



# Using Microsoft Outlook to Schedule and Join Cisco Unified MeetingPlace Express Meetings

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Cisco Unified MeetingPlace Express Release 2.x contains a plug-in that allows you to schedule, attend, and manage Cisco Unified MeetingPlace Express meetings directly from your Microsoft Outlook calendar.



**Note**

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The Cisco Unified MeetingPlace Express options offered by your organization may differ from the options described here.

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## Installing the Microsoft Outlook Plug-In

To schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook, the Cisco Unified MeetingPlace Express for Microsoft Outlook plug-in must be installed on your computer and the MeetingPlace tab must appear when you create a new meeting request in Microsoft Outlook. You use this tab to access the Cisco Unified MeetingPlace Express scheduling form.

Your system administrator may have already installed the Microsoft Outlook plug-in on your system. To see if the Microsoft Outlook plug-in is installed, open Microsoft Outlook and create a meeting request. If you do not see the MeetingPlace tab, your system is not configured to schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook.

Depending on your settings, you may be able to download the Microsoft Outlook plug-in yourself. See the following topics:

- [Downloading the Microsoft Outlook Plug-In, page 2](#)
- [Adding or Editing a Cisco Unified MeetingPlace Express Server, page 2](#)

If you are unable to download the Microsoft Outlook plug-in, contact your system administrator.

## Downloading the Microsoft 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.

### Before You Begin

- You must close all Microsoft Outlook and Microsoft Office applications.

### Procedure

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- Step 1** Click **Schedule from Outlook—Download Outlook Plug-In**.
  - 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 you just saved.
  - Step 5** In the Cisco Unified MeetingPlace Express for Outlook dialog box, click **OK** to start the installation.
  - Step 6** In the dialog box stating that the installation is complete, click **OK**.
  - Step 7** Restart Microsoft Outlook.
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## Adding or Editing a Cisco Unified MeetingPlace Express Server

The Microsoft Outlook plug-in comes preconfigured with a default server. However, you can add or edit the server information by following this procedure.

### Before You Begin

- Close any open appointments.

### Procedure

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- Step 1** In Microsoft Outlook, go to **Tools > Options...**
- Step 2** Click the **MeetingPlace** tab.
- Step 3** To add a Cisco Unified MeetingPlace Express server by clicking **Add...** To edit a Cisco Unified MeetingPlace Express server, highlight it and click **Edit**.
- Step 4** Enter or change the following information:
  - In the Name field, the name for your server connection.
  - In the Server URL field, the URL of the Cisco Unified MeetingPlace Express server that you want to use to schedule your meetings. It should be in the format `http://<server name>/outlook/mpe`.



**Note** Contact your system administrator if you are unsure of the URL of your Cisco Unified MeetingPlace Express server.

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- Step 5** Click **OK**.
- Step 6** Click **OK** again.
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## Scheduling a Future Meeting

### Before You Begin


- You must have the plug-in installed on your system.

### Restrictions

- You cannot schedule meetings more than two years in advance; your system administrator sets the exact limit for your system.
- You can only schedule meetings to begin less than 30 minutes in the past.

### 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 Cisco Unified MeetingPlace Express username and password. Click **Log In**.
- Step 4** Select **Yes, create a new meeting**.
- Step 5** Enter the meeting details.
- You must enter a subject. This is the only mandatory field.
  - If you do not enter a meeting ID, the system generates one automatically.
- Step 6** To set additional settings, click **More options**.
- If more than one server is listed, do not change the default unless you have reason to do so (for example if you are unable to schedule a meeting using the default server).
  - If you do not specify a meeting language, the meeting uses the language specified in your profile. This setting only affects the voice prompts and language of the web meeting room for the meeting that you are scheduling.
- Step 7** To invite attendees, click the **Scheduling** tab, then enter attendee names in the All Attendees column.
- Step 8** To schedule a recurring meeting, click the **Recurrence...** button.
-  **Note** You cannot use the **No end date** option under **Range of recurrence** because the Cisco Unified MeetingPlace Express system does not let you schedule meetings more than two years out. You must use either the **End by:** or **End after:** option and be sure that the last meeting is scheduled within two years.
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- Step 9** To include a message, click the **Appointment** tab.
- Step 10** When you are finished, click **Send**.
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The system schedules the meeting, sends meeting notifications to the invitees, and automatically populates your Microsoft Outlook calendar with the meeting details. As with all meetings scheduled with Microsoft Outlook, the system sends you a reply whenever an invitee accepts or declines the meeting.

## Scheduling a Reservationless Meeting

You can also use Microsoft Outlook to schedule reservationless Cisco Unified MeetingPlace Express meetings. (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 meeting ID of the scheduler.

### Before You Begin

- You must have the plug-in installed on your system.

### Procedure

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- Step 1** Follow [Step 1](#), [Step 2](#), and [Step 3](#) in the “Scheduling a Future Meeting” section on page 3.
- Step 2** Select **Yes, use my reservationless ID**.
- Step 3** Enter a subject for the meeting. You cannot enter values in any other field.
- Step 4** Follow [Step 7](#), [Step 8](#), and [Step 9](#) in the “Scheduling a Future Meeting” section on page 3.
- Step 5** When you are finished, click **Send**.
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The system schedules the meeting and automatically populates your Microsoft Outlook calendar with the meeting details.

## Modifying a Meeting

### Restrictions

- You cannot change a standard scheduled Cisco Unified MeetingPlace Express meeting to a reservationless meeting.
- You cannot change a reservationless meeting to a standard scheduled Cisco Unified MeetingPlace Express meeting.

### Procedure

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- Step 1** Find the meeting that you want to modify.
- Step 2** In your Microsoft Outlook calendar, double-click the meeting entry.
- Step 3** If you are modifying a recurring meeting, choose one of the following, then click **OK**:
- Open this occurrence.
  - Open the series.
- Step 4** Click the **MeetingPlace** tab.

**Step 5** Modify meeting details as desired.

**Step 6** Click **Save and Close** to save your changes and to send updated notifications to meeting invitees.

**Note**

If you schedule a meeting using Microsoft Outlook and then modify or delete the meeting using the End-User Interface (and not Microsoft Outlook) the system does not send out an updated notification to the invitees. However, if you schedule a meeting using Microsoft Outlook and then modify or delete the meeting using Microsoft Outlook, the system does send out an updated notification.

## Associating or Disassociating a Previously Scheduled Meeting

You can associate Cisco Unified MeetingPlace Express with any meeting that is scheduled with Microsoft Outlook, even if you originally did not schedule the meeting to use Cisco Unified MeetingPlace Express resources.

If you no longer require Cisco Unified MeetingPlace Express resources for a meeting you have scheduled with Microsoft Outlook, you can disassociate Cisco Unified MeetingPlace Express from that meeting. The meeting becomes a Microsoft Outlook-only meeting.

### Procedure

**Step 1** Find the meeting that you want to associate or disassociate.

**Step 2** In your Microsoft Outlook calendar, double-click the meeting entry.

**Step 3** If you are associating or disassociating a recurring meeting, choose one of the following, then click **OK**:

- Open this occurrence.
- Open the series.

**Step 4** Click the **MeetingPlace** tab.

**Step 5** Do one of the following:

- Choose **Yes, create a new meeting** if you are associating a meeting.
- Choose **No** if you are disassociating a meeting.

**Step 6** Click **Send** to save your changes and to send updated notifications to meeting invitees.

## Joining a Meeting

You can join a meeting either from Microsoft Outlook or from the meeting notification.

### Restrictions

- You can only use this procedure to attend meetings scheduled with Microsoft Outlook that use Cisco Unified MeetingPlace Express resources.
- You must have accepted the meeting before trying to join.

**Procedure**


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**Step 1** Open your Microsoft Outlook calendar and double-click the meeting entry.

**Step 2** If you are attending a recurring meeting, click **Open this occurrence** and click **OK**.




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**Note** To join a meeting from the meeting notification e-mail, instead of doing steps 1 and 2, open the e-mail message.

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**Step 3** Click the URL to attend the meeting. Your web browser opens and brings you to the Meeting Details page in Cisco Unified MeetingPlace Express.




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**Note** If you join the meeting early, you may have to wait in a waiting room until the meeting scheduler arrives.

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## About Meeting Notifications

When you schedule a Cisco Unified MeetingPlace Express meeting using Microsoft Outlook, the system sends a meeting notification to all invitees in the default language of the person who scheduled the meeting. Invitees can accept or decline the meeting invitation. If they accept the invitation, the meeting details are added to their Microsoft Outlook calendar.

The Cisco Unified MeetingPlace Express system also sends meeting notifications whenever you modify or delete a meeting.

## Saving Meeting Notifications in your E-Mail Inbox

By default, meeting notifications are deleted from your e-mail inbox after you accept or decline meetings. If you accept, the meeting information that was in the notification appears in your Microsoft Outlook calendar. You can use the following procedure to save meeting notifications in your e-mail inbox.

**Procedure**


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**Step 1** In Microsoft Outlook, choose **Tools > Options**.

**Step 2** Click the **Preferences** tab and then click **E-mail Options**.

**Step 3** Click **Advanced E-mail Options**.

**Step 4** Uncheck the **Delete Meeting Request from Inbox When Responding** check box.

**Step 5** Click **OK** three times to return to Microsoft Outlook.

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# Obtaining Documentation and Submitting a Service Request

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>

Subscribe to the *What's New in Cisco Product Documentation* as a Really Simple Syndication (RSS) feed and set content to be delivered directly to your desktop using a reader application. The RSS feeds are a free service and Cisco currently supports RSS version 2.0.

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