



## **Installing and Configuring Microsoft Outlook Plug-in for Cisco Unified Videoconferencing Manager Release 5.7**

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# CHAPTER 1

## Scheduling Meetings via the Resource Manager Outlook Client

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## Configuring the Resource Manager Outlook Client

### Procedure

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- Step 1** Click **CUVCM RM Settings** in the Outlook user interface, or go to **Tools > Options > CUVCM RM Settings**.
- 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** If the server URL contains “.”, add the URL to the list of trusted sites in your Internet Explorer under **Tools > Internet Options > Security > Trusted sites > Sites**.
- Step 5** Enter your Cisco Unified Videoconferencing Manager user ID and password, and optionally your organization name in the appropriate fields, if these fields appear.
- Step 6** Click **OK** to save your changes.
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# Sending a Meeting Invitation

The body of a message sent using the Resource Manager Outlook Client can contain a maximum of 2000 characters. Additional characters are not saved when the message is sent.

## Procedure

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- Step 1** Open a new appointment or meeting request form in the Outlook user interface.
- Step 2** Click **Rich Media**.  
If you already have a virtual room defined, your virtual room details are displayed.
- Step 3** Click **Advanced Settings** 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** Select a preferred location from the Location Preferences field to instruct Cisco Unified Videoconferencing Manager where to schedule the meeting (available only in multiple-location deployments).
- Step 8** 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 9** Click **OK** to save the Resource Manager scheduling request and close the Rich Media window.  
The Rich Media button is selected and the name of the virtual room appears in the Location field of the appointment or meeting request form.
- Step 10** Specify invitees in the To field.
- Step 11** (Optional) Click **Cancel Meeting** to change this meeting from Resource Manager to a generic Outlook meeting.
- Step 12** 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.

- [Modifying a Meeting Invitation, page 1-3](#)
- [Cancelling a Meeting, page 1-3](#)
- [Modifying Meeting Recurrence, page 1-3](#)

## Modifying a Meeting Invitation

### Procedure

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- 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

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- 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

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- 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

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- 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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