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## Release Note

### *MeetingPlace for Outlook (Release 4.2.7.83)*

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|---------------------------------|---------------------------|
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## 1 Overview

This document describes, on a high level, the issues customers should be aware of when installing/using MeetingPlace for Outlook release 4.2.7. Refer to the System Manager's Guide (SMG) for full feature descriptions.

**Note:** This is the last release of MeetingPlace for Outlook that will support existing MeetingPlace for Outlook 3.4 meetings. However, scheduling new meetings using the MeetingPlace for Outlook 3.4 form is not supported.

## 2 Product History

| Release  | Date of Release | General Description   |
|----------|-----------------|---|
| 4.2.7.83 | 10/24/03        | MPOutlook 4.2.7.83 Maintenance Release  |
| 4.2.7.66 | 05/11/03        | MPOutlook 4.2.7.66 Patch Release  |
| 4.2.7.63 | 04/28/03        | Fix for CR20410 GWSIM is not getting upgraded to the latest revision.   |
| 4.2.7.60 | 03/13/03        | Several new features including new user interface, flexible authentication methods, support for WebConnect and reservationless meetings |
| 4.2.5.7  | 05/17/02        | System Manager Agents, Check Availability link, customizable notifications  |
| 4.1.3.40 | 05/14/01        | Introduction of version 4 form  |
| 3.4.2.28 | 01/16/01        | Introduction of version 3.4 form  |

## 3 New Features

This release of MeetingPlace for Outlook includes the following major new features. For full feature descriptions, please refer to the *MeetingPlace for Outlook System Manager's Guide (SMG)*.

### 3.1 Improved Usability

This includes new user interfaces for both scheduling and attending, a MeetingPlace tab attached with every invitation, encrypted Click to Attend links, a check availability link to enable users to query MeetingPlace before scheduling, the ability to disassociate MeetingPlace resources, a progress bar to indicate MeetingPlace for Outlook operations, notifications formatted in the recipient's time zone, and the ability to configure upgrade alerts.

**! Important Note:** To ensure that the "Check Availability" link query will work properly, the MeetingPlace System Manager must make sure that the "Enable Resched Recrrng Mtgs" attribute under Scheduling Parameters is set to "Yes" in MeetingTime.

### 3.2 Flexible User Authentication

Provides multiple authentication options including: automatic authentication per user, authentication via MeetingPlace Directory Services, login information stored in the registry or as cookies, and automatic Windows authentication.

### 3.3 Increased Support for Recurring Meetings

The recurring meetings feature is now more robust. For example, users can edit their recurring meeting patterns by simply selecting the recurrence button. They can also choose to view meeting details for select instances of a recurring meeting chain instead of the entire chain.

### 3.4 Support for WebConnect and Reservationless Meetings

WebConnect provides seamless integration between multiple internal and external MeetingPlace conference servers through a single URL. Making use of a single database and a customer defined rollover sequence, WebConnect ensures the availability of MeetingPlace resources while still offering the

benefits of a consistent user experience. Reservationless meetings require no previous scheduling of resources with the added benefit of a pre-assigned meeting ID. MeetingPlace for Outlook supports both of these features.

### **3.5 Segmented Meeting Access Configuration Support**

In a Segmented Meeting Access configuration, a Windows server is placed in the Demilitarized Zone, or DMZ, between the Internet and the private corporate network. MeetingPlace for Outlook (4.2.7) supports such configurations during installation. System Managers are able to select the internal and external server for which URLs must be provided. Such support enables meetings held between internal users to remain safely behind the corporate firewall while allowing meetings with external participants to be attended in the DMZ.

### **3.6 Master HTML Form for Customizations**

Modifications to the MeetingPlace tab can now be made with a single master form. These customizations are stored in a separate file from code data. Thus, upon upgrade, customizations are maintained while logic and data usage are updated. Refer to Appendix B of the MeetingPlace for Outlook SMG for customization rules.

### **3.7 Click to Download MeetingPlace for Outlook Client**

Users who are invited to MeetingPlace meetings, but who do not have the MeetingPlace for Outlook software, can now download the MeetingPlace for Outlook software from the MeetingPlace tab in their notification

### **3.8 Improved Notification Performance**

A database is kept on the MeetingPlace for Outlook gateway machine to meet increased performance needs. This dismisses the product's need to query the Exchange server to find existing meetings.

### **3.9 Japanese Notifications and Templates**

Users with the Japanese language option will receive notifications with Japanese characters.

## **4 Requirements**

### **4.1 Hardware Requirements**

System hardware requirements for running MeetingPlace for Outlook are dependent on whether or not you have MeetingPlace Web 3.0 (release 4.2.7.106) or MeetingPlace Web 4.0 (release 4.3.0.100) installed on the same system. When installed with MeetingPlace Web, please refer to "System Requirements" in Chapter of the *MeetingPlace Web 3.0 or MeetingPlace Web 4.0 SMG*. For more information on system hardware requirements, please refer to "MeetingPlace for Outlook System Requirements" in Chapter 3 of the *MeetingPlace for Outlook SMG*.

Minimum system requirements to install MeetingPlace for Outlook Notification Services only:

- 400 MHz Pentium II processor
- 256 MB RAM
- 2.5 GB free disk space
- TCP/IP connection to the MeetingPlace server

#### **Notes:**

MeetingPlace gateways currently utilize shared components for communication with the MeetingPlace server. These shared components should never be removed while another MeetingPlace gateway is present on the server.

It is not recommended that MeetingPlace for Outlook be loaded on a Domain Controller.

## 4.2 Software Requirements

The Service Pack (SP) listed for the Windows 2000 server is the required minimum. Those greater than the one listed are assumed to work unless documented otherwise. For more information on system software requirements, please refer to “MeetingPlace for Outlook System Requirements” in Chapter 3 of the *MeetingPlace for Outlook SMG*.

| System              | Requirements   |
|---------------------|--|
| Windows server      | Windows 2000 Server or Advanced Server edition (SP 2 or higher)<br>Outlook 98 (v8.5.6204), Outlook 2000 (SR 1 and SP 3 with collaboration data objects installed)<br>Microsoft IIS 5.0<br>NTFS Partition with > 2.5GB free space available.                |
| Exchange server     | Microsoft Exchange Server release 5.5 (SP 4) or release 2000 (SP 2)  |
| MeetingPlace system | MeetingPlace 2001 (release 4.3) or later including MeetingServer releases 5.0.x with the “Calendar Gateway” and “Notification” option keys installed.<br><b>Note:</b> Contact your MeetingPlace field or sales representative to enable these option keys. |
|                     |  |

## 5 Compatibility Matrix

### 5.1 MeetingPlace Gateways

MeetingPlace for Outlook is compatible with currently shipping gateways as indicated in the following table.

| Gateway                         | Compatible Versions  |
|---------------------------------|--|
| MeetingPlace Web                | MeetingPlace Web 3.0 (release 4.2.7.106) or MeetingPlace Web 4.0 (release 4.3.0.100) |
| MeetingPlace IP Gateway         | 4.2.7  |
| MeetingPlace for Notes          | 4.2.7  |
| MeetingPlace Directory Services | 4.2.7  |

**Note:** MeetingPlace for Outlook and MeetingPlace for Notes may point to the same MeetingPlace server, but to different mailboxes. **They must not be installed on the same machine.**

#### MeetingPlace Web

For full functionality (i.e., to schedule MeetingPlace meetings and receive notifications from MeetingPlace for Outlook), MeetingPlace Web 3.0 (release 4.2.7.106) or MeetingPlace Web 4.0 (release 4.3.0.100) **must** be installed prior to installing MeetingPlace for Outlook (4.2.7) on the same machine. Installing MeetingPlace Web ensures installation of the MeetingPlace Agent (MPAgent) Service.

For MeetingPlace for Outlook Notification Services only (i.e., MeetingPlace meetings scheduled from MeetingTime or MeetingPlace Web, notifications received in Outlook), MeetingPlace Web installation is not required.

If you would like to enable full MeetingPlace web functionality on this system, please refer to the *MeetingPlace Web SMG* for full requirements, installation, and configuration information.

If you do not wish to enable full MeetingPlace web functionality on this system, disable the MeetingPlace Web conferencing services on the machine as outlined in Appendix C of the *MeetingPlace for Outlook SMG*.

## 6 Product-Specific Information—MeetingPlace for Outlook (4.2.7.83)

### 6.1 Outlook 11

MeetingPlace for Outlook does not currently support Outlook 11. If you are currently using Outlook 11 and discover a MeetingPlace for Outlook related problem, replicate the issue on a supported version of Outlook and report it to the Latitude Customer Support Center.

If the problem can be replicated, Latitude will handle it as a normal issue, but verify the fix against Outlook 11.

If the problem cannot be replicated, Latitude will still track it as a known issue for the next release of MeetingPlace for Outlook.

### 6.2 Outlook 98 Archive Patch for Outlook 98 Clients

A minimum Outlook 98 version of 8.5.6204 is required prior to loading the MeetingPlace for Outlook Version 4 form. To achieve this version you must install a patch, which is available from Microsoft's web site.

1. If you are installing the Outlook 98 archive patch on a Windows NT Server machine, you must have administrator rights for the patch to install correctly. For more information read Microsoft Knowledge Base Article Q214575 and follow the instructions on the screen to complete the installation.

### 6.3 Legacy Outlook 98 Clients – Meetings Removed Following Upgrade

Microsoft recently learned of an archive fidelity issue in Outlook 98 that involves potential data loss during an archive process. The problem is that during the archive process, there is a small window of time when archival information is only in memory before being written to the archive personal store (PST) file. If a computer failure occurs at this exact time, the items that are in memory are lost. So, if you were archiving information in Outlook and a power failure occurred, for example, you might notice that when you restart Outlook you cannot find some of the information you were archiving.

Download this patch to fix the problem. Before installing the patch, do not use the Archive or AutoArchive feature. The patch will change the archive mechanism to ensure that the archived items are fully written to disk before deleting them from the source folder. After the fix is applied, there will be no risk of data loss should a crash occur in the middle of the archive process. This problem is corrected in future versions of Outlook.

Due to the limitation mentioned above some items in the Outlook 98 calendar may become corrupt. This includes MeetingPlace meetings scheduled with the v3.4 form. In addition to loading the patch mentioned above, the following items must be completed:

Apply the "NoOST" registry fix as follows:

1. Close Outlook.
2. Set HKEY\_CURRENT\_USER\Software\Microsoft\Office\9.0\Outlook\OST\NoOST to '0' .
3. Start Outlook.
4. Observe the meetings re-populating the Calendar.
5. Export all the meetings in the calendar to a ".pst" file. This may not work for OL98 unless they have the archive patch mentioned above.
6. Close Outlook.
7. Set HKEY\_CURRENT\_USER\Software\Microsoft\Office\9.0\Outlook\OST\NoOST back to '3' .
8. Start Outlook .
9. Import all meetings from the .pst file back to the calendar folder. Ensure that you make appropriate selection for the import so that duplicate items are not created.
10. Verify that the missing meetings are back. Meetings that were corrupt may not be recoverable.

## 6.4 Pointing to Different Remote SQL Server Databases

Re-pointing the database is not a standard requirement when upgrading MeetingPlace for Outlook. It is only required when you move from a local database to a shared database configuration. For example:

You have MeetingPlace for Outlook and MeetingPlace Web (release 3.0 or 4.0 with local database) on one machine, and your production MeetingPlace Web on a separate machine.

You have multiple machines already installed with MeetingPlace Web and you want to join them in a MeetingPlace Web load balancing configuration.

**Note:** Any machines sharing the same database must be on and maintain the exact same release and build version, e.g., version 4.2.7.83. Also, their Gateway SIM host names must match.

### 6.4.1 Steps to Re-point the Local SQL Database to a Remote SQL Database in MeetingPlace Web 4.0

1. Switch the local database of MeetingPlace Web 4.0 to a remote SQL Server with an existing MeetingPlace Web 4.0.
2. Use the MeetingPlace Web Conferencing master NT service to stop all MeetingPlace services.
3. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DatabaseServerName to the database server name.  
  
For example: If the existing value is "farallon.latitude.com" or "(local)", change it to "sqlremoteservername"
4. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DataSource to "MPWEB;UID=user id;PWD=user password;"
5. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DBPassword to the user password.
6. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DBUserID to the user ID.
7. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Data Connection\DCMS\Admin\ODBC\DBServerLocation to the database server name.  
  
For example: If the existing value is "farallon.latitude.com" or "(local)", change it to "sqlremoteservername"
8. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Data Connection\DCMS\Admin\ODBC\DBPassword to the user password.
9. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Data Connection\DCMS\Admin\ODBC\DBUserID to the user ID.
10. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Data Connection\DCMS\Admin\ODBC\MasterDBPassword to the user password.
11. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Data Connection\DCMS\Admin\ODBC\MasterDBUserID to the user ID.
12. Get guid.reg from the first MeetingPlace Web server and run it on the second MeetingPlace Web server.
13. Update your ODBS to point to the remote SQL database.

14. Run the SQLInstall **Create** option. Change the local "servername" to the remote server name.
15. Use the MeetingPlace Web Conferencing master NT service to start all MeetingPlace services.

#### **6.4.2 Steps to Re-point the Local SQL Database to a Remote SQL Database in MeetingPlace Web 3.0**

1. Switch the local database of MeetingPlace Web 3.0 to a remote SQL Server with an existing MeetingPlace Web 4.0.

**Note: Before switching the SQL database, upgrade your existing MeetingPlace Web 3.0 to MeetingPlace Web 4.0.**

2. Stop all MeetingPlace services.
3. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DatabaseServerName to the database server name.  
  
For example: If the existing value is "farallon.latitude.com" or "(local)", change it to "sqlremoteservername"
4. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DataSource to "MPWEB;UID=user id;PWD=user password;"
5. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DBPassword to the user password.
6. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\ODBC\DBUserID to the user ID.
7. Set HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\general\GUIDWebID to 'blank'
8. Get guid.reg from the first MeetingPlace Web server and run it on the second MeetingPlace Web server.
9. Update your ODBS to point to the remote SQL database.
10. Run the SQLInstall **Create** option. Change the local "servername" to the remote server name.
11. Start all MeetingPlace services.

## **7 Install and Upgrade Common Practices**

**NOTE 1:** If you are doing a brand new deployment of MeetingPlace for Outlook Gateway 4.2.7, you should not deploy 4.2.7.63 as it has been superseded by the 4.2.7.83 maintenance release.

**NOTE 2:** If you are doing a brand new deployment of MeetingPlace for Outlook Gateway 4.2.7 on the system with Microsoft Outlook 98 installed, verify that it is **Outlook 98 version 8.5.6204**, which is required for proper functionality of MeetingPlace for Outlook Gateway. Any other version of Microsoft Outlook 98 is not supported. To achieve this version you must install a patch, which is available from Microsoft's web site <http://microsoft.com>. For more information please refer to "Outlook 98 Archive Patch for Outlook 98 Clients" in Section 6.2 of this document.

**NOTE 3:** If planning to use **Outlook 2000** on the gateway machine, you **MUST** ensure that **CDO** is installed before installing or upgrading to MeetingPlace for Outlook 4.2.7.83. **CDO** is not installed by default when loading Office 2000. It must be manually selected as an option during setup.

To add the CDO component, go to Control Panel | Add/Remove Programs. Select Microsoft Office 2000 Premium and click Add/Remove. Select Add/Remove Features, expand Microsoft Outlook for Windows, and expand Collaboration Data Objects. Select 'Run from my computer' and click update now. Have your Office 2000 CD ready. **Office 2000 Service Pack 3**, which includes the latest **Collaboration Data Objects (CDO)** security update, is required for this release of MeetingPlace for Outlook 4.2.7.83. Service Pack 3 and the latest updates for your Outlook 2000 Client are available from Microsoft's web site <http://office.microsoft.com>

**NOTE 4:** If you are upgrading an existing MeetingPlace for Outlook Gateway, you must determine whether it has been customized. If your MeetingPlace for Outlook Gateway has been customized, do not proceed with the upgrade. Please refer to Appendix B of the MeetingPlace for Outlook SMG for customization rules.

**NOTE 5:** You must verify that your gateway machine meets all the hardware and software requirements. Please refer to "Requirements" in Section 4 of this document.

### **7.1 New install of MeetingPlace for Outlook 4.2.7.83 (with existing MeetingPlace Web 3.0 on the server)**

**NOTE:** MeetingPlace Web 3.0 (release **4.2.7.106** or higher) **must** be installed prior to installing MeetingPlace for Outlook (4.2.7.83) on the same machine. Installing MeetingPlace Web 3.0 (**4.2.7.106**) ensures installation of the MeetingPlace Agent (MPAgent) Service. Please refer to the *MeetingPlace Web 3.0 SMG* for full requirements, installation, and configuration information.

1. Verify that all MeetingPlace for Outlook 4.2.7 pre-install requirements are satisfied before proceeding with the install.
2. From the MP for Outlook 4.2.7 folder run the SETUP.EXE. For installation instructions, please refer to "Installing MeetingPlace for Outlook" in the *MeetingPlace for Outlook 4.2.7 SMG*.
3. Follow the instructions on the screen to complete the upgrade.
4. At the end of the installation, the program will prompt you to restart. Click Finish and the server will restart automatically.
5. **REMEMBER:** YOU NEED TO RESTART THE GATEWAY MACHINE TO COMPLETE SETUP.
6. Perform full MeetingPlace for Outlook 4.2.7 functionality testing.

### **7.2 New install of MeetingPlace for Outlook 4.2.7.83 (with existing MeetingPlace Web 4.0 on the server)**

**NOTE:** MeetingPlace Web 4.0 (release **4.3.0.100** or higher) **must** be installed prior to installing MeetingPlace for Outlook (4.2.7.83) on the same machine. Installing MeetingPlace Web 4.0 (**4.3.0.100**) ensures installation of the MeetingPlace Agent (MPAgent) Service. Please refer to the *MeetingPlace Web 4.3.0.100 Release Note* for full requirements, installation, and configuration information.

1. Verify that all MeetingPlace for Outlook 4.2.7 pre-install requirements are satisfied before proceeding with the install.
2. From the MP for Outlook 4.2.7 folder run the **SETUP.EXE**. For installation instructions, please refer to "Installing MeetingPlace for Outlook" in the *MeetingPlace for Outlook 4.2.7 SMG*.
3. Follow the instructions on the screen to complete the upgrade.
4. At the end of the installation, the program will prompt you to restart. Click Finish and the server will restart automatically.
5. **REMEMBER:** YOU NEED TO RESTART THE GATEWAY MACHINE TO COMPLETE SETUP.

6. Perform full MeetingPlace for Outlook 4.2.7 functionality testing.

### **7.3 Upgrade of MeetingPlace for Outlook 4.2.7 (with existing MeetingPlace Web 3.0) to release 4.2.7.83**

1. Verify that all MeetingPlace for Outlook 4.2.7 preinstall requirements are satisfied before proceeding with the install.
2. From the MP for Outlook 4.2.7 folder run the **SETUP.EXE**.
3. When upgrading a previous version of MeetingPlace for Outlook 4.2.7, choose **Modify** from the three options Install Shield shows:
  - MODIFY
  - REPAIR
  - REMOVE
4. Follow the instructions on the screen to complete the upgrade.
5. At the end of the installation, the program will prompt you to restart. Click Finish and the server will restart automatically.
6. **REMEMBER: YOU NEED TO RESTART THE GATEWAY MACHINE TO COMPLETE SETUP.**
7. Perform full MeetingPlace for Outlook 4.2.7 functionality testing.

### **7.4 Upgrade of MeetingPlace for Outlook 4.2.7 (with existing MeetingPlace Web 4.0) to release 4.2.7.83**

**NOTE:** MeetingPlace Web 4.0 (release **4.3.0.100** or higher) **must** be installed prior to installing MeetingPlace for Outlook (4.2.7.83) on the same machine. Installing MeetingPlace Web 4.0 (**4.3.0.100**) ensures installation of the MeetingPlace Agent (MPAgent) Service. Please refer to the *MeetingPlace Web 4.3.0.100 Release Note* for full requirements, installation, and upgrade configuration information.

1. Verify that all MeetingPlace for Outlook 4.2.7 preinstall requirements are satisfied before proceeding with the install.
2. From the MP for Outlook 4.2.7 folder run the **SETUP.EXE**.
3. When upgrading a previous version of MeetingPlace for Outlook 4.2.7, choose **Modify** from the three options Install Shield shows:
  - MODIFY
  - REPAIR
  - REMOVE
4. Follow the instructions on the screen to complete the upgrade.
5. At the end of the installation, the program will prompt you to restart. Click Finish and the server will restart automatically.
6. **REMEMBER: YOU NEED TO RESTART THE GATEWAY MACHINE TO COMPLETE SETUP.**
7. Perform full MeetingPlace for Outlook 4.2.7 functionality testing.

### 7.5 Upgrade of MeetingPlace for Outlook 4.2.5 (with existing MeetingPlace Web 3.0) to release 4.2.7.83

**NOTE:** MeetingPlace Web 3.0 (release **4.2.7.106** or higher) **must** be installed prior to installing MeetingPlace for Outlook (4.2.7.83) on the same machine. Installing MeetingPlace Web 3.0 (**4.2.7.106**) ensures installation of the MeetingPlace Agent (MPAgent) Service. . Please refer to the *MeetingPlace Web 3.0 SMG* for full requirements, installation, and upgrades configuration information.

1. Verify that all MeetingPlace for Outlook 4.2.7 preinstall requirements are satisfied before proceeding with the install.
2. From the MP for Outlook 4.2.7 folder run the **SETUP.EXE** .
3. When upgrading a previous version of MeetingPlace for Outlook 4.2.5, choose **Modify** from the three options Install Shield shows:
  - MODIFY
  - REPAIR
  - REMOVE
4. Follow the instructions on the screen to complete the upgrade.
5. At the end of the installation, the program will prompt you to restart. Click Finish and the server will restart automatically.
6. **REMEMBER:** YOU NEED TO RESTART THE GATEWAY MACHINE TO COMPLETE SETUP.
7. Perform full MeetingPlace for Outlook 4.2.7 functionality testing.

### 7.6 Upgrade of MeetingPlace for Outlook 4.2.5 (with existing MeetingPlace Web 4.0) to release 4.2.7.83

**NOTE:** MeetingPlace Web 4.0 (release **4.3.0.100** or higher) **must** be installed prior to installing MeetingPlace for Outlook (4.2.7.83) on the same machine. Installing MeetingPlace Web 4.0 (**4.3.0.100**) ensures installation of the MeetingPlace Agent (MPAgent) Service. Please refer to the *MeetingPlace Web 4.3.0.100 Release Note* for full requirements, installation, and upgrade configuration information.

1. Verify that all MeetingPlace for Outlook 4.2.7 preinstall requirements are satisfied before proceeding with the install.
2. From the MP for Outlook 4.2.7 folder run the **SETUP.EXE**.
3. When upgrading a previous version of MeetingPlace for Outlook 4.2.5, choose **Modify** from the three options Install Shield shows:
  - MODIFY
  - REPAIR
  - REMOVE
4. Follow the instructions on the screen to complete the upgrade.
5. At the end of the installation, the program will prompt you to restart. Click Finish and the server will restart automatically.
6. **REMEMBER:** YOU NEED TO RESTART THE GATEWAY MACHINE TO COMPLETE SETUP.
7. Perform full MeetingPlace for Outlook 4.2.7 functionality testing.

**IMPORTANT:** It was observed during the MeetingPlace Web 4.0 upgrades on some of the systems with existing MeetingPlace for Outlook Gateway 4.2.7, that not all MP Gateway Conferencing services were running after system reboots.

To workaround for this problem follow instructions below:

1. Stop all MeetingPlace Services including MeetingPlace for Outlook and MeetingPlace Notification Gateway
2. Once all services are stopped, start them in following order
  - MeetingPlace Gateway SIM
  - MeetingPlace Web Conferencing (Master service)
  - Wait until all MeetingPlace Web services are started
    - MeetingPlace Conferencing Gateway
    - MeetingPlace Conferencing GCC
    - MeetingPlace Conferencing MCS
    - MeetingPlace Conversion Service
    - MeetingPlace Replication Service
3. Start the MeetingPlace for Outlook Service, which will automatically start the MeetingPlace Notification Gateway.

## 8 Fixed Issues in this release—MeetingPlace for Outlook (4.2.7.83)

| CR ID   | Title   |
|---------|---|
| CR21070 | Some Check Availability fields were allowing more characters than maximum allowed (2) for the time, date and duration fields, which would cause the query window to give incorrect results. <b>This issue has been fixed</b>  |
| CR21089 | When scheduling from Outlook, the user's PC or laptop time zone must match the time zone indicated in their MeetingPlace profile. Otherwise, the user's meetings may be scheduled for the incorrect time. This issue also pertains to delegate scheduling. <b>This issue has been fixed</b><br>In the Patch release of MPOutlook 4.2.7.66 we have become aware of a problem which will prevent meetings scheduled for the week of October 26 and forward, from being correctly scheduled on the MeetingPlace Audio server. The time for these meetings will be 1 hour off. <b>This issue has been fixed</b> |
| CR22012 | Deleting reservationless meeting chain with exceptions. When reservationless recurring meeting had exceptions e.g. some occurrences are just non reservationless Meeting Place meetings. When user decided to delete the whole recurring chain, those exceptions were not removed from MeetingPlace Server. <b>This issue has been fixed</b>  |
| CR21098 | Location field in Outlook is blank after single occurrence of MeetingPlace meeting had been disassociated. This was also observed when one occurrence of the recurring chain was disassociated for ordinary MeetingPlace meeting and for Reservationless. <b>This issue has been fixed</b>  |
| CR21099 | MeetingPlace for Outlook form does not uninstall properly with different admin accounts. If MeetingPlace for Outlook form was installed by one user with the local admin right, then another user with the same rights was not able to uninstall the form. <b>This issue has been fixed</b>   |
| CR21081 | Scheduler and invitees were not able to attend public Meeting Place meetings in DMZ, when they tried to join from MeetingPlace for Outlook form. <b>This issue has been fixed</b>   |
| CR20753 | In previous release users who were using Billing code were not able to use non-alphanumeric characters when scheduling MeetingPlace meeting from MeetingPlace for Outlook. If non-alphanumeric characters were used then the billing code was sent incorrectly. <b>This issue has been fixed</b>  |
| CR18441 | MeetingPlace for Outlook Client cannot install on Win XP machines with different language configuration. <b>This issue has been fixed</b>   |
| CR21136 | Download link that was designed for the users who do not have MeetingPlace for Outlook Clients was displayed inside of MeetingPlace invitation, even though users had MeetingPlace for Outlook form already installed. <b>This issue has been fixed</b>   |
| CR21137 |   |
| CR21412 | User will see script error when clicked on "Check Availability" link in case where "Allow Vanity Meeting ID" is set to NO on MeetingPlace Server. Also Meeting ID field was removed from "Check Availability" window in case when "Allow Vanity Meeting ID" is set to NO on MeetingPlace Server. <b>This issue has been fixed</b>   |
| CR21419 |   |
| CR21436 |   |
| CR21464 |   |
| CR21140 | If the recurring meeting happens within the 1 hour from the current time "Check Availability" link will show incorrect Conflict result. When user clicked on the Conflict it tells him that start time of the meeting is already passed. When user will proceed with the scheduling meeting is scheduled with no problems. <b>This issue has been fixed</b>   |
| CR21240 |   |
| CR21144 | Scheduler can see blank message box when try to disassociate one occurrence of the Reservationless recurring chain, and hit "send update" button. <b>This issue has been fixed</b>  |
| CR16269 | When MeetingPlace for Outlook creates the meeting, only the scheduler is invited to the meeting, everyone else is a guest. If Web Connect rolls the scheduled meeting to another site, guest cannot attend those meetings. <b>This issue has been fixed</b>   |
| CR17811 | Unable to join Web Conference from MeetingPlace tab, after clicking on "Join Web Conference" button browser window is opening with Template Fail error is showing up. <b>This issue has been fixed</b>  |

- CR20678 Scheduler is not prompted to send update to added or deleted invitees. **This issue has been fixed**
- CR20764 Users are not given the opportunity to attend MeetingPlace meetings as profile users when using the "Click To Attend" link generated by a 4.2.5 clients for a recurring meeting,. **This issue has been fixed**
- CR20950 We have run into many situations where as a result several notifications were lost for the meeting scheduled from Meeting Time and MeetingPlace Web. **This issue has been fixed**
- CR21145 When the recurring chain was deleted from user calendar, exceptions of re-associated MeetingPlace meetings were not removed from MP Server. **This issue has been fixed**
- CR21178 Per many customers requests we made changes to the default settings of MeetingPlace for Outlook Client Configuration utility  
login default is set to 'persist in registry'  
client options default is set to 'Make MP form as the default'  
Upgrade option default is set to 'Show upgrade link'. **This issue has been fixed**
- CR21191 Notification for meetings scheduled from Meeting Time or MeetingPlace Web displays wrong time if user's profile is set to America\Detroit (EST), **This issue has been fixed**
- CR21198 Users experienced problems with scheduling Outlook meetings when special characters e.g.  
CR21408 "&" were used in subject line of Outlook appointment. Also "&" character was added as allowed in "Billing Code" field. **This issue has been fixed**
- CR21210 Invitations for meetings scheduled from Meeting Time or MeetingPlace Web were placed at the  
CR21431 wrong time slot if the scheduler time zone was Australia\Sydney, Asia\Singapore, Asia\Shanghai and America/New York. **This issue has been fixed**
- CR21211 Meeting ID length was not enforced from MeetingPlace for Outlook according to the MeetingPlace requirements. **This issue has been fixed**
- CR21257 Users with regional settings set to Germany/Time Zone Berlin/ and calendar Time Zone/Berlin were not able to schedule a MeetingPlace meetings from Outlook. **This issue has been fixed**
- CR21258 Recording parameters are not updated on MeetingPlace Server after the meeting was rescheduled. **This issue has been fixed**
- CR21260 Formatting gets lost in Outlooks appointment body once "Make it a MeetingPlace meeting" check box was checked. **This issue has been fixed**
- CR21375
- CR21406 Rescheduling recurring chain with meetings in the past loses some meeting information e.g. meeting name. **This issue has been fixed**
- CR21377 It was noticed that session stale error message was showing up during the rescheduling process of the recurring chain. **This issue has been fixed**
- CR21397 Scheduler is not able to change frequency settings for the recurring chain once "Continuous meeting" frequency has been selected. **This issue has been fixed**
- CR21399 Per customers requests more explanatory messages were added in fail scenarios of rescheduling recurring chain. **This issue has been fixed**
- CR21430 Rescheduling a past meeting throws script error instead of error message informing scheduler that this is not supported operation for single past MeetingPlace meeting. **This issue has been fixed**
- CR21439 In Notification Tab of Client Configuration Utility we designed separate entry for Internal Web Host Name and External Web Host Name for meetings scheduled from Meeting Time and MPWeb, which will allow customers who use segmented DNS with their DMZ deployments to configure MeetingPlace Web Hostname for Click To Attend links. **This issue has been fixed**
- CR21746 MeetingPlace for Outlook service on gateway machine does not reconnect after losing communication with Exchange server. **This issue has been fixed**
- CR21958 Script error is generated during the scheduling process when MPmessage.rtf was containing customizations. **This issue has been fixed**
- CR21447 MeetingPlace for Outlook will generate an error during rescheduling of recurring chain if  
CR21448 number of the occurrences selected is greater then of the original chain. **This issue has been fixed**
- CR21531 Script error is showing up during the use of "Check Availability" link when Recording is disabled on MeetingPlace Server per user/group. **This issue has been fixed**
- CR21655 Continuous meeting is placed incorrectly in users Calendar when different duration is selected on scheduling form. **This issue has been fixed**

- CR21487 Error: [22694] There is no room for more conferences within the MP Agent will show inside of MeetingPlace Tab for single occurrence of recurring chain that was previously deleted/disassociated. **This issue has been fixed**
- CR21571 It was discovered that in some cases users were not able to disassociate some of the occurrences of the recurring chain, either not removed from user calendar or the MeetingPlace Server. **This issue has been fixed**
- CR21944 Scheduled Task that restarts MeetingPlace for Outlook service every 4 hours was enabled. Per customers request this task will be by default disabled and can be enabled if needed by the system administrator. **This issue has been fixed**
- CR22235 Notifications are backing up in the MeetingPlace queue with multiple reschedules of first occurrence from MeetingPlace Web. **This issue has been fixed**
- CR22278 Bill code and Entry restrictions does not come through on notifications for meetings scheduled from Meeting Time or MeetingPlace Web. **This issue has been fixed**

## 9 Known Issues—MeetingPlace for Outlook (4.2.7.83)

- | CR ID   | Title   |
|---------|---|
| CR20350 | The user tries to reschedule a recurring meeting currently in progress. Immediately after the error message: "Operation is not allowed since the meeting is in progress", the users attempts to open this appointment in his calendar. Another error message displays: "Can't open this item. You changed one of the occurrences of this item, and this instance no longer exists. Close any open items and try again." After few seconds this message goes away and the user can open the appointment again. |
| CR18981 | The MeetingPlace for Outlook installer is dependent on the location of executable files. In order to run Modify/Repair/Remove options on Meeting Place for Outlook, the System Manager must ensure that they have access to either the original files or the MeetingPlace for Outlook installer CD.   |
| CR18038 | The Event log presents the following message after the MeetingPlace for Outlook 4.2.7 install: "The data buffer created for the "MPOutlook" service in the 'C:\Latitude\MPWeb\mpoutlook\MPOLPerf.dll' library is not aligned on an 8-byte boundary." This may cause problems for applications that are trying to read the performance data buffer. Contact the manufacturer of this library or service to have this problem corrected or to get a newer version of this library.                              |
| CR18952 | Office XP does not permit preview of MeetingPlace notification content in the Auto Preview Pane of the Outlook Inbox.   |
| CR19239 | When a delegate invites himself to a meeting he is scheduling on behalf of someone else, he must select "No" when asked if he would like to update his own calendar. If he selects "Yes", the meeting will be placed in his calendar, but without any content in the MeetingPlace tab. This happens for all Outlook versions 98, 2000, 2002 (XP)  |
| CR16288 | When installing Outlook Version 4 and scheduling a meeting, there is a button for "Join Data Conference". Selecting this button results in an error indicating that there is no DC installed.   |
| CR16294 | The "Make this a MeetingPlace meeting" box is not checked automatically after you select a different MeetingPlace server.   |
| CR16295 | Changes made to the Advanced Settings of meetings are not saved if the user selects a different MeetingPlace server from the list available in the drop down box.   |
| CR18463 | Scenario: schedule any recurring meeting with the ID 2020 at 5 PM. Then schedule a single meeting at 3 PM with the same meeting ID. At 3 PM, open the whole series of the recurring meeting with the ID 2020 and open the MeetingPlace tab. The single meeting scheduled for 3 PM is listed in the recurring meeting chain. When the single meeting is over, it disappears from the list.   |
| CR18548 | Meetings that are "In Session" (current) are not removed from the MeetingPlace server even if the scheduler decides to remove them from his/her Outlook calendar.   |
| CR16282 | After the current meeting has been scheduled, the user tries to join the voice conference. User leaves the phone field blank and clicks the "Join Voice" button. User receives an error stating   |

that she needs to enter a phone number to review the meeting. This is misleading since she was attempting to join the meeting, not review it. Error[22543]

CR20282 Reservationless meetings require no previous scheduling of resources with the added benefit of a pre-assigned meeting ID. The scheduler needs to be aware that historic reservationless MeetingPlace meetings can be scheduled in his/her calendar.

CR22236 Meeting notifications will be one hour off for meetings scheduled before Daylight savings change to start after daylight savings change day with no participants are rescheduled by drag and drop before DST change day.