

CHAPTER 1

Introducing Microsoft Outlook with Cisco Unified MeetingPlace Express

Cisco Unified MeetingPlace Express Release 2.0 contains a plug-in that allows you to schedule, attend, and manage Cisco Unified MeetingPlace Express meetings directly from your Microsoft Outlook calendar.

Note The Cisco Unified MeetingPlace Express options offered by your organization may differ from the options described here.

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Installing the Microsoft Outlook Plug-In

To schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook, the Cisco Unified MeetingPlace Express for Microsoft Outlook plug-in must be installed on your computer and the MeetingPlace tab must appear when you create a new meeting request in Microsoft Outlook. You use this tab to access the Cisco Unified MeetingPlace Express scheduling form.

Your system administrator may have already installed the Microsoft Outlook plug-in on your system. To see if the Microsoft Outlook plug-in is installed, open Microsoft Outlook and create a meeting request. If you do not see the MeetingPlace tab, your system is not configured to schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook.

Depending on your settings, you may be able to download the Microsoft Outlook plug-in yourself. See the following topics:

- Downloading the Microsoft Outlook Plug-In, page 1-2
- Adding or Editing a Cisco Unified MeetingPlace Express Server, page 1-2

If you are unable to download the Microsoft Outlook plug-in, contact your system administrator.

Downloading the Microsoft Outlook Plug-In

The link to download the Microsoft Outlook plug-in is located on the bottom right corner of the Attend and Schedule pages in the End-User Interface.

Before You Begin

- You must close all Microsoft Outlook and Microsoft Office applications.

Procedure

Step 1 Click **Schedule from Outlook—Download Outlook Plug-In**.

Step 2 In the File Download—Security Warning dialog box, click **Save**.

Step 3 Navigate to your desktop and click **Save**.

Step 4 Go to your desktop and double-click the file you just saved.

Step 5 In the Cisco Unified MeetingPlace Express for Outlook dialog box, click **OK** to start the installation.

Step 6 In the dialog box stating that the installation is complete, click **OK**.

Step 7 Restart Microsoft Outlook.

Adding or Editing a Cisco Unified MeetingPlace Express Server

The Microsoft Outlook plug-in comes preconfigured with a default server. However, you can add or edit the server information by following this procedure.

Before You Begin

- Close any open appointments.

Procedure

Step 1 In Microsoft Outlook, go to **Tools > Options...**.

Step 2 Click the **MeetingPlace** tab.

Step 3 To add a Cisco Unified MeetingPlace Express server by clicking **Add...**. To edit a Cisco Unified MeetingPlace Express server, highlight it and click **Edit**.

Step 4 Enter or change the following information:

- In the Name field, the name for your server connection.
- In the Server URL field, the URL of the Cisco Unified MeetingPlace Express server that you want to use to schedule your meetings. It should be in the format http://<server name>/outlook/mpe.



Note Contact your system administrator if you are unsure of the URL of your Cisco Unified MeetingPlace Express server.

Step 5 Click **OK**.

Step 6 Click **OK** again.

Getting Current Documentation

This documentation is available on Cisco.com. To get the most current version, go to http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

Other Cisco Unified MeetingPlace Express Documentation

For information about Cisco Unified MeetingPlace Express see the online help links in the application, the PDF version of the online help, and the Quick Start Guides. For more information, go to http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

Obtaining Documentation, Obtaining Support, and Security Guidelines

For information on obtaining documentation, obtaining support, providing documentation feedback, security guidelines, and also recommended aliases and general Cisco documents, 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