



QUICK START GUIDE



Starting and Attending a Cisco Unified MeetingPlace Meeting From Jabber

Release 7.0

Revised: October 1, 2008 3:35 pm

- 1 Starting a Meeting From Jabber
- 2 Attending a Meeting From an Invitation Message

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



Cisco, Cisco Systems, the Cisco logo, and the Cisco Systems logo are registered trademarks or trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries. All other 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. (0705R)

© 2008 Cisco Systems, Inc. All rights reserved.

1 Starting a Meeting From Jabber

Your user profile settings determine which meeting options are displayed when you start a meeting. If you do not see a particular field as discussed in this procedure, it may not be configured in your user profile settings.

Procedure

- Step 1** Log in to your Jabber Messenger client.
- Step 2** Select the names from your contact list to invite to your meeting.
- Step 3** (Optional) Select a group name to invite all contacts within the group.
- Step 4** Right-click the selected contact or group.
- Step 5** Click **Invite to Cisco Unified MeetingPlace**.
The Invite Participants window opens.



Note The first time you access Cisco Unified MeetingPlace from your Jabber Messenger client, you must enter your username and password on the Cisco Unified MeetingPlace Sign In window. You can also sign in and attend as a guest.

- Step 6** (Optional) Click **Add** to invite additional participants to the meeting.
- Check the participant names on your list of contacts.
 - Click **OK**.
- Step 7** Choose your conference options:
- Check **Enter web meeting room** to join the web portion of the meeting.
 - Check **Call My Phone** to attend the voice portion of the meeting.
 - Enter your phone number to have Cisco Unified MeetingPlace dial out to your phone.
- Step 8** Click **Finish** to join the meeting.
An invitation message with a link to the meeting and a pop-up window is sent to each invited contact.
-

2 Attending a Meeting From an Invitation Message

Your user profile settings determine which meeting options are displayed when you attend a meeting. If you do not see a particular field as discussed in this procedure, it may not be configured in your user profile settings.

Procedure

- Step 1** Click the meeting ID link from the meeting invitation message.



Note The first time you access Cisco Unified MeetingPlace from your Jabber Messenger client, you must enter your username and password on the Cisco Unified MeetingPlace Sign In window. You can also sign in and attend as a guest.

- Step 2** Choose your conference options:
- Check **Enter web meeting room** to join the web portion of the meeting.
 - Check **Call My Phone** to attend the voice portion of the meeting.
 - Enter your phone number to have Cisco Unified MeetingPlace dial out to your phone.
- Step 3** Click **Finish** to join the meeting.
-