

The system includes the attachments with the meeting invitation.

f. Repeat these steps for each attachment.

**Step 14** Click Save and Send Invitations.

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## QUICK START GUIDE



## Attending and Scheduling Cisco Unified MeetingPlace Meetings from IBM Lotus Notes

**Release 7.0**

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# 1 Attending a Meeting from Your IBM Lotus Notes Calendar

You must have already accepted the meeting invitation. After you accept the meeting invitation, the meeting is added to your IBM Lotus Notes calendar.

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- Step 1** Open your Cisco Unified MeetingPlace for IBM Lotus Notes calendar.
  - Step 2** Double-click the Cisco Unified MeetingPlace meeting entry.  
If the meeting is about to start or is in progress, the Cisco Unified MeetingPlace section of the calendar entry displays a Connect Me section. The section contains connection options and the Connect button.
  - Step 3** Check **Join the web conference** to join the web portion of the meeting.
  - Step 4** Join the voice portion of the meeting:  
For version 7.0 and 7.0.2, follow these steps:
    - a. Check **Select how MeetingPlace calls you**.
    - b. Choose either **Use my phone number** or **Use my video endpoint number** (if your system includes video integration).For version 7.0.3, follow these steps:
    - a. Check **Select how MeetingPlace calls you**.
    - b. Enter your phone or video number (video number if your system includes video integration).
  - Step 5** Enter your phone number.
  - Step 6** Click **Connect**.  
Cisco Unified MeetingPlace connects you to the meeting. If you choose to join the voice portion of the meeting, the system establishes that session first and then connects you to the web portion of the meeting.
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# 2 Scheduling a Reservationless Meeting from Your IBM Lotus Notes Calendar

A reservationless meeting begins immediately. Invitees enter your reservationless ID to log in to the meeting.

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- Step 1** Open your Cisco Unified MeetingPlace for IBM Lotus Notes calendar.
  - Step 2** Double-click any date or time in your calendar.
  - Step 3** Enter a subject for the meeting.
  - Step 4** Scroll down and click **Use my reservationless ID**.
  - Step 5** Click the **Find Available Times** tab.

**Step 6** Review the availability of invitees, scheduled rooms, and scheduled resources.

**Step 7** Click **Save and Send Invitations**.

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# 3 Scheduling a Reccuring Meeting from Your IBM Lotus Notes Calendar

Refer to the online help for complete descriptions of IBM Lotus Notes scheduling and Cisco Unified MeetingPlace meeting parameters.

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- Step 1** Open your Cisco Unified MeetingPlace for IBM Lotus Notes calendar.
  - Step 2** Double-click any date or time in your calendar.
  - Step 3** Enter your meeting information, such as the subject, start and end times, and meeting description.



**Note** You cannot schedule a meeting in a different time zone.

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- Step 4** Click **Repeat** to schedule a recurring meeting.  
The system displays the Repeat Options dialog box where you can enter repeat meeting information.
- Step 5** Enter the scheduling parameters.
- Step 6** Invite people to your meeting.
- Step 7** Click **Yes, create a new meeting** to make this a Cisco Unified MeetingPlace meeting.
- Step 8** Enter the Cisco Unified MeetingPlace parameters.
- Step 9** (Optional) Click **Click for advanced scheduling information for Cisco Unified MeetingPlace**.
- Step 10** (Optional) Set advanced options.
- Step 11** Click the **Find Available Times** tab.
- Step 12** Review the availability of invitees, scheduled rooms, and scheduled resources.
- Step 13** (Optional) To include an attachment:
  - a. Click the **Description** tab.
  - b. Click **Attach**.
  - c. Select **Start trusting the signer to execute this action** and click **OK** if the Execution Security Alert window opens. Navigate to the file that you want to attach.
  - d. Highlight the file that you want to attach.
  - e. Click **Create**.