

Step 3 Click **Connect**.

Step 4 (Optional) If you are not yet connected to the voice conference, click the telephone icon from the meeting room.

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 have logged in to Cisco MeetingPlace Web Conferencing before, you are brought in to the meeting room.
- If this is the first time you are accessing Cisco MeetingPlace Web Conferencing, you are prompted to sign in.

Step 2 (Optional) If you are not yet connected to the voice conference, click the telephone icon from the meeting room.

5 Changing Your Calendar Preferences

Step 1 From your Lotus Notes calendar, choose **Actions > Tools > Preferences**.

Step 2 Click the **Calendar**; then, the **MeetingPlace**.

Step 3 To change your user name or password, update the User Name or User Password field.

Step 4 To change your default Cisco 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 Cisco MeetingPlace scheduling form.

Corporate Headquarters

Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA

<http://www.cisco.com>
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 526-4100

Cisco, Cisco IOS, Cisco Systems, and the Cisco Systems logo are registered trademarks of Cisco Systems, Inc. or its affiliates in the United States and certain other countries. All other brands, names, or trademarks mentioned in this document or Website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0501R)

© 2005-2006 Cisco Systems, Inc. All rights reserved.

OL-7574-02



Quick Start Guide



Quick Start Guide for Cisco MeetingPlace for Lotus Notes Release 5.3 (for Users of Lotus Notes 5.0.13 and 6.x.x)

- 1 Scheduling a Meeting
- 2 Rescheduling a Meeting
- 3 Canceling a Meeting
- 4 Attending a Meeting
- 5 Changing Your Calendar Preferences



Note


For Lotus Notes 5.0.13 users, Cisco MeetingPlace information is located in areas on multiple tabs; whereas, for Lotus Notes 6.x.x users, information is located in one section with multiple areas.



1 Scheduling a Meeting

 **Note** Depending on how your Calendar Entry form has been customized, some Cisco 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 opens.

 **Note** The first time you log in, you are asked for your user ID and password. This information populates your Cisco MeetingPlace preferences. If you switch between different Cisco MeetingPlace Audio Servers, you will be prompted to reenter your login information each time.

Step 2 Enter 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 choose within Lotus Notes, not on your Cisco MeetingPlace profile time zone.
- To schedule a recurring meeting, check **Repeats** and specify your repeat option.
- To invite people to your meeting, click **Meeting Invitations and Reservations**.

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

Step 4 Check **Include MeetingPlace**; then, enter your Cisco MeetingPlace scheduling parameters, such as your Cisco MeetingPlace user ID and password, Cisco MeetingPlace Audio Server, and meeting ID.

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

2 Rescheduling a Meeting

 **Tip** You can also reschedule meetings by dragging the meeting entry from your Calendar Entry form to a new date and time.

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


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

3 Canceling a Meeting

Only the meeting scheduler can cancel a meeting.

 **Tip** To remove the entry from your calendar, but not from the Cisco MeetingPlace Audio Server system, select the meeting and do any of the following: press the **Delete** key, drag the meeting to the trash can icon, or right-click the meeting and choose **Clear** or **Cut**. The meeting remains scheduled and resources remain booked.

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

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

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

Step 4 When finished, click **OK**. The meeting entry is removed from both your calendar and the Cisco MeetingPlace Audio Server system.

4 Attending a Meeting

To attend a Cisco 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 Cisco MeetingPlace meeting: from your Lotus Notes calendar and from the click-to-attend link.

Attending From Your Lotus Notes Calendar

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

Step 2 For Lotus Notes 5.0.13 users, click the **MeetingPlace** tab. In the Connect Me area, choose your conference options:

- Check the web conference check box to join the web conference portion of the meeting.
- Choose a call mode: Cisco MeetingPlace can call your phone or your video endpoint (for systems that include video integration). Or leave this option unchecked and call the dial-in number supplied, or have Cisco MeetingPlace call you after you have entered the web conference.