search for a conference by name, enter the **Conference Name**.
2. To search for a conference by date, choose the **From Date** and **To Date** by clicking the calendar icon by each one of the fields, or by selecting the day, month and year from the drop down lists next to each text box.
3. Check **Recorded conferences only** if you want the search result to include only recorded conferences.
4. Click the **Search** link. Only the conferences comply with all the search criteria will be displayed in the conference list.
Note: You can collapse the Search area to allocate more space for the conference list and details. To do so, click the blue arrow in the top-left corner of the window.

**Viewing the List of Participants**

To view the list of participants who joined the conference:

**Note:** The list includes only participants who joined the conference using their computer/mobile phone application and entered their email address when entering the conference.

1. Select the Web conference whose list of participants you want to view in the My AT&T Connect Web Conferences and Recordings window. The conference details are displayed on the bottom of the window in the Conference Details section.

2. Click the Participants tab in the Conference Details section to display the participant list.

3. You can select participants from the list by clicking the checkbox beside their name or clicking the checkbox on the top to select all, and then click Copy Email Addresses to Clipboard for copying their email addresses to your clipboard in order to paste it into email messages.

**Playing back a Recording**

To play back a recording:

1. Select the recorded Web conference you want to play back from the list of conferences in the My Web Conferences and Recordings window. The conference details are displayed on the bottom of the window in the Conference Details section.

2. Click the Details link in the Recording column, or click the Recording tab in the Conference Details section to view the recording details.
3 Click the Play link in the Recording tab. The selected recording will be automatically downloaded and played on your Participant Application.

**Sending a Recording**

**To send a recording:**

1 Select the Web conference whose recording you want to send from the list of conferences in the My AT&T Connect Web Conferences and Recordings window. The conference details are displayed in the bottom of the window in the Conference Details section.

2 Click the Details link in the Recording column, or click the Recording tab in the Conference Details section to open the Recording tab.

3 Click the Send link in the Recording tab. An email message is opened with a link to the recording in the body of the message. The To box is automatically set with the email addresses of the computer/mobile phone application participants.
4 Optionally, add recipients to the To box (or remove recipients from the To box) and add additional text in the email body.

5 Click **Send** to send the recording.

Users who receive this email from the host can play back the recording of the conference that was sent to them by clicking the **Recording** link in the body of the email.

As a recipient of this email, upon clicking the link, the **Two-Steps** page is displayed. You can install the Participant Application if not already installed. Once installed, you can click the **Play Recording** link to download the recording and then play it on your Participant Application.
Copying a Recording Link to the Clipboard

The Copy Recording Link to Clipboard option lets you copy the recording link to the clipboard and later paste into an email message or other application.

To copy a link to the clipboard:

1. Select the recorded Web conference whose recording link you want to copy to the clipboard.
2. Click the Details link in the Recording column, or click the Recording tab in the Conference Details section to open the Recording tab.
3. Click the Copy Recording Link to Clipboard link in the Recording tab. The recording link is now copied into the clipboard and you can now paste it into an email message or other application.
Deleting a Recording

To delete a recording:

1. Select the recorded Web conference whose recording you want to delete in the My AT&T Connect Web Conferences and Recordings window. The conference details are displayed on the bottom of the window on the Conference Details section.

2. Click the Details link in the Recording column, or click the Recording tab in the Conference Details section to open the Recording tab.

3. Click the Delete link in the Recording tab. You are prompted with a confirmation message.
4 Click **Yes**. The recording is deleted from the server. The **Details** link is removed from the conference’s **Recording** column and the **Recording** tab indicates that the recording was deleted.
Chapter 6

Advanced Features

This section provides explains how to manipulate your AT&T Connect account and contact address.

Your AT&T Connect Account Information

MyAT&T lets you review your AT&T Connect account information. You can also change your passwords from myAT&T, if permitted by your organization.

To view and edit your AT&T Connect account information:

Click the icon next to your name in the myAT&T main window.

A browser window shows how to get your personal AT&T Connect account information.
Your AT&T Connect Address

An AT&T Connect address is the address (URL) of an AT&T Connect Communications Center. The ACC supports AT&T Connect conferencing and communications tools. MyAT&T connects with an ACC to work with your organization’s AT&T Connect system.

Your organization’s AT&T Connect system may include several ACCs at various sites. MyAT&T lets you define a list of AT&T Connect addresses. You connect myAT&T to a chosen ACC by selecting it from the list of AT&T Connect addresses.

To see the list of AT&T Connect addresses click the arrow icon in the upper right corner of the main window to open the AT&T Connect Address area of myAT&T. The AT&T Connect address area is displayed by default if more than one address is defined.

The AT&T Connect address box contains a drop-down list of all AT&T Connect addresses that have been configured in your myAT&T.

Note: Your organization may not allow you to change your AT&T Connect address. This area of the myAT&T interface may not be available to you.

Typically, myAT&T’s connection to an ACC is automatically configured during activation. However, in some situations you must define or change the default AT&T Connect address:
When you install myAT&T, if no address has been configured

- If you are using myAT&T from a computer that is not your workstation
- If you are using myAT&T from another location in your organization
- If you are using myAT&T from a computer outside your organization

This section describes how to manage your list of AT&T connect addresses, and how to connect with the ACC in your organization’s network.

To add, delete, or edit AT&T Connect addresses:

The AT&T Connect Address box contains a drop-down list of all AT&T Connect addresses that have been configured in myAT&T.

1. Go to the AT&T Connect Address box in one of the following locations:
   - **In the main myAT&T window**: If the AT&T Connect Address area is not open, click the arrow icon to open it.
   - **In the Login window**: The AT&T Connect Address box is already displayed.

2. Click **Manage** to open the **Manage AT&T Connect Addresses window**. This window lists addresses of AT&T Connect Communications Centers you have already defined.
3 Do one of the following:
- To add an address, click Add.
- To edit an existing address, select it from the list and click Edit.

The Add/Edit window is displayed.

4 Enter or change the following fields to define the AT&T Connect address.
- **AT&T Connect address**: the URL or IP address of the ACC. For example: www.ATTconnect.com/MyACC/10.10.10.250/MyACC/ICC
- **Display name**: the name displayed in the list of AT&T Connect addresses.
- **User name**: the username you use to log in to this ACC/ICC.
- **Password**: the password you use to log in to this ACC/ICC.

**Note**: Only the AT&T Connect address field is mandatory. If you specify the address and no other details, you will be prompted to enter your first name, last name and email when you log in to the ACC/ICC.

If you forgot your login information, click **Forgot your user name/password**?

5 Click OK to save changes.

6 To set an address as the default login for myAT&T, select it from the list and click Set as Default.
7  To delete an address, select it from the list and click **Remove**. At the confirmation prompt, click **Yes**.

8  Click **Close** to save changes and exit the window.

**To log in to an AT&T Connect Address:**

You must define at least one valid AT&T Connect address before you log in.

1  In the **Login** window, choose an AT&T Connect server from the drop-down list in the **AT&T Connect Address** field.

![Login Window](image)

*Figure 33—Login Window*

2  Check **I’m a guest on this computer** if you are using myAT&T on a computer that is not your workstation (for example, at an airport).

3  If no login information was defined for this address, or if you forgot your login information, click **Forgot your user name/password?**

4  Click **Login**. MyAT&T connects to the selected address.

**To switch the active AT&T Connect Address:**

1  If the **AT&T Connect Address** area is not open in the **myAT&T** main menu, click the arrow icon to open it.

![AT&T Connect Address](image)

*Figure 34—AT&T Connect Address*

2  Select an AT&T Connect address from drop-down list. MyAT&T connects to the selected address. If you did not specify a username or password, you are prompted for this information during login.
Appendix A: Accessibility Information

The myAT&T application is compliant with Section 508 of the US Rehabilitation Act. The myAT&T application supports Assistive Technology (AT) tools, such as screen readers, screen magnifiers, and high contrast settings, as well as allowing full keyboard accessibility.

Configuration Options for JAWS Screen Reader

It is recommended to configure JAWS to use MSAA for listviews and to use the title attribute for HTML text links.

To set these configurations manually:

1. Open the myAT&T application configuration file, MyInterwise.jcf, in JAWS.

To use MSAA for Listviews:

2. From the Configuration Manager window, click the Set options menu and choose Advanced Options.

3. In the Advanced Options dialog box, check Rely On MSAA For Listviews and click OK.

4. Save the configuration file.

To use title for text links:

5. From the Configuration Manager window, click the Set Options menu and choose HTML Options.

6. In the HTML Options dialog box, select the Links tab and in the Text Link Options section, select Use Title and click OK.

7. Save the configuration file.

To download the configuration file:


2. Click the link to download the JAWS Configuration file for the myAT&T application.

3. The file should be saved under the JAWS settings folder (go to the Windows Start menu/All Programs/JAWS/Explore JAWS/Explore my Settings/<Language>).
Appendix B: Keyboard Shortcuts

You can carry out commands in the myAT&T application using the keyboard instead of the mouse. The application supports standard Windows® keyboard navigation shortcuts as well as the following keyboard shortcuts for online Help.

Table 1—Keyboard Shortcuts for myAT&T Online Help

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Display the TOC</td>
</tr>
<tr>
<td>2</td>
<td>Display the Index</td>
</tr>
<tr>
<td>3</td>
<td>Display the Search Tab</td>
</tr>
<tr>
<td>4</td>
<td>Go to the previous page</td>
</tr>
<tr>
<td>5</td>
<td>Go to the next page</td>
</tr>
<tr>
<td>8</td>
<td>Print the current page (equivalent to clicking the Print button in the toolbar frame).</td>
</tr>
<tr>
<td>0</td>
<td>Shift the focus to the topic frame (equivalent to clicking within the topic frame)</td>
</tr>
</tbody>
</table>
Index

A
Account information
  viewing and editing, 29
Account Information, 29
Advanced Features, 29
AT&T Connect Address, 30
AT&T Connect Conferences, 8
AT&T Connect Meetings, 4

E
Editing
  Interwise account information, 29
Entering
  your Meeting Room, 5

I
Installing and Activating, 6

J
Joining a Conference, 13, 18

L
Logging in, 6

M
Meeting Room
  entering, 5
Meeting Rooms, 5
MyAT&T Interface, 6
myInterwise window, 6

P
Personal Meeting Room, 10
Playing back a Recording, 23

R
Recording Link, 26
Recordings, 20

S
Searching for a Conference, 22
Sending a Recording, 24

T
Telephone Access, 5
Telephone Access and Voice Conferencing, 16
Tracking Conferences (for Hosts), 20

V
Viewing
  Interwise account information, 29
Viewing the List of Participants, 23
Voice Conference, 15
Voice Conferencing, 5

W
Web Conference, 14
Working with People outside your Organization, 19