



CHAPTER 3

Inviting Participants and Scheduling Endpoints for a Meeting

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Inviting Participants by Using the Directory

The Cisco Unified Conferencing for TelePresence directory stores information about all profiled users in your organization.

Before You Begin

Fill in your meeting parameters on the Schedule Meeting page.

Procedure

- Step 1** Click **Invitees**.
- Step 2** Locate the From Directory field.
- Step 3** Enter the name of a person or a Cisco Unified Conferencing for TelePresence username; then, click .

Any users in the directory whose name or username matches the criteria you entered will appear in the box below the From Directory field.

**Tip**

If a user is not listed in the directory, you can invite participants either by e-mail address (see [“Inviting Attendees by Entering E-Mail Addresses”](#)) or by scheduling the meeting without invitees and using your e-mail client to forward the meeting e-mail notification to participants.

Step 4 Click the name of the person you want to invite from the resulting list.

**Tip**

Shift-click or control-click the names to select multiple names. Mac users: use command-click when the instructions call for control-click.

Step 5 Click the right arrow button to move the selected name to the Invitees list.

**Tip**

Click the e-mail address and click **Remove** to remove a name from the Invitees list.

Step 6 Repeat [Step 3](#) to [Step 5](#) to add more invitees.

What to Do Next

Continue scheduling your meeting. See the [“Scheduling a Meeting on the Web” section on page 2-3](#) for instructions.

The scheduling process continues on the same page that you have been working with.

Inviting Attendees by Entering E-Mail Addresses

Before You Begin

Fill in your meeting parameters on the Schedule Meeting page.

Procedure

Step 1 Click **Invitees**.

Step 2 Enter a complete e-mail address for By Email.

Step 3 Click the arrow to the right of By Email.

**Tip**

Click the e-mail address and click **Remove** to remove a name from the Invitees list.

Step 4 Repeat Steps [Step 2](#) to [Step 3](#) to add more invitees.

What to Do Next

Continue scheduling your meeting. See the [“Scheduling a Meeting on the Web” section on page 2-3](#) for instructions. The scheduling process continues on the same page that you have been working with.

Adding Endpoints by Using the Directory

The Cisco Unified Conferencing for TelePresence directory stores information about all available Cisco TelePresence endpoints in your organization and uses the information to determine the best audio and video resources on the MCU for your meeting.

**Note**

You do not reserve endpoints by adding them to the Endpoint(s) list on the Schedule Meeting page. You must use either the reservation process specific to your organization or Microsoft Outlook if available.

Before You Begin

Fill in your meeting parameters on the Schedule Meeting page.

Procedure

Step 1 Click **Endpoints**.

Step 2 Locate the From Directory field.

Step 3 To locate an endpoint, complete one of these actions:

- Enter the name of an endpoint and click  .

Any endpoint in the directory whose name matches the criteria you entered will appear in the box below the From Directory field.

- Click  to display all endpoints.

Step 4 Click the name of the endpoint you want to add from the resulting list.

**Tip**

Shift-click or control-click the names to select multiple names. Mac users: use command-click when the instructions call for control-click.

Step 5 Click the right arrow button to move the selected name to the Endpoint(s) list.

**Tip**

Click the endpoint name and click **Remove Endpoint** to remove a name from the Endpoint(s) list.

What to Do Next

Continue scheduling your meeting. See the [“Scheduling a Meeting on the Web” section on page 2-3](#) for instructions.

The scheduling process continues on the same page that you have been working with.