



CHAPTER 2

Scheduling a Meeting

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About Scheduling a Meeting

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About Scheduling a Meeting by Using Microsoft Outlook

You must have the Cisco Unified Conferencing for TelePresence for Microsoft Outlook plug-in installed on your computer before you can schedule Cisco Unified Conferencing for TelePresence meetings from Microsoft Outlook.

**Note**

If you schedule a meeting by using Microsoft Outlook, you can view the meeting details by using the end-user web interface. However, you must use Microsoft Outlook to modify the meeting.

For information about how to install and use the Microsoft Outlook plug-in with Cisco Unified Conferencing for TelePresence, see the *Quick Start Guide for Microsoft Outlook Integrated with Cisco Unified Conferencing for TelePresence Version 1.1* at this URL:

http://www.cisco.com/en/US/products/ps7266/products_user_guide_list.html

Differences Between Scheduling a Meeting by Using Microsoft Outlook and the Web

Feature	Web Interface	Microsoft Outlook
Scheduling a meeting	- User names in the Cisco Unified Conferencing for TelePresence directory display. - Endpoint names in the Cisco Unified Conferencing for TelePresence directory display. - Endpoints are not reserved for meetings.	- User names in the Microsoft Exchange directory display. - Endpoint names in the Microsoft Exchange directory display as meeting room resources. - Endpoints (meeting rooms) are reserved for meetings.
Canceling a meeting	You must cancel the meeting by using the web interface.	You must cancel the meeting by using Microsoft Outlook.
Viewing meeting details	Meetings scheduled through the web interface and in Microsoft Outlook display on the web.	Only meetings scheduled in Microsoft Outlook display in the calendar.

Feature	Web Interface	Microsoft Outlook
Modifying a meeting	You must modify the meeting by using the web interface.	You must modify the meeting by using Microsoft Outlook.
Ending an in-progress meeting	You must end the meeting by using the web interface.	You must end the meeting by using Microsoft Outlook.

When Meetings Are Extended Past the Scheduled Time

If the Cisco Unified Conferencing for TelePresence system administrator has allowed it, meetings are automatically extended by default in 10 minute blocks until no participants remain in the meeting or until another scheduled meeting requires meeting resources and no additional resources are available, whichever occurs first. The maximum duration is 24 hours.

Scheduling a Meeting on the Web

By default, you can schedule both individual and recurring meetings up to 300 days in advance or up to 100 instances, whichever occurs first.

Recurring meetings are meetings that take place at the same time over a period of time. You can schedule a meeting to recur daily, weekly, or monthly, set for specific days of the week or dates in a month.

Before You Begin

- Read the [“About Scheduling a Meeting” section on page 2-1](#).
- See [“References”](#) for descriptions of scheduling parameters for individual and recurring meetings.
- Make sure that you are on the company network.
- Know your Cisco Unified Conferencing for TelePresence username and password.

Procedure

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- Step 1** Log in to Cisco Unified Conferencing for TelePresence.

- Step 2** Click **Schedule**.
- Step 3** Enter your meeting parameters.
- Step 4** Click **Invitees**; then, add participants.

**Tip**

You can schedule the meeting without adding invitees and use your e-mail client to forward the meeting e-mail notification to participants.

- Step 5** Click **Endpoints**; then, add Cisco TelePresence endpoints.
- Step 6** Click **Schedule**.
- Step 7** Review the details of the scheduled meeting and verify that they are correct. The system sends meeting notifications to all invited participants.
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Troubleshooting Tips

- If you need to correct information on the Meeting Scheduled page, click **Reschedule**.
- If the option that you need to change is not available, cancel this meeting by clicking **Delete** and schedule a new meeting.
- If you tried to schedule a recurring meeting, but only a single meeting was scheduled, make sure that you specified a number of occurrences greater than one and an end date that is after today.

Related Topics

- [Logging In on the Web, page 1-2](#)
- [Inviting Participants and Scheduling Endpoints for a Meeting, page 3-1](#)
- [Canceling a Meeting on the Web, page 2-6](#)
- [How to Resolve Schedule Meeting Problems, page 7-3](#)

Rescheduling or Modifying a Meeting on the Web

You can modify any scheduled meeting, including the following recurring meetings:

- All meetings in the series if no meetings in the series have occurred.
- Individual instances that have not yet occurred.
- All meetings in a series that have not yet occurred, starting with the first selected instance.

**Note**

If you schedule a meeting by using Microsoft Outlook, you must modify the meeting by using Microsoft Outlook.

Before You Begin

- Know your Cisco Unified Conferencing for TelePresence username and password.
- You must be the owner of the meeting that you want to modify.
- You can change all meeting details except for the meeting ID and frequency of the meeting. If you need to change the meeting ID or frequency, cancel this meeting and schedule a new one.
- You can change only a single occurrence of a recurring meeting from the originally scheduled recurrence *pattern*. To change the recurrence pattern for this and all future meetings, cancel this meeting and schedule a new one.

Procedure

Step 1 Log in to Cisco Unified Conferencing for TelePresence.

Step 2 Find the meeting that you want to change.

**Note**

If you are modifying a recurring meeting, make sure that the date range you enter in your find criteria includes the first date of the series (or part of the series) that you want to change.

Step 3 Click the meeting ID of the meeting that you want to change.

**Note**

If the meeting is a recurring meeting, multiple instances of the meeting may appear in the list of found meetings. Make sure that you click the instance of the series or subseries that you want to modify.

The Meeting Details page of the meeting you selected appears.

Step 4 Click **Reschedule**.

Step 5 If you are changing a recurring meeting, choose one of the following; then, click **OK**:

- This occurrence only
- This and all future occurrences

Step 6 Enter new values as needed.

Step 7 Click **Reschedule**.

The system sends meeting notifications to all invited participants.

Step 8 Verify that the meeting details are as you intended and reschedule again if necessary.

Related Topics

- [Logging In on the Web, page 1-2](#)
- [Finding a Meeting, page 4-1](#)
- [Canceling a Meeting on the Web, page 2-6](#)

Canceling a Meeting on the Web

You can cancel any scheduled meeting that has not yet started. If the meeting is recurring, you can cancel the following:

- The entire series if no meetings in the series have occurred.
- Individual instances that have not yet occurred.
- All meetings in a series that have not yet occurred, starting with the first selected instance.

Before You Begin

- Know your Cisco Unified Conferencing for TelePresence username and password.

- Make sure that you are the owner of the meeting you want to cancel.
- Make sure that you are on the company network.

Procedure

Step 1 Log in to Cisco Unified Conferencing for TelePresence.

Step 2 Find the meeting that you want to cancel.



Note If you need to delete multiple instances of a recurring meeting and some instances in the series have passed already, find the meeting from which date you want to cancel all future meetings. This date can be the first meeting in the series that has not yet occurred, or it can be any instance in the future.

Step 3 Click the meeting ID of the meeting that you want to cancel.



Note If the meeting is a recurring meeting, multiple instances may be included in the list of found meetings. Make sure that you click the first instance of the series or subseries that you want to delete.

The Meeting Details page of the meeting you selected appears.

Step 4 Click **Delete**.

Step 5 If you are deleting a recurring meeting, choose one of the following; then, click **OK**:

- Delete this occurrence only
- Delete this and all future occurrences

Step 6 Click **OK**.

Related Topics

- [Logging In on the Web, page 1-2](#)
- [Finding a Meeting, page 4-1](#)

Ending a Meeting on the Web

You can end any scheduled meeting that has started to free up meeting resources.

Before You Begin

- Know your Cisco Unified Conferencing for TelePresence username and password.
- Make sure that you are the owner of the meeting you want to cancel.
- Make sure that you are on the company network.

Procedure

Step 1 Log in to Cisco Unified Conferencing for TelePresence.

Step 2 Find the meeting that you want to end.

Step 3 Click the meeting ID of the meeting that you want to end.

The Meeting Details page of the meeting you selected appears.



Note Ending the meeting disconnects all participants from the call.

Step 4 Click **End Meeting**.

Related Topics

- [Logging In on the Web, page 1-2](#)
- [Finding a Meeting, page 4-1](#)