

Attending from the click-to-attend link

- Step 1** From your meeting notification, scroll to the bottom and click the click-to-attend link.
- If you've logged into MeetingPlace Web before, it will take you directly into the meeting room
 - If this is the first time you're accessing MeetingPlace Web, it will prompt you for your MeetingPlace user ID and password
- Step 2** Once you're in the meeting room, click the telephone icon to join your voice conference.

5 Changing your calendar preferences

MeetingPlace for Notes allows you to change the default settings that appear on your MeetingPlace scheduling form, such as your MeetingPlace user name, password, and default MeetingPlace audio server.

- Step 1** From your Lotus Notes calendar's Actions menu, choose **Tools** then **Preferences**. The Preferences window opens.
- Step 2** Click the **Calendar** tab, then the **MeetingPlace** tab. The MeetingPlace tab displays with your default user settings.
- Step 3** To change your user name or password, update the User Name or User Password fields.
- Step 4** To change your default MeetingPlace audio server, choose a new server from the Default Server drop-down list.
- Step 5** When finished, click **OK**. Any changes you made will appear as your new default values on your MeetingPlace scheduling form.

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Quick Start Guide



Cisco MeetingPlace for Notes Quick Start Guide (for users of Lotus Notes 5.0.12)

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- 5 Changing your calendar preferences




Note

Throughout this guide, we refer to Cisco MeetingPlace as MeetingPlace.



1 Scheduling a meeting

 **Note** Depending on the customizations that have been done to your Calendar Entry form, some MeetingPlace scheduling parameters and options may not be available.

Step 1 From your Lotus Notes calendar, either double-click a date in your calendar or click **Schedule a Meeting**. The Calendar Entry form displays.

Step 2 Fill in your meeting information, such as the subject, start and end times, and meeting description.


- The time zone for your meeting is based on the time zone you select within Lotus Notes, not your MeetingPlace profile time zone.
- To schedule a recurring meeting, check **Repeats** and specify your Repeat Options: Daily, Weekly, Monthly by day, Monthly by date
- To invite people to your meeting, click the **Meeting Invitations and Reservations** tab.

Step 3 To make this a MeetingPlace meeting, click the **MeetingPlace** tab.

- Check **Include MeetingPlace** then fill in your MeetingPlace scheduling parameters, such as your MeetingPlace user ID and password, MeetingPlace audio server, and meeting ID.

Step 4 To make your meeting private from other Lotus Notes users, click the **Options** tab, then check **Mark Private**. This prevents other Lotus Notes users from viewing details about your meeting.

Step 5 When finished, click **Save and Send Invitations**. The meeting is scheduled on MeetingPlace and notifications are sent to invitees.

 **Note** The first time you log in, you'll be asked for your User ID and Password. This information populates your MeetingPlace preferences. If you switch between MeetingPlace audio servers, you'll have to re-enter your log in information each time you use a different MeetingPlace audio server.

2 Rescheduling a meeting

Step 1 From your Lotus Notes calendar, double-click the entry of the MeetingPlace meeting you want to reschedule. The Calendar Entry form opens.

Step 2 From the Actions menu, choose **Reschedule**.

Step 3 From the Reschedule Options window, change the date or the start and end times for your meeting.

Step 4 When finished, click **OK**. Your meeting is rescheduled and notifications are sent to all invitees.

 **Note** MeetingPlace for Notes also allows you to reschedule meetings by dragging the meeting entry from your Calendar Entry form to a new date/time.

3 Canceling a meeting

Step 1 From your Lotus Notes calendar, click the entry of the MeetingPlace meeting you want to delete.


Step 2 From the Actions menu, choose **Cancel**.

Step 3 From the Cancel Options window, select whether to permanently delete the meeting and all notices and documents related to it or simply remove the meeting information from your Calendar view.

- Selecting to remove the meeting information from your Calendar view retains a listing of it in your Meetings view.

Step 4 When finished, click **OK**. The meeting entry is removed from both your calendar and the MeetingPlace audio server.

 **Note** Only the meeting scheduler can cancel a meeting.

 **Tip** DON'T select a meeting entry from your Lotus Notes calendar and press the Delete key or drag it to the trash can icon. This may remove the entry from your calendar, but doesn't delete it from the MeetingPlace audio server. Your meeting remains scheduled and resources remain book.

4 Attending a meeting

To attend a MeetingPlace meeting from Lotus Notes, you must have first received and accepted your meeting notification. Accepting the meeting notification places the meeting in your Lotus Notes calendar for easy reference. There are two ways to attend your MeetingPlace meeting.

Attending from your Lotus Notes calendar

Step 1 From your Lotus Notes calendar, double-click your MeetingPlace meeting entry. The meeting notification appears.

Step 2 From the MeetingPlace menu, choose **Join Web Conference**. This launches your web browser and connects you to the meeting room.

Step 3 From the meeting room, click the telephone icon to join your voice conference.