



Enabling Microsoft Outlook Calendar Notifications for Meetings Scheduled from the Cisco Unified MeetingPlace End-User Web Interface

Release 7.1

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This document describes the Microsoft Outlook *back-end* integration, which enables Cisco Unified MeetingPlace to send Microsoft Outlook calendar notifications for meetings that are scheduled from the Cisco Unified MeetingPlace end-user web interface.

This document does *not* describe the Microsoft Outlook *front-end* integration, which enables users to schedule, reschedule, and cancel meetings from the Microsoft Outlook calendar. For information about Microsoft Outlook *front-end* integration, see the [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook](#) module.

Topics in this section include:

- [Prerequisites for Sending Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface, page 2](#)
- [Restrictions for Sending Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface, page 2](#)
- [How to Enable Cisco Unified MeetingPlace to Send Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface, page 3](#)

Prerequisites for Sending Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface

- Install the msft_int license.
- If you are upgrading your Cisco Unified MeetingPlace system, complete the relevant tasks in the “Upgrading Microsoft Outlook for Cisco Unified MeetingPlace” section of the *Installation, Upgrade, and Migration Guide for Cisco Unified MeetingPlace Release 7.1*.
- In order for end users to receive complete and correct Cisco Unified MeetingPlace notifications in Microsoft Outlook, the e-mail accounts set up in the Microsoft Outlook client must be configured to use the Server Type option called “Microsoft Exchange Server.” Cisco Unified MeetingPlace for Microsoft Outlook does *not* support other server types, such as POP3.

Related Topics

- [Installing and Managing Licenses for Cisco Unified MeetingPlace](#) module
- [Configuring SSL for the Cisco Unified MeetingPlace Application Server](#) module

Restrictions for Sending Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface

- You must never delete items from the Cisco Unified MeetingPlace–dedicated mailbox on the Microsoft Exchange Server, including the Deleted Items folder. The system automatically purges the inbox periodically.
- HTML notifications are supported for meetings scheduled from the end-user web interface. Note that this is different from meetings that are scheduled from the Microsoft Outlook client, which supports plain-text notifications only.
- On the Microsoft Outlook scheduling tab, users will see only the attendees whose user profiles have the same configuration for all of the following fields:
 - [E-mail type and format](#)
 - [Language](#)
 - [Receive attachments](#)

To enable users to see a complete list of invitees, set the [Include invitee list when scheduled from web](#) user profile field to Yes for all users who schedule meetings.

How to Enable Cisco Unified MeetingPlace to Send Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface

- [Uninstalling Cisco Unified MeetingPlace for Microsoft Outlook Gateway From the Web Server, page 3](#)
- [Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server, page 4](#)
- [Configuring Cisco Unified MeetingPlace to Support TLS Encryption, page 5](#)
- [Configuring the Cisco Unified MeetingPlace Connection to the Microsoft Exchange Server, page 6](#)

Uninstalling Cisco Unified MeetingPlace for Microsoft Outlook Gateway From the Web Server

Perform this task to make sure that your Web Server does not have the Microsoft Outlook notification gateway installed.

Before You Begin

If you have a fresh new Cisco Unified MeetingPlace installation and have never upgraded your system, then you may skip this task. Proceed to the [“Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server”](#) section on page 4.

Procedure

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- Step 1** Stop all Cisco Unified MeetingPlace Web Conferencing services.
 - Step 2** Choose **Start > Control Panel > Add/Remove Programs**.
 - Step 3** Select the **Cisco Unified MeetingPlace for Microsoft Outlook Gateway**.
 - Step 4** Click **Remove**.
 - Step 5** Restart the Web Server.
 - Step 6** Check the list of programs in Add/Remove Programs to verify that the Cisco Unified MeetingPlace for Microsoft Outlook Gateway was successfully uninstalled.
 - Step 7** Repeat this procedure for each Web Server in the site.
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Note

When you restart the Web Server, all manual changes made to the registry are lost.

What To Do Next

- [Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server, page 4](#)

Related Topics

- [Stopping All Web Conferencing Services](#) in the [Managing Cisco Unified MeetingPlace Web Conferencing Services](#) module

Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server

Before You Begin

- Read the following sections:
 - [Prerequisites for Sending Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface](#), page 2
 - [Restrictions for Sending Microsoft Outlook Calendar Notifications for Meetings Scheduled from the End-User Web Interface](#), page 2
- Complete the “[Uninstalling Cisco Unified MeetingPlace for Microsoft Outlook Gateway From the Web Server](#)” section on page 3.
- Work with the Microsoft Exchange Server administrator to make sure that SMTP access to the Microsoft Exchange Server is allowed.
- For detailed instructions on how to perform any of these steps, see the documentation for your specific Microsoft Exchange Server.

Procedure

- Step 1** Create a user on your Microsoft Windows domain, for example, “MeetingPlace.”
- Step 2** Create a mailbox for this user on the Microsoft Exchange Server.
- Step 3** Write down the username and password for this e-mail account.
- Step 4** Make sure that this mailbox is allowed to send mail to itself.
- Step 5** If the Microsoft Exchange Server is configured to disable anonymous access via SMTP, then make sure that you grant the Send As permission for all users in the Enterprise for this mailbox.
- The Send As permission enables each Microsoft Outlook calendar notification to appear to come from the meeting scheduler (instead of the Cisco Unified MeetingPlace–dedicated mailbox) for meetings that are scheduled from the Cisco Unified MeetingPlace end-user web interface.
- Step 6** Verify that the mailbox can send and receive messages.
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What to Do Next

If TLS is enabled on your Microsoft Exchange Server, proceed to the “[Configuring Cisco Unified MeetingPlace to Support TLS Encryption](#)” section on page 5.

Otherwise, proceed to the “[Configuring the Cisco Unified MeetingPlace Connection to the Microsoft Exchange Server](#)” section on page 6.

Configuring Cisco Unified MeetingPlace to Support TLS Encryption

Perform this task if the Microsoft Exchange Server that you integrate with Cisco Unified MeetingPlace is configured to use Transport Layer Security (TLS).

**Note**

TLS is enabled by default on Exchange 2010. This procedure is required if you are deploying Cisco Unified MeetingPlace in an environment that uses Exchange 2010.

Before You Begin

- Complete the following prerequisite tasks. Refer to the documentation for your Microsoft Exchange Server.
 - Verify that TLS is enabled on the Microsoft Exchange Server.
 - Verify that the Microsoft Exchange Server can successfully receive e-mail from the Internet.
 - Make sure that IIS and SMTP on the Microsoft Exchange Server use the same certificate.
- Complete the [“Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server”](#) section on page 4.

Procedure

Step 1 Export the TLS certificate from the Microsoft Exchange Server by following these steps:

- a. From your Microsoft Windows system, go to the Microsoft IIS Manager.
- b. Go to the entry called Web Site and highlight the entry called *Default Web Site*.



Note *Default Web Site* is the generic name; it may have a different name on your system.

- c. If you are using IIS 6.0 (on Windows Server 2003):
 - Right click the *Default Web Site* entry to display the Properties dialog box.
 - Select the **Directory Security** tab.
 - Select **View Certificate**.
- d. If you are using IIS 7.0 (on Windows Server 2008):
 - Right click the *Default Web Site* entry to display the Edit Bindings dialog box.
 - On the Site Bindings dialog select the https entry and click **Edit**.
 - Under Edit Site Bindings click **View**.
- e. Click the **Details** tab.
- f. Click **Copy to File**. The system starts the certificate wizard.
- g. Select **No, do not export the private key** and click **Next**.
- h. Select **DER encoded binary X.509 (.CER)** and click **Next**.
- i. Click **Browse** to choose a location to save the certificate. Enter a *filename* and click **Save**.

Step 2 Log in to the Cisco Unified MeetingPlace CLI as the `root` user.

Step 3 Copy the certificate to `$MP_ROOT/filename.cer`, substituting the *filename* from [Step 1i](#).

Step 4 Move to the security directory by entering the following:

```
cd $MP_ROOT/jre/jre/lib/security
```

- Step 5** Install the certificate by entering the following and substituting the *filename* from [Step 1i](#):
- ```
../bin/keytool -keystore cacerts -import -alias exchangeIIS -file $MP_ROOT/filename
```



**Note** The default password for the JDK keytool is *changeit*.

- Step 6** If the key length of the installed certificate is greater than 2048, then complete these steps:
- Go to <http://java.sun.com/javase/downloads/index.jsp>.
  - Download the “Java Cryptography Extension (JCE) Unlimited Strength Jurisdiction Policy Files 6.”
  - Install this in the \$MP\_ROOT/jre/jre/lib/security directory.
- Step 7** Restart the system by entering `mpx_sys restart`.
- Step 8** Log in to the Administration Center.
- Step 9** Click **System Configuration > E-Mail Notifications > Exchange Server Configuration**.
- Step 10** Set the **TLS enabled** field to **true**.



**Note** When you restart the Web Server, all manual changes made to the registry are lost.

### What to Do Next

Proceed to the “[Configuring the Cisco Unified MeetingPlace Connection to the Microsoft Exchange Server](#)” section on page 6.

### Related Topics

- [How to Log in to the CLI in the Using the Command-Line Interface \(CLI\) in Cisco Unified MeetingPlace module](#)
- [Exchange Server Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace module](#)

## Configuring the Cisco Unified MeetingPlace Connection to the Microsoft Exchange Server

### Before You Begin

- Complete the “[Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server](#)” section on page 4.
- If TLS is enabled on your Microsoft Exchange Server, complete the “[Configuring Cisco Unified MeetingPlace to Support TLS Encryption](#)” section on page 5.
- Obtain the following information about the Microsoft Exchange Server:
  - Hostname or IP address
  - Windows domain

- Username and password for the e-mail account that you created in the “[Creating a Cisco Unified MeetingPlace–Dedicated E-Mail Account and Mailbox on the Microsoft Exchange Server](#)” section on page 4.

### Restriction

If you are using Microsoft Exchange Server 2007 or 2010, the same machine must host both the Microsoft Exchange Hub Transport server and the Microsoft Exchange Client Access server. The hostname of this machine is what you enter in the Hostname field on the Exchange Server Configuration Page.

### Procedure

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- Step 1** Log in to the Cisco Unified MeetingPlace Administration Center.
  - Step 2** Click **System Configuration > E-Mail Notifications > Exchange Server Configuration**.
  - Step 3** Configure the fields on the [Exchange Server Configuration Page](#).
  - Step 4** Click **Save**.
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### Verifying

Click **Test** to verify the connection between Cisco Unified MeetingPlace and Microsoft Exchange Server.

### What to Do Next

- If you upgraded your Cisco Unified MeetingPlace system from an earlier release, then run the Cisco Unified MeetingPlace–Microsoft Exchange migration process at `/opt/cisco/meetingplace/migrationtools/current/notifications/migrateExchangeForICAL.sh`.



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**Note** The migration process may take a long time if many meetings need to be migrated. To speed up the migration process, purge old meetings from the Cisco Unified MeetingPlace–dedicated mailbox, and empty the Deleted Items folder. We recommend that the mailbox have fewer than 1360 appointment items or 32 KB of appointment data before you run the migration process.

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- To enable users to receive meeting notifications as calendar appointments in Microsoft Outlook, specify a Microsoft Exchange option in the [E-mail type and format](#) user group or user profile fields. See “[Configuring User Preferences for E-Mail Notifications](#)” in the [Configuring E-Mail Notifications for Cisco Unified MeetingPlace](#) module.
- To customize the e-mail notifications, proceed to the [Customizing E-Mail Notifications for Cisco Unified MeetingPlace](#) module.

### Related Topics

- [Exchange Server Configuration Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace](#) module

