



User Guide for User Guide for Installing and Configuring Microsoft Outlook Plug-in for Cisco Unified Videoconferencing Manager Release 5.6

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CHAPTER 1

Scheduling Meetings via the Resource Manager Outlook Client

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Installing the Resource Manager Outlook Client

Contact your system administrator for installation information.

Configuring the Resource Manager Outlook Client

Procedure

- Step 1** Click **CUVCM RM Settings** in the Outlook user interface, or go to **Tools > Options > CUVCM RM Meetings**.
 - Step 2** Enter the address of your Cisco Unified Videoconferencing Manager server in the Server URL field.
 - Step 3** Click **Check Server Status** to verify that the server is operational and that you can connect to the server.
 - Step 4** Enter your Cisco Unified Videoconferencing Manager user ID and password, and optionally your organization name in the appropriate fields, if these fields appear.
 - Step 5** Click **OK** to save your changes.
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Sending a Meeting Invitation

Procedure

- Step 1** Open a new appointment or meeting request form in the Outlook user interface.
- Step 2** Click **CUVCM RM Meeting**.
If you already have a virtual room defined, your virtual room details are displayed.
- Step 3** Click **Override Virtual Room default values** if you do not want to use the default settings of your virtual room.
- Step 4** Enter new meeting and moderator PINs as required.
If you entered a moderator PIN, you can enable the waiting room feature where participants are placed in a waiting room without audio or video until the meeting moderator joins the meeting.
If you entered a moderator PIN, you can automatically record a meeting when it starts (available only when Cisco Unified Videoconferencing Desktop Server is configured in Cisco Unified Videoconferencing Manager).
- Step 5** Enable the **Streaming** option to automatically start streaming when the meeting starts (available only when Cisco Unified Videoconferencing Desktop Server is configured in Resource Manager).
- Step 6** Enter the number MCU ports you want to reserve for the meeting.
- Step 7** You can invite other terminals to the meeting and automatically dial out to them at the meeting start time.
You can search all terminals configured in the Resource Manager database and add them to the invited list.
Click **Extra Terminal** to invite terminals not defined in the Resource Manager database to the meeting.
- Step 8** Click **OK** to save the Resource Manager scheduling request and close the CUVCM RM Meeting window.
The CUVCM RM Meeting button is selected and the name of the virtual room appears in the Location field of the appointment or meeting request form.
- Step 9** Specify invitees in the To field.
- Step 10** (Optional) Click **Cancel Meeting** to change this meeting from Resource Manager to a generic Outlook meeting.
- Step 11** Click **Send** to send the meeting request to the Resource Manager server.
If scheduling succeeds, Resource Manager sends the invitation to all invitees.
If scheduling fails, Resource Manager displays an error message.
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How to Manage Meetings via Outlook

Meetings scheduled using the Resource Manager Outlook Client are displayed in the Resource Manager web user interface with an Outlook icon next to the meeting entry.

You can modify or cancel meetings scheduled using the Resource Manager Outlook Client only from within Outlook. You cannot do so from the Resource Manager web user interface.

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Modifying a Meeting Invitation

Procedure

- Step 1** Open the meeting from the Outlook calendar.
 - Step 2** Click **CUVCM RM Meeting**.
 - Step 3** Modify the meeting settings as required.
 - Step 4** Click **Send Update**.
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Cancelling a Meeting

Procedure

- Step 1** Select the meeting in the Outlook calendar.
 - Step 2** Click **Delete**.
 - Step 3** Select **Send cancellation and delete meeting**.
 - Step 4** Click **Send**.
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Modifying Meeting Recurrence

Procedure

- Step 1** Cancel the meeting from the Outlook calendar.
 - Step 2** Schedule a new recurring meeting.
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Uninstalling the Resource Manager Outlook Client

Procedure

- Step 1** Go to **Control Panel > Add or Remove Programs** on your computer.
 - Step 2** Click **CUVCM Outlook Integration** in the list.
 - Step 3** Click **Remove**.
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