



QUICK START GUIDE



Attending and Scheduling a Cisco Unified MeetingPlace Release 7.0 Meeting from Microsoft Outlook

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1 About the Microsoft Outlook with Cisco Unified MeetingPlace Integration

Cisco Unified MeetingPlace Release 7.0 contains an integration that allows you to schedule, attend, and manage Cisco Unified MeetingPlace meetings directly from your Microsoft Outlook calendar.

The Microsoft Outlook with Cisco Unified MeetingPlace integration must be installed on your computer and the MeetingPlace tab must be displayed to create a new meeting request in Microsoft Outlook. This Quick Start Guide assumes that you have the integration installed on your computer.

2 Attending a Cisco Unified MeetingPlace Meeting from Microsoft Outlook

Procedure

- Step 1** Open your Microsoft Outlook calendar.
- Step 2** Double-click the meeting entry.
- Step 3** Click **Open This Occurrence** if the invitation is for a series of recurring meeting.
- Step 4** Click the meeting link to join the meeting.
- Click **Yes to All** if security warnings are displayed requesting permission to install and run Cisco Unified MeetingPlace components.
 - Enter your username in the **User ID** field, if prompted.
 - Enter your password in the **Password** field, if prompted.
- You can also attend as a guest.
- Step 5** Select **Join the web conference** to join the web portion of the meeting.
- Step 6** Join the voice portion of the meeting:
- a. Select **Have MeetingPlace call my phone/video endpoint #**.
 - b. Enter your phone number.



Note If you leave this field blank, you can call the dial-in number supplied, or have Cisco Unified MeetingPlace call you after you enter the web meeting.

- Step 7** Click **Connect**.
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3 Scheduling a Cisco Unified MeetingPlace or Cisco WebEx Meeting from Microsoft Outlook

You can only schedule a Cisco WebEx meeting if your user profile is set up to allow you to schedule meetings that use Cisco WebEx as a conference provider.

Procedure

- Step 1** Open your Microsoft Outlook calendar.
- Step 2** Select a date.
- Step 3** Double-click the time you want your meeting to start.

The scheduling page opens.

- Step 4** Click the **MeetingPlace** tab.
- Step 5** Enter your username in the **User ID** field, if prompted.
- Step 6** Enter your password in the **Password** field, if prompted.
- Step 7** Click **Log In**.
- Step 8** Click **Yes, create a new meeting**.
- Step 9** Enter the meeting details.
- Step 10** Choose a **Web Conference provider**:
 - **MeetingPlace**
 - **Cisco WebEx**
- Step 11** Choose a meeting template for Cisco Unified MeetingPlace.
 - **Collaborative**
 - **Presentation**
 - **Webinar**



Note Cisco WebEx uses the Meeting Center template by default.

- Step 12** Click **More Options** for additional meeting settings such as **Language**, **Who can attend**, and so on.
- Step 13** Click the **Scheduling** tab.
- Step 14** Click **Add Others > Add from Address Book** to select attendees from your Microsoft Outlook email list.
- Step 15** Click **Appointment**.
- Step 16** Enter a message or a location for your meeting, or change standard Microsoft Outlook appointment settings.
- Step 17** Click **Send**.

Cisco Unified MeetingPlace schedules the meeting. Invitees receive meeting notifications. The meeting is displayed in your Microsoft Outlook calendar.

4 Scheduling a Reservationless 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. The system schedules the meeting and automatically populates your Microsoft Outlook calendar with the meeting details.

Procedure

- Step 1** Open your Microsoft Outlook calendar.
- Step 2** Click the **MeetingPlace** tab.
- Step 3** Enter your Cisco Unified MeetingPlace username and password, if prompted.
- Step 4** Click **Log In**, if prompted.
- Step 5** Click **Yes, use my reservationless ID**.
- Step 6** Enter a subject for the meeting.

You cannot enter values in any other field.
- Step 7** Click the **Scheduling** tab.
- Step 8** Click **Add Others > Add from Address Book** to select attendees from your Microsoft Outlook e-mail list.
- Step 9** Click **Appointment**.

Step 10 Verify the **Start Time** and **End Time** are set to start your meeting immediately.

Step 11 Enter an optional message or a location for your meeting.

Step 12 Click **Send**.

The system schedules the meeting and automatically populates your Microsoft Outlook calendar with the meeting details. Depending on system configuration and your user profile settings, the conference provider might be Cisco Unified MeetingPlace or Cisco WebEx.

5 Attending a Cisco WebEx Meeting

Procedure

Step 1 Open your Microsoft Outlook calendar.

Step 2 Double-click the meeting entry.

Step 3 Click **Open This Occurrence** if the invitation is to a recurring meeting series.

Step 4 Click the meeting link to join the meeting.

Step 5 Click **Attend Meeting**.

Step 6 Click **Connect**.

Your web browser opens and displays the Cisco WebEx meeting room.



Note Three browser windows are open when you attend the Cisco WebEx meeting: Connect me window, Meeting in progress window (with a warning not to close), and the Cisco WebEx meeting room.

Step 7 Establish a voice connection to the meeting:

- Enter your area code and phone number in the **Number** field if your browser automatically displays the Join Teleconference window after you connect to the Cisco WebEx meeting.
- Click **Communicate > Join Teleconference** and enter your area code and telephone number in the Number field if the Join Teleconference window does not automatically display.

Step 8 Click **OK**.

6 Getting Help

Step 1 Open your Microsoft Outlook calendar.

Step 2 Double-click an existing meeting or a time.

Step 3 Click the **MeetingPlace** tab.

Step 4 Click **Help** in the top right corner of the page.

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