

# AT&T Carbon Impact Assessment Tool Quick Start Guide



The AT&T Carbon Impact Assessment Tool is designed to calculate the potential carbon savings that can be realized by using AT&T Connect, AT&T Telepresence and AT&T

Remote Access Services. This simple, easy to use tool lets users enter data to calculate their individual savings. For more information, consult the tool's onboard Help.

## 1 Register

- The first step in using the tool is to register.
- Select the Sign Up Now link, and enter your email address. This will be your username.
- A member profile will be created, and you'll be sent a password within minutes.
- Check your email and enter your username and password at the tool logon screen.

## 2 Open a New Analysis

- Once you're in the tool, begin by creating a new analysis.
- From the right hand side of the screen, select AT&T Carbon Impact Assessment Tool from the template library.
- Enter the client name for which the analysis is being created.
- Click Create New Analysis.
- If you've used the tool before you can open an existing analysis from the left side of the screen.

## 3 Enter Data

- Begin the assessment by entering data on each tabbed screen.
- Assessments can be generated for a single solution, for two solutions or for all three.
- You can override some of the tool's default by selecting the details button on each screen. You can also use the tool's built-in data, which is based on typical scenarios and average business consumption.

## 4 Run & Save a Report

- Clicking the Results tab will display your results, with total cost savings and carbon impact depicted in text and graphs.
- This information can be downloaded to help you communicate the benefits and build a business case.
- Reports can be created in PowerPoint and/or Word.