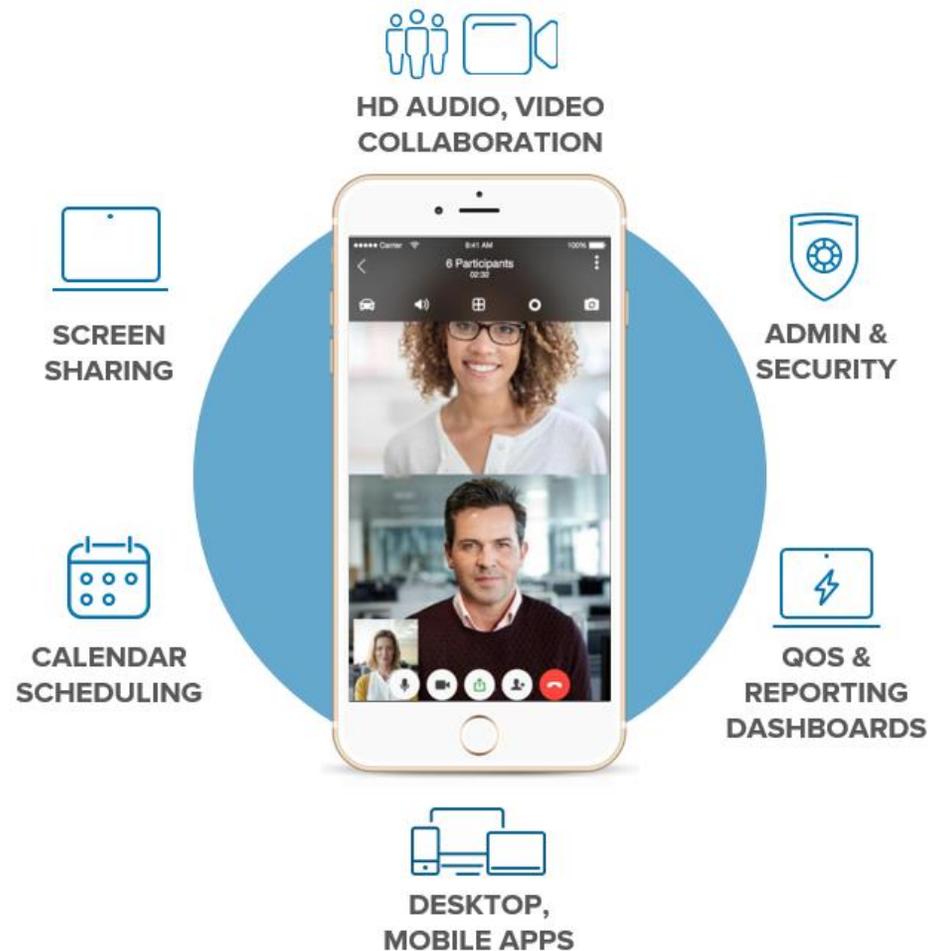


AT&T Office@Hand[®] Meetings

User Guide



Contents

3	Introduction	11	About Dialog
3	System Requirements	12	Settings Dialog
4	Download and Install	18	Join a Meeting
4	Office@Hand Meetings for Desktop	19	Join a Meeting with or without Video
4	Office@Hand Meetings Mobile App	20	Join a Meeting from Your Calendar
4	Office@Hand Outlook Plugin	21	Office@Hand Meeting in Progress
5	Sign In	22	Screen Sharing
5	Desktop	23	Leave Meeting
5	Mobile	24	Meeting Controls
5	Email or Google Login	27	Office@Hand Meetings on Mobile Devices
5	Single Sign-on		
6	Desktop Apps		
7	Guests May Join a Meeting		
8	Registered Users Login		
9	Meetings Homepage		
10	Settings Actions		



Introduction

AT&T Office@Hand Meetings is a cloud-based video conferencing service that unifies HD video conferencing, mobility and web meetings together as a cloud service. The app is free with any Office@Hand edition in the US: Standard edition (4 participants, including host), Premium edition (100 participants), and Enterprise edition (200 participants).

AT&T Office@Hand Meetings gives you the power to video conference and web share as part of your complete business communications solution. Hold face-to-face meetings in high definition and share your desktop or documents with anyone, anytime, anywhere.

Participants can be invited to join a meeting by email, or by SMS on mobile; they don't have to be Office@Hand customers but can download and run the Office@Hand Meetings app for free and join your meetings without needing to create an account or log in. Hosts of Office@Hand Meetings must have Office@Hand accounts and be signed in.

Office@Hand Meetings is designed for open exchange and interactive communications: Participants control their own audio and video display, and desktop web sharing control is shared by all participants.

The Office@Hand Meetings application can be installed on Mac, Windows desktops, and iOS and Android smartphones and tablets.

System Requirements

- AT&T Office@Hand Standard, Premium or Enterprise Edition
- Broadband wired or wireless Internet connection (3G/4G/LTE)
- Office@Hand Meetings automatically adjusts for 3G/WiFi/wired environments
 - Recommended for 1:1 video calling: 600Kbps (up/down) for HQ video, 1.2Mbps (up/down) for HD video
 - Recommended for group video, 600Kbps/1.2Mbps (up/down) for HD video
- Webcam (for video), speakers, and microphone
- Mac OS X® with Mac OS 10.11® (El Capitan) or later
- Windows® 7 or later
- 2 GHz or better processor (32-bit or 64-bit) Minimum of 4 GB Memory (8 GB recommended) 400 MB of free hard drive space
- iOS® 7.0 or later, including iPad®, iPhone® 4, 4S, iPod touch® 4th Gen, iPhone 3
- Android 4.4.x KitKat or later (5.0.x or later required for screen sharing)

Office@Hand Meetings for Microsoft Outlook additionally requires:

- Mac: Microsoft Outlook 2011 14.4.x or later
- Win: Microsoft Outlook 2010 or later (2007 with limited features)
- Installation of Office@Hand Meetings plugin for Outlook



Download and Install the App

Office@Hand Meetings is available for your desktop computer as well as your iPhone, iPad, and Android phones and tablets.

A separate plugin is available to integrate Office@Hand Meetings directly into your Microsoft Outlook mail client.

[Office@Hand Meetings for Desktop](#)

[Download for Mac](#) or [Download for PC](#), depending on your type of desktop. The app will begin downloading in your browser. *

[Office@Hand Meetings Mobile App](#)

[Download on the App Store](#) for iOS or [Get it on Google Play](#) for Android. You will see a preview of the app. Download the Meetings app from the iTunes App Store for iOS (from your device) or on Google Play for Android.

[Office@Hand Outlook Plugin](#)

Get the **Meetings Outlook Plugin** from the [App Store](#) for iOS or [Google Play](#) for Android., [Download for Mac](#) or [Download for PC](#). Run the installation wizard, and restart Microsoft Outlook.

* Users who do not have admin rights to their machine can download the Desktop Meetings app but they will need to ask their IT admin to install it.

Office@Hand customers can access the Meetings app by logging in to their account and clicking **Tools > App Gallery > AT&T Office@Hand Meetings**



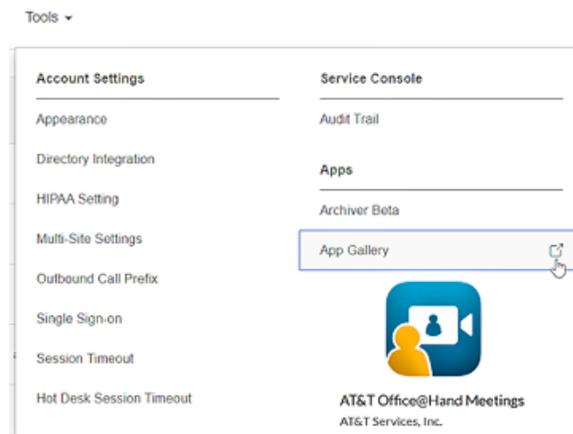
[Meetings Application – Downloading and Installing | AT&T Office@Hand](#)

- [Downloading Office@Hand Meetings for Windows](#)
- [Downloading Office@Hand Meetings for Mac](#)

[Meetings – System Requirements | AT&T Office@Hand](#)

[Meetings – Initiating meetings from your mobile device | AT&T Office@Hand Meetings](#)

[Meetings – Microsoft Outlook Plugin | AT&T Office@Hand](#)



Sign In

Desktop:

Open Office@Hand Meetings  on your desktop. Click **Sign In**. Choose your **Country** from the drop-down menu. Enter your **Phone Number, Extension (optional), and Password**. Then click **Sign In**.

Mobile:

Open the Office@Hand Meetings app on your phone. Tap **Sign In**. Enter your **Phone Number, Extension (optional), and Password**. Then tap **Sign In**.

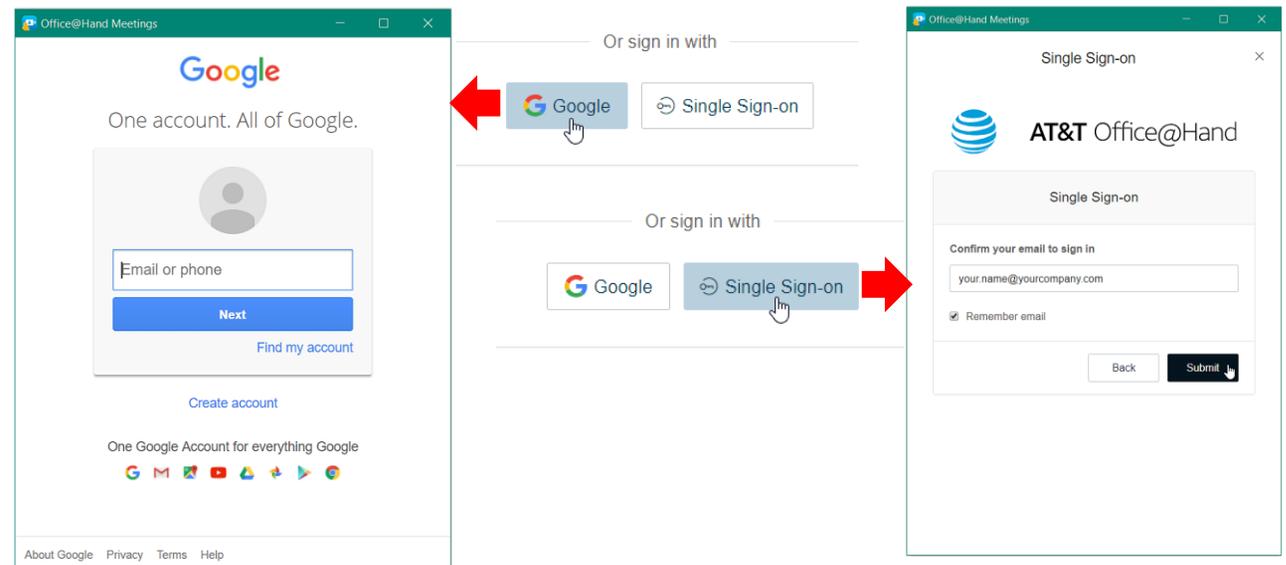
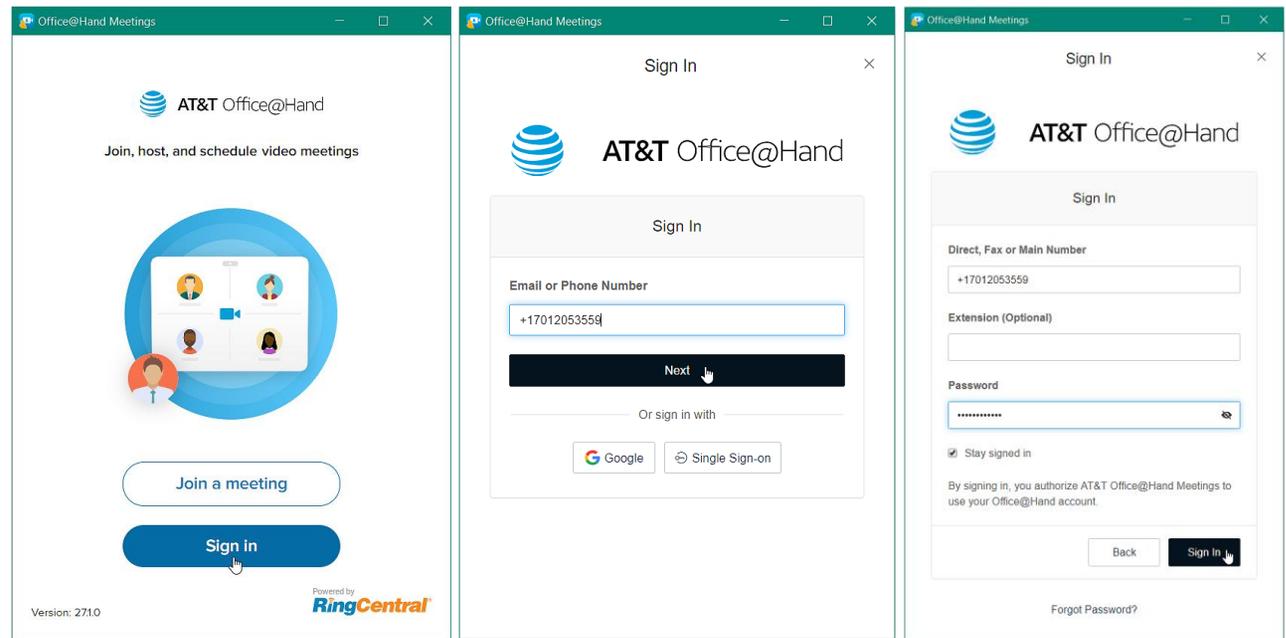
Email or Google Log In

If enabled for your account, you can log in using a unique email address or Google (Gmail or G Suite) email address. Select the **Email** or **Google** option, and enter your email address and password. For more information on configuring these options, see the AT&T Office@Hand Admin Guide.

Single Sign-On

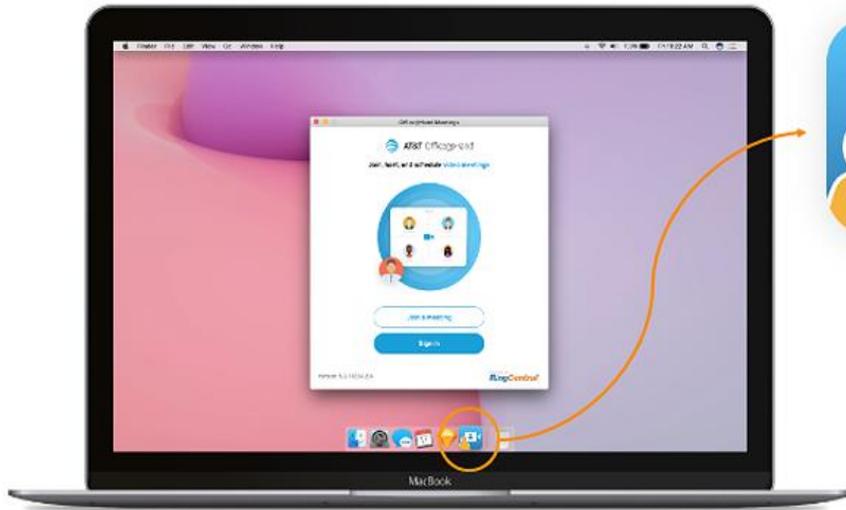
If configured for your organization and your administrator has enabled it, use Single Sign-on (SSO) to access Office@Hand Meetings. Click **Single Sign On**, enter your email address, and click **Continue** to complete the sign in.

For more information about how Single Sign-on is used and configured in Office@Hand, see the AT&T Office@Hand Admin Guide.



Desktop Apps

New Office@Hand Desktop Apps



- Win and Mac apps
- New App Icon
- AT&T Branding
- Native OS Integration

Click the Office@Hand Meetings icon on your desktop to open the Meetings Welcome Page.

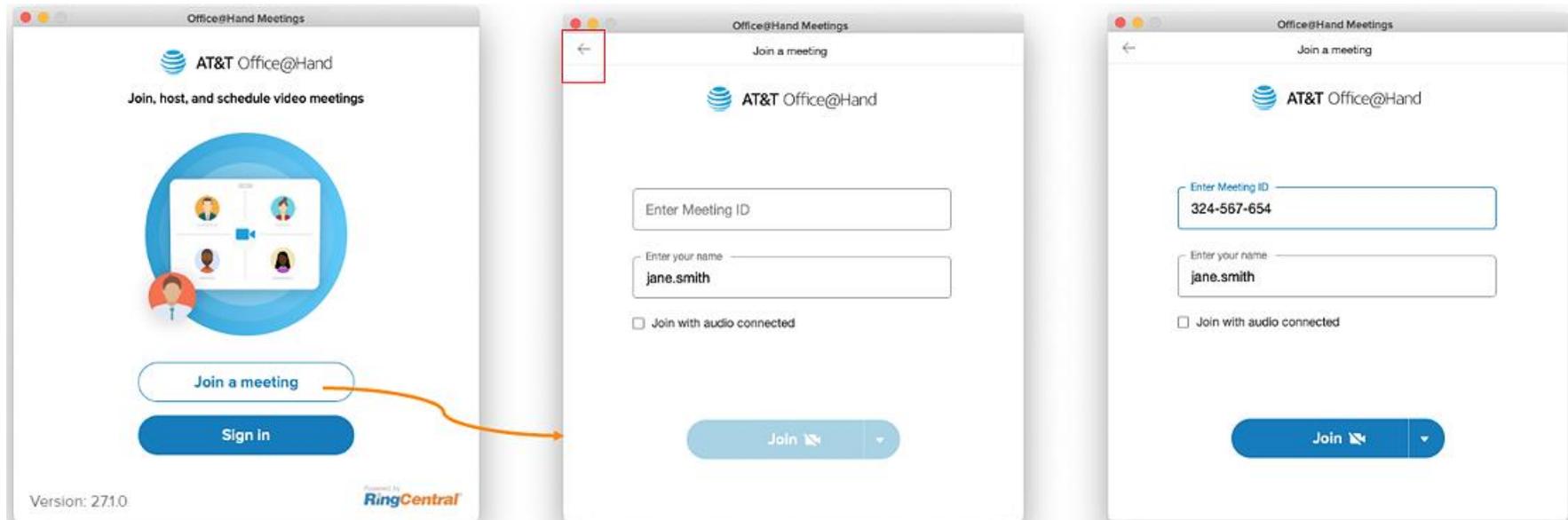
Desktop Meetings Welcome Page



Guests May Join a Meeting

Invited guests can Join an Office@Hand Meeting without an Office@Hand account by entering the Meeting ID and their name into a sign-in screen.

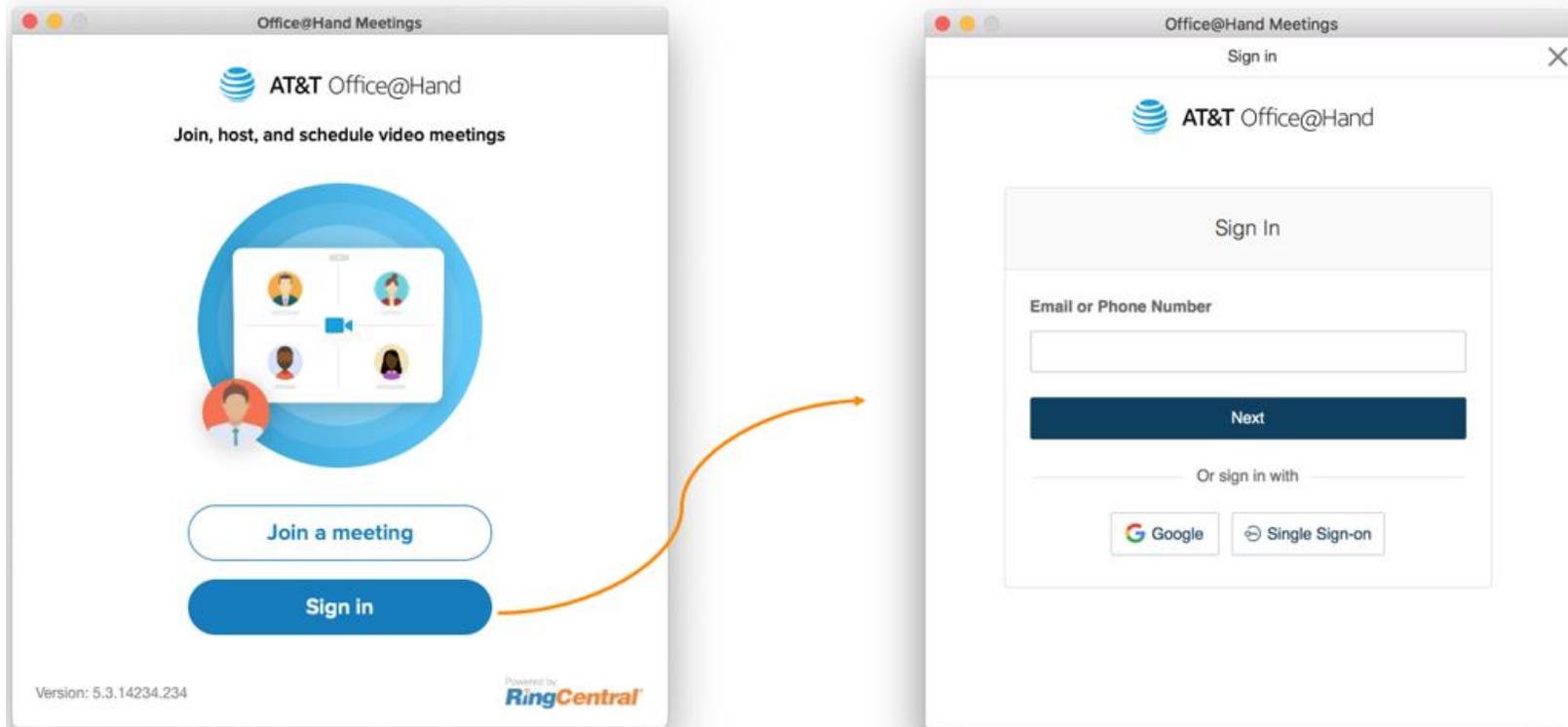
Guests can only Join a Meeting; they cannot Host, Start, or Schedule a Meeting. Guests will need to download and install a free Office@Hand Meetings app before joining the meeting.



Registered Users Login

Registered Office@Hand Meeting users may join any meeting they are invited to. They can also Schedule a Meeting, Host a Meeting, and Start a Meeting before the organizer, provided the organizer has granted permission for meeting attendees to start without the organizer.

Registered Office@Hand Meeting users can Start a Meeting at any time, even one that has not been calendared. The organizer of such an ad hoc meeting can invite participants via email or by adding the Meeting ID to the calendar of eligible participants (and hope somebody joins).



Meetings Home Page

When users log in to Office@Hand for Meetings, the screen will look like the one below, if any meetings are scheduled on the user's calendar.

The screenshot shows the Office@Hand Meetings interface. It features a blue global top bar with the AT&T Office@Hand logo and a settings icon. Below this is a section with three main meeting CTAs: Start, Schedule, and Join. The main content area is divided into 'Today' and 'Tomorrow' sections, each listing upcoming meetings with their time, title, and location. A 'Join' button is present for the first meeting in the 'Today' section.

Office@Hand Meetings

AT&T Office@Hand

Start Schedule Join

Today

Now until 11:00 AM Marketing Weekly Sync up 19 Davis Drive Join

Starting now Phone Palooza Readout and Steps Conf Rm-XMN-Sa...

2:00 PM 2:30 PM Jupiter: Weekly UX Internal Review Mountain View, Google Office

Tomorrow

2:40 PM 3:00 PM Financial statement Jackson, 3rd floor

4:00 PM 6:00 PM Marketing meeting Jackson, 3rd floor

Global top Bar

Main Meeting CTA's

Upcoming Meetings:
-time
-title
-location



Settings Actions

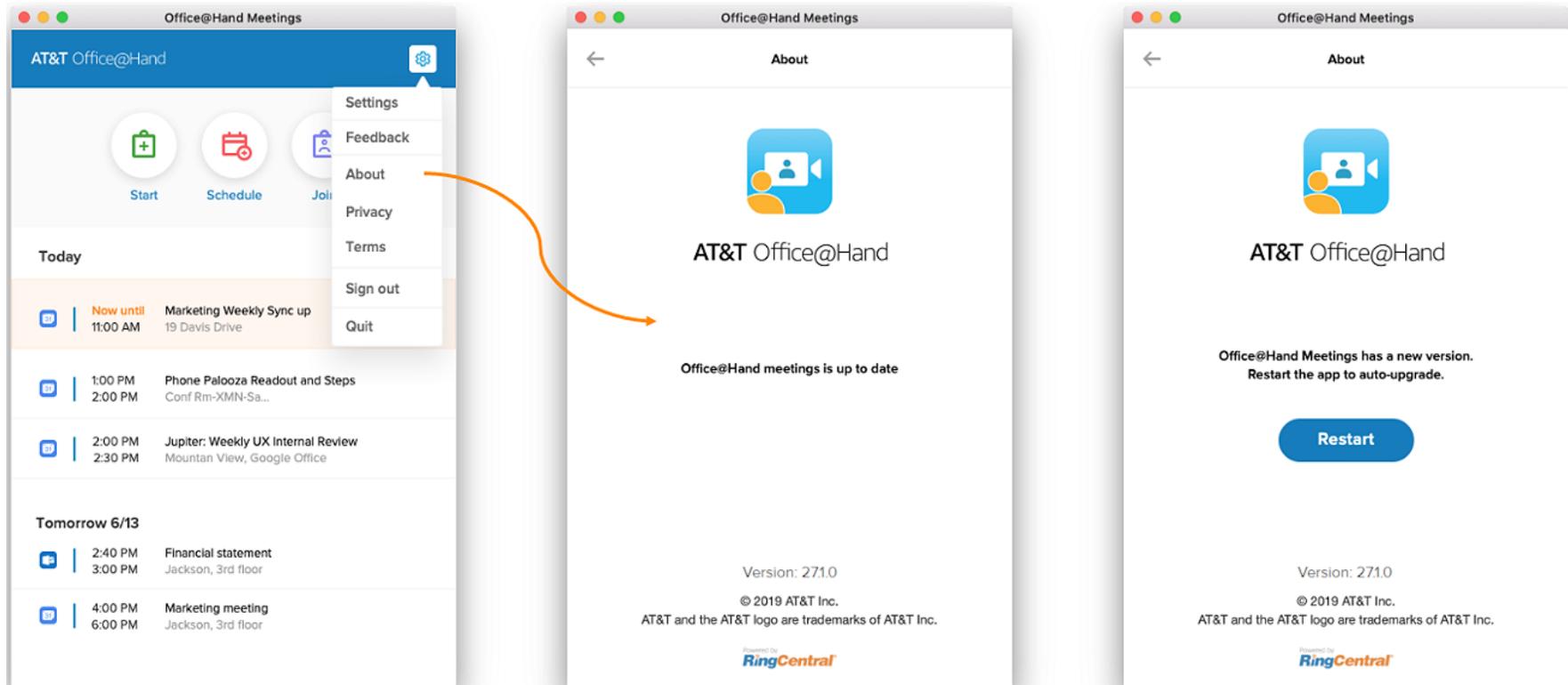
Settings allow the user to set app preferences, manage delegates, connect the app to their calendars, set meetings options, check their Personal Meeting ID, and more.

The image displays two side-by-side screenshots of the AT&T Office@Hand app interface. Both screenshots show a blue header with the text "AT&T Office@Hand" and a gear icon for settings. Below the header are three circular buttons: "Start" (green with a plus sign), "Schedule" (red with a calendar icon), and "Join" (blue with a person icon). The main content area is divided into "Today" and "Tomorrow 6/13" sections, each containing a list of meeting cards. Each meeting card includes a Microsoft Teams icon, a time range, the meeting title, and the location. The "Today" section includes a "Marketing Weekly Sync up" meeting (11:00 AM to 19 Davis Drive) with a "Join" button and a dropdown arrow. The "Tomorrow 6/13" section includes "Financial statement" (2:40 PM to 3:00 PM, Jackson, 3rd floor) and "Marketing meeting" (4:00 PM to 6:00 PM, Jackson, 3rd floor). The right screenshot shows the settings menu open, with an orange arrow pointing from the gear icon in the left screenshot to the "Settings" option in the menu. The menu items are: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit.



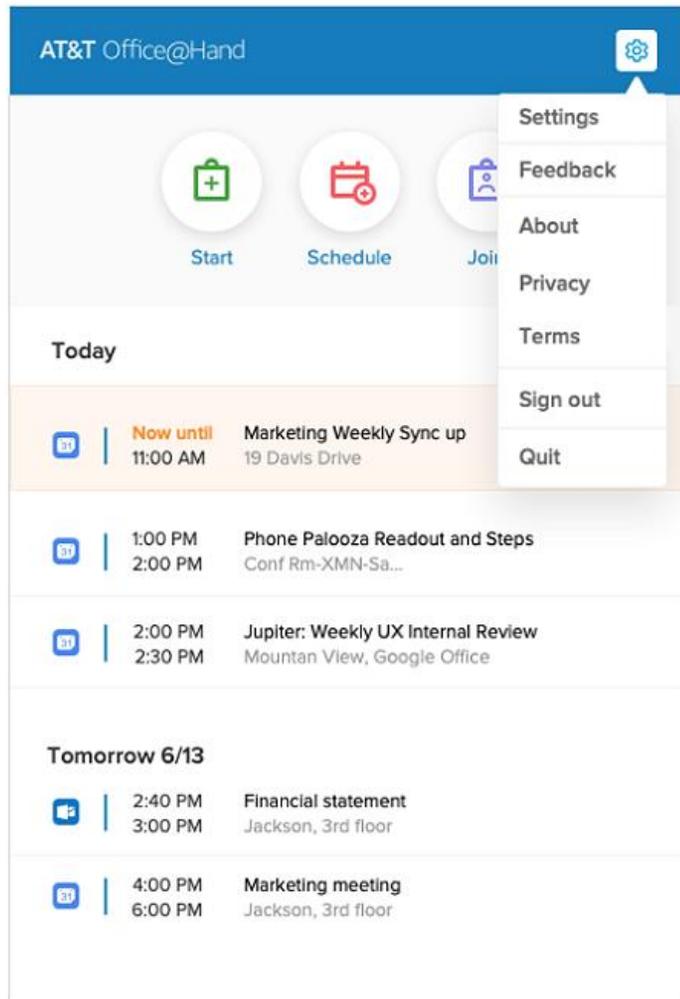
About Dialog

Click **Settings** > **About** to check for updates to your Office@Hand Meetings app.

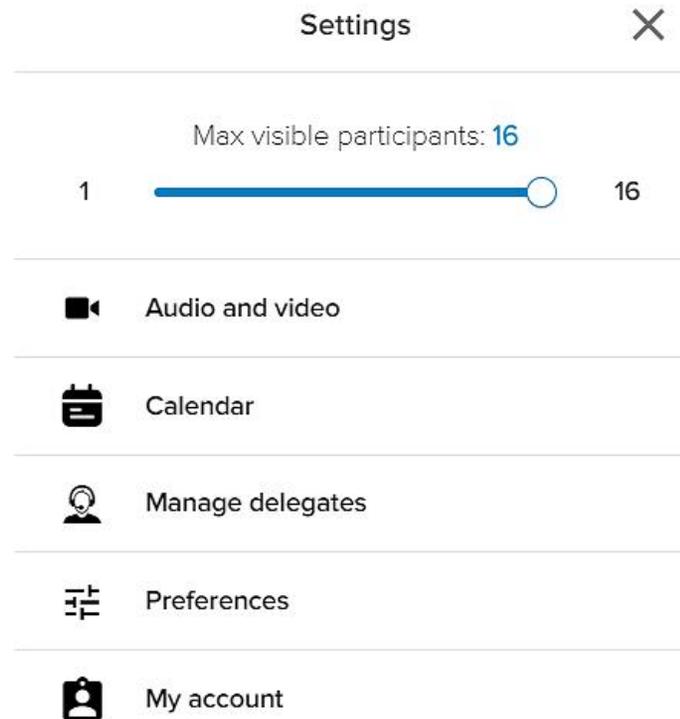


Settings Dialog

Click **Settings** > **Settings** to open a menu on your Office@Hand Meetings app.



The screenshot shows the AT&T Office@Hand app interface. At the top, there's a blue header with the app name and a settings gear icon. Below the header are three main action buttons: 'Start' (green plus icon), 'Schedule' (red calendar icon), and 'Join' (blue person icon). A settings menu is open over the 'Join' button, listing options: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit. The main content area shows a calendar of meetings for 'Today' and 'Tomorrow 6/13'. Today's meetings include 'Marketing Weekly Sync up' (11:00 AM), 'Phone Palooza Readout and Steps' (1:00 PM - 2:00 PM), and 'Jupiter: Weekly UX Internal Review' (2:00 PM - 2:30 PM). Tomorrow's meetings include 'Financial statement' (2:40 PM - 3:00 PM) and 'Marketing meeting' (4:00 PM - 6:00 PM).



The screenshot shows the 'Settings' dialog box with a close button (X) in the top right corner. The first setting is 'Max visible participants: 16', which is controlled by a slider ranging from 1 to 16. Below this are several menu items: 'Audio and video' (with a video camera icon), 'Calendar' (with a calendar icon), 'Manage delegates' (with a person icon), 'Preferences' (with a list icon), and 'My account' (with a person icon).



Settings Dialog

Click **Settings** > **Settings** > **Audio and video** to open access these controls on your Office@Hand Meetings app.

The screenshot shows the AT&T Office@Hand app interface. On the left, a settings menu is open, listing options: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit. The 'Settings' option is selected, leading to the 'Audio and video' settings dialog on the right. The dialog includes controls for Speakers (Default - Speakers / Headpl), Microphone (Default - Microphone (Realt)), a volume slider, a checkbox for 'Disable audio processing (echo cancellation, etc)', and Camera (Integrated Webcam (0c45:6)). A 'Save' button is located at the bottom of the dialog. Below the dialog, a photograph of a small white airplane in a hangar is visible.

Time	Event	Location
Now until 11:00 AM	Marketing Weekly Sync up	19 Davis Drive
1:00 PM - 2:00 PM	Phone Palooza Readout and Steps	Conf Rm-XMN-Sa...
2:00 PM - 2:30 PM	Jupiter: Weekly UX Internal Review	Mountan View, Google Office
Tomorrow 6/13		
2:40 PM - 3:00 PM	Financial statement	Jackson, 3rd floor
4:00 PM - 6:00 PM	Marketing meeting	Jackson, 3rd floor



Settings Dialog

Click **Settings** > **Settings** > **Calendar** to connect your calendars to your Office@Hand Meetings app.

The screenshot shows the AT&T Office@Hand app interface. At the top, there's a blue header with the app name and a settings gear icon. Below the header are three large circular buttons: 'Start' (green with a plus sign), 'Schedule' (red with a calendar icon), and 'Join' (blue with a person icon). A settings menu is open over the 'Join' button, listing options: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit. The main content area shows a calendar view for 'Today' and 'Tomorrow 6/13'. Today's events include 'Marketing Weekly Sync up' (11:00 AM to now), 'Phone Palooza Readout and Steps' (1:00 PM to 2:00 PM), and 'Jupiter: Weekly UX Internal Review' (2:00 PM to 2:30 PM). Tomorrow's events include 'Financial statement' (2:40 PM to 3:00 PM) and 'Marketing meeting' (4:00 PM to 6:00 PM).

The screenshot shows a dialog box titled 'Connect your calendars' with a close button (X) in the top right. The main text reads: 'Easily start or join upcoming meetings by connecting your Outlook or Google Calendar'. Below this, there are two calendar options: 'Google Calendar' with a 'Connect' button and 'Outlook Calendar' with a 'Disconnect' button. Underneath, a list of calendar categories is shown with checkmarks: 'Calendar', 'United States holidays', and 'Birthdays'. At the bottom, there are two buttons: 'Install plug-in' (outlined) and 'Done' (solid blue).



Settings Dialog

Click **Settings** > **Settings** > **Manage delegates** to select additional admins for your Office@Hand Meetings app.

The screenshot shows the AT&T Office@Hand app interface. On the left, a settings menu is open, listing options: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit. The main app screen displays a calendar of meetings for 'Today' and 'Tomorrow 6/13'. The 'Today' section includes a meeting 'Marketing Weekly Sync up' starting 'Now until 11:00 AM' at '19 Davis Drive'. Other meetings include 'Phone Palooza Readout and Steps' from 1:00 PM to 2:00 PM, and 'Jupiter: Weekly UX Internal Review' from 2:00 PM to 2:30 PM. The 'Tomorrow 6/13' section includes 'Financial statement' from 2:40 PM to 3:00 PM, and 'Marketing meeting' from 4:00 PM to 6:00 PM. On the right, the 'Manage delegates' dialog is open, featuring the title 'Manage delegates', a close button (X), and the instruction 'Allow contact to schedule on your behalf'. Below this instruction are two buttons: 'Add delegate and send notification' and 'Add'.



Settings Dialog

Click **Settings** > **Settings** > **Preferences** to select personal choices for your Office@Hand Meetings app.

The screenshot shows the AT&T Office@Hand app interface. At the top, there is a blue header with the app name and a settings gear icon. Below the header are three main action buttons: 'Start' (with a green plus icon), 'Schedule' (with a red calendar icon), and 'Join' (with a blue person icon). A settings menu is open, listing options: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit. The 'Settings' option is highlighted. To the right, the 'Preferences' dialog is open, showing various settings:

- Entry & exit tones: (toggle switch is off)
- Send email notification: Meeting has ended
- Advanced:
 - Automatically turn off my video when joining meetings
 - Automatically mute audio when joining meetings
 - Play tones when connection is broken/restored
 - Show desktop notifications
 - Automatically join audio by computer when joining meeting
 - Go to full screen when viewing screen shared by others
 - Enable accessibility mode

A blue 'Done' button is located at the bottom right of the Preferences dialog.



Settings Dialog

Click **Settings** > **Settings** > **My account** to view your account details on your Office@Hand Meetings app.

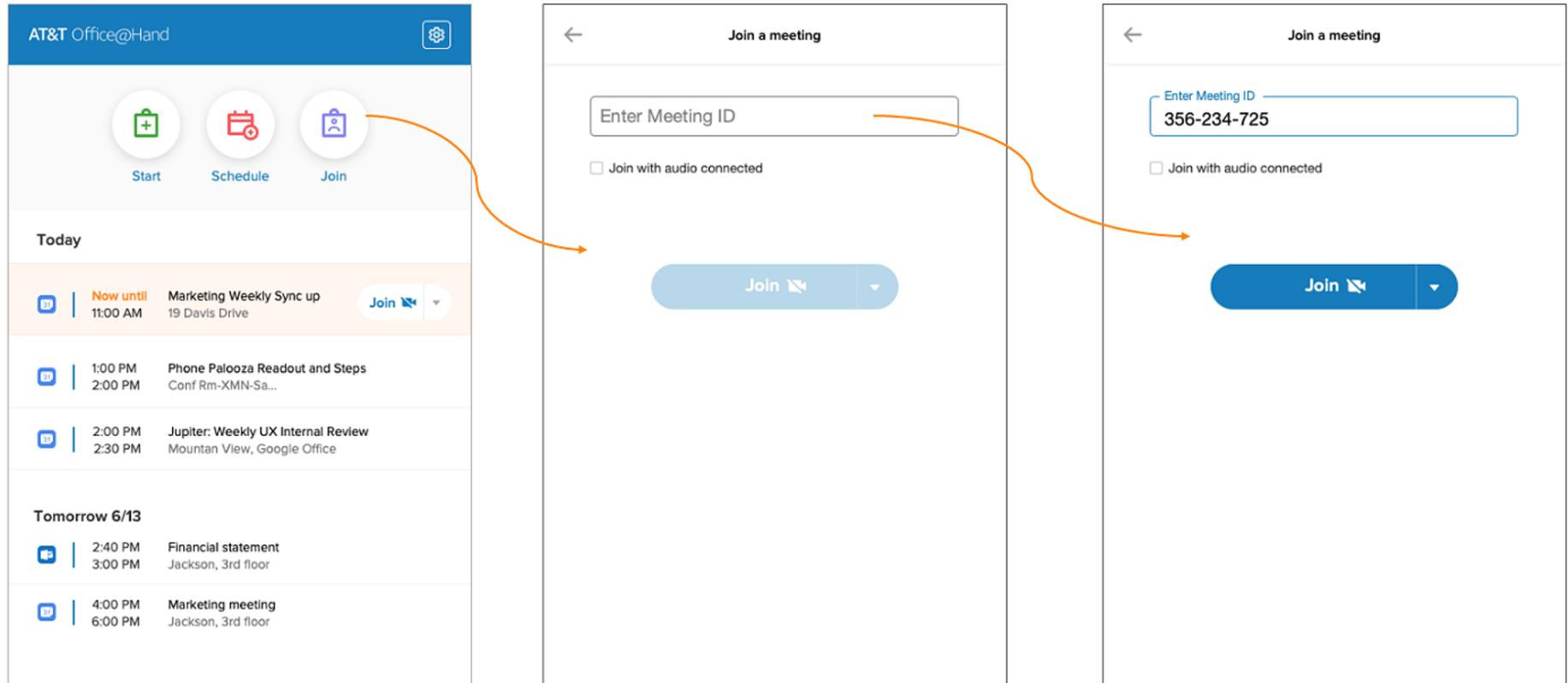
The screenshot shows the AT&T Office@Hand app interface. At the top, there is a blue header with the text "AT&T Office@Hand" and a settings gear icon. Below the header are three circular icons: "Start" (green with a plus sign), "Schedule" (red with a calendar icon), and "Join" (blue with a person icon). A settings menu is open over the "Join" icon, listing options: Settings, Feedback, About, Privacy, Terms, Sign out, and Quit. Below the menu, the screen is divided into sections for "Today" and "Tomorrow 6/13". The "Today" section contains three meeting entries: "Marketing Weekly Sync up" (11:00 AM to 19 Davis Drive), "Phone Palooza Readout and Steps" (1:00 PM to 2:00 PM, Conf Rm-XMN-Sa...), and "Jupiter: Weekly UX Internal Review" (2:00 PM to 2:30 PM, Mountan View, Google Office). The "Tomorrow 6/13" section contains two meeting entries: "Financial statement" (2:40 PM to 3:00 PM, Jackson, 3rd floor) and "Marketing meeting" (4:00 PM to 6:00 PM, Jackson, 3rd floor).

The screenshot shows the "My account" settings page. At the top, there is a blue header with the text "My account" and a close "X" icon. Below the header is a profile section with an orange circular avatar containing the letters "PS", the name "Patrick Sullivan", and the email address "patrick.sullivan@ringcentral.com". Below the profile section are several fields: "Company:" with the value "Office at Hand Demo - West", "Extension:" with the value "105", "Phone number:" (empty), and "Personal Meeting ID:" with the value "609 012 140" and a gear icon to its right. At the bottom of the page is a blue button labeled "Done".



Join a Meeting

Click the **Join** icon  to open the **Join a meeting** screen. Enter the meeting ID and click **Join** to enter the meeting.



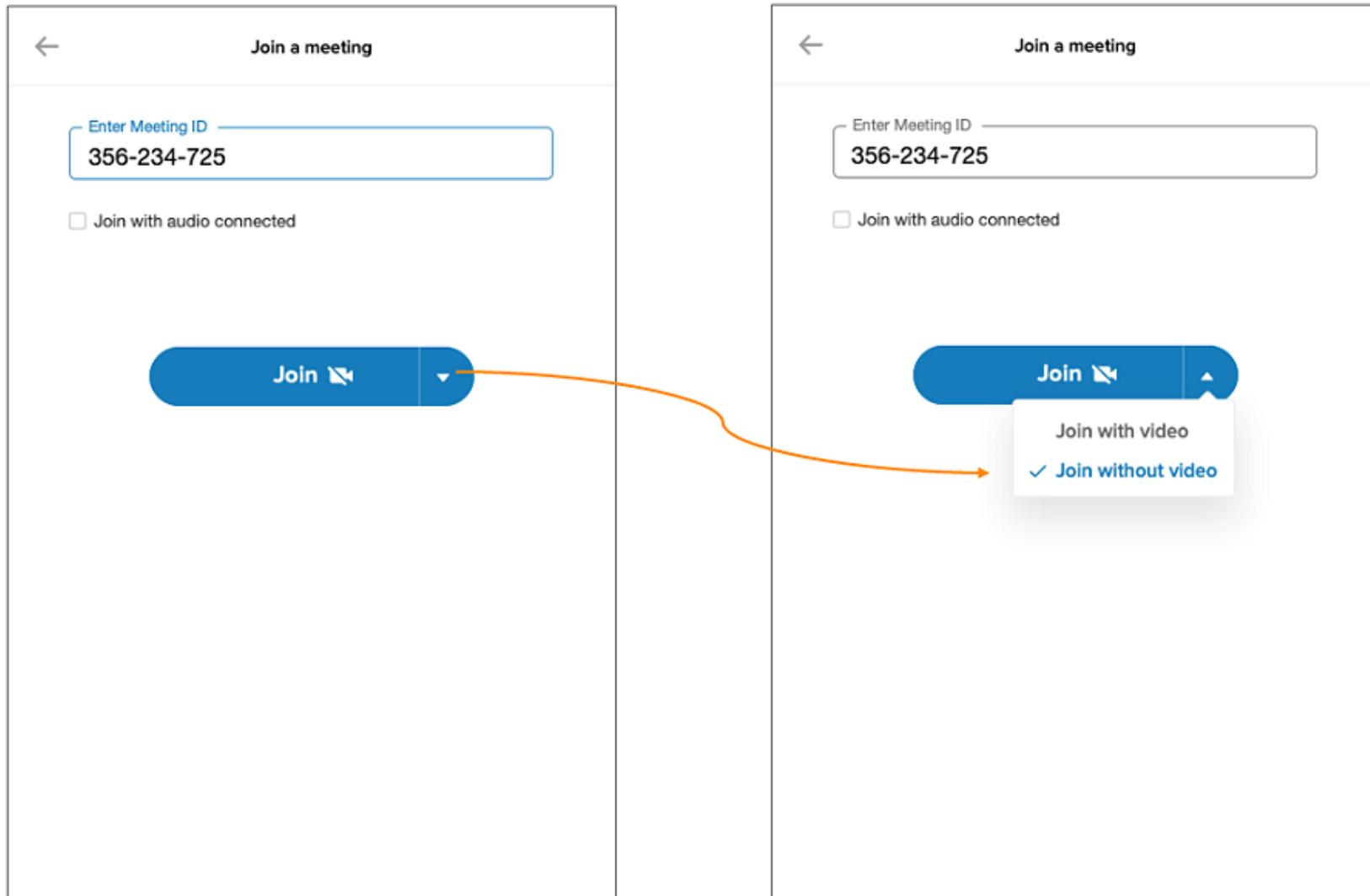
The image illustrates the process of joining a meeting through three sequential screenshots:

- Home Screen:** The AT&T Office@Hand app interface. At the top, there are three circular icons: 'Start' (green), 'Schedule' (red), and 'Join' (blue). The 'Join' icon is highlighted with an orange circle and an arrow pointing to the next screen. Below the icons is a list of meetings for 'Today' and 'Tomorrow 6/13'. The first meeting, 'Marketing Weekly Sync up', has a 'Join' button next to it.
- Join a meeting Screen:** A screen titled 'Join a meeting' with a back arrow. It features a text input field labeled 'Enter Meeting ID'. Below the field is a checkbox labeled 'Join with audio connected'. A large blue 'Join' button is at the bottom. An orange arrow points from the 'Join' icon in the first screenshot to this screen.
- Join a meeting Screen (Filled):** The same 'Join a meeting' screen, but the 'Enter Meeting ID' field now contains the text '356-234-725'. The 'Join' button is now a darker blue. An orange arrow points from the input field in the second screenshot to this one.



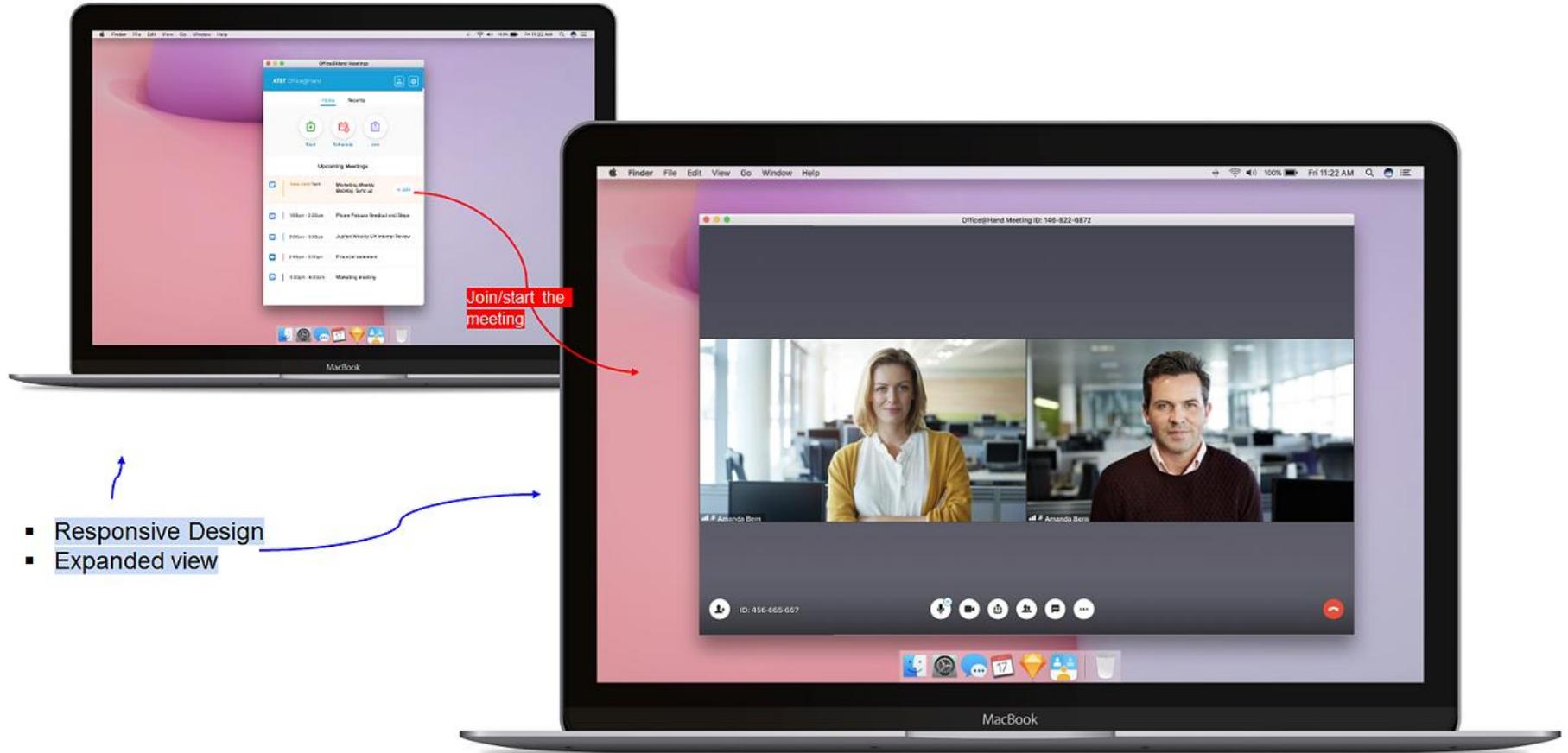
Join a Meeting with or without Video

Click the down arrow on the **Join** button to select whether to join a meeting with or without your video camera active.



Join a Meeting from Your Calendar

Click the **Join** icon on your calendar reminder to start or join a meeting that is just starting.

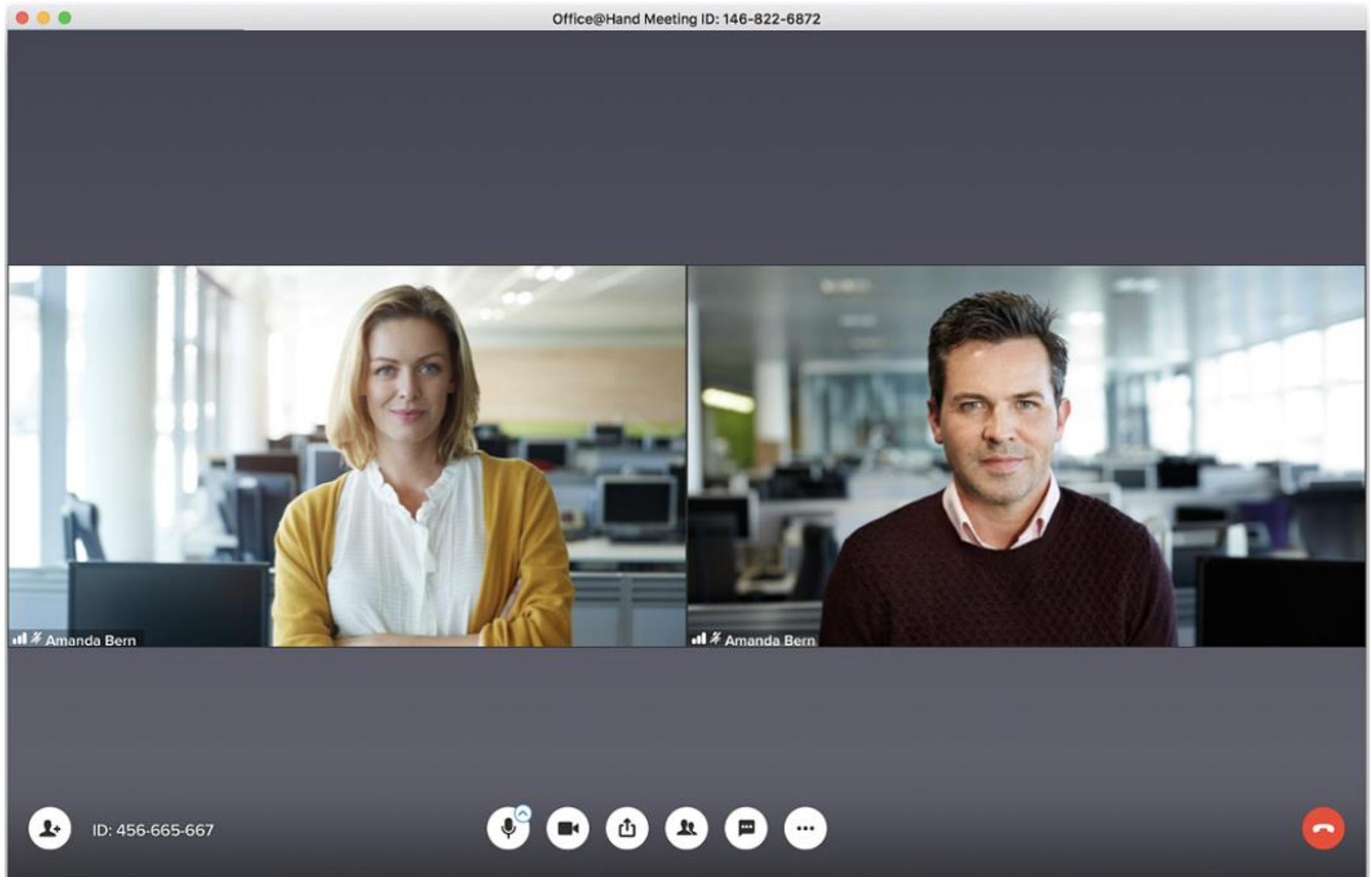


Join/start the meeting

- Responsive Design
- Expanded view



Office@Hand Meeting in Progress

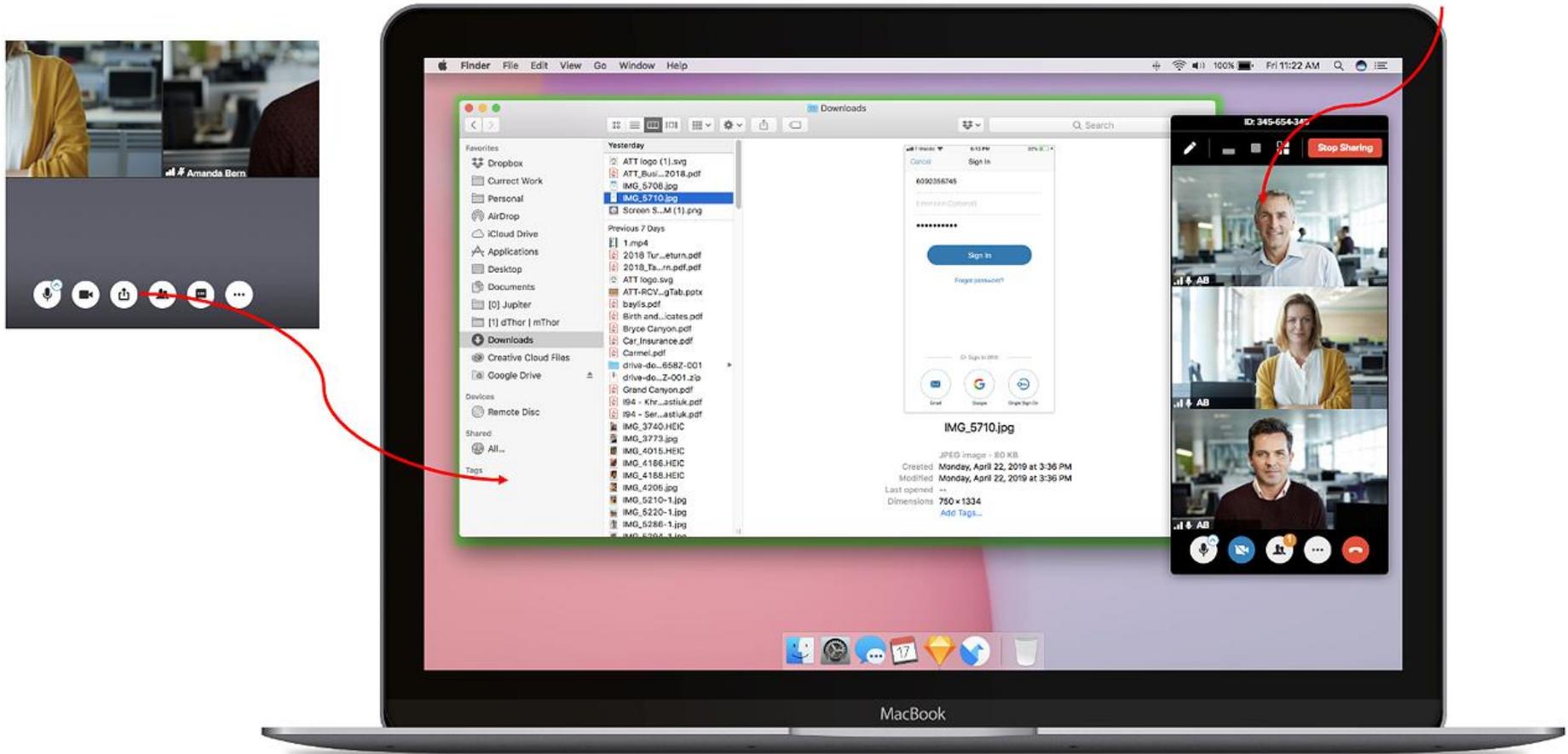


Screen Sharing

Every participant in the meeting can share their screen once the organizer relinquishes control.

Screen Sharing

Mini version of App while screen sharing



Leave Meeting

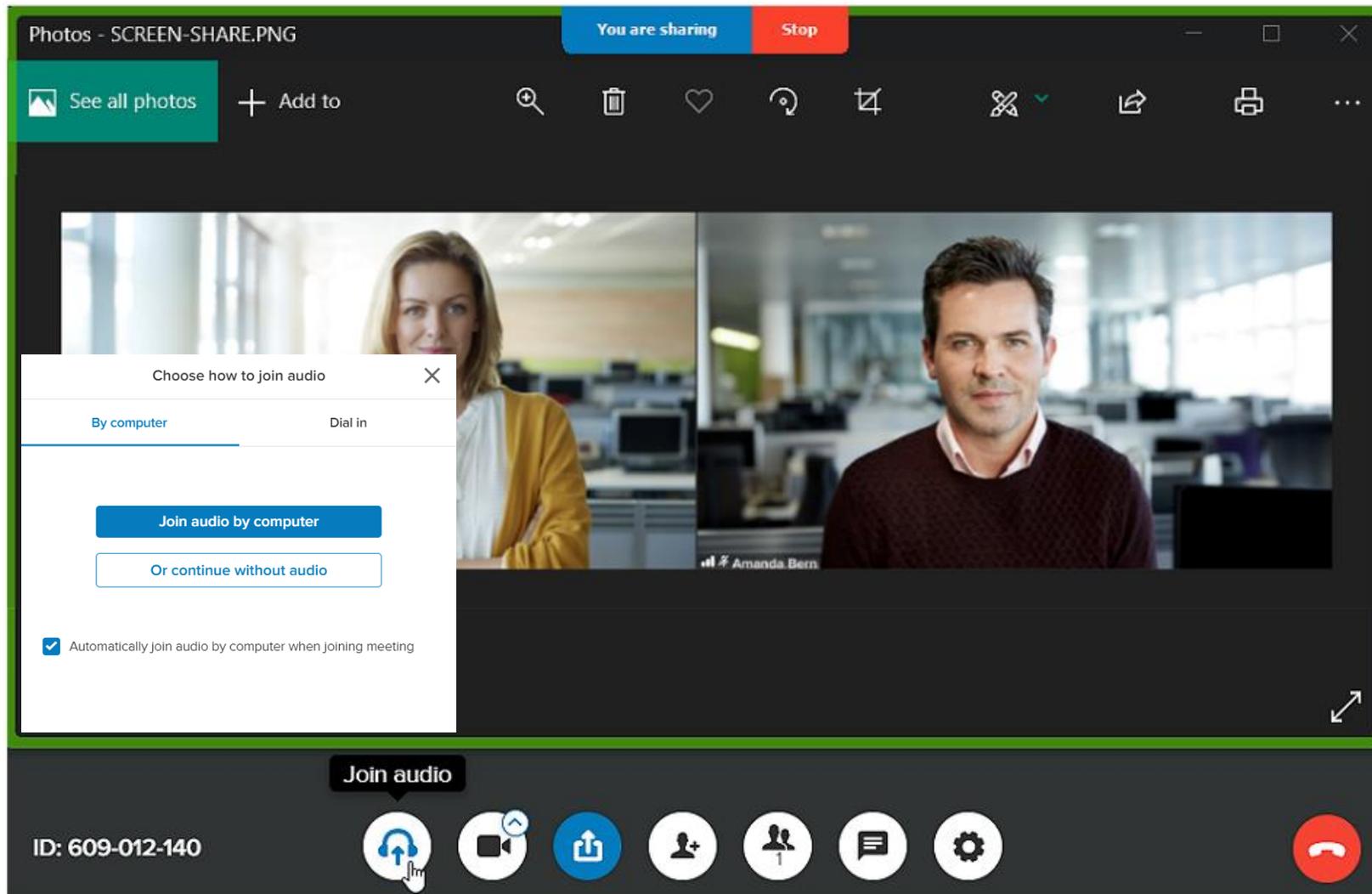
The meeting Host has the option to leave the meeting or end the meeting for all. Non-Host cannot end a meeting.

The image illustrates the meeting controls and dialog boxes. On the right is a meeting window titled "Office@Hand Meeting ID: 146-822-6872" showing two participants, Amanda Bern, in a split-screen view. At the bottom of the window is a control bar with icons for mute, video, share, participants, chat, and a red end call button. On the left, two dialog boxes are shown. The top dialog, titled "End or leave meeting?", is for the Host and contains the text "You are the host of this meeting, do you want to end this meeting for all or leave the meeting?" with buttons for "Cancel", "Leave meeting", and "End meeting for all". The bottom dialog, titled "Leave meeting?", is for a Non-Host and contains the text "Do you want to leave this meeting?" with buttons for "Cancel" and "Leave meeting". Red arrows point from the top-right corner of the meeting window to the "End meeting for all" button in the Host dialog, and from the bottom-right corner of the meeting window to the "Leave meeting" button in the Non-Host dialog.



Meeting Controls

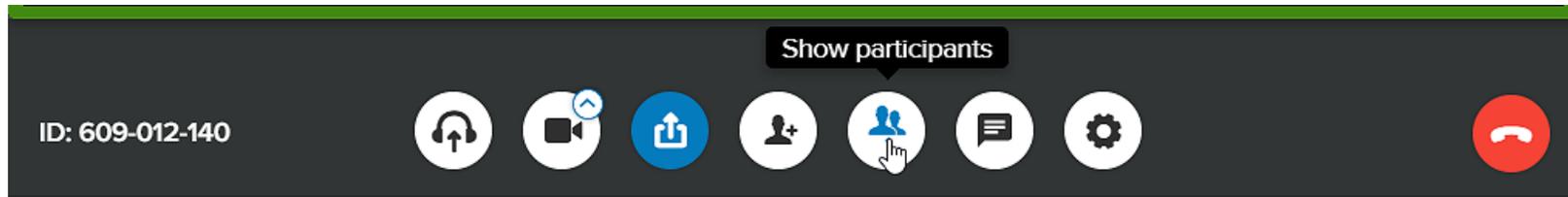
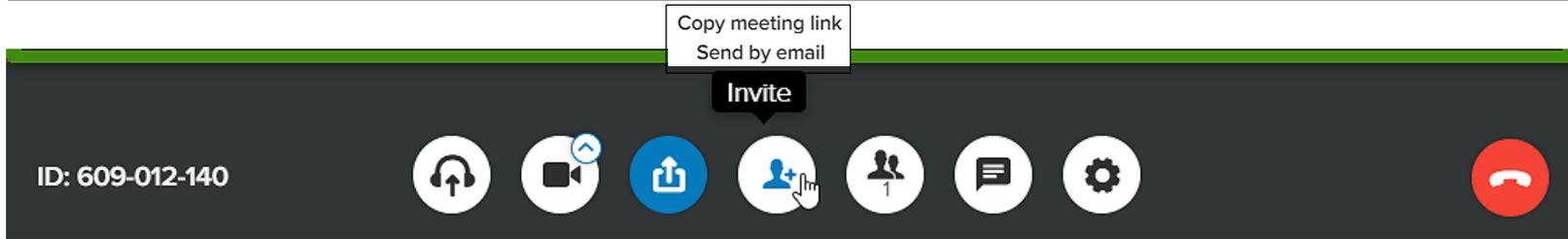
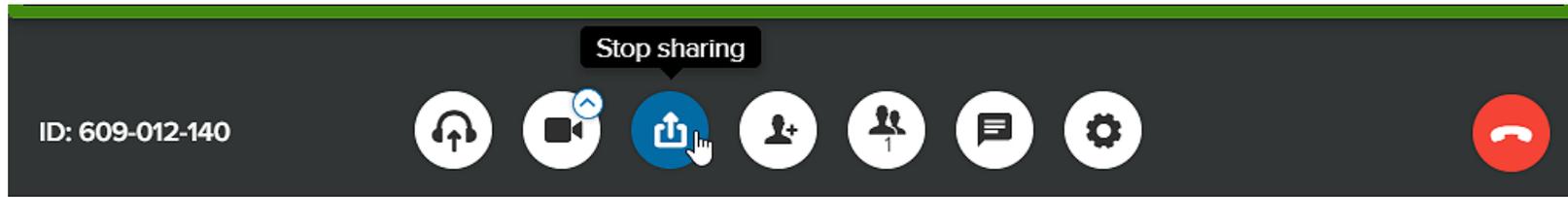
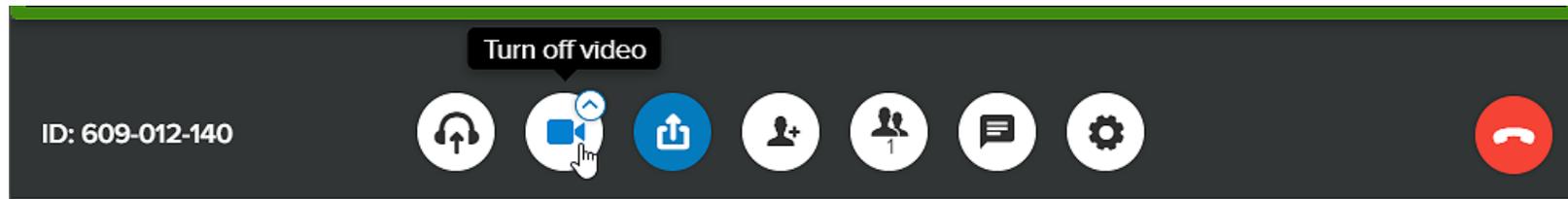
Everyone in the meeting has access to the meeting controls along the bottom menu. Only **Share your screen** requires permission from the organizer or the person currently sharing their screen.



Meeting Controls

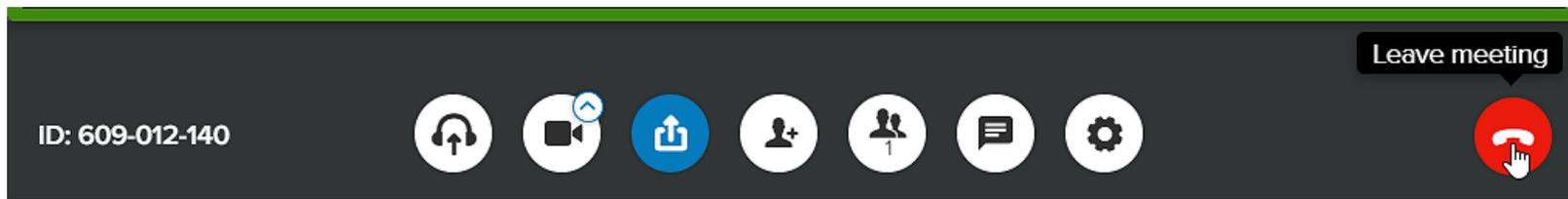
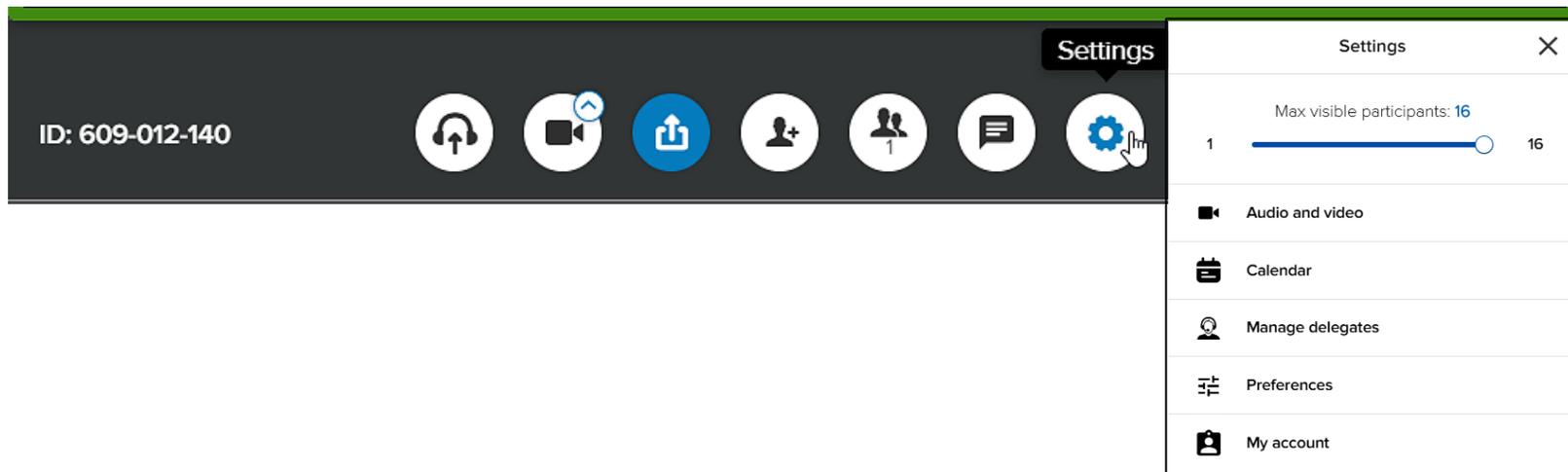
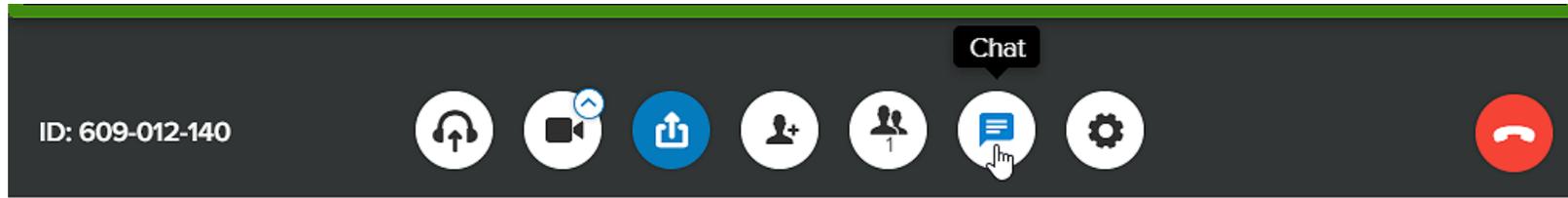
Everyone in the meeting has access to the meeting controls along the bottom menu. Click the video camera icon to **Turn off video** or **Turn on video**. Click the **Stop sharing** icon to shut-off sharing your screen. Click it again to **Start sharing** again. Default is off.

Click the **Invite** icon to copy meeting link & send it by email. Click **Show Participants** icon to reveal all persons in the meeting.



Meeting Controls

Everyone in the meeting has access to the meeting controls along the bottom menu. Click the **Chat** icon to open a pop-up dialog box and share your comments or questions with everyone in the meeting. Click **Settings** to set your Meeting app preferences. Click **Leave meeting** to end the meeting for yourself only. Only the meeting organizer can end the meeting for all participants.



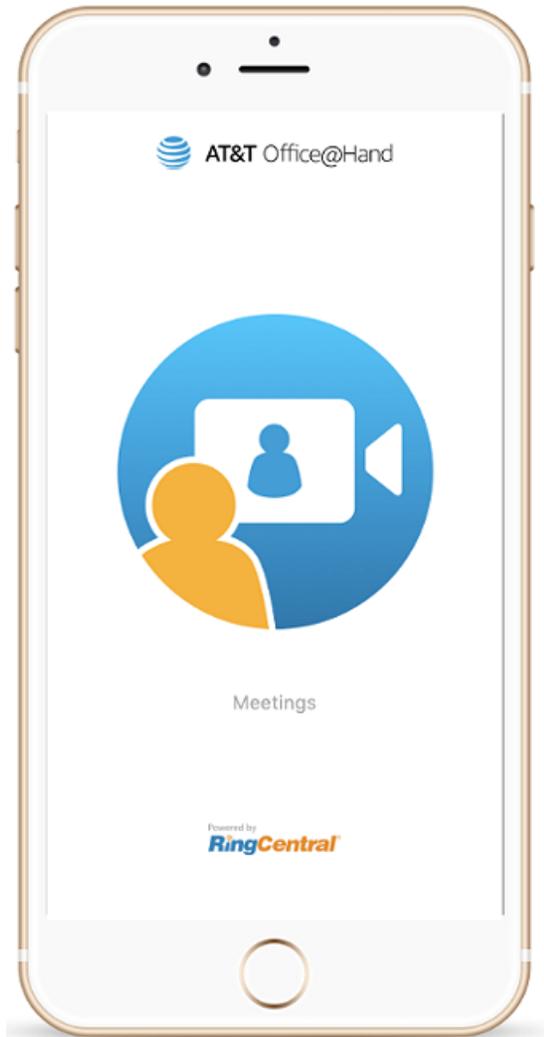
Office@Hand Meetings on Mobile Devices

The Meetings app from Office@Hand runs on iOS and Android devices. The pictures below show the Office@Hand Meetings App icon on a hand-held iOS device.



Office@Hand Meetings on Mobile Devices

The pictures below show the Office@Hand Meetings App splash screen.



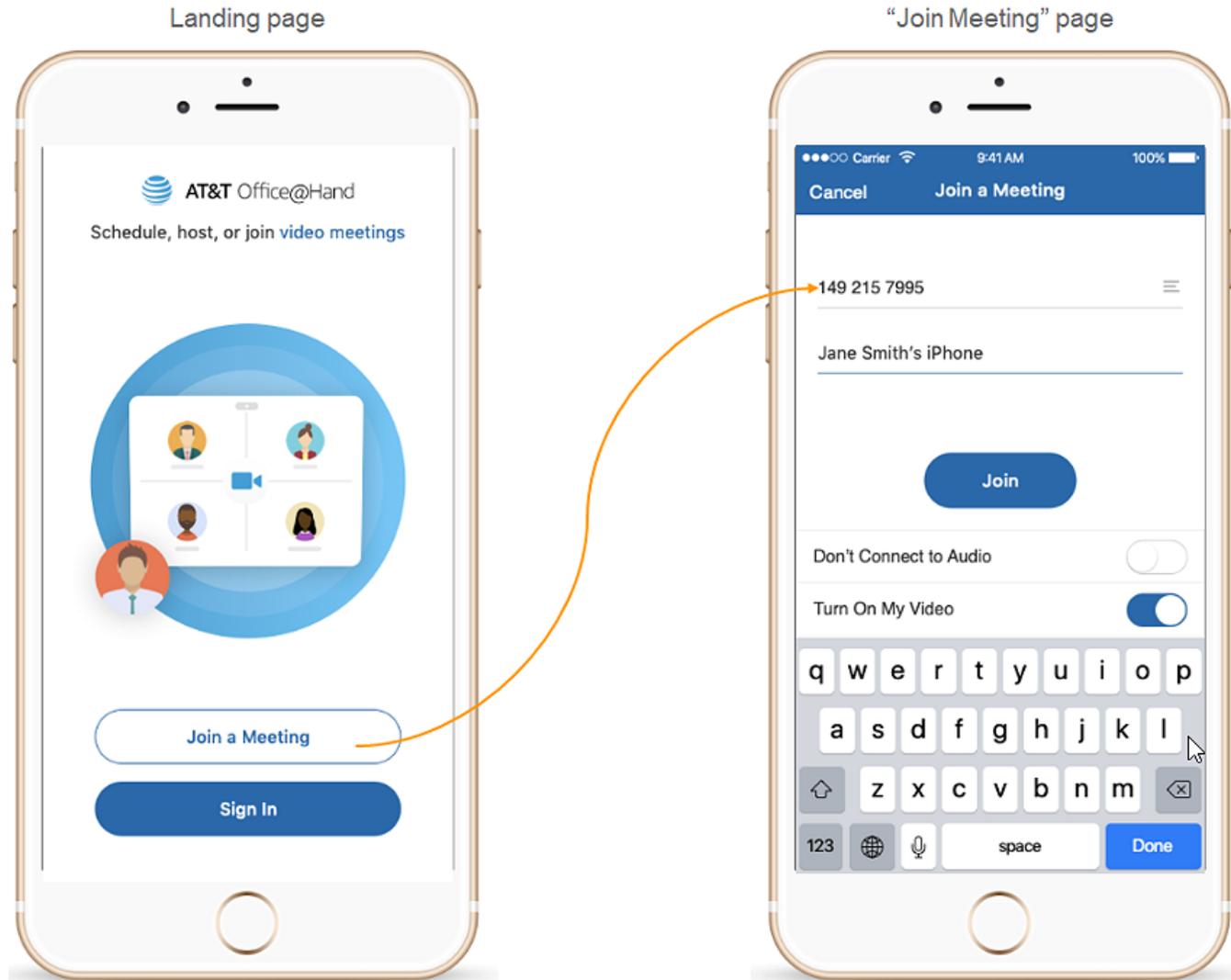
Office@Hand Meetings on Mobile Devices

The picture below shows the Office@Hand Meetings App landing page.



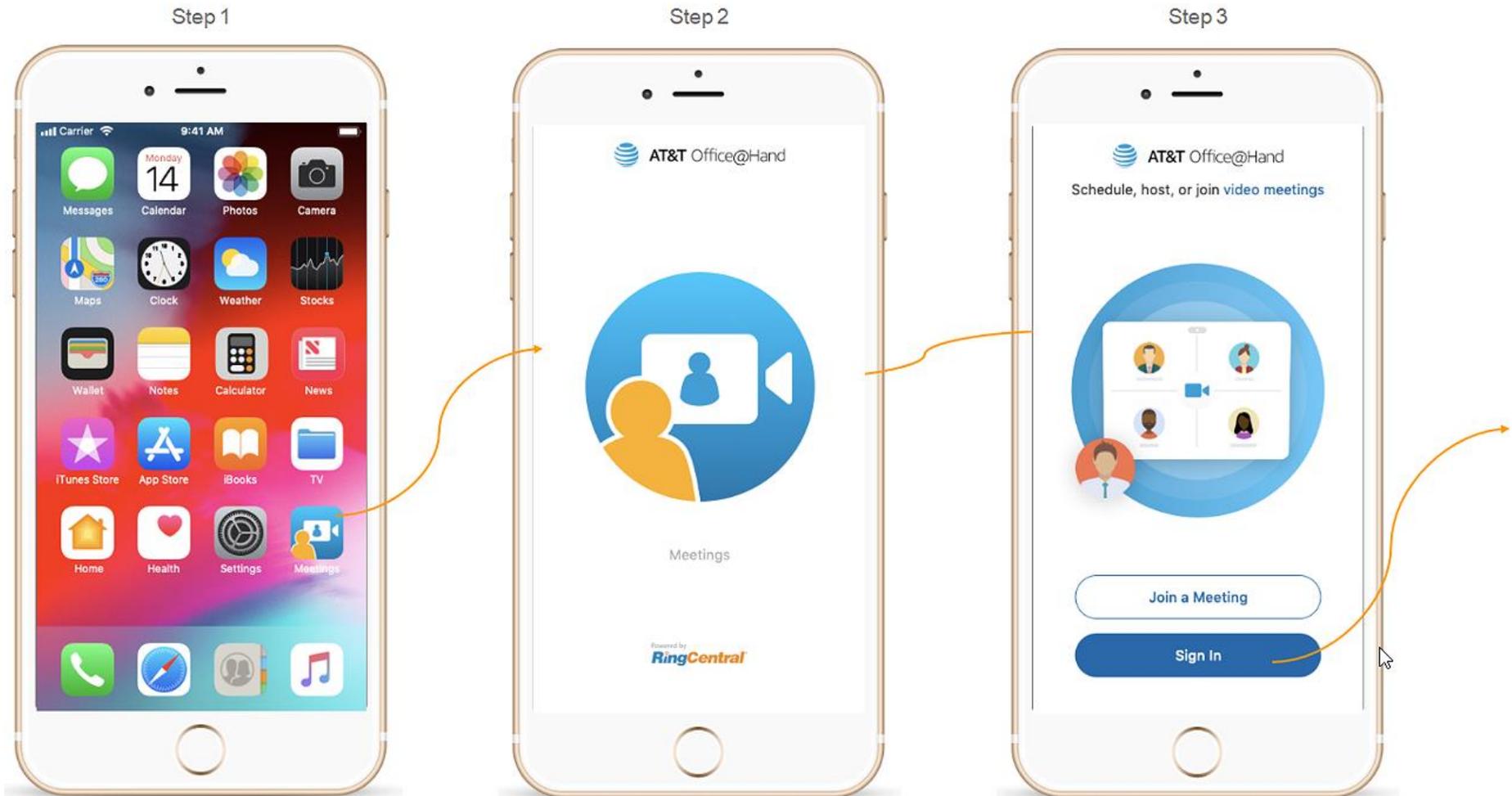
Office@Hand Meetings on Mobile Devices

The pictures below show the Office@Hand Meetings App **Join without Login (Guest)** on a hand-held iOS device.



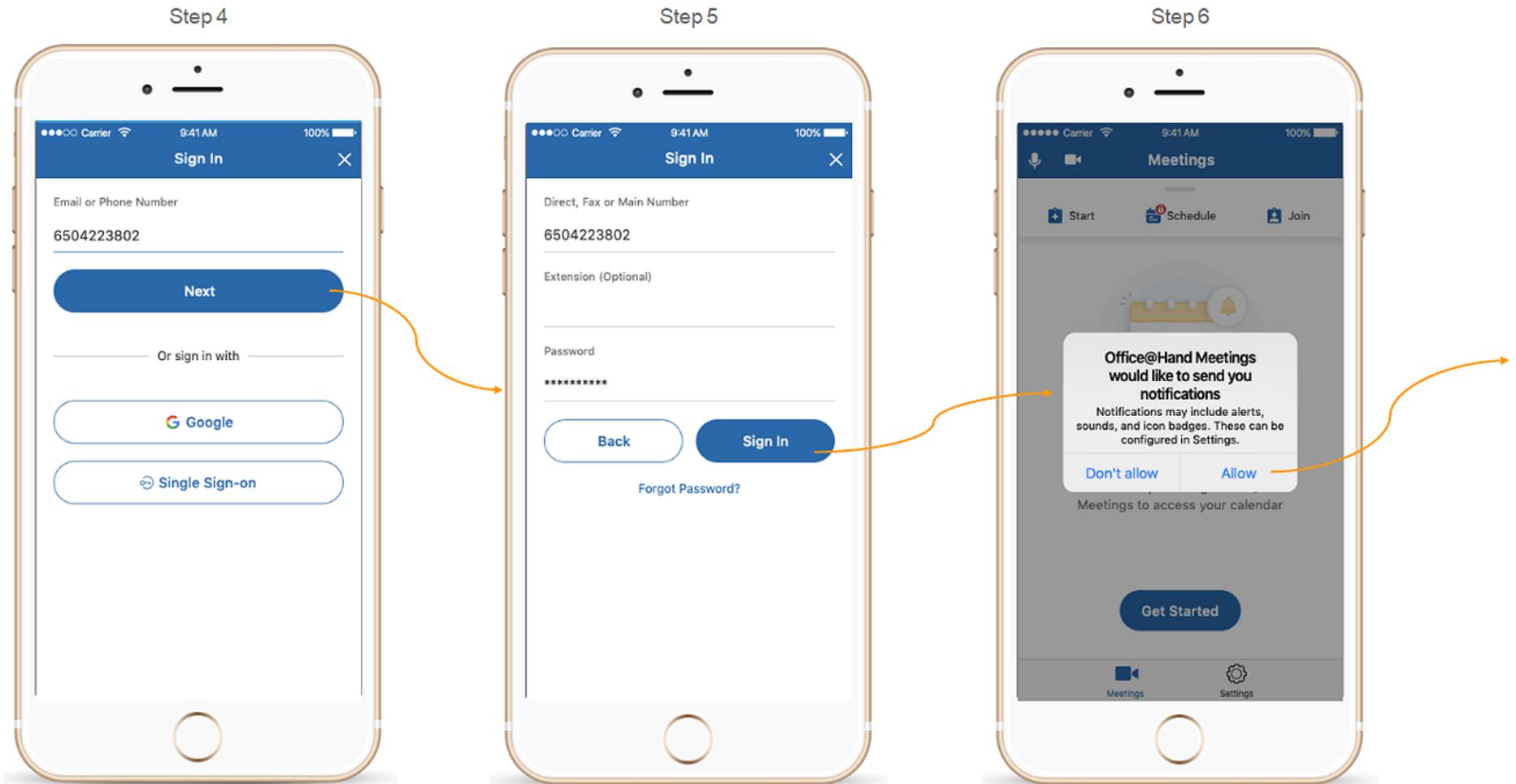
Office@Hand Meetings on Mobile Devices

The pictures below show the Office@Hand Meetings App first time sign-in experience on a hand-held iOS device.



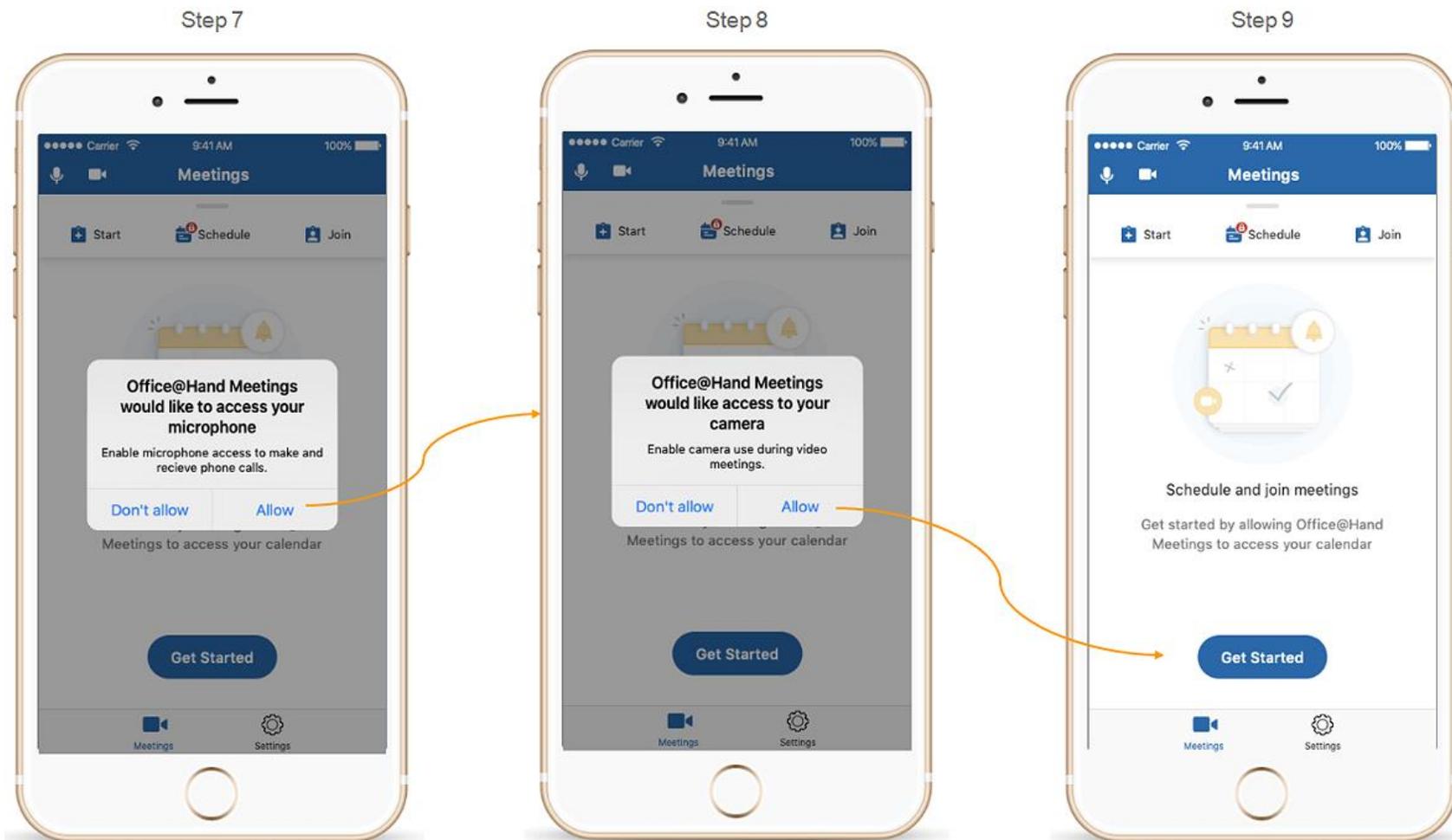
Office@Hand Meetings on Mobile Devices

The picture below shows the Office@Hand Meetings App first time sign in experience on a hand-held iOS device.



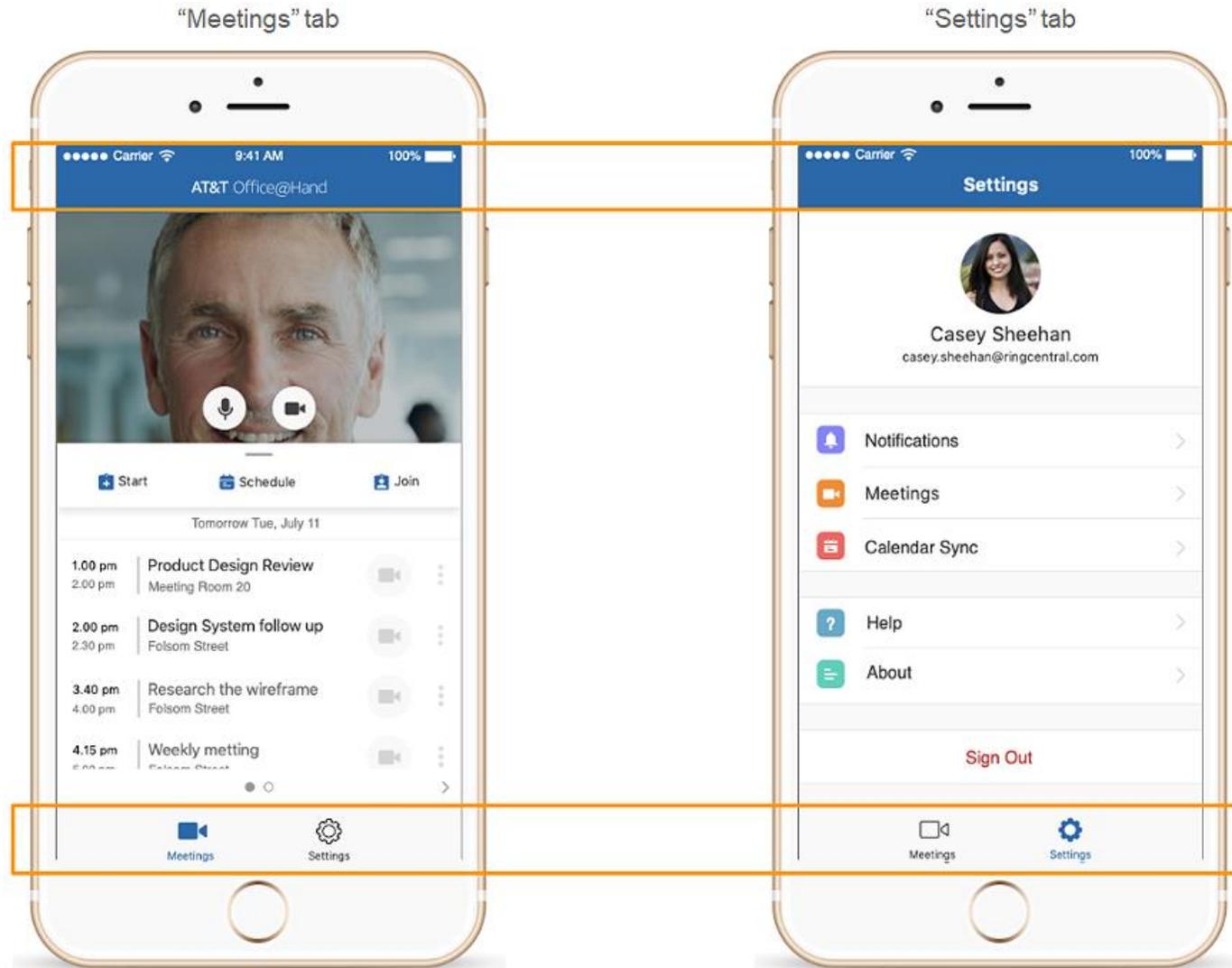
Office@Hand Meetings on Mobile Devices

The Meetings app from Office@Hand runs on Windows PC, Mac OS, iOS, and Android devices. The picture below shows the Office@Hand Meetings App first time sign in experience on a hand-held iOS device.



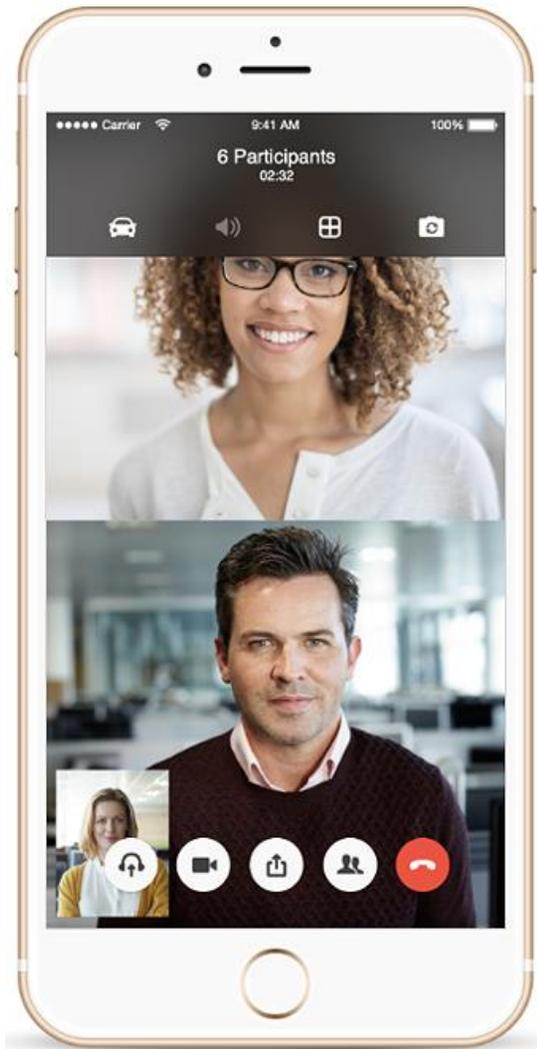
Office@Hand Meetings on Mobile Devices

The picture below shows the Office@Hand Meetings App two tabs structure on a hand-held iOS device.



Office@Hand Meetings on Mobile Devices

The picture below shows the Office@Hand Meetings App In-Meeting experience on a hand-held iOS device.



Office@Hand Meetings on Mobile Devices

The pictures below show the Office@Hand Meetings App **Settings**, **About**, and **Legal** Pages on a hand-held iOS device.

