



Joining Cisco Unified MeetingPlace Meetings from Microsoft Outlook

- [Saving Meeting Notifications in your Email Inbox, page 1](#)
- [Joining a Web Meeting, page 2](#)

Saving Meeting Notifications in your Email Inbox

When you schedule a Cisco Unified MeetingPlace meeting using Microsoft Outlook, the system sends a meeting notification to all invitees in the default language of the person who scheduled the meeting. Invitees can accept or decline the meeting invitation. If they accept the invitation, the meeting details are added to their Microsoft Outlook calendar.

The Cisco Unified MeetingPlace system also sends meeting notifications whenever you modify or delete a meeting.

By default, meeting notifications are deleted from your email inbox after you accept or decline meetings. If you accept, the meeting information that was in the notification appears in your Microsoft Outlook calendar. You can use the following procedure to save meeting notifications in your email inbox.

Before You Begin

Sign in to Microsoft Outlook.

Procedure

- Step 1** Select **Tools > Options...**
 - Step 2** Select the **Preferences** tab.
 - Step 3** Select **E-mail Options...**
 - Step 4** Select **Advanced E-mail Options...**
 - Step 5** Uncheck **Delete meeting request from Inbox when responding.**
 - Step 6** Select **OK** three times.
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Joining a Web Meeting

Before You Begin

- Install the Microsoft Outlook plug-in.
- Sign in to Microsoft Outlook.
- Select **Calendar**.

Procedure

Step 1 Double-click the entry for the meeting that you want to attend.

Step 2 If you are attending a recurring meeting, select **Open this occurrence** and select **OK**.

Step 3 Select the **Join Meeting** link.

Tip To join a meeting from the meeting notification email, instead of doing steps 1 and 2, open the email message and select the **Join Meeting** link.

Step 4 Sign in if necessary.

Step 5 Select **Attend Meeting**.

Step 6 Join the audio or video portion of your meeting.

- If you see an **Audio Conference** window, select a phone number at which you want to receive a call back and then select **OK**.
 - If you do not see an **Audio Conference** window, or the system does not call you, dial the call-in number that appears on the Meeting Info tab and follow the instructions that you hear on the phone.
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