

**Step 3** Click **Connect**.

**Step 4** If you are not yet connected to the voice conference, click the **Phone** icon from the meeting room.

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## Attending from the Click-to-Attend Link

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- Step 1** From the meeting notification, scroll to the bottom and click the click-to-attend link.
- If you have logged in to Cisco Unified MeetingPlace Web Conferencing before, you are brought in to the meeting room.
  - If this is the first time you are accessing Cisco Unified MeetingPlace Web Conferencing, you are prompted to sign in.
- Step 2** If you are not yet connected to the voice conference, click the **Phone** icon from the meeting room.
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## 5 Changing Your Calendar Preferences

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- Step 1** From your Lotus Notes calendar, choose **Actions > Tools > Preferences**.
- Step 2** Click the **Calendar**, then click **MeetingPlace**.
- Step 3** To change your password, enter your old password and a new password, then re-enter the new password to confirm it. Then click **Change Password**.
- Step 4** To change your default Cisco Unified MeetingPlace Audio Server, choose a new server from the Default Server list.
- Step 5** When finished, click **OK**. Any changes you made will appear as your new default values on your Cisco Unified MeetingPlace scheduling form.
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### QUICK START GUIDE



## Cisco Unified MeetingPlace for IBM Lotus Notes

### Release 6.x

*Published May 31, 2007*

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- 2 Rescheduling a Meeting
- 3 Canceling a Meeting
- 4 Attending a Meeting
- 5 Changing Your Calendar Preferences

# 1 Scheduling a Meeting

Depending on how your Calendar Entry form has been customized, some Cisco Unified MeetingPlace scheduling parameters and options may not be available.

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**Step 1** From your Lotus Notes calendar, either double-click a date in your calendar or click **Schedule a Meeting**. The Calendar Entry form opens.

(The first time you log in, you are asked for your user ID and password. This information populates your Cisco Unified MeetingPlace preferences. If you switch between different Cisco Unified MeetingPlace Audio Servers, you will be prompted to re-enter your login information each time.)

**Step 2** Enter your meeting information, such as the subject, start and end times, template, and meeting description. Note the following considerations:

- The time zone for your meeting is based on the time zone you choose within Lotus Notes, not on your Cisco Unified MeetingPlace profile time zone.
- To schedule a recurring meeting, check **Repeats** and specify the repeat option.
- To invite people to your meeting, click **Meeting Invitations and Reservations**.

**Step 3** To make this a Cisco Unified MeetingPlace meeting, click **Yes, Create a New Meeting**. Or click **Use My Reservationless ID** to create a meeting by using your preassigned profile number as the meeting ID.

**Step 4** When finished, click **Save and Send Invitations**. The meeting is scheduled and notifications are sent to invitees.

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# 2 Rescheduling a Meeting



**Tip** You can also reschedule meetings by dragging the meeting entry from your Calendar Entry form to a new date and time.

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**Step 1** From your Lotus Notes calendar, double-click the entry of the Cisco Unified MeetingPlace meeting you want to reschedule. The Calendar Entry form opens.

**Step 2** From the Actions menu, choose **Actions > Reschedule**.

**Step 3** From the Reschedule Options window, change the date or the start and end times for your meeting.

**Step 4** When finished, click **OK**. Your meeting is rescheduled and notifications are sent to all invitees.

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# 3 Canceling a Meeting

Only the meeting scheduler can cancel a meeting.



**Tip** To remove the entry from your calendar, but not from the Cisco Unified MeetingPlace Audio Server system, select the meeting and do any of the following: press the **Delete** key; drag the meeting to the trash can icon; or right-click the meeting, and choose **Clear** or **Cut**. The meeting remains scheduled and resources remain booked.

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**Step 1** From your Lotus Notes calendar, click the entry of the Cisco Unified MeetingPlace meeting you want to delete.

**Step 2** From the Actions menu, choose **Cancel**.

**Step 3** From the Cancel Options window, choose whether to permanently delete the meeting and all notices and documents related to it or simply to remove the meeting information from your Calendar view.

**Step 4** When finished, click **OK**. The meeting entry is removed from both your calendar and the Cisco Unified MeetingPlace Audio Server system.

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# 4 Attending a Meeting

This section contains two procedures for attending a meeting: attending from your Lotus Notes calendar and attending from the click-to-attend link. Note that to attend a Cisco Unified MeetingPlace meeting from Lotus Notes, you must have first received and accepted your meeting notification. Accepting the meeting notification places the meeting in your Lotus Notes calendar for easy reference.

## Attending from Your Lotus Notes Calendar

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**Step 1** From your Lotus Notes calendar, double-click the Cisco Unified MeetingPlace meeting entry. The meeting notification opens.

**Step 2** In the Connect Me area, choose your conference options:

- Check the web conference check box to join the web conference portion of the meeting.
- Choose a call mode: Cisco Unified MeetingPlace can call your phone or your video endpoint (for systems that include video integration). Or leave the check box unchecked and call the dial-in number supplied, or have Cisco Unified MeetingPlace call you after you have entered the web conference.