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 (http://www.webmeeting.att.com)
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 http://www.webmeeting.att.com.
- 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.

* *

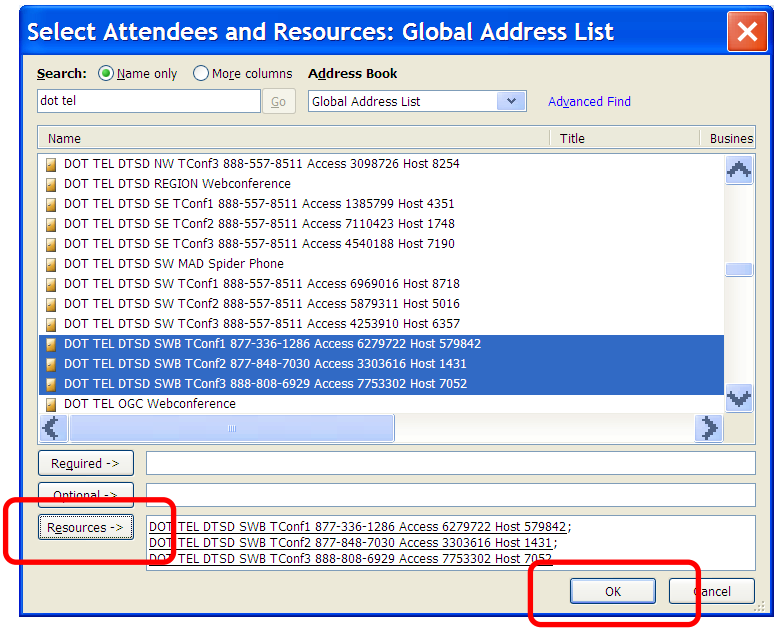
MS Word Version of Web Conference Email Template:
\\mad00fph\N4Public\BTS\RealEstate\ShareDocs\2012\Staff-Jun\Web-Mtg-Template.doc

---

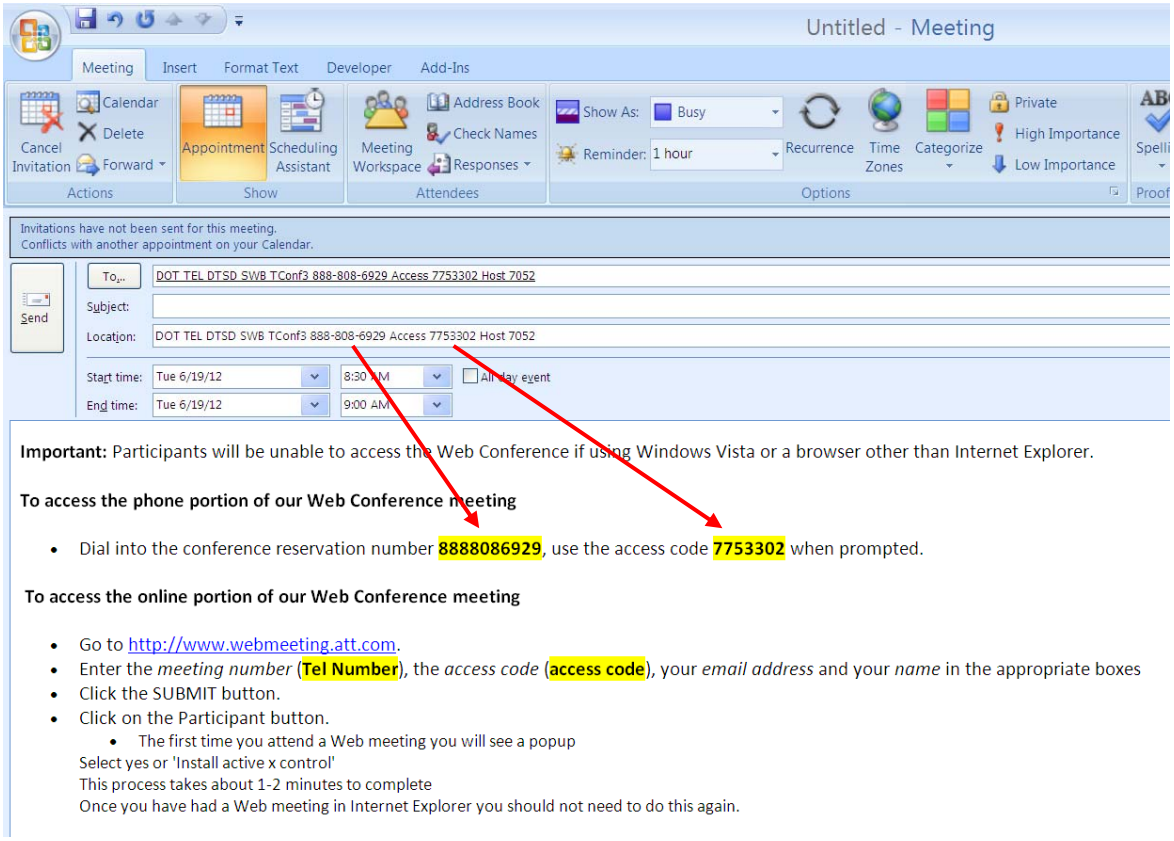
This document: *\\mad00fph\N4Public\BTS\RealEstate\ShareDocs\2012\Staff-Jun\Host-Web-Conf.pdf*

Hosting an Outlook Web Conference

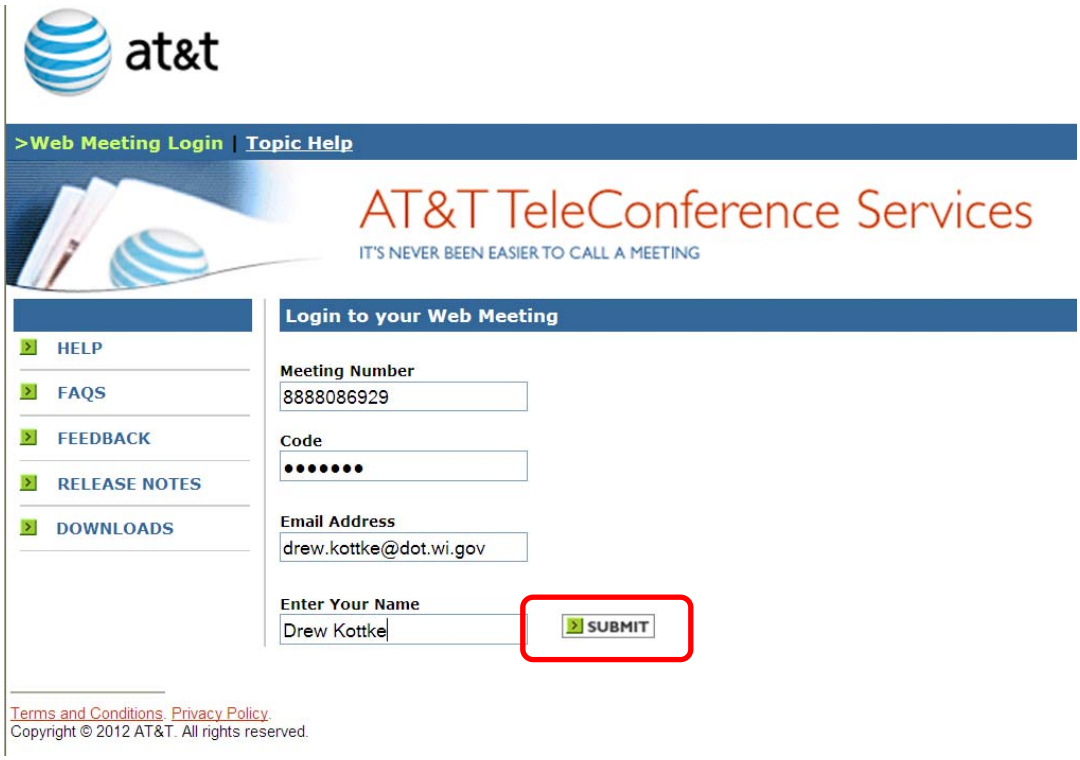
1. Include one of the available "DOT TEL DTSD … TConf" lines as an Outlook meeting Resource. You may wish to include several of them and then remove unavailable lines after scheduling. Click OK



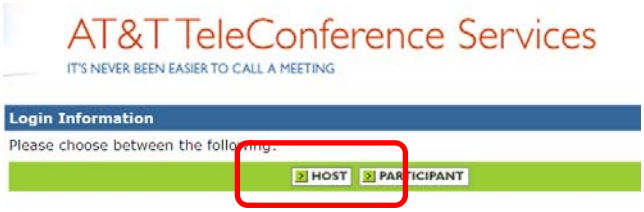
2. Copy and paste the Email Template information from page 1 in the body of the meeting invitation. Update the phone number and access codes to match the DOT TEL line you are reserving. After including other necessary meeting information and attendees, click Send



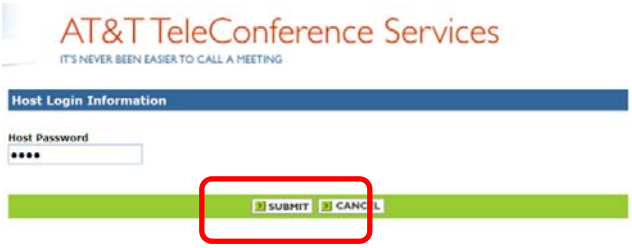
3. At the time of the meeting, use Internet Explorer to browse to http://www.webmeeting.att.com and enter the Meeting Number, Code, your Email Address and Name. Click Submit



4. Click Host

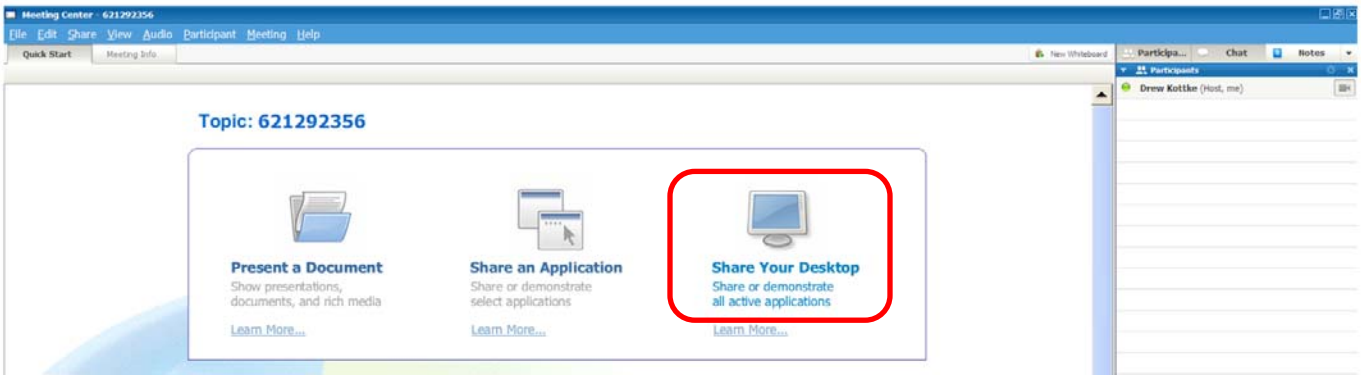


5. Enter the 4 digit Host Password and click Submit



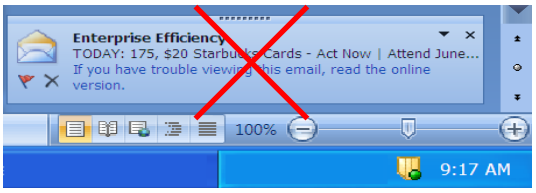
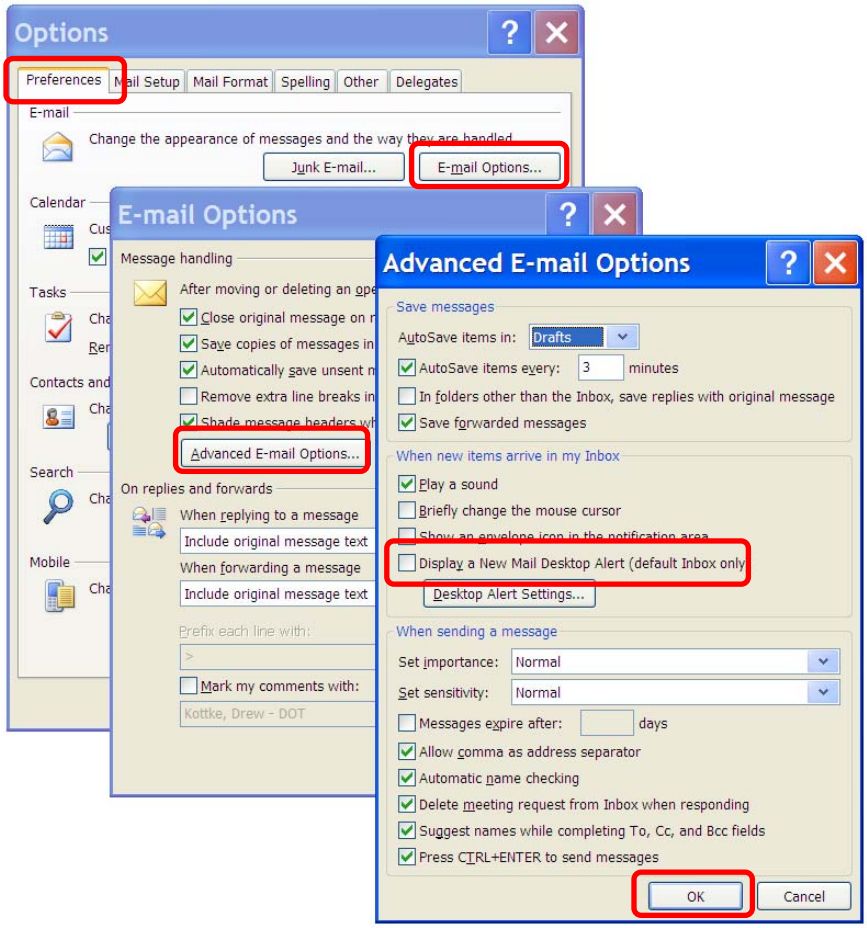
6. Wait. You will eventually see "Meeting In Progress" Do not close this browser window.

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, OK.