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Restrictions

For information about supported versions of IBM Lotus Domino and IBM Lotus Notes, see the [System Requirements](#)

Cisco Unified MeetingPlace for Lotus Notes supports proxy installations. Proxy configurations must not block access from the integration server to either the Domino server or the Cisco Unified MeetingPlace Audio Server system. Valid IP connections are necessary for all actions to and from Cisco Unified MeetingPlace for Lotus Notes and Lotus Notes clients.

About Installing Cisco Unified MeetingPlace for Lotus Notes for Use with WebConnect

The Cisco Unified MeetingPlace WebConnect feature allows you to link Cisco Unified MeetingPlace Web Conferencing servers so that if one Web Conferencing server becomes unavailable, conference scheduling rolls over automatically to another available server, providing a seamless experience for the user.

WebConnect operates together with segmented meeting access (SMA) to preserve your internal and external conferencing environment. Meetings scheduled on internal servers remain on internal servers throughout the rollover process, while meetings intended for external servers roll to external servers.

Note: To enable WebConnect support through the Lotus Notes client, you must install Cisco Unified MeetingPlace for Lotus Notes on all Web Conferencing servers that are involved in a rollover sequence.

See [Configuring WebConnect](#).

How to Install Cisco Unified MeetingPlace for Lotus Notes

To install Cisco Unified MeetingPlace for Lotus Notes, complete the following procedures in the order shown:

- [Preparing for the Installation](#)
- [Gathering Installation Values](#)
- [Uninstalling Other Notification Integrations](#)
- [Creating a Lotus Notes Account](#)
- [Installing Cisco Unified MeetingPlace for Lotus Notes](#)

Preparing for the Installation

Planning for the Cisco Unified MeetingPlace for Lotus Notes installation is essential for successful deployment. Before you begin the installation process, complete this procedure.

To Prepare for the Installation

1. Verify your system requirements. For further information, see the [System Requirements](#).
2. Complete the installation preparation worksheet. For further information, see the [Gathering Installation Values](#).
3. (Optional) Enter the Cisco Unified MeetingPlace user IDs of your users in the Domino address book. For further information, see the [Enabling Domino Authentication](#).
4. Make a copy of your current mail template and place this backup file in another directory.
 - ◆ **Domino 6 or 6.5**-For Domino 6 or 6.5 users, your current mail template is called mail6.ntf.
 - ◆ **Domino 7**-For Domino 7 users, your current mail template is called mail7.ntf.
5. (Optional) If installed, uninstall Cisco Unified MeetingPlace SMTP E-Mail Gateway or any other Cisco Unified MeetingPlace notification integrations. For instructions, see the [Uninstalling Other Notification Integrations](#).
6. Ensure that Cisco Unified MeetingPlace Web Conferencing is installed before you install Cisco Unified MeetingPlace for Lotus Notes.

Gathering Installation Values

To prepare for your installation of Cisco Unified MeetingPlace for Lotus Notes, gather and record the information in the following table.

Description	Values
Cisco Unified MeetingPlace Audio Server system hostname.	Cisco Unified MeetingPlace Audio Server system hostname:

<p>Note: This may appear on your screen as "MeetingPlace Server."</p>	<hr/>
<p>Cisco Unified MeetingPlace Web Conferencing server fully qualified domain names (FQDNs), hostnames, or IP addresses.</p> <p>Note: FQDNs (that is, hostname.domain.com) provide increased assurance that all users will be able to access the Web Conferencing server.</p>	<p>Internal Web Conferencing server FQDN, hostname, or IP address:</p> <hr/> <p>External Web Conferencing server FQDN, hostname, or IP address:</p> <hr/>
<p>Cisco Unified MeetingPlace Web Conferencing server URLs. These are required for the click-to-attend links.</p> <p>Note: If you do not have an external Web Conferencing server installed, repeat your internal Web Conferencing server URL. Do not leave either field blank.</p>	<p>Internal Web Conferencing server URL:</p> <hr/> <p>External Web Conferencing server URL:</p> <hr/>
<p>The location of the notes.ini file for your Cisco Unified MeetingPlace for Lotus Notes account. This file is usually in C:\Lotus\Notes or C:\Program Files\Lotus\Notes.</p> <p>Note: Setup will only prompt you for the location of this file if it cannot find it or detects more than one .ini file on your system.</p>	<p>Path to notes.ini file:</p> <hr/>
<p>The password for the Cisco Unified MeetingPlace for Lotus Notes account on the Domino server.</p>	<p>Password: _____</p>
<p>The IP address for the Cisco Unified MeetingPlace Web Conferencing integration server on which Cisco Unified MeetingPlace for Lotus Notes will be installed.</p>	<p>IP address:</p> <hr/>

Uninstalling Other Notification Integrations

If you have another Cisco Unified MeetingPlace notification integration installed, such as Cisco Unified MeetingPlace E-Mail Gateway (MAPI or SMTP) or Cisco Unified MeetingPlace for Outlook, uninstall it before you install Cisco Unified MeetingPlace for Lotus Notes. Cisco Unified MeetingPlace Notification Service can only support one notification integration at a time.

Tip: If Cisco Unified MeetingPlace SMTP E-Mail Gateway is set to launch at startup, open your Startup directory and delete the shortcut to it.

To Uninstall Other Notification Integrations

1. Stop all Cisco Unified MeetingPlace services, including the Gateway SIM service. For more information, see [Stopping All Cisco Unified MeetingPlace Web Conferencing Services](#).
2. Open the Add/Remove Programs window.
3. Choose the Cisco Unified MeetingPlace integration that you want to remove (for example, Cisco Unified MeetingPlace SMTP E-Mail Gateway), and click **Remove**.
4. Restart your computer and verify that the Cisco Unified MeetingPlace notification integration successfully uninstalled.

Creating a Lotus Notes Account

Tip: If you have more than one Cisco Unified MeetingPlace Audio Server system, each with its own installation of Cisco Unified MeetingPlace for Lotus Notes, create a Lotus Notes account for each installation with a unique identifying name, such as MP-Boston or MP-Atlanta.

You must have Administrator permissions on the Domino server to create an account for Cisco Unified MeetingPlace for Lotus Notes.

To Create a Lotus Notes Account

1. From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO_Domain).
2. From the Domain tab, click the **People & Groups** tab.
3. In the left pane of the People & Groups tab, click **People**.
4. In the right pane of the People and Groups tab, click the arrow next to the **People** icon to expand the drop-down menu, then choose **Register**.
5. If this is the first time you are registering a new account, the Choose a Certifier window appears. Locate and choose the cert.id file, then click **Open**.
 - ◆ The default certifier ID is in drive:\Lotus\Notes\Domino\Data.
 - ◆ If the path to the cert.id file does not appear next to the Certifier ID button, click **Certifier ID** to open the Choose Certifier ID window.
6. When the cert.id file path is correct, click **OK** in the Choose a Certifier window. The Register Person window appears.
7. Check **Advanced** to display all options. Use the fields provided to set up the account. We recommend that you leave the First name field blank, but enter **MeetingPlace** in the Last name field.
 - ◆ The ShortName field is automatically populated with the first letter of the First name field, concatenated with the contents of the Last name field.
 - ◆ In this case, the ShortName field will be populated with the value **MeetingPlace**.
 - ◆ The value in the ShortName field is used to name the mail database for this user account (for example, mail/MeetingPlace).
8. For Password, enter your password for this account, then click **Password Options**.
9. From the Password Options window, adjust your Password Quality Scale and check **Set Internet Password**. Click **OK**.
10. Click **Mail**.
11. From the Mail File Owner Access drop-down list, choose **Manager**.

12. From the Mail File Template list, choose the template you want to associate with this account, for example **Mail(R6)**. You will be replacing this template later with the Cisco Unified MeetingPlace mail template.
13. When finished, click **Register**.

Installing Cisco Unified MeetingPlace for Lotus Notes

Restrictions

Note the following restrictions:

- You must install Cisco Unified MeetingPlace for Lotus Notes in the same directory as Cisco Unified MeetingPlace Web Conferencing. For example, if you install Web Conferencing in C:\Program Files\Cisco Systems, also install Cisco Unified MeetingPlace for Lotus Notes in the Cisco Systems directory.
- Passwords in the Cisco Unified MeetingPlace for Lotus Notes installer are case sensitive.

Prerequisites

Note the following prerequisites:

- You must have Administrator permissions in order to install Cisco Unified MeetingPlace for Lotus Notes.
- You must have already installed the following on your Cisco MCS:
 - ◆ Cisco Unified MeetingPlace Web Conferencing
 - ◆ The applicable release of the Lotus Notes client, depending on your Domino server
- You must already have run the Lotus Notes client (that is, opened the client, connected to the Domino server, and closed the client) so that the notes.ini file was created.
- You must already have completed the Gathering Installation Values.

To Install Cisco Unified MeetingPlace for Lotus Notes

1. Insert the Cisco Unified MeetingPlace for Lotus Notes CD in to your CD or DVD-ROM drive and double-click the .exe file to begin installation.
2. Click **Next**.
3. After the install files are extracted, click **Next** and follow the instructions in the installer windows, by using information from the Gathering Installation Values.
4. From the "Locate Your Notes INI File" window, verify that the path of your notes.ini file is the same as the one you wrote down in the Gathering Installation Values. If the path is correct, continue with Step 5.
 - If the path is not correct:
 - ◆ If the path is incorrect or blank, click **Browse** and locate the correct notes.ini file (usually located in C:\Lotus\Notes or C:\Program Files\Lotus\Notes). The path will be blank if the installer either could not find or detected more than one notes.ini file on your system.
 - ◆ If the installer does not detect a Lotus Notes directory in your path, it prompts you to restart your server and attempt your installation again.
 - ◆ If the installer successfully detects a Lotus Notes directory in your path, it proceeds to the next window.
5. If the path to the notes.ini file is correct, click **Next**.
6. Continue following the installer instructions.
7. From the last installer window, click **Finish**.

8. Restart your server.

Notes About Installing a Secondary Web Conferencing Server

If you install a secondary Web Conferencing Server just for your IBM Lotus Notes integration, then you must also install the IBM Lotus Notes integration gateway onto the secondary Web Conferencing Server. After you install the gateway, you must manually copy the IBM Lotus Notes integration template files onto the secondary Web Conferencing Server.

How to Complete Post-Installation Tasks

To complete post-installation tasks, complete the following procedures in the order shown:

- [Understanding Post-Installation Tasks](#)
- [Copying Files to the Domino Server](#)
- [Enabling Domino Authentication](#)
- [Granting Permission to Run Restricted and Unrestricted Agents on the Domino Server](#)
- [Signing the MPSA.ntf Database Template](#)
- [Signing the Mail Template](#)
- [Configuring the Cisco Unified MeetingPlace Account to Use the Cisco Unified MeetingPlace Mail Template](#)

Understanding Post-Installation Tasks

Before you can schedule Cisco Unified MeetingPlace meetings from your Lotus Notes client, you must complete the following tasks in the order shown:

Step	Reference
1.	Copy the appropriate template and Java extension files to the Domino server. See the Copying Files to the Domino Server .
2.	Configure your Domino server to automatically authenticate users to Cisco Unified MeetingPlace. See the Enabling Domino Authentication .
3.	Sign the Cisco Unified MeetingPlace templates. See the following sections: <ul style="list-style-type: none"> • Granting Permission to Run Restricted and Unrestricted Agents on the Domino Server. • Signing the MPSA.ntf Database Template. • Signing the Mail Template.
4.	Set up the Cisco Unified MeetingPlace for Lotus Notes account to use the new mail See the Configuring the Cisco Unified MeetingPlace Account to Use the Cisco Unified MeetingPlace Mail

	template.	<u>Template.</u>
5.	Create and configure the MeetingPlace Server Agent Database (MPSA.nsf).	See the How to Create the MeetingPlace Server Agent Database in the Domino Administrator.
6.	Add a Cisco Unified MeetingPlace Audio Server system profile to the MPSA Database.	See the Adding a Cisco Unified MeetingPlace Audio Server Profile to the MeetingPlace Server Agent Database.
7.	Migrate your users to the Cisco Unified MeetingPlace mail template.	See the How to Migrate Users to Cisco Unified MeetingPlace for Lotus Notes.
8.	(Optional) Set up SSL support.	See the How to Configure Cisco Unified MeetingPlace for Lotus Notes with SSL Support.
9.	Test the Cisco Unified MeetingPlace for Lotus Notes installation.	See the How to Test the Installation.

Copying Files to the Domino Server

The Cisco Unified MeetingPlace for Lotus Notes Setup program installs the following template files on your MCS in the following directory: drive:\Program Files\Cisco Systems\Cisco MeetingPlace for Notes\Files to be put in your Domino server data directory.

File	Description
MPSA.ntf	The MeetingPlace Server Agent Database if you do not want to set up SSL support.
MPSA_SSL.ntf	The MeetingPlace Server Agent Database if you want to set up SSL support.
mailxx_xxMP.ntf	The Cisco Unified MeetingPlace mail template for the version of the Lotus Notes mail template you are using. For example, mail70_1MP.ntf corresponds to the 7.0.1 mail template.

The Setup program also installs the following Java files in the following directory: drive:\Program Files\Cisco Systems\Cisco MeetingPlace for Notes\Files to be put in your Domino Java Extension directory.

File	Description
jcrt.jar, jnet.jar, jsse.jar	Additions to the Java setup for Domino. These files allow you to support SSL.

To Copy Files to the Domino Server

- Copy the following installed files to your Domino server:

Note: If any of the template files already reside on the Domino server and you are overwriting these files with new ones, exit and restart the Domino server after copying the new template files. This prevents the Domino server from mistakenly signing templates stored in its cache.

If You	Do This
Do not want to set up SSL support	Copy MPSA.ntf and mailxx_xxMP.ntf to the Lotus\Domino\Data directory on your Domino server.
Want to set up SSL support	<ul style="list-style-type: none"> • Copy MPSA_SSL.ntf and mailxx_xxMP.ntf to the Lotus\Domino\Data directory on your Domino server. • Copy the three Java extension files (jcert.jar, jnet.jar, jsse.jar) to the Lotus\Domino\jvm\lib\ext directory on your Domino server.

2. To exit and restart, enter **Exit** at the console command prompt.

3. To restart the server, choose **Start > Programs > Lotus Applications > Domino Server**.

Enabling Domino Authentication

Note: This section is optional. You are not required to enable Domino authentication.

To speed up the meeting scheduling process, configure your Domino server to automatically authenticate users to Cisco Unified MeetingPlace. With automatic authentication, the Domino server can pass user IDs to Cisco Unified MeetingPlace for verification whenever a user schedules a meeting. If the user IDs on both systems match, users are automatically signed in to Cisco Unified MeetingPlace.

Without automatic authentication, users must enter their Cisco Unified MeetingPlace user IDs and passwords in the Calendar Entry form whenever they schedule a Cisco Unified MeetingPlace meeting.

Note: Although any Domino address book field can contain a Cisco Unified MeetingPlace user ID, we recommend using the **ShortName** field due to its uniqueness and security settings. If you decide to use another field that contains multiple values, make sure that the Cisco Unified MeetingPlace user ID is listed first. By default, Cisco Unified MeetingPlace uses this first value for authentication.

Restriction

The only form of authentication supported by Cisco Unified MeetingPlace for IBM Lotus Notes is Domino authentication with Cisco Unified MeetingPlace Web Conferencing configured to use MeetingPlace authentication. Other authentication methods supported by Web Conferencing, such as Windows Integrated Authentication, are not supported for use with Cisco Unified MeetingPlace for IBM Lotus Notes.

To enable Domino authentication, Cisco Unified MeetingPlace Web Conferencing must be set up to use only MeetingPlace authentication. Other authentication methods supported by Web Conferencing, such as Windows Integrated Authentication, are not supported for use with Cisco Unified MeetingPlace for Lotus Notes.

To Enable Domino Authentication

1. Use one of the following methods to enter Cisco Unified MeetingPlace user IDs in to the ShortName field in the Domino address book:
 - ◆ Import the Cisco Unified MeetingPlace user ID of each user in to the Domino address book ShortName field.
 - ◆ Import the Domino address book ShortName field in to the Cisco Unified MeetingPlace profile of each user as his or her user ID.
2. To prevent users from changing their user ID and signing in to Cisco Unified MeetingPlace as someone else, set the security option in the ShortName field to **Must Have at Least Editor Access to Use**.
3. Open the MeetingPlace Gateway Configurations utility by right-clicking the Cisco Unified MeetingPlace icon located in the system tray.

Note: The Cisco Unified MeetingPlace icon resembles an orange door.
4. From the MeetingPlace Gateway Configurations utility, click the **Notes Gateway** tab and verify that the Authentication field contains the Cisco Unified MeetingPlace user IDs. (For further information, see the [About the Notes Gateway Tab in the Gateway System Integrity Manager \(GWSIM\)](#).)
5. When finished, close the MeetingPlace Gateway Configurations utility.
6. From the Domino Administrator, open the MeetingPlace Server Agent Database and check **Use Domino Authentication**. (For further information, see the [How to Configure the Calendar Entry Form for Lotus Notes](#).)
7. When finished, click **Save**, then click **Close**.
8. From the integration server, open your web browser and connect to Cisco Unified MeetingPlace Web Conferencing at <http://hostname>, where <hostname> is the primary hostname of your Web Conferencing server.
9. From the Cisco Unified MeetingPlace Web Conferencing home page, sign in. When the page refreshes, click **Admin** in the top right corner.
10. From the Admin page, click **Web Server**.
11. From the Web Server Administration page, locate the name of your server on the bottom half of the page and, click it. Server information populates the top half of the page.
12. Set Trust Web Server Authentication to **Yes**.
13. In the Web Authentication section, set Step 2: Login Method to **Web Page Form** if it is not already set.
14. Click **Submit** to save your changes.
15. Exit Cisco Unified MeetingPlace Web Conferencing.
16. On the machine with the Cisco Unified MeetingPlace for IBM Lotus Notes gateway, go to the start menu and choose **Programs > Administrative Tools > Component Services**.
17. Select **Console Root > Component Services > Computers > My Computer > DCOM Config**.
18. Right-click the **LNNotify** entry and select **Properties**.
19. Select the **Security** tab.
20. Under **Launch and Activation Permissions**, select **Customize** and click **Edit**.
21. Click **Add...**
22. In the "Enter the object names to select" area, enter the name **Service**.
23. Click **OK**.
24. In the "Permissions for Service" area, under the Allow column, make sure that **Local Launch** and **Local Activation** are checked. Remote Launch and Remote Activation should not be checked.
25. Click **OK** twice.

Tip: After you have synchronized the user IDs on Cisco Unified MeetingPlace and Domino, develop a process to ensure that all new Lotus Notes users receive a Cisco Unified MeetingPlace profile. By developing scripts and using the Cisco Unified MeetingPlace import capabilities, you can automate this process so that

Lotus Domino and Cisco Unified MeetingPlace are synchronized.

For further information about how you can use scripts to update the Cisco Unified MeetingPlace database, contact Cisco Technical Support. For information on importing values to a Cisco Unified MeetingPlace profile, see [Importing User Profile and Group Information](#).

Granting Permission to Run Restricted and Unrestricted Agents on the Domino Server

To Grant Permission to Run Restricted and Unrestricted Agents on the Domino Server

1. From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO_Domain).
2. From the Domain tab, click the **Configuration** tab.
3. In the left pane of the tab, expand the **Server** view.
4. Click **Current Server Document** in the list of Server views. In the right pane, click the **Security** tab, and double-click the page to bring it in to edit mode.
 - Scroll to the right until you see the Programmability Restrictions section. In the Who Can column next to the following restrictions, add yourself (MeetingPlace) to give yourself these permissions:
 - ◆ Run unrestricted methods and operations
 - ◆ Run restricted LotusScript/Java agents
5. When finished, click **Save & Close**. You are now ready to sign the Cisco Unified MeetingPlace templates.

Signing the MPSA.ntf Database Template

To Sign the MPSA.ntf Database Template

1. From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO_Domain).
2. From the Domain tab, click the **Files** tab.
3. On the Files tab, make sure that the Show Me field at upper right is set to **Templates Only**. If not, choose **Templates Only** from the drop-down menu.
4. From the template list, right-click the file name of the MeetingPlace Server Agent template (MPSA.ntf or MPSA_SSL.ntf), then choose **Sign**.
5. In the Sign Database window, click **All Design Documents**.
6. Click **OK**.

Signing the Mail Template

To Sign the Mail Template

1. From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO_Domain).
2. From the Domain tab, click the **Files** tab.

3. On the Files tab, make sure that the Show Me field at upper right is set to **Templates Only**. If not, choose **Templates Only** from the drop-down menu.
4. From the template list, right-click the file name of the Cisco Unified MeetingPlace Notes Gateway Mail template (for example, mail65_5MP.ntf, mail70_2MP.ntf), then choose **Sign**.
5. In the Sign Database window, click **OK**.

Note: If you need to access the Cisco Unified MeetingPlace mail template from other Domino mail servers, replicate the template file to those servers.

Configuring the Cisco Unified MeetingPlace Account to Use the Cisco Unified MeetingPlace Mail Template

You can configure the Cisco Unified MeetingPlace account on your integration server to use the new Cisco Unified MeetingPlace template in either of the following two ways:

- [To Configure the Account from the Lotus Notes Client](#)
- [To Configure the Account from the Domino Server](#)

Note: Remember that the method you choose must be consistent with how you deploy the Cisco Unified MeetingPlace mail template to your pilot groups or organization.

To Configure the Account from the Lotus Notes Client

1. From the integration server, choose **Settings > Control Panel > Administrative Tools > Services**.
2. From the Services window, stop the Cisco MeetingPlace Notification Gateway service (MPNotify). This will stop the Cisco MeetingPlace for Notes Gateway service (LNNotify).

Note: You cannot open the Lotus Notes client without stopping the LNNotify and MPNotify services.
3. From the integration server, open the Lotus Notes client.
4. Click **Calendar**.
5. From Calendar view, choose **File > Database > Replace Design**.
6. From Template Server, choose the Domino server that contains your Cisco Unified MeetingPlace templates.
7. From the list of available templates, choose your Cisco Unified MeetingPlace mail template (for example, Cisco Unified MeetingPlace Notes Gateway Mail Template 6.5.2).
8. Click **Replace**.
9. Complete the following steps:
 1. From Tools, choose **Preferences**.
 2. Click the **MeetingPlace** tab.
 3. Enter a MeetingPlace user name, password, and default server.
 4. Click **OK**.
10. Restart the services you stopped in [Step 2](#).

To Configure the Account from the Domino Server

1. On the Domino server, go to the console window.
2. Enter the following command, substituting the applicable mail database and template names:

load convert mail/meetingplace.nsf * mail65_5mp.ntf

Replace	With
meetingplace.nsf	The name of your mail database on the integration server. This name does not have to end in .nsf. This is the account you created in the Creating a Lotus Notes Account .
mail65_5mp.ntf	The name of your Cisco Unified MeetingPlace mail template.

3. Press **Enter**.

Note: Whenever you create a new Lotus Notes user in the future, specify the Cisco Unified MeetingPlace mail template (mailxx_xmp.ntf) you chose in this procedure as the default mail template.

How to Create the MeetingPlace Server Agent Database in the Domino Administrator

The MeetingPlace Server Agent Database (MPSA.nsf) is used to establish all connections to Cisco Unified MeetingPlace for Lotus Notes. From its administrative interface, you can configure Cisco Unified MeetingPlace for Lotus Notes and change the scheduling parameters that appear in the Calendar Entry form.

This section describes the following tasks:

- [Creating the MeetingPlace Server Agent Database](#)
- [Assigning Access Control](#)
- [Configuring Database Properties](#)
- [Adding a Cisco Unified MeetingPlace Audio Server Profile to the MeetingPlace Server Agent Database](#)

Creating the MeetingPlace Server Agent Database

To allow the Domino server to communicate with Cisco Unified MeetingPlace for Lotus Notes, create a new database called MPSA.nsf based on the MPSA.ntf or MPSA_SSL.ntf template.

To Create the MeetingPlace Server Agent Database

1. From the Domino server, open the Domino Administrator.
2. From the File menu, choose **Database > New**. The New Database window appears.
3. In the Server field at the top of the window, choose the name of the Domino server you are working on. This is where the new database will be located.
4. For Title, enter **MeetingPlace Server Agent**.
5. For File Name, enter **MPSA.nsf**.

6. In the Server field in the bottom half of the window, choose the Domino server that contains your database template.
7. For Template, choose **MeetingPlace Server Agent** from the list of available templates.
8. Check the **Inherit Future Design Changes** check box, then click **OK** to close the New Database window.
9. With the newly created MeetingPlace Server Agent database open, choose **File > Database > Access Control**.
10. Choose **Default** from the list of Access Control List entries.
11. Select at least **Editor** access in the Access field.

Assigning Access Control

To Assign Access Control

1. From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO_Domain).
2. From the Domain tab, click the **Files** tab.
3. On the Files tab, make sure that the Show Me field at upper right is set to **Databases Only**. If not, choose **Databases Only** from the drop-down menu.
4. From the list of databases, choose **MeetingPlace Server Agent**.
Tip: If you do not see the MeetingPlace Server Agent Database in your list of databases, click **Refresh**.
5. Right-click the database and choose **Access Control > Manage** to open the Access Control List window. The accounts are listed in the center of the window under the People, Servers, Groups drop-down menu.
6. To configure the default account, choose **Default** in the account list.
7. Use the Access drop-down menu at upper right to assign **Editor** or above access to the Default account.
8. Choose the **MeetingPlace** account from the account list.
Note: If the MeetingPlace account does not already exist, create it as described in the [Creating a Lotus Notes Account](#).
9. For Access, choose **Manager**.
10. With the MeetingPlace account still chosen, check the **Roles** window in the bottom-right corner to make sure that the Administrator role is chosen.
 If Administrator is not listed, add this role by using the **Roles** button on the upper left side of the window.
11. Click **OK** to close the Access Control List window.

Configuring Database Properties

Before configuring database properties, make sure that the MeetingPlace Server Agent Database is still chosen in the database list on the Files tab of the Domino Administrator.

To Configure Database Properties

1. From any Domino Administrator client session window, choose **File > Database > Properties** to display the properties for the MeetingPlace Server Agent Database.
2. Click the **Design** tab and verify that the following check boxes are unchecked:
 - ◆ List in Database Catalog

- ◆ Show in **Open Database** dialog
- 3. To update your MeetingPlace account with the permissions you assigned earlier, exit and then reopen the MeetingPlace Server Agent Database.
 - If you do not exit and reopen the database, you cannot access the MeetingPlace Server Agent Database Administration view.

Adding a Cisco Unified MeetingPlace Audio Server Profile to the MeetingPlace Server Agent Database

To schedule meetings from Cisco Unified MeetingPlace for Lotus Notes, you need to provide the MeetingPlace Server Agent Database with the Cisco Unified MeetingPlace internal and external Web Conferencing server URLs.

1. From the Domino Administrator, choose **File > Database > Open**.
2. From the Open Database window, choose your Domino server from the Server drop-down list.
3. For Filename, enter **MPSA.nsf** and then click **Open**.
4. From the left pane of the MeetingPlace Server Agent window, click **Administration**.
5. From the right pane of the MeetingPlace Server Agent - Administration window, click **Edit/Create Profile Document**.
6. From the top left of the Cisco MeetingPlace System Profile Document tab, click **Add Server**.
 - Note:** If you receive an Execution Security Alert window, you probably did not sign the Cisco Unified MeetingPlace templates. Go back to the [Signing the Mail Template](#) for instructions.
7. Fill in the following fields, then click **OK**.

Field	Description
MeetingPlace Server Name	The name of the Cisco Unified MeetingPlace Audio Server system that you want users to see on the Calendar Entry form.
MeetingPlace Web CGI URL	The URL of the internal Web Conferencing server in the format <code>http://hostname/mpweb/scripts/mpx.dll</code> where <i><hostname></i> is the hostname or IP address of the Web Conferencing server.
External MeetingPlace Web CGI URL	The URL of the Web Conferencing server that is used for external meetings, in the format <code>http://hostname/mpweb/scripts/mpx.dll</code> Note: If you do not have multiple Web Conferencing servers, enter the URL you entered for the MeetingPlace Web CGI URL again. Do not leave the External MeetingPlace Web CGI URL field blank.
Notes Account for MeetingPlace	The name of the Cisco Unified MeetingPlace for Lotus Notes account on the Domino server. This account is usually named MeetingPlace . Entering this account name allows the Domino server to transfer meeting attachments to Cisco Unified MeetingPlace for Lotus Notes, which forwards them to the Cisco Unified MeetingPlace Audio Server system. You can then access meeting attachments from both MeetingTime and Cisco Unified MeetingPlace Web Conferencing.

Use SSL (https)	If you enable SSL support, choose this option.
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8. From the toolbar, click **Save and Close**.

9. Repeat [Step 1](#) through [Step 7](#) for each additional Cisco Unified MeetingPlace Audio Server system. If you have multiple Domino mail servers, replicate the MeetingPlace Server Agent Database to the other Domino mail servers.

How to Migrate Users to Cisco Unified MeetingPlace for Lotus Notes

Before users can begin scheduling Cisco Unified MeetingPlace meetings from their Lotus Notes calendar, you need to migrate users to the new Cisco Unified MeetingPlace mail template. See the following sections for information:

- [Migrating Pilot Groups to the Cisco Unified MeetingPlace Mail Template](#)
- [Migrating the Organization to the Cisco Unified MeetingPlace Mail Template](#)
- [Refreshing the Design of the Mail Databases](#)

Note: For information on how to incorporate Cisco Unified MeetingPlace for Lotus Notes code in to your standard Lotus Notes mail templates, see [Customizing the Lotus Notes User Interface](#).

Migrating Pilot Groups to the Cisco Unified MeetingPlace Mail Template

Before migrating your entire organization to the new Cisco Unified MeetingPlace template, you may want to deploy the new template to pilot groups or departments. If so, you have to choose the Cisco Unified MeetingPlace mail template for each user. Completing the following procedure replaces the standard Lotus Notes template that is used for scheduling with the Cisco Unified MeetingPlace for Lotus Notes mail template.

To Migrate Pilot Groups to the Cisco Unified MeetingPlace Mail Template

1. From the computer of the user, open the Lotus Notes client and click **Calendar**.
2. From Calendar view, choose **File > Database > Properties** to open the Database window, then click the **Design** tab.
3. Check **Inherit Design from Template**.
4. In the Template Name field, enter the following:

If the User Is Using	Do This
Domino 6 or 6.5	Replace StdR60Mail with the applicable version of the Cisco Unified MeetingPlace mail template, such as Cisco Unified MeetingPlace Notes Gateway Mail Template 6.0.5, or 6.5.5.
Domino 7	Replace StdR70Mail with the applicable version of the Cisco Unified MeetingPlace mail template, such as Cisco Unified MeetingPlace Notes Gateway Mail Template 7.0.2.

Adding a Cisco Unified MeetingPlace Audio Server Profile to the MeetingPlaceServer Agent Database

Migrating the Organization to the Cisco Unified MeetingPlace Mail Template

If you choose to deploy Cisco Unified MeetingPlace features to your entire organization, the easiest method is to delete the standard Lotus Notes mail template and replace it with the new Cisco Unified MeetingPlace for Lotus Notes mail template.

To Migrate the Organization to the Cisco Unified MeetingPlace Mail Template

1. From the Domino server console, enter **exit** to shut down the server.
2. Delete the mailx.ntf template (depending on your server version), then restart the server.

Note: Make sure that the mailx.ntf file is deleted once you have renamed the Cisco Unified MeetingPlace mail template. If not, Lotus Notes assumes that you have two templates claiming to be the standard Lotus Notes mail template and displays warning messages.
3. When the server reboots, change the database properties of the Cisco Unified MeetingPlace for Lotus Notes mail template as follows:
 - ◆ From the Domino Administrator, choose **File > Database > Properties** to open the Database window.
 - ◆ Click the **Design** tab.
 - ◆ Change the name of the Cisco Unified MeetingPlace mail template as follows:

If You Are Using	Do This
mail60_xMP.ntf	For Template name, delete the current template name and enter StdR60Mail , which is the name of the standard Lotus Notes mail template.
mail65_xMP.ntf	
mail70_xMP.ntf	For Template name, delete the current template name and enter StdR70Mail , which is the name of the standard Lotus Notes mail template.

Users are updated with the new templates at the next refresh.

Refreshing the Design of the Mail Databases

Database designs are automatically refreshed at night by default. However, you can update database designs manually if you do not want to wait until the next day for changes to take effect.

Caution! Refreshing your database design may temporarily affect the performance of your Domino server. To minimize performance issues, we recommend that you refresh the design on one system and then schedule test meetings from that system. If the meetings schedule successfully, proceed with refreshing the database design of all other systems, during non-business hours.

To Manually Refresh the Mail Database Design for a Single Lotus Notes User

1. From the computer of the user, open the Lotus Notes client and click **Mail**.

2. From Mail view, choose **File > Database > Refresh Design**. The Domino server refreshes the mail database design of the user.

To Manually Refresh the Design of All Lotus Notes Databases

1. From the Domino server that is connected to Cisco Unified MeetingPlace for Lotus Notes, open the Domino console.
2. Enter **load design**, then press **Enter**. The Domino server refreshes the design of all the databases. This process may take several minutes depending on the number of users that are using the database.

How to Configure Cisco Unified MeetingPlace for Lotus Notes with SSL Support

You can configure Cisco Unified MeetingPlace for Lotus Notes with Secure Socket Layer (SSL) support. SSL increases the security of your transmissions by enabling HTTPS encryption. Tasks in this section include the following:

- [Installing the Sun SDK File](#)
- [Setting Up Your Server for SSL](#)
- [Adding Your Certificates to the Domino Keystore](#)
- [Editing the java.policy File](#)

Note: You must configure both Cisco Unified MeetingPlace for Lotus Notes and Cisco Unified MeetingPlace Web Conferencing for SSL authentication for HTTPS encryption to function properly.

Installing the Sun SDK File

Before you install the Sun SDK file, make sure that you have copied the three .jar files to your Domino server. For information, see the [Copying Files to the Domino Server](#).

To Install the Sun SDK File

1. From your Domino server, open your web browser and navigate to <http://java.sun.com/j2se/1.4.2/download.html>.
2. From the J2SE v 1.4.2_07 section (this may reveal a later release, such as J2SE v 1.4.2_08), click the **Download J2SE SDK** link.
3. From the Terms of Use screen, accept the license agreement and click **Continue**.
4. From the Download screen, locate the Windows Platform section and choose a download file.
5. Follow the prompts until the file is completely downloaded.

Setting Up Your Server for SSL

You may have completed these tasks when installing or configuring Cisco Unified MeetingPlace Web Conferencing. If so, proceed to the [Adding Your Certificates to the Domino Keystore](#).

Restrictions

If you are using SSL on a system with a segmented DNS, make sure that the hostname on the SSL certificate differs from the segmented DNS name.

Task List

1. Use the SSL/TLS configuration page to generate certificate signing requests to send to an authorized Certificate Authority in order to apply for a digital identity certificate. You need two certificates: one for the Home Page hostname, and one for the Web Conferencing hostname. Do the [To Create a New Certificate Signing Request and Obtain a Certificate File](#).
2. Once you receive the certificate files from your certificate provider, apply the certificates to the Cisco Unified MeetingPlace Web Conferencing website. Do the [To Apply the SSL Certificate to the Cisco Unified MeetingPlace Web Conferencing Websites](#).
3. Enable the Require SSL field on the Web Server administrative page. Do the [To Enable SSL](#).

To Create a New Certificate Signing Request and Obtain a Certificate File

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin**.
3. Click **SSL/TLS**. The SSL/TLS page appears.
4. Click the **Edit** icon for the Home Page hostname.
5. In the applicable fields, enter your company name and organization unit/department.
6. In the applicable fields, enter the complete, official names of your city/locality and state/province. Do not use abbreviations.
7. Choose your country/region.
8. Click **Generate Request**. The new certificate signing request (CSR) appears in the text box below. The request is signed with an auto-generated private key. To see the value of the private key, click the Private Key link.
9. Copy the contents of the CSR text box to a text file, and send this file to your certificate provider in return for a certificate file.

Caution! If your certificate provider asks for your server type, specify Apache or Custom, not Microsoft or IIS. If you attempt to install a Microsoft or IIS certificate by using the SSL/TLS configuration pages, when you attempt to reboot the system, Cisco Unified MeetingPlace Web Conferencing does not restart, logs an error about the certificate, and disables SSL so you can restart and fix the problem.
10. Click **Back**.
11. Repeat [Step 3](#) through [Step 10](#) for the Web Conferencing hostname.
12. When you receive the .cer files from your certificate provider, continue with the [To Apply the SSL Certificate to the Cisco Unified MeetingPlace Web Conferencing Websites](#).

To Apply the SSL Certificate to the Cisco Unified MeetingPlace Web Conferencing Websites

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin**.
3. Click **SSL/TLS**. The SSL/TLS page appears.
4. Click the **Edit** icon for the Home Page hostname.
5. Open the certificate file for the Home Page hostname in a text editor, and copy the text to the clipboard.
6. In the text box at the bottom of the page, paste the text from the certificate you obtained for this hostname. Make sure the text you paste includes the begin and end certificate delimiters.
7. Click **Install Certificate**. The host is now set up with a certificate.
8. Click **Back**.
9. Repeat [Step 3](#) through [Step 8](#) for the Web Conferencing hostname.

10. Continue with the [To Enable SSL](#).

To Enable SSL

1. From the SSL/TLS page, click **Toggle SSL** to turn SSL on.
2. Click **Reboot Server**. The server shuts down and restarts.

Note: If the Web Conferencing server cannot validate the SSL certificates, the server will log an error and toggle SSL to off. In this case, you will need to restart the Web Conferencing service and fix the issue, then repeat the steps in this procedure.

Adding Your Certificates to the Domino Keystore

After obtaining your certificates, use keytool.exe (which comes with the Sun Microsystems SDK) to add your new certificates to the list of trusted certificates (your keystore) on your Domino server. Your keystore is the cacerts file in the Lotus\Domino\jvm\lib\security directory of your Domino server.

To Add Your Certificate to the Domino Keystore

1. From your integration server, copy your certificate file to the Domino server.
2. From your Domino server, choose **Start > Run**. The Run window appears.
3. In the Open field, enter **cmd** and click **OK**.
4. From the DOS prompt, enter the following command, replacing values as indicated below:


```
c:\j2sdkversion\jre\bin\keytool -import -alias [anyalias] -file [yourcertificate.cer]
-keystore [cacerts]
```

Replace	With
c:\j2sdkversion	The path to your Java SDK files (for example, c:\j2sdk1.4.2_03)
anyalias	The alias that you are applying to the certificate (for example, WebHomePageCertificate). This is how your certificate will be listed in the keystore.
yourcertificate.cer	The path to your .cer file for the Home Page hostname (for example, c:\temp\webhomepage.cer)
cacerts	The path to the cacerts file on your Domino server (for example, c:\Lotus\Domino\jvm\lib\security\cacerts). Cacerts is the name of your keystore.

For example:

```
c:\j2sdk1.4.2_03\jre\bin\keytool -import -alias Ciscocertificate
-file
c:\temp\newcertificate.cer -keystore
c:\Lotus\Domino\jvm\lib\security\cacerts
```

Note: If your Domino cacerts file requires a password, enter the default password, **changeit**.

5. From the "trust the certificate? [no]:" prompt, enter **yes**, then press **Enter**.
6. Repeat [Step 4](#), replacing anyalias with a new alias and replacing yourcertificate.cer with the path to your .cer file for the Web Conferencing hostname. Then, repeat [Step 5](#).
7. Close the DOS window.

Editing the java.policy File

To Edit the java.policy File

1. From your Domino server, navigate to *drive:\Lotus\Domino\jvm\lib\security*. Double-click *java.policy* to open it in Notepad.
2. Add the following line to the end of the file just before the closing brace (};):
permission java.util.PropertyPermission "java.protocol.handler.pkgs", "write";

How to Test the Installation

After installing Cisco Unified MeetingPlace for Lotus Notes, do the following tests to make sure that all components are functioning correctly. If you experience any problems while performing these tests, see [Troubleshooting Cisco Unified MeetingPlace for Lotus Notes](#).

To Test the Installation

1. Make sure that Windows services are running.
 - Note:** Do not open the Lotus Notes client on the integration server while the Cisco Unified MeetingPlace for Notes Gateway service (LNNotify) and Cisco Unified MeetingPlace Notification Gateway (MPNotify) are running. If you need to open the client, stop these services, then restart them after opening the client.
 - ◆ The following services should be running: Cisco Unified MeetingPlace Agent Service, Cisco Unified MeetingPlace for Notes Gateway (LNNotify), Cisco Unified MeetingPlace Gateway SIM, and Cisco Unified MeetingPlace Notification Gateway (MPNotify). If these services are not running, start them. Note that the Cisco Unified MeetingPlace Gateway SIM starts automatically when you start Cisco Unified MeetingPlace Web Conferencing.
 - ◆ If you are unable to start the Cisco Unified MeetingPlace for Notes Gateway service (LNNotify), make sure that you have set up the Cisco Unified MeetingPlace for Lotus Notes account to use the new Cisco Unified MeetingPlace mail template. For more information, see the [How to Complete Post-Installation Tasks](#).
2. Check scheduling.
 - ◆ Schedule a Cisco Unified MeetingPlace meeting from Lotus Notes and invite one or two users to this meeting.
 - ◆ Make sure that the meeting is successfully scheduled and that the invited users receive an e-mail meeting notification.
3. Check scheduling from other interfaces.
 - Note:** Make sure that profiles on MeetingTime are set up to use the Lotus Notes mail system. Also ensure that the mailbox number in Usage Parameters > Email/Gateway Mapping for Lotus Notes matches the Gateway Configuration window on the integration server. Otherwise, you will not receive notifications.
 - ◆ Schedule a Cisco Unified MeetingPlace meeting from MeetingTime or Cisco Unified MeetingPlace Web Conferencing and invite one or two users to this meeting.
 - ◆ Make sure that the meeting is successfully scheduled and that the invited users receive an e-mail meeting notification.