



QUICK START GUIDE



Cisco Unified MeetingPlace for Jabber

Release 6.x

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Americas 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: 408 527-0883



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1 Initiating a Meeting

Step 1 From your Jabber Messenger client, select one or more contacts from your contact list to invite to the meeting. Or select a group name to invite all contacts in the group.

Step 2 Right-click the selected contact or group and click **Invite to Cisco Unified MeetingPlace**. Or from the menu bar, click **Actions** and click **Invite to Cisco Unified MeetingPlace**. The Invite Participants page opens.



Note If this is the first time you are accessing Cisco Unified MeetingPlace from your Jabber Messenger client, you are asked for your Cisco Unified MeetingPlace username and password. If you check **Remember Me**, you will not be required to enter this information for subsequent meetings.

Step 3 To add additional participants to the meeting, click **Add**. Check the check box for one or more participants from your list of contacts, then click **OK**.

Step 4 To remove participants, click the name in the Invitees list and click **Remove**.

Step 5 Choose your conference options:

- Check the **Enter Web Meeting Room** check box to join the web conference portion of the meeting.
- Check **Call My Phone** and enter your phone number to have Cisco Unified MeetingPlace dial out to your phone.

Step 6 Click **Finish** to join the meeting. An invitation message with a link to the meeting and a pop-up window are sent to each invited contact.



Note To add an additional participant after the meeting has started, you can copy the invitation message from another chat window and paste it into a chat window with that participant.

2 Attending a Meeting from an Invitation Message

Step 1 From the meeting invitation message, click the meeting ID link.



Note If this is the first time you are accessing Cisco Unified MeetingPlace from your Jabber Messenger client, you are asked for your Cisco Unified MeetingPlace username and password. If you check **Remember Me**, you will not be required to enter this information for subsequent meetings.

Step 2 Choose your conference options:

- Check the **Enter Web Meeting Room** check box to join the web conference portion of the meeting.
- Check **Call My Phone** and enter your phone number to have Cisco Unified MeetingPlace dial out to your phone.

Step 3 Click **Finish** to join the meeting.
