



## Preface

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## Introduction

Calendar integration with the IM and Presence Service allows users to incorporate their calendar and meeting status from Microsoft Outlook into their availability status on IM and Presence Service.

## Audience

This publication is for experienced users who configure and maintain Microsoft Exchange integration with the IM and Presence Service.

## Book Structure

This guide contains the following chapters:

Chapter	Title	Description
1	<a href="#">Preface, on page 1</a>	This chapter contains information on the book structure, audience, and purpose of this guide.
2	<a href="#">Introduction</a>	This chapter introduces the Microsoft Outlook calendar integration feature for the IM and Presence Service.
4	<a href="#">Planning for Calendar Integration</a>	This chapter contains information on the prerequisites so that you can plan your calendar integration.

Chapter	Title	Description
5	<a href="#">Configure Microsoft Exchange</a>	Refer to this chapter only if you are connecting to an on-premise Microsoft Exchange server for Outlook calendar integration. This chapter describes how to configure your Exchange server for the integration.
6	<a href="#">Configure Microsoft Office 365</a>	Refer to this chapter only if you are connecting to a cloud-hosted Office 365 server for Outlook calendar integration. This chapter describes how to configure your Office 365 server for the integration.
7	<a href="#">Configure the IM and Presence Service</a>	Refer to this chapter to configure the IM and Presence Service for Outlook calendar integration. Use this chapter regardless of whether you are connecting to an on-premise Exchange server or a cloud-hosted Office 365 server.
8	<a href="#">Troubleshooting Exchange Calendaring Integrations</a>	This chapter describes troubleshooting tasks and fixes for common problems.

## Conventions

This document uses the following conventions:

Convention	Indication
<b>bold font</b>	Commands and keywords and user-entered text appear in <b>bold font</b> .
<i>italic font</i>	Document titles, new or emphasized terms, and arguments for which you supply values are in <i>italic font</i> .
<code>courier font</code>	Terminal sessions and information the system displays appear in <code>courier font</code> .




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**Note** Means reader take note. Notes contain helpful suggestions or references to material not covered in the manual.

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**Tip** Means *the following information helps you solve a problem*. The tips information might not be troubleshooting or even an action, but could be useful information, similar to a Timesaver.

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**Caution** Means reader be careful. In this situation, you might perform an action that could result in equipment damage or loss of data.

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# Obtaining Documentation and Submitting a Service Request

For information on obtaining documentation, submitting a service request, and gathering additional information, 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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