



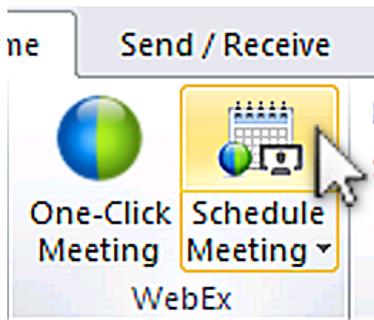
## QUICK REFERENCE GUIDE



## Cisco WebEx and TelePresence Scheduling with the WebEx and TelePresence Integration to Outlook

### Creating a Meeting

1. Open Microsoft Outlook.
2. Click the Schedule Meeting button.



An untitled meeting opens.

3. In the **To** box, add invitees to the meeting.
4. In the **Subject** box, enter the topic for the meeting.
5. Specify the meeting **Start time**, **End time** and, if needed, **Recurrence** options.

Invitations have not been sent for this meeting.

To: John Smith (jsmith); Jody Jones (jjones);

Subject: Team Meeting

Location:

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Start time: Tue 3/5/2013 1:00 PM

End time: Tue 3/5/2013 1:30 PM



You can also create a meeting directly from the Calendar.

In the Meeting Options panel, you specify the WebEx and TelePresence options for your meeting.

**WebEx**

Allow people to join using WebEx

Meeting Password

Select Alternate Host ?

[Advanced WebEx Settings](#)

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**TelePresence**

**Add TelePresence Rooms**

Add call-in participants 0

[Advanced TelePresence Settings](#)

### Adding WebEx

1. Make sure **Allow people to join using WebEx** is checked.
2. (Optional) Enter a Meeting Password for WebEx invitees.
3. (Optional) If you do not want to display the WebEx meeting password in the email invitation, check **Exclude password from email notification**.

Using the Advanced WebEx Settings link, you can customize your WebEx meeting. See the Advanced WebEx Settings section, for more information.

### Adding TelePresence Rooms

1. Click **Add TelePresence Rooms**.
2. The **Select TelePresence Rooms** window appears.

**Select TelePresence Rooms**

Search:  Location: All Locations

Name	Location
NYC10-Conference Room A	
LA5-Conference Room C	

Rooms -> NYC10-Conference Room A

OK

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3. Browse to the systems or search using one of the following:
  - Search: Type the text that is part of the name of a room. This does not search by location.
  - Location: Select a location to show only the rooms in the location.
4. Select the rooms you want to add.
5. Click **Rooms->** and then **OK**.

 **Tip** You can also use the Outlook address book or Room Finder to search for TelePresence rooms in the list of all rooms in your organization.

### Allowing More People to Join Using Video Devices

If you want to allow additional people to join your meeting using video devices that are not available for scheduling in your organization, you can reserve capacity for them. These can be supported personal video devices like the Cisco TelePresence EX90 or Cisco Jabber application.

In the **Add call-in participants** box, enter the number of additional video devices you want to allow to join.

 **Note** This number does not include any devices scheduled using Add TelePresence Rooms.

Using the Advanced TelePresence Settings link, you can customize your TelePresence meeting. See the Advanced TelePresence Settings section, for more information.

### Completing Your Booking

1. When you finish entering your meeting details and setting meeting options, click **Send**.

The WebEx Productivity Tools communicates with your WebEx site and adds WebEx information to your meeting and then the meeting request is sent.

After your meeting is successfully booked, the meeting appears on your Outlook calendar and contains all the information necessary for you to join the meeting. All invitees receive a meeting invitation with the same information.

### Joining the Meeting

When the meeting begins, participants from scheduled TelePresence rooms join using a button on the TelePresence endpoint display or are automatically connected at the meeting start time.

WebEx participants click the **Join Using WebEx** link in the meeting invitation.

Additional people attending using video devices, join using the **Video address** specified under Join Using TelePresence in the meeting invitation.

### Advanced TelePresence Settings

The following settings allow you to customize the TelePresence portion of your meeting:

Option	What you can do with the option
Meeting PIN	Create a numeric password to keep random people from calling in to the TelePresence meeting  The PIN is included in the email invitation. Invitees must enter the PIN to join the TelePresence meeting.
Billing code	Enter the billing code for this meeting if your administrator has not already specified one.
Meeting connection type	These options define how the scheduled TelePresence systems will connect to the meeting at the scheduled starting time.  For information about each option, select the option using the drop-down menu and then hover your mouse over the blue question mark icon.
Add call-in and call-out settings	These options define how people can call in to the meeting and how they can be automatically called and connected when the meeting starts.

### Advanced WebEx Settings

The following options allow you to customize the default settings for WebEx meetings. Some options are unavailable if your administrator has turned them off.

Option	What you can do with the option
Service type	Select the type of meeting you want to schedule  <b>Meeting Center Pro meeting</b> is the default meeting type.
Meeting password	Specify a password for joining the WebEx meeting.
Exclude password from email invitation	Exclude the meeting password from the email invitations.
List this meeting on the WebEx site	Display this meeting in the meeting calendars on your WebEx site
Attendees can join the meeting [x] minutes before starting time	Allow invitees to join the meeting within a set number of minutes before the scheduled starting time.
<b>Audio and Tracking tab</b>	
Conference type	Select how your participants connect to audio in the meeting and options for global call-in number, joining the meeting before the scheduled start time or toll-free number.
Entry & exit tone	If you select WebEx Audio, you can select how participants are announced when entering the meeting.
<b>Registration tab</b>	
Options for requiring attendee registration or automatically accept all registrations.	
<b>Resources tab</b>	
Options for Info tab templates, selecting an alternate host, automatically playing a presentation before the host joins the meeting and saving all settings as default.	

For details on all advanced TelePresence and WebEx options, refer to the WebEx and TelePresence Integration to Outlook Help available in Outlook.