DOT Web Conferencing Instructions

Participants will be unable to access the Web Conference if using Windows Vista or a browser other than Internet Explorer.

- 1. Use a DOT TEL DTSD number as you would for adding a DOT TEL DTSD resource to a Teleconference meeting.
- 2. The host and the participants go to the same web page to host/attend (<u>http://www.webmeeting.att.com</u>)
- 3. The phone number is the meeting number and the access code is the access code.
- 4. The host must select host and enter the host password.
- 5. Once connected the host should select "Share Screen" when ready.
- 6. Participants should not close their browser windows.

Web Conference Email Template – Save a copy of the text below in an email in your Outlook Drafts folder. Share with participants when scheduling a web conference. Change the phone numbers and access codes as appropriate.

Important: Participants will be unable to access the Web Conference if using Windows Vista or a browser other than Internet Explorer.

To access the phone portion of our Web Conference meeting

 Dial into the conference reservation number 8778487030, use the access code 3303616 when prompted.

To access the online portion of our Web Conference meeting

• Go to <u>http://www.webmeeting.att.com</u>.

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- Enter meeting number (Tel Number) access code (access code) email address and name
- Click SUBMIT
- Click PARTICIPANT

Note: The first time you attend a Web meeting you will see a popup. Select yes or 'Install active x control.' This process takes about 1 minute to complete. Once you have had a Web meeting in Internet Explorer you should not need to do this again.

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MS Word Version of Web Conference Email Template: \\mad00fph\N4Public\BTS\RealEstate\ShareDocs\2012\Staff-Jun\Web-Mtg-Template.doc

This document: \\mad00fph\\N4Public\BTS\RealEstate\ShareDocs\2012\Staff-Jun\Host-Web-Conf.pdf

Hosting an Outlook Web Conference

1. Include one of the available "DOT TEL DTSD ... TConf" lines as an Outlook meeting Resource. You may wish to include several of them and then remove unavailable lines after scheduling. Click OK

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🗧 DOT TEL D	TSD NW TConf3 888-	557-851	1 Access 309872	6 Host 8254			
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DOT TEL DTSD SWB TConf1 877-336-1286 Access 6279722 Host 579842							
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2. Copy and paste the Email Template information from page 1 in the body of the meeting invitation. Update the phone number and access codes to match the DOT TEL line you are reserving. After including other necessary meeting information and attendees, click Send

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Invitation Conflicts	is have not been sent for this meeting. with another appointment on your Calendar.						
Send	To,- DOT TEL DTSD SWB TConf3 888-808-6 Subject: Location: DOT TEL DTSD SWB TConf3 888-808-6 Start time: Tue 6/19/12	929 Access 7753302 Host 7052 929 Access 7753302 Host 7052	t				
Impor To acc	tant: Participants will be unable to ac cess the phone portion of our Web Co Dial into the conference reservation	number <mark>8888086929</mark> ,	nce if using Windows V use the access code <mark>7</mark>	'ista or a browser 753302 when pro	other than li	nternet Explorer.	
To ac • • •	Gets the online portion of our Web Co Go to http://www.webmeeting.att.co Enter the meeting number (Tel Num Click the SUBMIT button. Click on the Participant button. • The first time you attend a Web Select yes or 'Install active x control' This process takes about 1-2 minutes to Once you have had a Web meeting in Inter-	onference meeting com. tber), the access code (meeting you will see a po complete ternet Explorer you shoul	(<mark>access code</mark>), your <i>em</i> pup d not need to do this aga	in.	vour <i>name</i> in	the appropriate box	(es

3. At the time of the meeting, use Internet Explorer to browse to http://www.webmeeting.att.com and enter the Meeting Number, Code, your Email Address and Name. Click Submit

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>Web Meeting Login	Topic Help
	AT&TTeleConference Services
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FAQS	888086929
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DOWNLOADS	Email Address drew.kottke@dot.wi.gov
	Enter Your Name Drew Kottke SUBMIT
Terms and Conditions. Privacy Pc Copyright © 2012 AT&T. All rights	licy. reserved.

4. Click Host



5. Enter the 4 digit Host Password and click Submit

AT&TT IT'S NEVER BEEN EAS	eleConference Services
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6. Wait. You will eventually see "Meeting In Progress" Do not close this browser window.

Meeting In Progress

Do not close this window, refresh this Web page, click **Back** or **Forward**, or click a URL in another window. If you do so, the meeting will end.

7. In the ATT Meeting Center window, click "Share Your Desktop" when ready.



8. When done, close the browser windows to end the meeting.

Prior to hosting a Web Conference, you may wish to... **Turn off Email Notifications in Outlook 2007**

- 1. From the Outlook menu, click Tools > Options
- 2. On the Preferences tab, in the E-mail section, click E-mail Options
- 3. Click on the "Advanced E-mail Options..." button
- 4. In the "When new items arrive in my Inbox" area...
- 5. Uncheck "Display a New Mail Desktop Alert" and click OK, OK.

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Tasks After moving or deleting an got Che Che Ber Che Contacts and Automatically gave unsent r Contacts and Remove extra line breaks in Search On replies and forwards On replies and forwards When replying to a message text Mobile Che Che Include original message text	Save messages AutoSave items in: Drafts AutoSave items every: 3 minutes In folders other than the Inbox, save replies with original message Save forwarded messages When new items arrive in my Inbox Elay a sound Briefly change the mouse cursor Show an envelope icon in the notification area Display a New Mail Desktop Alert (default Inbox only Desktop Alert Settings
Prefix each line with:	When sending a message Set importance: Normal
Kottke, Drew - DOT	Set sensitivity: Normal Messages expire after: days Allow comma as address separator Automatic name checking
	Delete meeting request from Inbox when responding Suggest names while completing To, Cc, and Bcc fields Press CIRL+ENTER to send messages
	OK Cancel