

5 Getting Help

Detailed online help for using Microsoft Outlook with Cisco Unified MeetingPlace Express is available from the Cisco Unified MeetingPlace Express scheduling form or from the meeting notification.

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- Step 1** In your Microsoft Outlook calendar, double-click an existing meeting that uses Cisco Unified MeetingPlace Express resources or any time.
- Step 2** Click the MeetingPlace tab.
If you do not see a MeetingPlace tab, contact your system administrator.
- Step 3** Log in, if prompted.
- Step 4** Click the Help link in the top right corner of the page.
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Quick Start Guide



Quick Start Guide for Microsoft Outlook Integrated with Cisco Unified MeetingPlace Express Release 1.2

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1 Downloading the Microsoft Outlook Plug-In

You must close all Microsoft Outlook and Microsoft Office applications.

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- Step 1** Click **Download Outlook Plug-In**. (The link to download the Microsoft Outlook plug-in is located on the bottom right corner of the Attend and Schedule pages in the End-User Interface.)
 - Step 2** In the File Download—Security Warning dialog box, click **Save**.
 - Step 3** Navigate to your desktop and click **Save**.
 - Step 4** Go to your desktop and double-click the file called setup.exe.
 - Step 5** Click **OK** to start the installation.
 - Step 6** In the Installation Complete dialog box, click **OK**.
 - Step 7** Restart Microsoft Outlook.
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2 Scheduling a Meeting

Schedule Cisco Unified MeetingPlace Express 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.

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- Step 1** Open your Microsoft Outlook calendar and double-click on a time.
 - Step 2** Click the **MeetingPlace** tab.
 - Step 3** To create a meeting that uses Cisco Unified MeetingPlace Express resources, select either **Yes, create a new meeting** or **Yes, use my reservationless ID**.
 - Step 4** Enter the meeting details. Enter additional meeting options, by clicking **More options**.
 - Step 5** To schedule a recurring meeting, click **Recurrence...**
 - Step 6** To invite attendees, click the **Scheduling** tab, then enter attendee names in the **All Attendees** column.
 - Step 7** To include a message or change standard Microsoft Outlook appointment settings, click the **Appointment** tab and enter the information.
 - Step 8** Click **Send**. The meeting is scheduled in Cisco Unified MeetingPlace Express, notifications are sent to invitees, and the meeting appears in your Microsoft Outlook calendar.
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Note

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

3 Changing a Meeting

You can change the meeting options for single meetings or a recurring meeting series. 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 Microsoft Outlook calendar, double-click the meeting you want to change. For a recurring meeting, choose one of the following and click **OK**:
 - 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** Modify the meeting details.
 - Step 4** Click **Send Update** to send updated notifications to meeting invitees.
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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 Microsoft Outlook calendar.

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- Step 1** Double-click the entry in your Microsoft Outlook calendar.
 - Step 2** If the invitation is to a recurring meeting series, choose **Open this occurrence** and click **OK**.
 - 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 Unified MeetingPlace Express components, click **Yes to all**.
 - If prompted, enter your Cisco Unified MeetingPlace Express username and password to enter the virtual meeting room.
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