

MeetingPlace for Outlook Scheduling Form Manual Installation

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Introduction

This procedure allows the system manager to manually install the Cisco MeetingPlace scheduling form in the event the automatic installation fails.

Prerequisites

Requirements

There are no specific requirements for this document.

Components Used

The information in this document is based on Cisco MeetingPlace for Outlook version 3.4.2.x.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, make sure that you understand the potential impact of any command.

Conventions

For more information on document conventions, refer to the Cisco Technical Tips Conventions.

Problem

Automatic installation of the Cisco MeetingPlace for Outlook scheduling form fails.

Solution

Run MPSetup.exe to automatically install the Cisco MeetingPlace form. If, after your machine restarts, there is no Cisco MeetingPlace form in the Microsoft Outlook Calendar, follow these steps:

1. Open Microsoft Outlook.
2. Right-click on the Calendar Folder and choose **Properties**.
3. Click the **Forms** tab, and then click the **Manage** button.

4. Click **Install**, and then type the path to the Office addins folder (usually c:\program files\microsoft office\office\addins).
 5. From the Files of Type drop-down menu, select **Form Message**.
 6. Double-click **MPForm.fdm**, and then click **OK**, **Close**, and **OK**.
 7. Right-click the Calendar folder and choose **Properties**.
 8. On the General tab, select **MeetingPlace meeting** from the "When posting to this folder, use:" drop-down menu. Click **OK**.
 9. Open your Calendar and double-click an empty time slot. The Cisco MeetingPlace for Outlook scheduling tab should be there.
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Related Information

- **Conferencing Software**
 - **Voice Technologies**
 - **Voice, Telephony and Messaging Devices**
 - **Voice Software**
 - **Recommended Reading: Troubleshooting Cisco IP Telephony**
 - **Technical Support – Cisco Systems**
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