



## Preface

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## Introduction

Microsoft Exchange integration with the IM and Presence Service allows users to incorporate their calendar and meeting status in Microsoft Outlook into their availability status on IM and Presence Service.

## Audience

This publication is for experienced users who configure and maintain Microsoft Exchange integration with the IM and Presence Service.

## Book Structure

This guide contains the following chapters:

Chapter	Title	Description
1	<a href="#">Preface, on page 1</a>	This chapter contains information on the book structure, audience, and purpose of this guide.
2	<a href="#">Introduction</a>	This chapter introduces the Microsoft Outlook calendar integration feature for the IM and Presence Service.
3	<a href="#">Planning for Calendar Integration</a>	This chapter contains information on the prerequisites so that you can plan your calendar integration.

Chapter	Title	Description
4	<a href="#">Configure Microsoft Exchange</a>	Refer to this chapter only if you are connecting to an on-premise Microsoft Exchange server for Outlook calendar integration. This chapter describes how to configure your Exchange server for the integration.
5	<a href="#">Configure Microsoft Office 365</a>	Refer to this chapter only if you are connecting to a cloud-hosted Office 365 server for Outlook calendar integration. This chapter describes how to configure your Office 365 server for the integration.
6	<a href="#">Configure the IM and Presence Service</a>	Refer to this chapter to configure the IM and Presence Service for Outlook calendar integration. Use this chapter regardless of whether you are connecting to an on-premise Exchange server or a cloud-hosted Office 365 server.
7	<a href="#">Troubleshooting Exchange Calendaring Integrations</a>	This chapter describes troubleshooting tasks and fixes for common problems.

## Conventions

This document uses the following conventions:

Convention	Indication
<b>bold font</b>	Commands and keywords and user-entered text appear in <b>bold font</b> .
<i>italic font</i>	Document titles, new or emphasized terms, and arguments for which you supply values are in <i>italic font</i> .
<code>courier font</code>	Terminal sessions and information the system displays appear in <code>courier font</code> .




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**Note** Means reader take note. Notes contain helpful suggestions or references to material not covered in the manual.

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**Tip** Means *the following information helps you solve a problem*. The tips information might not be troubleshooting or even an action, but could be useful information, similar to a Timesaver.

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**Caution**

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Means reader be careful. In this situation, you might perform an action that could result in equipment damage or loss of data.

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## Obtaining Documentation and Submitting a Service Request

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>

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