



QUICK START GUIDE



Attending and Scheduling a Web Meeting with Cisco Unified MeetingPlace Release 7.0

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1 Getting Ready for Your First Web Meeting

Before you join your first web meeting, complete the browser test to ensure that your computer is ready to join the Cisco Unified MeetingPlace meeting room. The browser test verifies that your computer has the required software, checks your network connection, and determines if you have pop-up blocker software enabled. The browser test also determines if you have the Cisco Unified Presenter Add-in installed. This is required if you plan to share content on your computer with meeting participants.

Procedure

- Step 1** Open a web browser.
- Step 2** Enter the URL of the Cisco Unified MeetingPlace Web Server.
- Step 3** Click **Run Browser Test**.
- Step 4** Click **Start**.

The browser test is usually finished in less than one minute and returns a report.

- If you see **Test Completed Successfully**, close the browser test window to return to the Home Page.
 - (Optional) Click **Show Details** to view information about the test results.
 - If the application prompts you to download the correct version of the Adobe Flash Player, follow the instructions.
 - If you see a **Troubleshooting** link, click it and follow the instructions.
 - If you see a **Download the Add-in** button, click the button and follow the steps in the install wizard.
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2 How to Attend a Cisco Unified MeetingPlace Web Meeting

A Cisco Unified MeetingPlace meeting typically, but not always, consists of a voice component and a web component. It can also contain a video component. You can join each of the separate meeting components individually or all at once. Click **Help** from any Cisco Unified MeetingPlace web page to get additional information when attending your meetings.

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Attending a Web Meeting Through an E-Mailed Invitation

Procedure

- Step 1** Open the meeting notification e-mail.
- Step 2** Click the **Meeting URL** link.
 - If this meeting was scheduled to allow participants from both inside and outside the corporate firewall, choose the appropriate link based on your location.
 - If security alerts are displayed, click **Yes** to proceed.
- Step 3** (Optional) If you have not previously signed in, sign in as either a profiled user or as a guest user and click **Attend Meeting**.



Tip If you have a Cisco Unified MeetingPlace profile, always sign in with your profile to access the full range of web features.

- Step 4** (Optional) Join the voice or video component of your meeting if you are not automatically connected.
- Click the phone icon in the top right of the meeting console.
 - Click **Connect Me**.
 - Choose a connection endpoint in the Connect Me window.
 - If necessary, enter your phone number or video endpoint number so that the system can connect you and click **Connect Me**.
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Attending a Cisco Unified MeetingPlace Meeting Through Your Web Browser

Procedure

- Step 1** Open a web browser.
- Step 2** Enter the URL of the Cisco Unified MeetingPlace Web Server.
- Step 3** Enter the meeting ID.
- Step 4** Click **Attend Meeting**.
- If this is the first time you are joining a Cisco Unified MeetingPlace web meeting using a particular browser, a Security Warning might be displayed. To prevent this window from displaying in the future, check the Always Trust Content from Cisco Systems, Inc. check box and click **Yes**.
 - If you have not previously signed in, sign in as either a profiled user or as a guest user and click **Attend Meeting**.



Tip If you have a Cisco Unified MeetingPlace profile, always sign in with your profile to access the full range of web features.

The meeting console launches and joins you to your meeting.

- Step 5** (Optional) Join the voice or video component of your meeting if you are not automatically connected.
- Click the phone icon in the top right of the meeting console.
 - Click **Connect Me**.
 - Choose a connection endpoint in the Connect Me window.
 - If necessary, enter your phone number or video endpoint number so that the system can connect you and click **Connect Me**.
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3 Scheduling and Attending an Impromptu Meeting

Cisco Unified MeetingPlace has two kinds of meetings that begin right away, reservationless and immediate meetings. You can initiate a reservationless meeting if your system and user profile are configured to allow it. If they are not, you can schedule an immediate meeting, which allows for a similar behavior and user experience.

Click **Help** from any Cisco Unified MeetingPlace web page to get additional information when scheduling and attending your meetings.

Procedure

- Step 1** Sign in to Cisco Unified MeetingPlace as a profiled user.
- Step 2** (Optional) Enter a meeting ID.
- If you are set up to initiate a reservationless meeting, enter your profile number in the Meeting ID field or leave it blank. The system will initiate a reservationless meeting for you with the meeting ID equal to your profile number.

- If you are not set up to initiate a reservationless meeting, enter a random meeting ID or leave it blank. The system will schedule an immediate meeting for you.

Step 3 Click **Immediate Meeting**.

The meeting console launches and immediately begins your meeting. Guests currently in the waiting room are brought in to the meeting.

Step 4 Join the audio or video component of your meeting.

- Click the phone icon in the top right of the meeting console.

Step 5 Provide the following information to invitees so they can join your meeting:

- The Cisco Unified MeetingPlace phone number if you are not already in a voice meeting.
- The meeting ID.

4 Scheduling a Cisco Unified MeetingPlace Web Meeting

When scheduling a Cisco Unified MeetingPlace web meeting, you must select a web conferencing provider. This procedure covers Cisco Unified MeetingPlace as your web conference provider.

Click **Help** from any Cisco Unified MeetingPlace web page to get additional information when scheduling your meetings.

Procedure

Step 1 Open a web browser.

Step 2 Enter the URL of the Cisco Unified MeetingPlace Web Server.

Step 3 Click **Schedule Meeting**.

The New Meeting page is displayed.

Step 4 Enter the meeting details, such as the meeting ID to define your own, date, time, and meeting duration.

Step 5 (Optional) Click **Recurrence** to make this a recurring meeting and set your recurrence pattern.

Step 6 Choose **Cisco Unified MeetingPlace** as the web conference provider.

Step 7 Choose a meeting template.

- **Collaborative**
- **Presentation**
- **Webinar**

Step 8 (Optional) If you are inviting participants who will be attending from outside your private corporate network, choose **Yes** for the **Allow External Web Participants** parameter.



Note

This parameter appears only if your deployment is configured for external access.

Step 9 Add invitees.

Step 10 (Optional) Click **Attachments/Recordings** and add any documents or meeting comments that you want attached to the meeting.

Step 11 (Optional) Click **More Options** to modify your meeting options.

Step 12 (Optional) Click **Account** to modify your meeting preferences.

Step 13 Click **Schedule** on the New Meeting page.

Cisco Unified MeetingPlace will send meeting notifications to all invited participants if the system administrator has enabled that feature.

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