



QUICK START GUIDE



Scheduling a Cisco Unified MeetingPlace Web Conference

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- 1** Scheduling a Web Conference
- 2** Attending a Web Conference
- 3** Finding a Meeting
- 4** Scheduling and Attending an Immediate Meeting

For additional information while scheduling your meetings, click **Help** from any Cisco Unified MeetingPlace web page to start the Cisco Unified MeetingPlace Web Conferencing online Help.

1 Scheduling a Web Conference



Note You must sign in by using your Cisco Unified MeetingPlace profile to schedule a meeting. If you have any questions, contact the Help Desk at this number:

Step 1 Go to the Cisco Unified MeetingPlace Web Conferencing home page at this URL:

Step 2 Click **Schedule Meeting**.

Step 3 If prompted, enter your user ID and password. The **New Meeting** page appears.

Step 4 Fill in the meeting information, such as the date, time and length of the meeting. You can also enter a meeting ID and subject.

Step 5 To invite other participants, enter part or all of the user name or e-mail address in the **Add Invitee** field. As you enter characters in the name, Cisco Unified MeetingPlace suggests possible matches from the address book of users with Cisco Unified MeetingPlace profiles. Click a profile from the suggested list to select it.



Note If you do not select a profile from the address book, the user will be invited as a guest.

Step 6 After entering the name, click **Add** to add the user to the Invitees table.

Step 7 In the Invitees table, enter an e-mail address for the invitee if none has been entered, and change the invitee's meeting permissions from the default values if desired. Each user must have an e-mail address, and at least one user must have Moderator permissions for the meeting. (Moderators can also change an attendee's meeting permissions from the meeting console while the meeting is in session.)

Step 8 (Optional) To add attachments and recordings, do the following substeps:

- a. From the right pane of the **New Meeting** page, click **Attachments/Recordings**.
- b. To add an attachment, click **New Attachment**.
- c. Select the type of file that you want to attach: **File Attachment** or **Meeting Comment**
- d. To locate a file from your computer, click **Browse**.
- e. Click **Add Attachment**, then click **OK**. The attachment is added and can be downloaded during your meeting. Depending on your profile configuration, the attachment may also be included in the meeting invitation.

Step 9 (Optional) To specify other meeting features, do the following substeps:

- a. Click **More Options** in the right pane.
- b. Modify the settings as necessary, then click **Submit**.

Step 10 To finish scheduling your meeting, click **Schedule**. A confirmation page appears to confirm that the meeting has been successfully scheduled, and e-mail invitations are sent to the scheduler and invitees.

Commonly Used Features

- **Entry/Departure Announcement**—You can choose from **Beep + name**, **Beep only**, and **Silent**.
- **Meeting Description**—You can enter a description that appears in the meeting notification.

2 Attending a Web Conference

Step 1 Go to the Cisco Unified MeetingPlace Web Conferencing home page.

Step 2 Enter the meeting ID of the meeting that you want to join and click **Attend Meeting**.



Tip If you do not know the meeting ID, click **Attend Meeting** without filling in the Meeting ID field. Cisco Unified MeetingPlace Web Conferencing takes you to the Today's Meetings page where you can search for your meeting.

Step 3 If prompted, enter your user ID and password or enter your name in the Guest field and click **Attend Meeting**. The meeting console initializes.



Tip The first time you attend a web conference, choose **Yes** when prompted about security warnings. To shorten future logins, check the **Always Trust Content from Cisco Systems** check box.

3 Finding a Meeting

Step 1 From the Cisco Unified MeetingPlace Web Conferencing home page, click **Find Meetings**.

Step 2 If prompted, enter your user ID and password. The Today's Meetings page appears with a list of today's future meetings.

Step 3 To search for a meeting that was not scheduled for today, click **Past** or **Future** as appropriate.

Step 4 To limit your search results, enter the meeting ID or modify the date parameters and click **Search** again. An updated list of meetings appears.

Step 5 To view meeting information for a particular meeting, click the meeting ID link.

4 Scheduling and Attending an Immediate Meeting

Cisco Unified MeetingPlace Web Conferencing schedules your immediate meeting based on your default scheduling parameters. Your meeting time extends and expands for additional participants as long as ports are available.

Step 1 From the Cisco Unified MeetingPlace Web Conferencing home page, click **Immediate Meeting**. The meeting console initializes.

Step 2 From the meeting console, click the **Phone** icon in the upper right corner, then click **Connect Me** to connect to your audio or video endpoints.



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