



## **User Guide for Microsoft Outlook Plug-in for Cisco Unified Videoconferencing Manager Release 7.1**

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# CHAPTER 1

## Scheduling Meetings using the Resource Manager Outlook Client

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- [Installing the Resource Manager Outlook Client, page 1-1](#)
- [Configuring the Resource Manager Outlook Client, page 1-1](#)
- [Sending a Meeting Invitation, page 1-2](#)
- [How to Manage Meetings with Outlook, page 1-3](#)
- [Uninstalling the Resource Manager Outlook Client, page 1-4](#)

## Installing the Resource Manager Outlook Client

Contact your system administrator for installation information.

## Configuring the Resource Manager Outlook Client

### Procedure

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- Step 1** Select **CUVCM RM Settings** in the Outlook user interface, or go to **Tools > Options > CUVCM RM Settings**.
  - Step 2** Enter the address of your Cisco Unified Videoconferencing Manager server in the Server URL field.
  - Step 3** Select **Check Server Status** to verify that the server is operational and that you can connect to the server.
  - Step 4** If the server URL contains “.” (for example, “server.mycompany.com”), add the URL to the list of trusted sites in your Internet Explorer under **Tools > Internet Options > Security > Trusted sites > Sites** to enable the Single Sign-on feature to operate on your computer.  
  
Use the default security level **Most content will be run without prompts** when you add the URL as a trusted site.
  - Step 5** Enter your Cisco Unified Videoconferencing Manager user ID and password, and optionally your organization name in the appropriate fields, if these fields appear.
  - Step 6** Select **OK** to save your changes.
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# Sending a Meeting Invitation

The body of a message sent using the Resource Manager Outlook Client can contain a maximum of 2000 characters. Additional characters are not saved when the message is sent.

## Procedure

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- Step 1** Open a new appointment or meeting request form in the Outlook user interface.
- Step 2** Select **CUVC Meeting**.  
If you already have a virtual room defined, your virtual room details are displayed.
- Step 3** Enter new access and moderator PINs as required.
- Step 4** To use virtual room settings different from your default settings, select **Advanced**, and configure advanced settings:
- a. Select a meeting type form the list.
  - b. Select a meeting location from the list to instruct Cisco Unified Videoconferencing Manager where to schedule the meeting (available only in multiple-location deployments).
  - c. If you entered a moderator PIN, you can enable the **Place participants in a ‘waiting room’** option. This option allows to place all participants joining a meeting before a moderator in a virtual “meeting room”. Then the participants are connected only after the moderator joins.
  - d. If you entered a moderator PIN, you can enable the **Automatically record meeting** option.
  - e. Enable the **Automatically stream meeting** option to automatically start streaming when the meeting starts (available only when Cisco Unified Videoconferencing Desktop Server is configured in Cisco Unified Videoconferencing Manager).
  - f. Enter the number of MCU ports you want to reserve for the meeting.
  - g. Select **From Directory** or **By Address**, select a terminal, and then select **Invite Selected Terminal**.
- Step 5** Select **OK** to save the Resource Manager scheduling request and close the CUVC Meeting window.  
The CUVC Meeting button is selected and the name of the virtual room appears in the Location field of the appointment or meeting request form.
- Step 6** Specify invitees in the To field.
- Step 7** (Optional) Select **Cancel Meeting** to change this meeting from Resource Manager to a generic Outlook meeting.
- Step 8** Select **Send** to send the meeting request to the Resource Manager server.  
If scheduling succeeds, Resource Manager sends the invitation to all invitees.  
If scheduling fails, Resource Manager displays an error message.
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# How to Manage Meetings with Outlook

Meetings scheduled using the Resource Manager Outlook Client are displayed in the Resource Manager web user interface with an Outlook icon next to the meeting entry.

You can modify or cancel meetings scheduled using the Resource Manager Outlook Client only from within Outlook. You cannot do so from the Resource Manager web user interface.

- [Modifying a Meeting Invitation, page 1-3](#)
- [Cancelling a Meeting, page 1-3](#)
- [Modifying Meeting Recurrence, page 1-3](#)

## Modifying a Meeting Invitation

### Procedure

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- Step 1** Open the meeting from the Outlook calendar.
  - Step 2** Select CUVCM RM Meeting.
  - Step 3** Modify the meeting settings as required.
  - Step 4** Select **Send Update**.
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## Cancelling a Meeting

### Procedure

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- Step 1** Select the meeting in the Outlook calendar.
  - Step 2** Select **Delete**.
  - Step 3** Select **Send cancellation and delete meeting**.
  - Step 4** Select **Send**.
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## Modifying Meeting Recurrence

### Procedure

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- Step 1** Cancel the meeting from the Outlook calendar.
  - Step 2** Schedule a new recurring meeting.
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# Uninstalling the Resource Manager Outlook Client

## Procedure

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- Step 1** Go to **Control Panel > Add or Remove Programs** on your computer.
- Step 2** Select **CVCM Outlook Integration** in the list.
- Step 3** Select **Remove**.
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