

AT&T Web Meeting Service

AT&T has combined its Audio TeleConference Services with data sharing through the power of the Internet to create the ultimate presentation and collaboration tool. We call it AT&T Web Meeting Service – you'll call it the best thing to happen to conference calls since the speakerphone!!!

Now, when you need to present documents, diagrams, and illustrations to your employees, vendors, and customers, you can do so easily and effectively. AT&T Web Meeting Service is designed to facilitate the presentation of documents from remote locations in combination with AT&T Audio TeleConference Services. For example, you can deliver a Microsoft® PowerPoint slide show in real time or surf the Web for on-the-spot information that enhances your presentation for all participants to see. Moreover, you can perform these functions from the convenience of your desktop or laptop computer. Presentations are not limited to Microsoft® PowerPoint, you can use any software application residing on your PC.

Use Internet to add Visual Dimension to Audio Conferencing

The AT&T Web Meeting Service provides you with two presentation modes to add a visual dimension to your audio conferences: Presentation Only or Collaboration. The Presentation Only Mode is designed for the host who wants complete control of a “one-to-many” teleconference. Participants can view presentations stored on the host's PC via the Internet across the globe. In addition, the Host can navigate the Web and share Web sites with participants as part of their visual presentation. The Collaborative Mode gives the Host and meeting participants the ability to collaborate on documents remotely, enabling instant revisions. It's simple. The host gives instant control of a document to a participant who can make changes for all attendees to view. If desired, individuals can easily save the document using the file transfer feature. But that's just the beginning of increased productivity with AT&T Web Meeting Service.

Features Include:

- **Application Share Control** – Host can share control of the presentation with participants. Participants can modify presentation if granted control by the Host.
- **File Transfer** – Participants can upload and download files.
- **Desktop Sharing** – Participants can share any application that resides on their PC.
- **Desktop Share Control** – Support personnel can access participants PC (with PC owner approval) for trouble shooting and problem resolution for technical support applications.
- **Whiteboard** – A public easel that can be used to record meeting notes, draw project flow charts or product sketches.
- **Chat** – Participants can send text messages to the entire audience or send privately to a specific member of the conference.
- **Polling** – Host can create a survey online and results can be tabulated immediately and shared with all participants.
- **Web Tour** - Show your participants Web sites that are useful to your conversation.

AT&T Web Meeting is perfect for:

- Client Presentations
- Project Team Meetings
- External Customer Training
- Remote Employee Training

Please go to: http://www.att.com/virtualmeetings/flash/wms_demo.html to learn more about this exciting service.

AT&T Web Meeting Service (continued)

Getting Started is Quick and Easy

Once your account has been established and you have downloaded the AT&T Web Meeting Service Plug-In (see download instructions below), reserving an AT&T Web Meeting is as easy as calling an AT&T Teleconference Specialist at 1-800-526-2655 or reserving via our Web site <https://www.teleconference.att.com/resv/>. AT&T Web Meeting usage will contribute towards AT&T Teleconferencing contract commitments.

Note: Before using the AT&T Web Meeting Service the first time, the Host and Participants must download the plug-in from the AT&T Web Meeting Service Web Site. This process is very simple, straightforward, and quick. To initiate the download process, go to AT&T Web Meeting Service Web site: <http://www.webmeeting.att.com>, or <http://webmeeting.att.com>, and just click on “download the client” from the Home Page. You may also click on the Help, FAQs, and Tutorial links at the bottom of the AT&T Web Meeting Service Home Page to learn more about the AT&T Web Meeting Service.

Minimal System Requirements

- Windows 95/98/NT with Pentium
- MAC OS and UNIX (Java client)
- Netscape 4.x or Internet Explorer 4.x
- 56K Internet Connection Recommended

Increase Productivity and Reduce Expenses

In the past, audio conferencing was limited to the sound of your voice. Now, with AT&T Web Meeting Service, your conference calls are only limited by your imagination. That's because you can use all the capabilities of the Internet – in addition to your voice. By combining the best of AT&T Audio Conferencing and Web capabilities, you'll find you can have a truly productive meeting no matter where people are. And you'll avoid travel costs, decision-making delays, and jet lag!

Best of all, you don't have to worry about purchasing software and hardware or installing, configuring, and maintaining any equipment. Anyone with Internet access and a standard browser can participate in an AT&T Web Meeting – even through firewalls. Add a collaborative and visual dimension to your audio conferencing calls with the AT&T Web Meeting Service.

AT&T Web Meeting Service User Training

To register please go to this website: <http://attwebtrain.123attend.com>

First Time Visitors to the Site:

Register as a New Student. To register enter the keyword [Webtrain](#) under New Student and click on the submit button. You will need to answer some questions to build your profile. Once you have registered you will immediately view the list of scheduled classes to choose from.

For future visits to the Web Site, Just enter your email address and password. The keyword will no longer be required for future visits to the Web Site.