

## 5 Joining a Meeting

Meeting invitations arrive in your e-mail inbox. After you accept an invitation, the meeting appears in your Microsoft Outlook calendar.

### Procedure

**Step 1** Do one of the following:

- Open your Microsoft Outlook calendar and double-click the meeting entry. If you are attending a recurring meeting, choose **Open this occurrence** and click **OK**.
- Open the meeting notification.

**Step 2** Click the URL to attend the meeting. Your web browser opens and brings you to the Meeting Details page in Cisco Unified MeetingPlace Express.

- 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.

## 6 Troubleshooting and Getting Help

If you do not see the icon to download the plug-in on the bottom right corner of the Attend and Schedule pages in the End-User Interface, your organization may not have purchased this integration or the licenses that it requires. If your organization has purchased this integration and its required licenses, your system administrator must install the executable for the plug-in on a server. For more information, contact your system administrator.

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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### QUICK START GUIDE



## Microsoft Outlook Integrated with Cisco Unified MeetingPlace Express Release 2.x

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- 4 Changing a Meeting
- 5 Joining a Meeting
- 6 Troubleshooting and Getting Help

# 1 Installing the Microsoft Outlook Plug-In

## Before You Begin

- Close all Microsoft Outlook and Microsoft Office applications.

## Procedure

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**Step 1** Click **Schedule from Outlook—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.)



**Note** If you do not see this icon, contact your system administrator. Your organization may not have purchased the plug-in or the licenses that it needs.

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**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 and when finished, click **OK**.

**Step 6** Restart Microsoft Outlook.

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# 2 Scheduling a Future Meeting

Schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook using the same form that you use to schedule other appointments and meetings.

## Before You Begin

- Install the plug-in. See the [Installing the Microsoft Outlook Plug-In](#) section.

## Procedure

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**Step 1** Open your Microsoft Outlook calendar and double-click on any time.

**Step 2** Click the **MeetingPlace** tab.

**Step 3** If prompted, enter your username and password. Click **Log In**.

**Step 4** Select **Yes, create a new meeting**.

**Step 5** Enter the meeting details. Click **More options** to enter more meeting options.

**Step 6** To schedule a recurring meeting, click **Recurrence...**

**Step 7** To invite attendees, click the **Scheduling** tab and enter attendee names in the **All Attendees** column.

**Step 8** To include a message click the **Appointment** tab and enter the information.

**Step 9** Click **Send**.

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# 3 Scheduling a Reservationless Meeting

A reservationless meeting is a meeting that you do not schedule in advance. Instead, you start a reservationless meeting when you need one. For reservationless meetings, the system uses the reservationless ID of the scheduler.

## Before You Begin

- Install the plug-in. See the [Installing the Microsoft Outlook Plug-In](#) section.

## Procedure

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**Step 1** Open your Microsoft Outlook calendar and double-click on any time.

**Step 2** Click the **MeetingPlace** tab.

**Step 3** If prompted, enter your username and password. Click **Log In**.

**Step 4** Select **Yes, use my reservationless ID**.

**Step 5** Enter a subject for the meeting. You cannot enter values in any other field.

**Step 6** To schedule a recurring meeting, click **Recurrence...**

**Step 7** To invite attendees, click the **Scheduling** tab and enter attendee names.

**Step 8** To include a message click the **Appointment** tab and enter the information.

**Step 9** Click **Send**.

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# 4 Changing a Meeting

You cannot change a scheduled meeting to a reservationless meeting and you cannot change a reservationless meeting to a scheduled meeting.

## Procedure

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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 meeting 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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