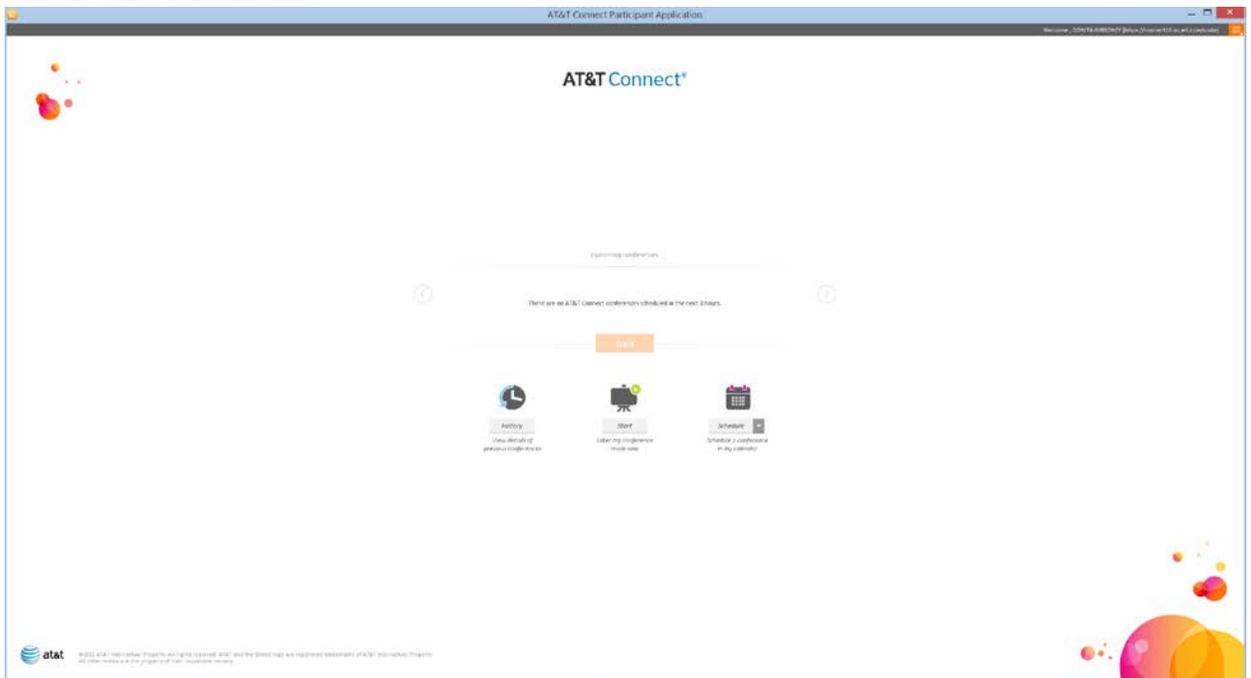


1. [Download](#) the AT&T Connect client software. When prompted, click "Save" to save this file to your desktop, then double-click on it or click "Run" to complete installation.
2. [Activate](#) the "myAT&T" application. This is your meeting launch pad, a small desktop application that allows you to easily enter your AT&T Connect personal Meeting Room, invite others to your Meeting Room, and more!



3. Open the AT&T Connect Participant Application
This is what it looks like



Upcoming conferences



There are no AT&T Connect conferences scheduled in the next 3 hours.

Join



History

View details of previous conferences



Start

Enter my conference room now



Schedule

Schedule a conference in my calendar



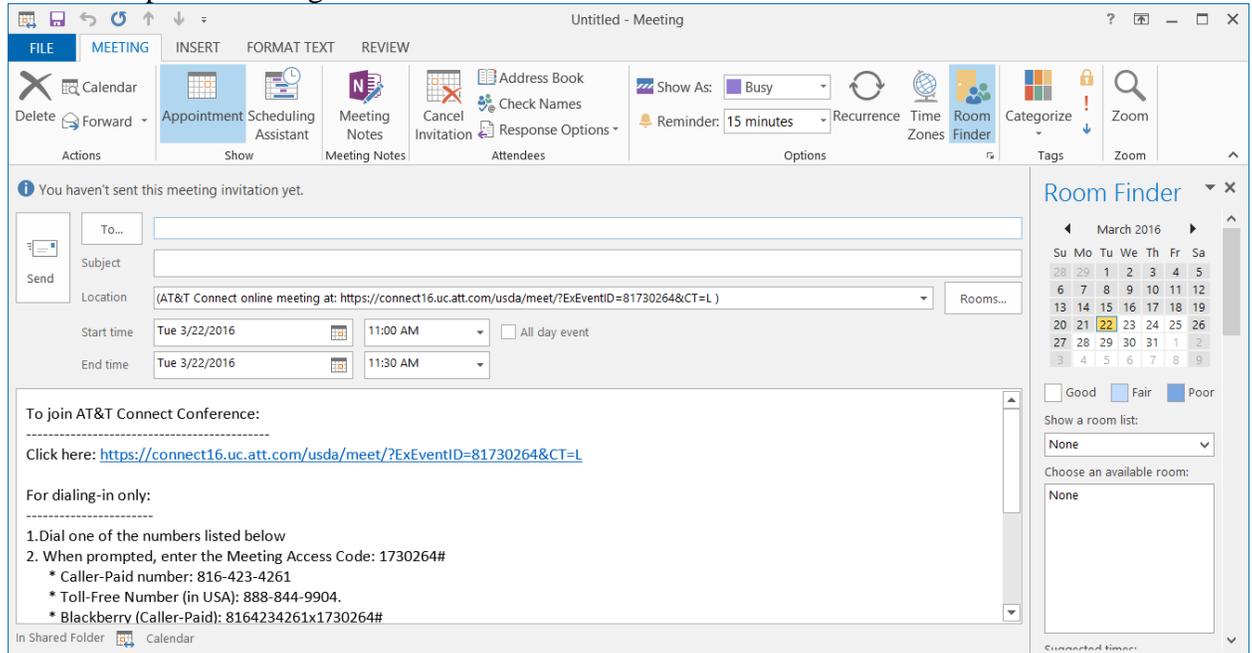
Schedule

- Default ✓
- iMeeting
- eLearning
- Webinar
- Voice only

- Click on the schedule drop down arrow and pick one of the conference types
 - iMeeting—allows multiple participants to take a pro-active role in the conference. All participants typically have similar conference rights and privileges.

- eLearning—a moderated conference in which a teacher-student relationship exists between the presenter and participants. In eLearning conferences, participants can view the Participants list and be allowed to pass notes.
- Webinar—a moderated conference in which a teacher-student relationship exists between the presenter and participants. In Webinar conferences, the Participants list is *hidden* and therefore only the host/presenter can see who is attending the conference.
- Voice Only—a conference where all participants are using a phone and not the Connect application. Telephone access depends on your organization’s AT&T Connect license, and may not be available in your system.

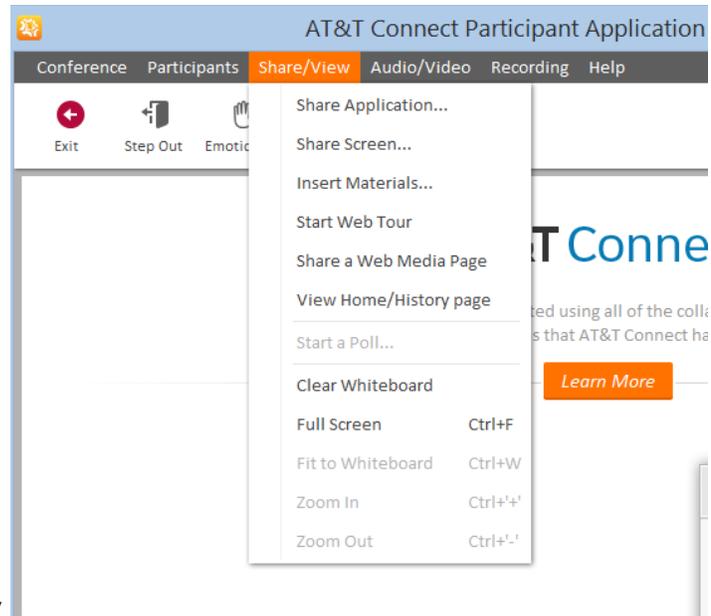
5. This will open a meeting email in outlook



6. Enter your participants’ email
7. Enter your start date and times of the conference. You can add your own text to the email.
8. Send the email

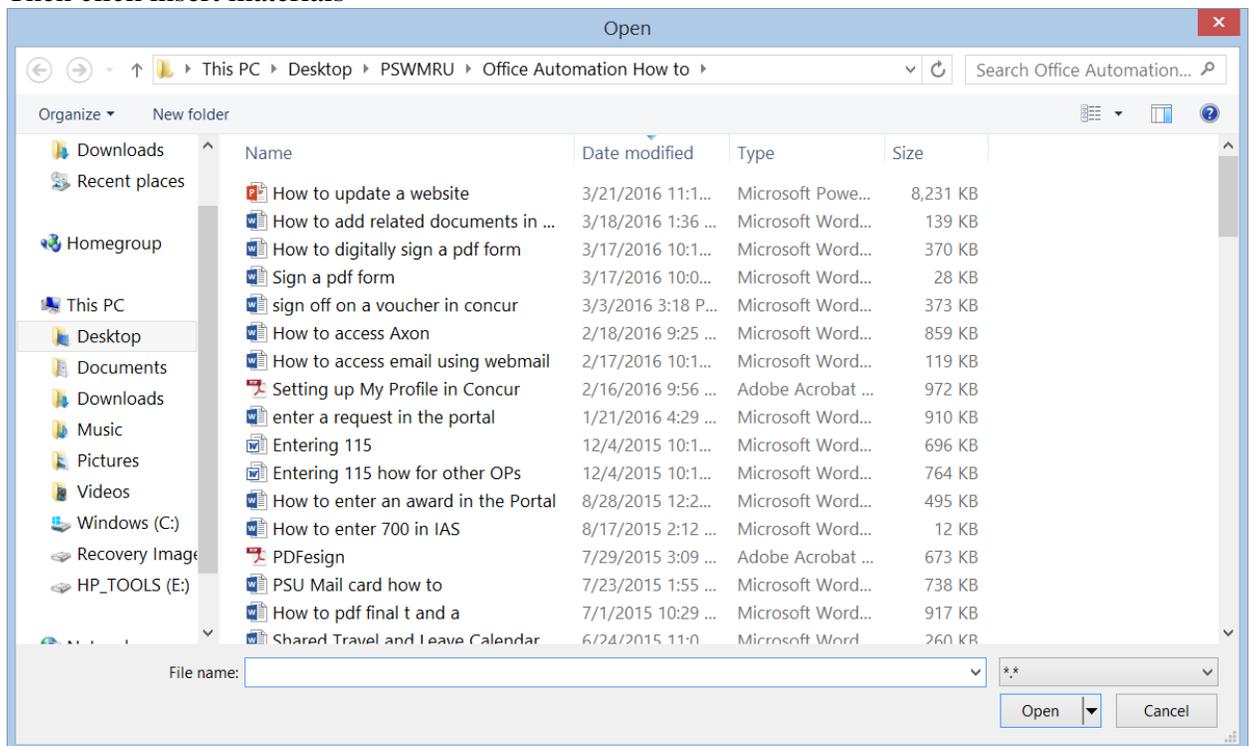


9. Click join or the start icon to enter your conference room



10. Click Share/View

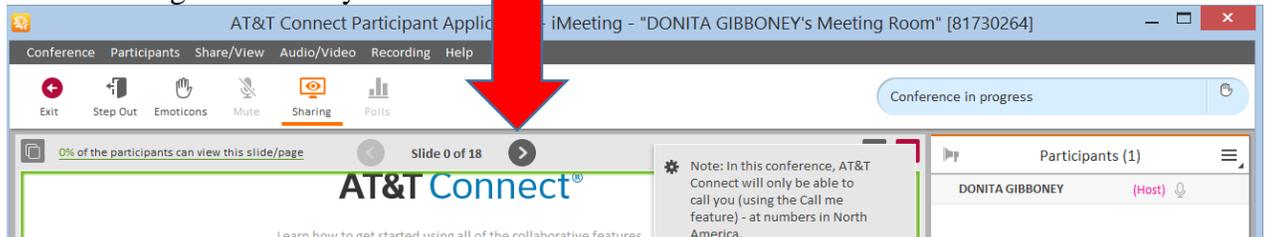
11. Then click insert materials



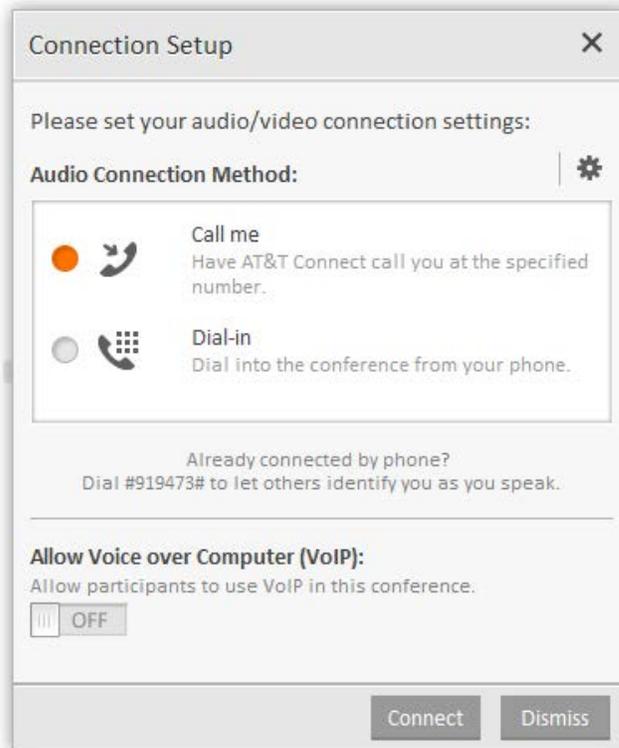
and find the file on your computer that you want to upload

These are the files types you can upload: .jpg, .jpeg, .png, .gif, .bmp, .ppt, .pptx, .pps, .ppsx, .pot, .potx, .doc, .docx, .docm, .dot, .dotx, and .dotm.

12. Click on the greater than symbol

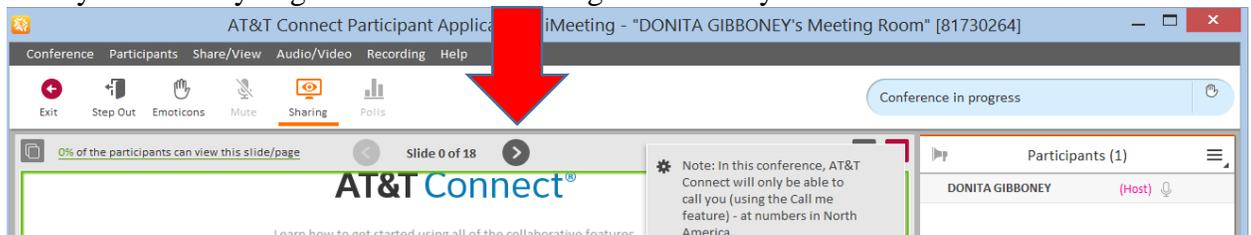


So your participants can view your slides

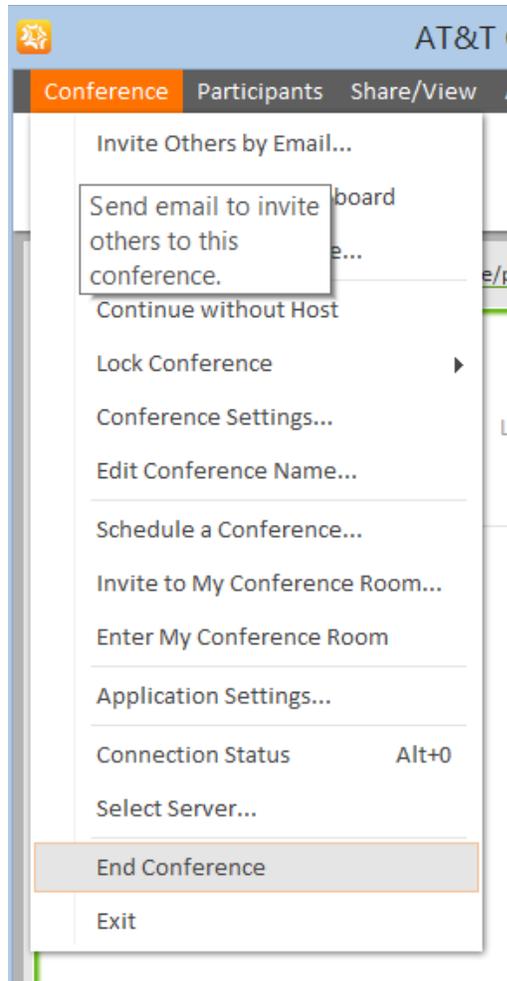


13. Connect to the conference

Now you are ready to go. You must click the greater than symbol to advance each slide

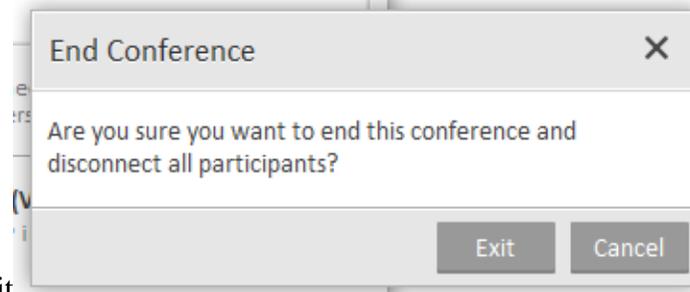


14. To end the conference click conference



Choose End conference

Then this window will



pop up and you click Exit

* AT&T Connect Help & Software Downloads can also be found at:
<http://www.corp.att.com/attconnectsupport>

Keep in mind AT&T will support up to 125 participants