

Step 3 After the meeting invitation opens, join the meeting by clicking the meeting link.

- If you see Security Warnings requesting permission to install and run Cisco MeetingPlace components, click **Yes to all**.
- If prompted, enter your Cisco MeetingPlace ID and password to enter the virtual meeting room, where you can see shared documents and a participant list, and access other features and options.

Step 4 After you are in the meeting room, click the **Connect** button above the participant list to join the voice conference.

5 Getting Help

Detailed online help for Cisco MeetingPlace for Outlook is available from the Cisco MeetingPlace scheduling form or the meeting notification:

Step 1 In your Outlook calendar, double-click an existing meeting or a time.

Step 2 Click the **MeetingPlace** tab.

If you do not see a MeetingPlace tab, contact your system administrator.

Step 3 Click the **Help** link in the top right corner of the page.

Step 4 If you have further questions, go to your Cisco MeetingPlace Web home page and click **Cisco MeetingPlace Reference Center**.

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Quick Start Guide



Cisco MeetingPlace for Outlook Release 5.3

- 1 Scheduling a Meeting
- 2 Changing a Meeting
- 3 Canceling a Meeting
- 4 Attending a Meeting
- 5 Getting Help



1 Scheduling a Meeting

Schedule Cisco MeetingPlace meetings from Microsoft Outlook using the same form that you use to schedule other appointments, events, and meetings. You can schedule single meetings or meetings that recur regularly, for example every week.



Note When you schedule a Cisco MeetingPlace meeting, Cisco MeetingPlace may prompt you for your user ID and password. If you do not have your login information, contact your system administrator.

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- Step 1** Open your Outlook calendar and double-click on a time. The scheduling form opens.
- Step 2** Click the **MeetingPlace** tab. A progress bar displays until the MeetingPlace tab opens.
- Step 3** From the MeetingPlace tab, check the **Make this a MeetingPlace meeting**, check box then enter the meeting details.
- If your meeting will start immediately, and if the option is available, check the **Use my reservationless ID** check box. Nonapplicable fields and options will be disabled.
 - If you choose a **Frequency** option other than **Once** or **Continuous**, enter in the **# of Occurrences** field the number of times the meeting will recur.
 - After you enter your desired meeting time, click **Check Availability** to ensure that the requested time, duration, meeting ID, recording space, and number of ports for your invitees are available. If you are scheduling a recurring meeting, these resources must be available for all meetings in the series. The Check Availability feature is not available when you schedule a meeting that will start within 30 minutes.
 - Available times are indicated with green; unavailable times are indicated with red.
 - If your first choice of meeting time is unavailable, enter different meeting options, then click **Go**.
 - When you find an available meeting time, click **Select** to choose that time and return to the main scheduling page.
 - Click **Close** at any time to return to the main scheduling page without making changes.
 - For additional meeting options, click **Advanced Settings**.
- Step 4** To invite attendees, click the **Scheduling** tab, then enter attendee names in the **All Attendees** column.
- Step 5** If you need to include a message or a physical location for your meeting (such as a room number or building), or change reminders or other standard Outlook appointment settings, click the **Appointment** tab and enter the information.

- Step 6** Click **Send**. The meeting is scheduled in Cisco MeetingPlace, notifications are sent to invitees, and the meeting appears in your Outlook calendar.
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2 Changing a Meeting

You can reschedule or change the meeting options for single meetings or for a series of meetings in a recurring meeting chain. When you reschedule a recurring meeting series, any exceptions are lost. For example, if you have previously rescheduled one meeting in the series for a different time of day, the change to that occurrence will not be retained.

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- Step 1** In your Outlook calendar, double-click the meeting you want to change. If the meeting is a recurring meeting:
- To reschedule one of the meetings in the series, select **Open this occurrence**.
 - To reschedule all future meetings in the series, select **Open the series**.
- Step 2** Click the **MeetingPlace** tab.
- Step 3** Click **Meeting settings**.
- Step 4** Modify meeting details. (**Check Availability** is not available when you reschedule a recurring meeting.)
- Step 5** Click **Send Update** to send updated notifications to meeting invitees.
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3 Canceling a Meeting

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- Step 1** In your Microsoft Outlook calendar, right-click the meeting entry and choose **Delete**.
- Step 2** If prompted, select cancellation options, then click **OK**.
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4 Attending a Meeting

Meeting invitations arrive in your e-mail Inbox. After you accept an invitation, the meeting notification appears in your Outlook calendar.

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- Step 1** Double-click the entry in your Outlook calendar.
- Step 2** If the invitation is to a recurring meeting series, choose **Open this occurrence** at the prompt.