AT&T Connect Web Meeting

The State of Illinois contracts with AT&T to provide Web Meeting Service. This service is designed to facilitate Web Meetings between staff located in other offices, significantly reducing time and travel. Web Meeting Services incorporates the use of the DCFS laptop and tablet webcams. There are other useful Web Meeting features such as chat, virtual whiteboard, desktop sharing, and document sharing.

All DCFS Staff are able to *participate* in Web Meetings. To initiate the process to request a *HOST* account, please contact the OITS Help Desk at 800-610-2089. Deputy Director approval is required to obtain **host** capability and can be emailed to HelpDesk.OITS@Illinois.Gov. After the authorized request has been processed, you will receive an email from AT&T with your conference call number and a unique Host code.

Online Tutorials

Click http://www.business.att.com/content/mixedmedia/att-connect/pc/getting_started.html to access a series of informative video tutorials on using **AT&T Connect** web meeting technology. We recommend opening with the *Getting Started* tutorial and watching all remaining videos to fully understand the available conference tools; such as video, application and desktop sharing, inserting materials and polls.

Rates

Web Meeting fee $10 per month/unlimited use

Audio Conference HOST fee   3¢ per minute per participant

Charges are billed to the **Host's** phone number.

Video

If there is a Web Cam or room camera connected to your computer, you can take advantage of face-to-face conversation by seeing all participants using web cams**. The AT&T Video Conference feature can support a *maximum* of 6 participants.**

DCFS laptops and tablets feature built-in webcams. DCFS desktop computers are not supplied with webcams, however desktop computer users can view web meeting video if located in an office using a larger data line.

Network Bandwidth Considerations

Web Meetings work best at locations with **larger** data lines connecting them to the DCFS network. The DCFS locations that can effectively support **video** conferencing are:

#1 N. Old State Capitol, Springfield	1911 S. Indiana, Chicago	15115 S. Dixie Hwy, Harvey
406 E. Monroe, Springfield	1921 S. Indiana, Chicago	100 S. Wyman, Rockford
607 E. Adams, Springfield	6201 S. Emerald, Chicago	2125 S. First Street, Champaign
726 S. College, Springfield	100 W. Randolph, Chicago	
208 W. Cook, Springfield	8 E. Galena Blvd., Aurora	

Using web meeting services at other DCFS locations *could* result in presentation slowness, choppy video, and negatively impact network speed for other staff at that location. Until data lines are upgraded, please use video and webcam capability judiciously. However, all DCFS staff can effectively participate in audio and data sharing (excluding web streaming) meeting services.

Activate your AT&T Connect Host Account and Enter your iMeeting Room

After the authorized host account request has been processed, you will receive an ==important== email from AT&T Teleconference Services containing your *conference call number*, *access code* and a *unique host code*. YOU ==MUST== safeguard and ==SAVE== this email. Without this information, you CANNOT host meetings.

This section contains your access information for hosting an audio conference (aka *teleconference)* or an AT&T Connect web meeting.

This section contains the web conferencing setup and activation information. **Download** can be used by external first time users to download the AT&T Connect software.   If you are on a DCFS computer, you will NOT click this link because the software is already installed.

All first time hosts must use the **Activate** link to activate the host account.

NEW	RESERVATIONLESS AUDIO DIAL IN AND AT&T CONNECT Registration Confirmation

Please review this information and contact TeleConference Services at (888)764-8808 if there are any changes.

ACCESS INFORMATION

------------------------ **Audio Conference** ------------------------

USA Toll-Free: 888-494-4032
USA Caller Paid/International Toll: 602-333-0052
ACCESS CODE: ▮▮▮▮▮▮ HOST PASSWORD: ▮▮▮▮

------------------------ **AT&T Connect** ------------------------

Web Conference URL: https://www.connectmeeting.att.com
Meeting Number(s): 888-494-4032 or 602-333-0052
Access Code:
Host Password: ▮▮▮▮

AT&T CONNECT WEB CONFERENCE SERVICE: SETUP AND ACTIVATION

FIRST TIME USERS ONLY:
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 your AT&T Connect account.
This will allow you to easily enter your AT&T Connect personal Meeting Room, invite others to your Meeting Room, and more!
Your account details in the AT&T Connect web conference service are:
User Name: ▮▮▮▮@illinois.gov
Password: ▮▮▮▮
Email Address: ▮▮▮▮@illinois.gov

This section contains additional information on registering for AT&T web training to learn more about web conferencing services.

The AT&T Teleconference Services email also provides information on Host/Arranger, Optional Features, Quick Reference and Special Notes.

If you have not received an email from AT&T with your host/participant information, contact the OITS Help Desk @ 800-610-2089.

AT&T CONNECT TRAINING

Training URL: http://attwebtrain.123attend.com
Password: Webtrain

First register for a training account at the above URL. Once registered add AT&T Connect Integrated Edition to your Product List. Then click on "browse for courses" to view a list of scheduled classes. For future visits to the Training Web Site, just login by entering your email address and selected Training Web Site password.

1. From the AT&T Teleconference Services email, click **Activate** to activate your host account.

2. An AT&T Connect window is displayed and you're prompted to open or save activate.svm, click **Save**.
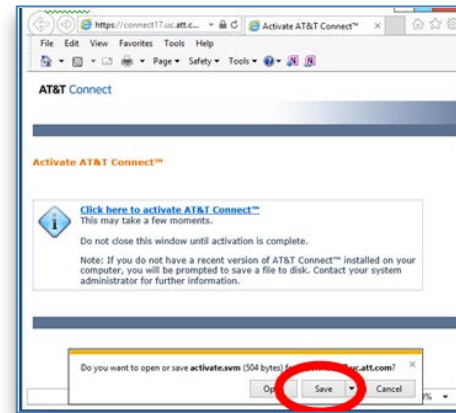
3. When prompted with the activate.svm download message, click **Open** to activate your account and navigate to the AT&T Connect main conference window.
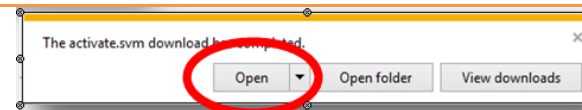
4. From the AT&T Connect main conference window, you can **start** a meeting or **schedule** a meeting by clicking the appropriate graphic/button.
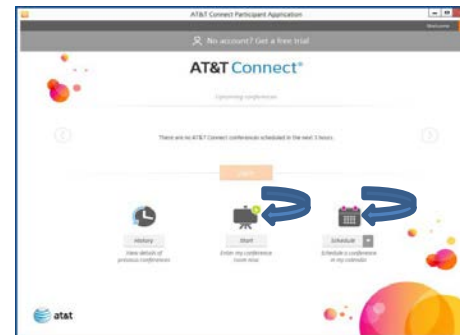
5. Click **Start** to start a meeting and explore the iMeeting room. The open meeting room is displayed.
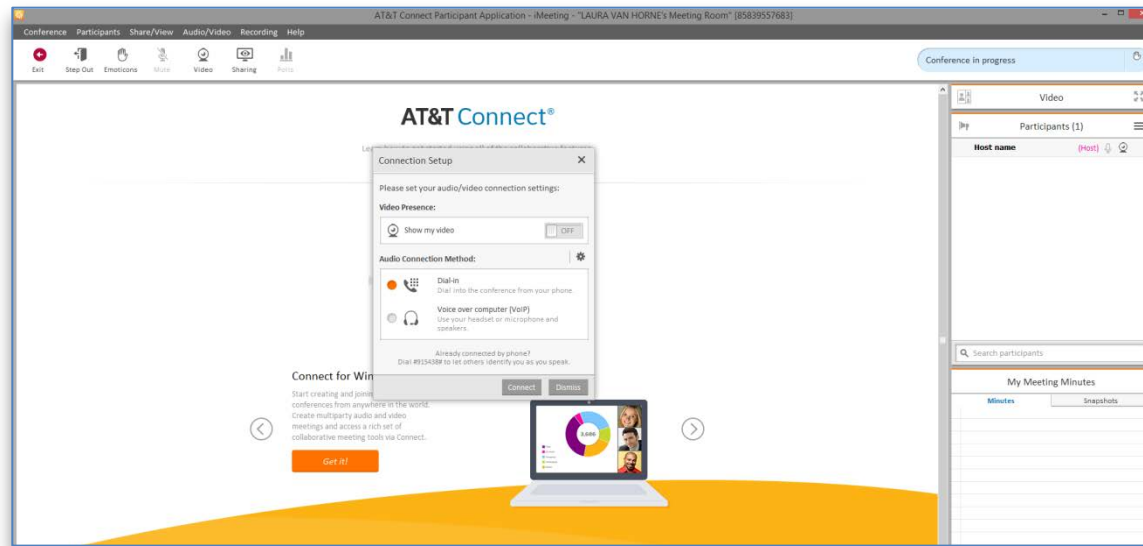
6. Click **Dial In/Already Connected by Phone** to view the **toll-free number**, **access code** and **host code** needed to dial into your meeting. Use your desk phone to manually dial in. Otherwise, click **Dismiss** if you are exploring the iMeeting room features in advance of a scheduled meeting.

7. Click **Conference** and select **Invite Others by Email** to invite participants from within the meeting.

Start a web meeting using the AT&T Connect icon

1. ***After you've activated your host account***, click the AT&T Connect icon to host/open future web meetings.

If you do not see this icon on your traditional desktop, contact the OITS Help Desk @ 800-610-2089.

TIP: Swipe up from the start screen to see your apps. Right click the **AT&T Connect** app to **Pin to Start** for quick access.

2. The AT&T Connect Participant application window appears. To start a meeting, click **Start.**
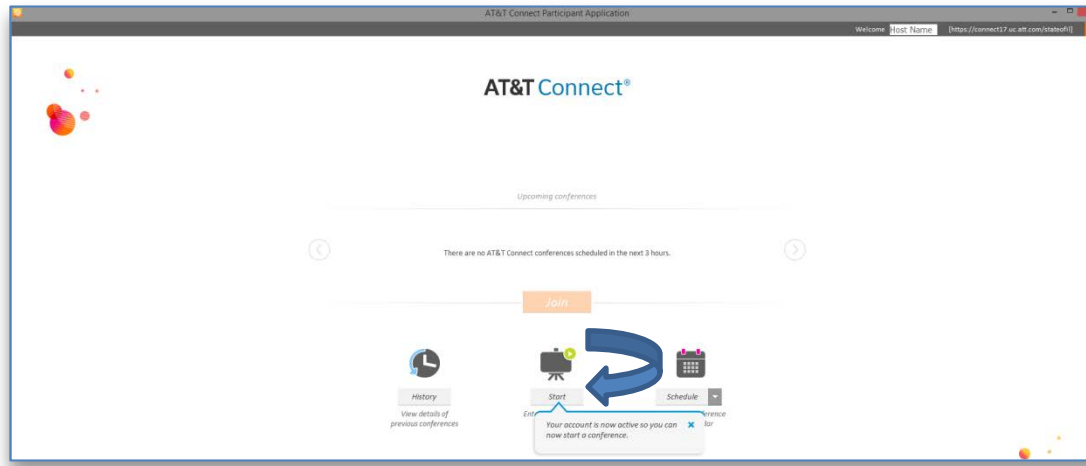


You are now connected to your web meeting.
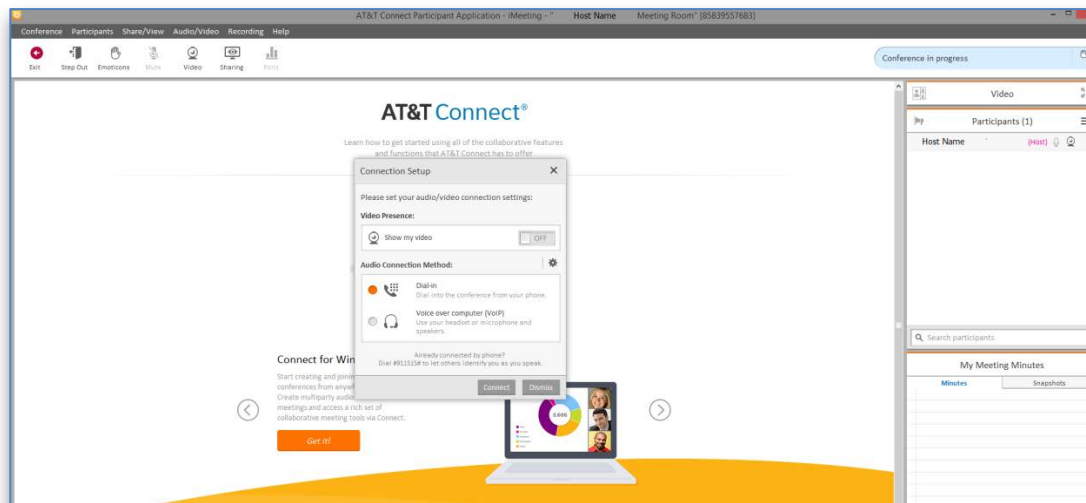
NOTE: If you click the AT&T Connect icon <u>**BEFORE**</u> you activate your Host account, you'll see an AT&T Connect window to Get Started. Close this window and open the AT&T Teleconference Services email to activate your account first.

3. The **Connection Setup** window is displayed. Select **Dial In** to manually dial in from your desk phone and click **Connect**.
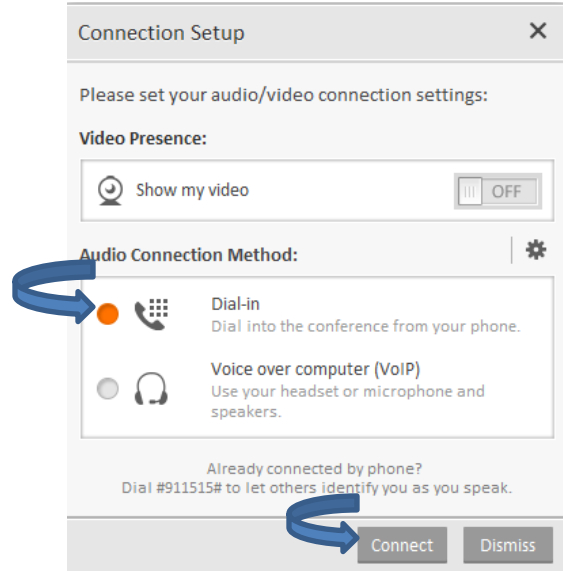
NOTE: To configure the **Call Me** feature, click the **gear icon** on the Connection Setup screen.
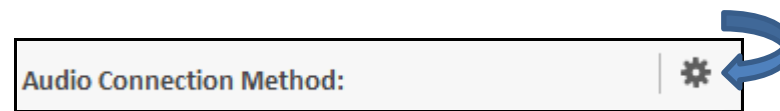
When all participants have logged on, you can share documents, share an application or allow participants to view your desktop.

You can also send private notes within the meeting. To initiate a private conversation with a participant, simply right click on his/her name in the **Participants** section and select **Send Private Note**.
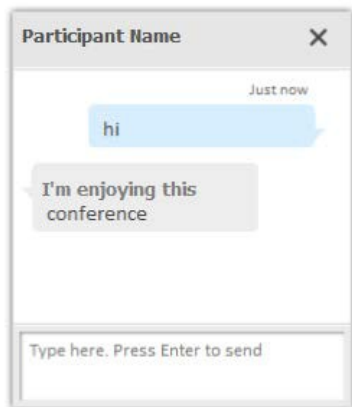
Only you and the selected participant can see your conversation.

There are a number of convenient meeting features in the menu bar.

- **CONFERENCE** > invite others by email, adjust conference and application settings, transfer meeting control to a participant or **end the meeting**

- **SHARE/VIEW** > insert materials, share your desktop, document, application or whiteboard

- **AUDIO/VIDEO**> start video

- **RECORDING** > record the meeting

- **HELP** > more useful tips for using web meeting services

4. As your participants join the meeting, they may be presented with the **Join the Conference** window. Instruct your participants to click the orange **JOIN** button.
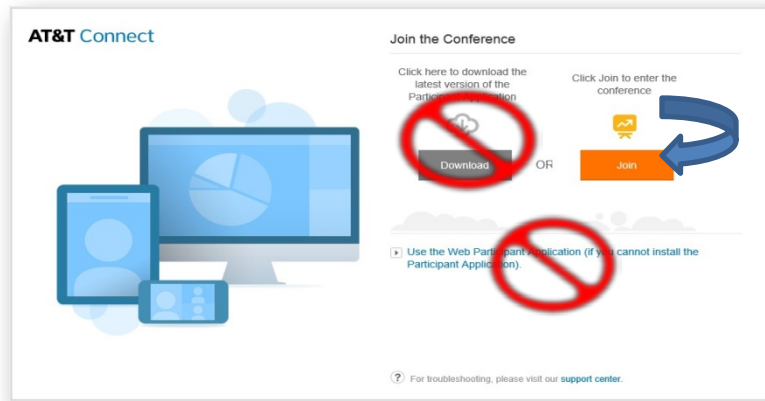

5. When your participants are prompted with the conference.svt message, click **Open**.
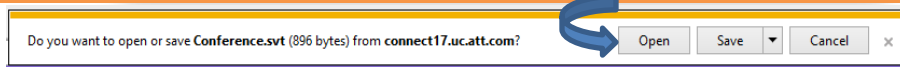
6. The participants will also see the **Connection Setup** window. They should select **Dial In** to manually dial in from their desk phone and click **Connect**.
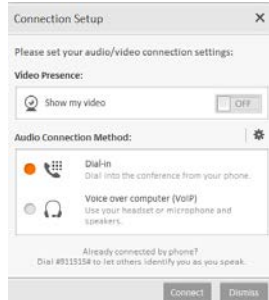

If you or your participants are presented with Connect for Windows, do **NOT** click the **GET IT** button because the AT&T Connect software is already on your computer.
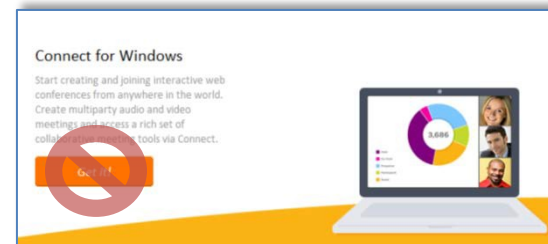

7. The participants can now see the whiteboard area. The host has additional controls to share applications, start and stop video, enter meeting minutes and chat with individual participants.

When sharing applications, the host's screen will change to display the AT&T Connect dashboard. To exit the application sharing, the host clicks the red **X** and both the host and participants will be returned to web meeting application.
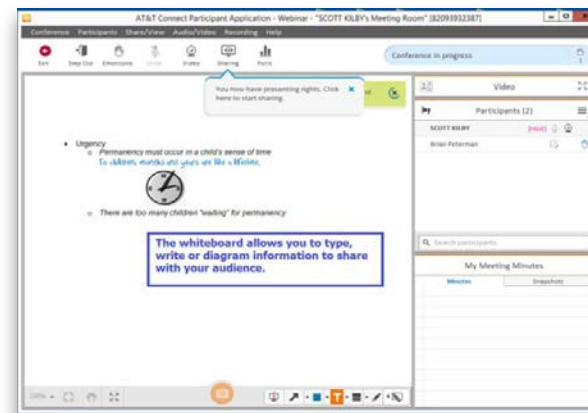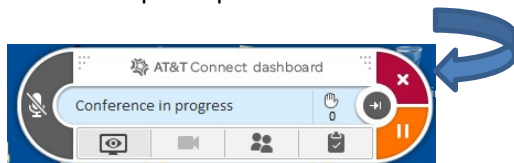
SCHEDULE A MEETING

1. Click the AT&T Connect icon.

2. Click the **Schedule** icon to schedule a future web meeting.

3. Select the meeting option and auto generate an Outlook meeting request to invite each attendee.
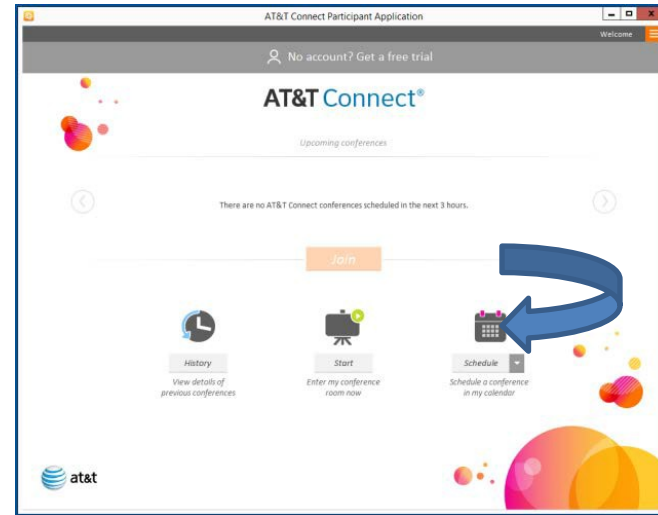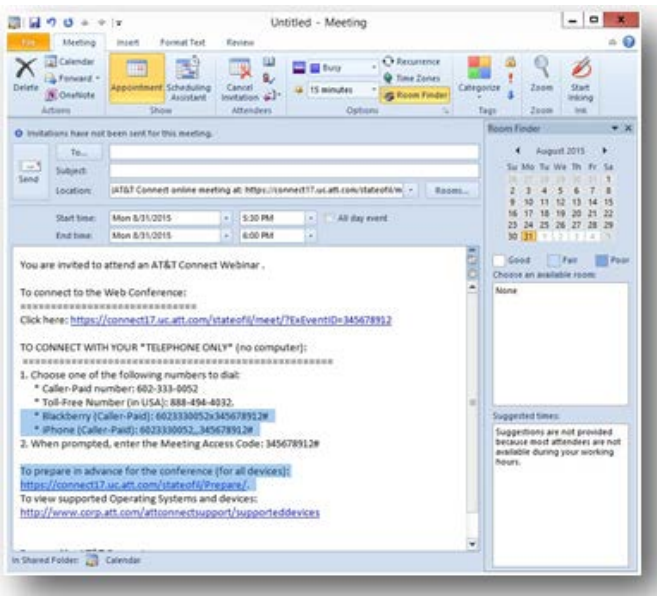

CUSTOMIZE MEETING INVITES

Customize the meeting invite by adding your own details at the top of the message or send the default invite.

For iPhone users, if you access this meeting invite from your iPhone (or if you forward the meeting request to your personal email/iPhone and accept it, the meeting will embed in your iPhone calendar). Tap the hyperlink embedded in the calendar appointment to automatically dial in and connect you to an **audio** teleconference.

START/JOIN A WEB MEETING FROM THE OUTLOOK MEETING REQUEST

1. Once you schedule a meeting, you and your participants will have a meeting request in your respective Outlook calendars. Click the embedded meeting link within the meeting request to start/join the meeting.
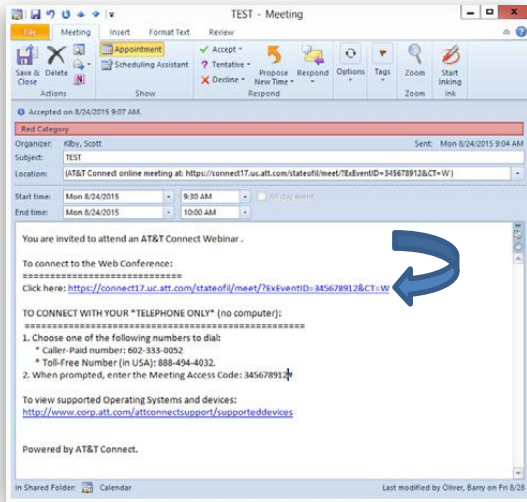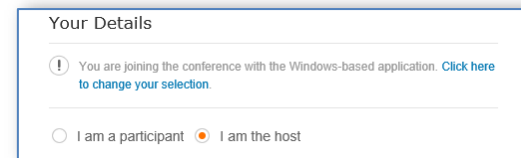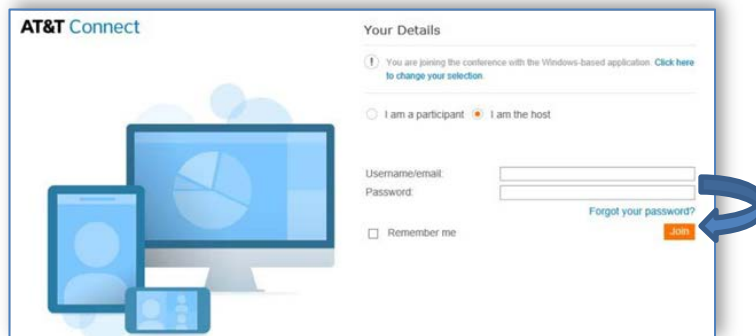
If you have not activated your account *OR* you did not check *Remember my selection* when hosting a previous meeting, you may be prompted to select the Participant Application. ALWAYS select Windows-Based, then check the *Remember my selection* box and click Continue.
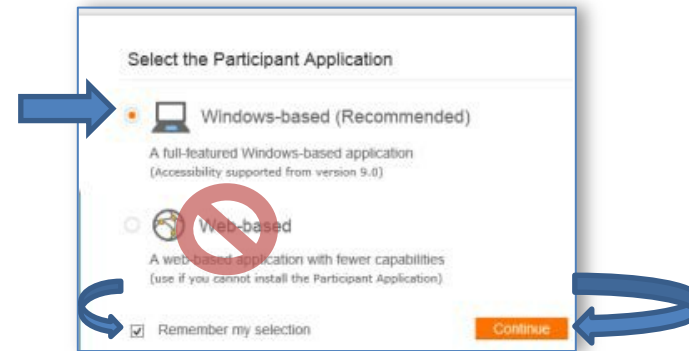
2. Select **I am the host**, enter your username and password and click **Join**.

USER NAME = HOST WORK EMAIL ADDRESS (must match exactly)
PASSWORD = HOST PASSWORD

If you can't remember your HOST PASSWORD, refer to your AT&T Teleconference Services email.

3. Click **Join** again to join the meeting.
4. When prompted with the conference.svt message, click **Open**.
5. The **Connection Setup** window is displayed. Select **Dial In** to manually dial in from your desk phone and click **Connect**.

You are now joined to your web meeting!