

Tour of the AT&T Connect Participant Application

The screenshot shows the AT&T Connect Participant Application interface. The top menu bar includes Conference, Participants, Share/View, Audio/Video, Recording, and Help. The main interface is divided into several sections: a top toolbar with Exit, Step Out, Emoticons, and Mute; a central area with a 'Change Emoticon' dropdown and a 'Connection Setup' dialog; a right sidebar with 'Participants (2)', 'Announcements', and 'My Meeting Minutes'; and a bottom taskbar with a camera icon. Red callout boxes provide instructions for each feature.

Audio/Video > Connection Setup...

Click the megaphone to open "Announcements" - which we will use as a Public Text Chat. The dialog may be opened at any time and positioned anywhere on your desktop.

Use "Exit" to access the History: your minutes and snapshots.

Use "Connection Setup" to display dial-in info or to connect using VoIP.

You may select an "Emoticon" to be displayed to the right of your name in the Participants window.

The "Fit Screen" view is on by default so you don't have to scroll and you can see who else is here and take notes.

Your notes will be stored on your computer and may be accessed later by using the "Exit" button at the upper left.

Use the camera button to take screen shots which will also be stored on your computer for reviewing later.

History: Minutes and Snapshots

The screenshot shows the AT&T Connect Participant Application interface. On the left, a sidebar lists meeting history. The main area displays details for a meeting titled "ODOT EAST's Meeting Room" on 18 Aug 12:31. A Windows Explorer window is open, showing the "MeetingMinutes" folder on the local drive. A taskbar at the bottom shows the system tray with the time 1:23 PM on 8/18/2015.

Choose a webinar from your history to access the minutes and snapshots.

Choose either the minutes or snapshots icon to review.

Open Windows Explorer to the MeetingMinutes folder on your computer to copy the .jpg or .txt files of your snapshots and minutes.

Name	Date modified	Type	Size
Chats	8/18/2015 12:31 PM	File folder	
MeetingMinutes	8/18/2015 1:16 PM	File folder	
Polls	8/18/2015 12:31 PM	File folder	
Recording	8/18/2015 12:31 PM	File folder	

Page through the snapshot thumbnails or copy minutes to the clipboard.