

I've Received an Email

You've been invited to an AT&T virtual web meeting!

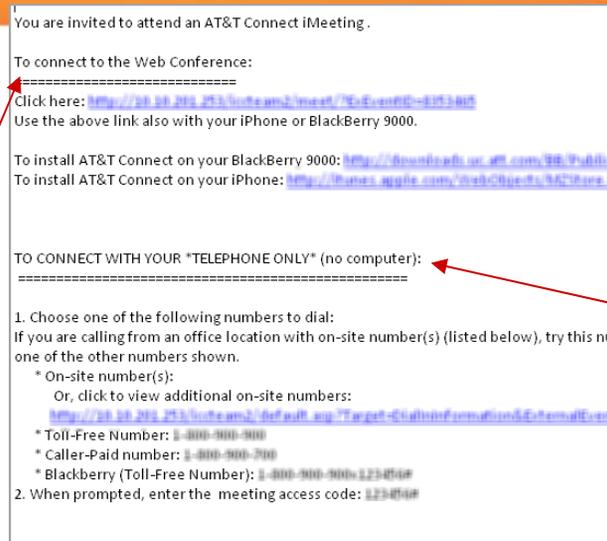
- For a meeting taking place now – click the links in the email to immediately access the meeting.
- For a meeting scheduled for a future date, accept the invitation – the meeting appears on your Outlook or Lotus Notes calendar.

1 Follow the **TO CONNECT WITH YOUR COMPUTER** link in the invitation email. For prescheduled events, open the event on your calendar to click the link.

When prompted, choose the recommended Participant application. The Participant application opens the Host's virtual meeting room on your desktop.

2 The Telephone Connection Instructions page shows dial-in information for meeting audio. Dial one of the numbers, and follow the Telephone Connection Instructions.

Tip When a voice conference grows into a web meeting, audio streams are automatically preserved. Don't disconnect your phone – just follow Step 1 to open the participant application on your computer. Then enter the code shown under **If you are already connected by Phone** to synchronize your desktop data and telephone audio streams.



No Participant Application?

If you are away from your desk, or cannot install the participant application, you can use the AT&T Connect Web Participant. This web-based application requires no local installation, but provides limited functionality. You must have internet access to join the meeting.

Follow the **TO CONNECT WITH YOUR COMPUTER** link in your invitation email. When you are prompted to choose a Participant application, choose Web Participant. The web participant opens in a browser window.

I Don't Have a Computer

Join the Web Meeting by phone. You hear and speak with others, but you do not see shared visual materials.

- Open the invitation email. For prescheduled events, open the event from your calendar.
- Follow the dial-in instructions under **TO CONNECT WITH YOUR TELEPHONE ONLY**.

Tip In some invitations, a link appears instead of text. Click the link to view dial-in information.

Participant List Icons

The Participant list uses the following icons to show each user's status, and who has Presenter rights – the ability to open materials on the whiteboard.

-  PC-only Participant
-  Phone-only Participant
-  Audio-via-phone Participant
-  Your icon (only your icon is 'boxed')
-  "Stepped out"
-  User with Presenting Rights
-  Participant with Smartphone
-  Participant with Web Participant

The Host usually enters the meeting first and is the default Presenter. The Host can take back presenting rights at any time by right-clicking the current Presenter and choosing Take Presenting Rights