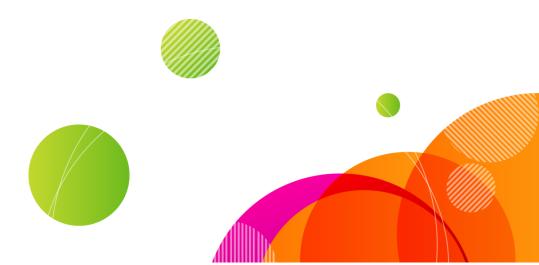


quick start card

AT&T Conferencing Add-in for Microsoft® Outlook®

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AT&T Conferencing®

The AT&T Conferencing Add-in for Microsoft® Outlook® lets you schedule, manage, and join AT&T Connect web conferences through Microsoft Outlook.

Schedule a conference

To schedule an AT&T Connect Web conference in Outlook:

1. On the Home ribbon click



If more than one AT&T Conference type is licensed then from the displayed AT&T Conference types click AT&T Connect Web Conference.

2. A new Outlook conference window may open. The following message is displayed:



- 3. Click Close to proceed.
- 4. In the new meeting window; select recipients, schedule the conference time, define the subject of the conference, and add any other details. The meeting information is automatically added after clicking Send. Click Send to invite recipients to the conference.

Schedule a recurring web conference

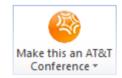
- In Calendar view, right-click the time slot and select New AT&T Connect Web conference.
- In the Appointment, click the Recurrence button, define the recurring settings, such as frequency, and then click OK.

3. Define other settings for the Web conference, as described above, and then click **Send**.

Convert existing Outlook meetings to AT&T Connect web conferences

To convert an already scheduled Outlook meeting to an AT&T Connect Web conference:

- Double-click the meeting in your calendar to open it.
- 2. In the ribbon bar, click Make this an AT&T Conference.



AT&T Connect options are added to the ribbon bar.

 Select recipients, schedule the conference, and define the subject and other settings.
 Then click Send Update. The selected recipients receive an updated email invitation.

Receive a conference invitation

Other users with the AT&T Conferencing Add-in for Outlook can invite you to AT&T Connect conferences that they initiate. The invitation email appears in your Outlook Inbox and Calendar views. You can respond by accepting, rejecting, or proposing a new time for these invitations. Just like for any other Outlook meeting message.

Join a web conference

To join an AT&T Connect Web conference:

- 1. In the calendar, double-click the Web conference.
- 2. In the Meeting ribbon, click Join Conference.



The Participant Application opens and you enter the Web conference.

To join the AT&T Connect Web conference using your telephone only:

- In the calendar, double-click the Web conference.
- In the Meeting ribbon, click Dial-In
 Instructions and follow the instructions in the popup.

Note: You may be prompted to enter your first name, last name and email address or your user name and password.

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