



## **INTEGRATION NOTE**



### **Installing and Configuring the Microsoft Outlook Client Plug-in for Cisco Unified Videoconferencing Manager Release 7.1**

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# 1 Overview

The Resource Manager Outlook Client is a separately deployed plug-in that allows users to schedule modify, cancel, and manage Resource Manager meetings using the Microsoft Outlook interface.

## 2 Prerequisites

### System Requirements

- One of the following Microsoft Outlook versions:
  - Outlook 2003 on Windows XP SP3, Windows Server 2003 SP2 or Windows Vista SP1
  - Outlook 2007 on Windows XP SP3, Windows Server 2003 SP2 or Windows Vista SP1
- Microsoft Exchange 2000/2003/2007 Server
- A dedicated email account for receiving meeting messages including meeting accept and decline messages.
- A dedicated Cisco Unified Videoconferencing Manager server which the Resource Manager Outlook Client connects to.
- Configure this Cisco Unified Videoconferencing Manager server to work in Single Sign-on (SSO) mode with Microsoft Active Directory server.
- Assign at least one virtual room to each user.
- Users require access to the Resource Manager web user interface using Single Sign-on (SSO).



**Note** The Resource Manager Outlook Client is designed to work with the Resource Manager using SSO. If you wish to work in non-SSO mode, send the following registry key to your users and instruct them to install it:

```
[HKEY_CURRENT_USER\Software\Policies\cisco\RM Addin]
"rm.show.user.info"="true"
```

### Provided Files

The following files are supplied with the product.

- CUVCM\_outlook\_addon\_setup.msi—Installation file for the client-side Resource Manager Outlook Client.
- Outlook-add-on-server-side-install.vbs—Script for a centralized push of the Resource Manager Outlook Client from the domain controller.
- Outlook-add-on.vbs—Script for local client-side installation or upgrade of Resource Manager Outlook Client.
- Outlook-video-schedule-add-on.adm—The Group Policy used to push the Resource Manager Outlook Client.

## 3 How to Install the Resource Manager Outlook Client

- [Centrally Deploying the Resource Manager Outlook Client, page 3](#)
- [Client-side Installation, page 3](#)

## Centrally Deploying the Resource Manager Outlook Client

You can push the CUVCM\_outlook\_addon\_setup.msi installation file from a domain controller to all the machines in that domain.

The Resource Manager Outlook Client is then automatically installed on each client machine when that user signs on using a domain account.

### Procedure

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- Step 1** Copy the CUVCM\_outlook\_addon\_setup.msi and Outlook-add-on-server-side-install.vbs files from the Cisco CD-ROM supplied with the product to the following location:  
\\domain\_controller\netlogon\scripts  
where domain\_controller is the server name of the local domain controller.
- Step 2** On the domain controller, select **Administrative Tools > Active Directory Users and Computers**.
- Step 3** In the Active Directory Users and Computers management console, select a user for which you want to install the Resource Manager Outlook Client.
- Step 4** Double-click the user entry to open the Properties window.
- Step 5** Select **Profile** and locate the logon script file for that user in the Outlook-add-on-server-side-install.vbs file.
- Step 6** If the logon script does not exist for that user, create an empty logon script file for that user and enter the name of the new logon script file in the Logon script field.
- Step 7** Verify that the logon script has a .bat extension.
- Step 8** Place the empty logon script at the following location on the domain controller:  
\\domain\_controller\netlogon\scripts
- Step 9** Add the following line of text to the logon script:  
call \\domain\_controller\netlogon\Outlook-add-on-server-side-install.vbs  
The script runs to install or upgrade the Resource Manager Outlook Client the next time the user signs on to the domain.
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## Client-side Installation

A user can install or upgrade the Resource Manager Outlook Client on the local client machine.



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**Note** This step is not necessary when a central deployment is used.

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### Procedure

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- Step 1** Place the CUVCM\_outlook\_addon\_setup.msi and Outlook-add-on.vbs files in a folder.
- Step 2** Make that folder available to the user.
- Step 3** Communicate these steps to the user:
- The user needs to close Microsoft Outlook and then run the Outlook-add-on.vbs file.
  - Open Microsoft Outlook to confirm that the CUVCM RM Settings button is displayed under Tools > Options.
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## 4 Configuring the Cisco Unified Videoconferencing Manager Server URL

This section describes how to modify the Cisco Unified Videoconferencing Manager server URL to enable working with the Resource Manager Outlook Client.

You can configure the Cisco Unified Videoconferencing Manager server URL in the domain controller and push it out to all client machines within the domain using a group policy. The Resource Manager Outlook Client then retrieves the Cisco Unified Videoconferencing Manager server URL from the updated registries of client machines.

### Procedure

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- Step 1** Copy the Outlook-video-schedule-add-on.adm file from the Cisco Utilities and Documentation CD-ROM supplied with the product to the following directory on the device controller:  
C:\Windows\inf
  - Step 2** On the domain controller, select **Administrative Tools > Active Directory Users and Computers**.
  - Step 3** In the Active Directory Users and Computers management console, select the OU (or organization) to which you want to push the registry settings.
  - Step 4** Double-click the entry to open the Properties window.
  - Step 5** Select **Group Policy**.
  - Step 6** Select **New** to create a new Group Policy Object Link called OutlookVideoScheduling.



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**Note** We recommend that you remove any anti-virus blocks for file sharing and folder protection to complete this step.

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- Step 7** Select **Edit** to open the Group Policy Object Editor console.
  - Step 8** Select **User Configuration > Administrative Templates** and select **Add/Remove Templates**.
  - Step 9** Select **Add** to place the Outlook-video-schedule-add-on.adm file under C:\Windows\inf.
  - Step 10** Verify that “CUVCM Outlook Scheduling Add-on” appears at **User Configuration > Administrative Templates**.
  - Step 11** Select **User Configuration > Administrative Templates > CUVCM Outlook Scheduling Add-on**.
  - Step 12** Select **Set CUVCM Server URL** on the right panel.
  - Step 13** Enter the Cisco Unified Videoconferencing Manager server URL in the **Set CUVCM Server URL Properties** window.  
The server URL should not contain “.” or an IP address.  
The registry setting is pushed to a user machine the next time that user signs on to the domain.  
This registry setting is displayed in the **Server URL** field of the CUVCM Settings console of the Microsoft Outlook user interface.
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## 5 Meeting Scheduling

The meeting scheduling fields in the Cisco Unified Videoconferencing Manager Meeting window support the same display configuration customizations as the **User > Meeting Scheduling > Basic** tab.

Additionally, you can hide individual fields on the Cisco Unified Videoconferencing Manager Meeting window via **Admin > Advanced Settings > Look and Feel**.

## 6 Obtaining Documentation, Obtaining Support, and Security Guidelines

For information on obtaining documentation, obtaining support, providing documentation feedback, security guidelines, and also recommended aliases and general Cisco documents, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>

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