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## About Configuring the Cisco Unified MeetingPlace for Outlook Client Software

The Cisco Unified MeetingPlace for Outlook client software installer (Setup.exe) is generated with settings that you specify in the Configure Client Setup Utility, also referred to as the ConfigClient Utility. You configure the client when you install or upgrade Cisco Unified MeetingPlace for Outlook software on the

server, and can change the configuration of the client software at any time.

Do the following procedures, as applicable:

- [To Configure the Client During Installation or Upgrade of Cisco Unified MeetingPlace for Outlook](#)
- [To Change Settings in the Cisco Unified MeetingPlace for Outlook Client Software](#)

#### **To Configure the Client During Installation or Upgrade of Cisco Unified MeetingPlace for Outlook**

The Cisco Unified MeetingPlace for Outlook installer brings up the ConfigClient utility during installation and upgrade of Cisco Unified MeetingPlace for Outlook on the server. You must complete the steps in this section to complete the installation or upgrade.

1. Click **Start > Settings > Control Panel > MeetingPlace Gateways**.
2. Click the **Outlook Gateway** tab, then click the **Configure Client Setup** button.
3. Make changes by using the information in the [Settings in the Configure Client Utility](#).
4. After you finish, click **Save**, then click **Close**. During an upgrade, do this even if you have not made changes.

You will automatically return to the installation or upgrade process.

5. Complete the installation process as described in [Installing Cisco Unified MeetingPlace for Outlook](#).

#### **To Change Settings in the Cisco Unified MeetingPlace for Outlook Client Software**

1. Choose **Start > Settings > Control Panel > MeetingPlace Gateways**.
2. Click the **Outlook Gateway** tab, then click the **Configure Client Setup** button.
3. Make changes by using the information in the [Settings in the Configure Client Utility](#).
4. Click **Save**, then click **Close**.
5. If you modified any of the following in the Configure Client Setup Utility, distribute the newly generated **Setup.exe** file to your users:
  - ◆ Any changes in the **Servers** tab.
  - ◆ The following changes in the **Client Options** tab:
    - ◇ Checking or unchecking the **Make MeetingPlace Form the Default Appointment Form** check box.
    - ◇ Checking or unchecking the **Make MeetingPlace Tab Under "Tools | Options" Unavailable to Clients** check box.
    - ◇ Checking or unchecking the **Create a Hidden Internet Explorer Window When Outlook Starts** check box.
    - ◇ Enabling or disabling support for Outlook 2003.

Your users run the newly generated Setup.exe to implement your changes on their computers.

**Note:** The automated upgrade information described in the [Client Options Tab](#) does not apply unless you are also updating or upgrading Cisco Unified MeetingPlace for Outlook. If your organization uses an automated distribution tool, you can use this tool to update the computers of your users with the new client software, as long your end user workstations are not locked down. For more information about using these tools, see the [To Use Automated Distribution Tools to Distribute the Cisco Unified MeetingPlace for Outlook Client](#).

## Settings in the Configure Client Utility

The Configure Client Utility contains the following tabs:

- [Servers Tab](#)
- [Logins Tab](#)
- [Client Options Tab](#)
- [Notification Options Tab](#)
- [Template Tab](#)

### Servers Tab

Specify the Cisco Unified MeetingPlace Audio Server that meetings will be scheduled on.

If you have more than one Audio Server configured for access by Cisco Unified MeetingPlace for Outlook, and you want users to be able to choose the server they schedule a meeting on, identify each server here. The order in which they are listed here is the order users will see. The first server in the list is the default.

#### To Add a Cisco Unified MeetingPlace Audio Server to the List

1. Click the **Servers** tab.
2. Click **Add**. The **Edit Gateway Settings** dialog box opens.
3. Enter the following information for each server you add. When you finish, click **OK**.

For This Parameter	Do This
MeetingPlace Server	Enter the name of the Cisco Unified MeetingPlace Audio Server that you are adding. This is the name that will appear in your Cisco Unified MeetingPlace for Outlook scheduling form. This name does not have to match the hostname of the system.
Gateway URL for the GCI Program	Replace <b>hostname</b> in the example with the hostname of the server on which Cisco Unified MeetingPlace for Outlook Client Services is installed. Use the following format: http://hostname/cgi-bin.  The hostname must be 29 characters or fewer in length.

4. (Optional) If you have a segmented meeting access (DMZ) configuration and you want a meeting scheduler to be able to access the MeetingPlace tab in the meeting notification to attend a meeting, even if the scheduler is outside the firewall, check the **Use DMZ Server** check box. Otherwise, the scheduler can use only the click-to-attend link to attend the meeting.

5. Click **Save**.

**To Modify Server Information**

1. Click the server to modify.
2. Click **Edit**.
3. Make changes by using the information in Step 3 of the To Add a Cisco Unified MeetingPlace Audio Server to the List.
4. Click **Save**.

If you have more than one Cisco Unified MeetingPlace for Outlook server listed, you can change the order in which the server names appear in the drop-down list from which users choose a server when they schedule a meeting. Do the following procedure.

**To Change the Order of the Servers List**

1. Click a server name.
2. Click **Move Up** or **Move Down**.
3. Repeat the preceding steps with other servers in the list until the list is in the desired order.
4. Click **Save**.

**Logins Tab**

Cisco Unified MeetingPlace for Outlook provides multiple authentication options. Click the Logins tab to specify how users will authenticate.

**To Enter or Change Login Settings**

1. Click the **Logins** tab.
2. Set login requirements as shown in the following table.

To	Select	Important Information
Require users to log in each time they want to use Cisco Unified MeetingPlace for Outlook (disable any form of automatic authentication).	<b>Do Not Persist Login Information</b>	None.
Store log in information in the registry after an initial session.	<b>Persist Login Information in Registry</b>	The scheduler and invitee must both have Cisco Unified MeetingPlace for Outlook client software installed.  Users who do not have Cisco Unified MeetingPlace for Outlook installed and users

		who use the click-to-attend link must log in. Restricted meetings are only accessible to people who log in as profiled users.
Store log in information in the form of cookies for automatic authentication during subsequent sessions.	<b>Persist Login Information in Browser Cookies</b>	Users log in only the first time they use Cisco Unified MeetingPlace for Outlook.
Automatically authenticate users in Cisco Unified MeetingPlace as soon as they open a calendar appointment.	<b>Use Integrated Windows Authentication</b>	<p>The Cisco Unified MeetingPlace user ID of each user must match the Outlook login ID of that user. This match must be identical and lower-case.</p> <p>For additional steps required for setup, see the <a href="#">Enabling Authentication and Security Options</a>.</p> <p>See <a href="#">Step 3</a> for important information.</p>
Automatically authenticate users using directory lookup.	<b>Use MeetingPlace Directory Services</b>	<p>Your organization must have Cisco Unified MeetingPlace Directory Services installed and synchronized with the corporate directory of your company.</p> <p>This option also requires configuration in Cisco Unified MeetingPlace Directory Services. See <a href="#">Cisco Unified MeetingPlace Directory Services, Release 5.4</a>.</p> <p>If you choose this option, you must also enter the values that are described in <a href="#">Step 4</a> below.</p>

3. If you chose **Use Integrated Windows Authentication**, note the following:

Users whose Cisco Unified MeetingPlace user ID matches their Outlook login ID will be authenticated as soon as they open a calendar appointment. If the Outlook credentials match, users are authenticated as Cisco Unified MeetingPlace profiled users. If their domain authentication fails, they can sign in as guest users. This option is not available if the meeting is restricted to invited profiled users only.

4. If you chose **Use MeetingPlace Directory Services**, enter the following information in the fields that appear:

Field	Value
Hostname	Name of the server on which Cisco Unified MeetingPlace Directory Services is installed.
Login	<b>cn=admin,o=comp.com</b> (Enter these values exactly as they appear here. Note that there are no spaces.)
Password	The administrator password for Cisco Unified MeetingPlace Directory Services.

5. Click **Save**.

## Client Options Tab

The Client Options tab includes information about the Cisco Unified MeetingPlace scheduling form and Cisco Unified MeetingPlace for Outlook client upgrades. It also allows you to enable Cisco Unified MeetingPlace for Outlook for Microsoft Outlook 2003.

### To Configure or Modify the Cisco Unified MeetingPlace for Outlook Scheduling Form

1. Click the **Client Options** tab.
2. Check or uncheck the following options as applicable:

To	Do This	Important Information
Enable your users to schedule Cisco Unified MeetingPlace meetings whenever they open the default scheduling form.	Check the <b>Make MeetingPlace Form the Default Appointment Form</b> check box.	Unchecking this option forces users to click the calendar icon at the top left of their Outlook calendar to specify that they want to use the Cisco Unified MeetingPlace scheduling form to schedule a meeting.
Hide the MeetingPlace tab that appears in the Microsoft Outlook Tools Menu > Options dialog box.	Check the <b>Make MeetingPlace Tab Under "Tools  Options" Unavailable to Clients</b> check box.	In the MeetingPlace tab, users can choose to make the Cisco Unified MeetingPlace scheduling form their default scheduling form, configure their default Cisco Unified MeetingPlace Audio Server, and allow automatic authentication.
In the Cisco Unified MeetingPlace for Outlook scheduling form, include the "Use my Reservationless ID" option to allow users to schedule a reservationless meeting.	Check the <b>Display Reservationless Scheduling Option (Requires MeetingPlace Web 4.0)</b> check box.	This option is not available on all Cisco Unified MeetingPlace systems.
Maintain user credential information so that users do not need to log in every time they open a calendar item.	Check the <b>Create a Hidden Internet Explorer Window When Outlook Starts</b> check box.	Checking this check box opens a hidden Internet Explorer window on the desktop of each user. This window must remain open in order to maintain credential information.  This option is not commonly used. Enable this option only if your corporate security software requires it.
Display your company logo on the Outlook scheduling form.	Check the <b>Display Custom Icon on Scheduling Interface (Display "ollogo.gif")</b> check box.	Replace the file located at <drive>:\Program Files\Cisco Systems\MPWeb\Images\ollogo.gif with your company logo.

		The logo must be in gif format; the recommended size is 117 x 53 pixels.
Set client upgrade options.	See the following table.	
Enable Outlook 2003 users to use Cisco Unified MeetingPlace for Outlook.	Check the <b>Automatically Update Registry Settings to Allow Outlook 2003 to Load MeetingPlace Form</b> check box.	This will change the registry settings on the computers of Outlook 2003 users to allow one-off forms with trusted controls.  This option is enabled by default.

Cisco Unified MeetingPlace for Outlook automatically detects when a newer version of the Cisco Unified MeetingPlace for Outlook client is available when you upgrade or update Cisco Unified MeetingPlace for Outlook. To determine how your users will receive client upgrade alerts, select one of the following options:

To	Do This	Important Information
Place an Upgrade link on the Cisco Unified MeetingPlace scheduling form that users can click to download the latest version of the client.	Click <b>Show Upgrade Link</b> .	This is the default setting.
Activate an upgrade prompt that will alert users whenever an upgrade is available.	Click <b>Prompt Users to Upgrade</b> .	The prompt appears each time the user opens a new appointment in their calendar.
Not alert users of client upgrades.	Click <b>None</b> .	Users are not automatically notified about upgrade availability.

3. Click **Save**.

## Notification Options Tab

The Notification Options tab allows you to specify how users will receive notifications for meetings that are scheduled in Cisco Unified MeetingPlace for Outlook, Cisco Unified MeetingPlace Web Conferencing, or MeetingTime. Not all options apply to all scheduling clients; see the table in the following procedure for applicability.

### To Set or Change Notification Options

1. Click the **Notification Options** tab.
2. Enter options as shown in the following table, as applicable:

To	Applies to	Do This	Important Information
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<p>Configure the Click-to-Attend links with your Cisco Unified MeetingPlace Web Conferencing server hostnames.</p>	<p>Notifications for meetings scheduled in Cisco Unified MeetingPlace for Outlook, Cisco Unified MeetingPlace Web Conferencing, or MeetingTime.</p>	<ul style="list-style-type: none"> <li>• If you have installed Cisco Unified MeetingPlace for Outlook on a dedicated server (whether or not your Cisco Unified MeetingPlace Web Conferencing deployment is configured for DMZ access), enter the name of the internal Cisco Unified MeetingPlace Web Conferencing server in both <b>Web Host Name</b> and <b>External Web Host Name</b>.</li> <li>• If you have a DMZ configuration, enter the name of the internal Cisco Unified MeetingPlace Web Conferencing server in <b>Web Host Name</b>. Enter the name of the external Cisco Unified MeetingPlace Web Conferencing server in <b>External Web Host Name</b>.</li> <li>• If you do not have a DMZ configuration, enter the name of your Cisco Unified MeetingPlace Web Conferencing server in both <b>Web Host Name</b> and <b>External Web Host Name</b>.</li> </ul>	<p>This Web Host Name is the same as the Web Hostname in the <u>Notification Tab</u>.</p>
<p>Make the Click-to-Attend links initiate secure connections by using SSL.</p>	<p>Notifications for meetings scheduled in Cisco Unified MeetingPlace for Outlook.</p>	<p>Check the <b>Use HTTPS</b> check box for one or both server names.</p>	<p>To enable secure connections by using HTTPS for notifications for meetings scheduled in Cisco Unified MeetingPlace Web Conferencing or MeetingTime, see the <u>Enabling Authentication and Security Options</u>.</p>



Set notifications to display formatting-such as bold, italics, and color-that you may have included in your notification templates.	Notifications for meetings scheduled in Cisco Unified MeetingPlace Web Conferencing or MeetingTime.	Check the <b>Send Notifications in RTF</b> check box.	
Ensure that invitees receive a meeting reminder from Outlook before the start of their meeting.	Notifications for meetings scheduled in Cisco Unified MeetingPlace Web Conferencing or MeetingTime.	Check the <b>Turn On Reminders in Notifications</b> check box.	For meetings scheduled in Cisco Unified MeetingPlace for Outlook, the user sets reminders in the Outlook scheduling form.
Add the MeetingPlace tab to the meeting notification so all invitees can review meeting details. <b>NOTE: In Cisco Unified MeetingPlace Release 6.0 Maintenance Release 5 (MR5), there is no MeetingPlace tab for meetings that are scheduled in Cisco Unified MeetingPlace Web Conferencing. Therefore, this option is not valid for MR5.</b>	Notifications for meetings scheduled in Cisco Unified MeetingPlace Web Conferencing or MeetingTime.	Check the <b>Add MeetingPlace Form with Notifications</b> check box.  In addition to checking this check box, in the Cisco Unified MeetingPlace Gateway Configurations utility, click the <b>Notification</b> tab, then check the check box to <b>Attach Links as URL</b> .	See the <a href="#">Notification Tab</a> .
Include a click-to-attend link as an attachment in your notifications.	Notifications for meetings scheduled in Cisco Unified MeetingPlace Web Conferencing or MeetingTime.	Check the <b>Add "Click to Attend" URL as Attachment</b> check box.  In addition to checking this check box, in the Cisco Unified MeetingPlace Gateway Configurations utility, click the <b>Notification</b> tab, then check the check box to <b>Attach Links as URL</b> .	See the <a href="#">Notification Tab</a> .  Some Exchange Servers may block the receipt of attachments.  This option is turned off by default.

3. Click **Save**.

## Template Tab

The Template tab allows you to modify the text of your Cisco Unified MeetingPlace for Outlook notification template.

**To Edit a Notification Template**

1. Click the **Templates** tab. A list of available Cisco Unified MeetingPlace meeting details templates appears.
2. Choose the language of the template to edit.  
**Note:** Each template must be edited separately for each language.
3. Click **Edit** for the template that you want to modify. The template opens in Microsoft WordPad.
4. Follow the customization instructions in [Customizing Text-Based Meeting Notifications for Cisco Unified MeetingPlace for Outlook](#).
5. Click **Save**.

## Configuring Cisco Unified MeetingPlace for Outlook for Reservationless Meetings

The reservationless meeting feature allows users to start a meeting at any time, without scheduling resources in advance. For more information, see the documentation for Cisco Unified MeetingPlace Audio Server.

If reservationless meetings are available on your Cisco Unified MeetingPlace system, users can initiate and attend reservationless meetings through Cisco Unified MeetingPlace for Outlook.

**To Configure Cisco Unified MeetingPlace for Outlook to Support Reservationless Meetings**

1. In the ConfigClient utility, click the **Client Options** tab. To access the ConfigClient utility, see the [About Configuring the Cisco Unified MeetingPlace for Outlook Client Software](#).
2. Check the **Display Reservationless Scheduling Option (Requires MeetingPlace Web 4.0.)**' check box.
3. (Optional) Edit the reservationless meeting notification form. To open the form for editing, click the **Template** tab, then click the **Edit** button for the notification template for reservationless meetings.  
For information on how to modify the notification template for reservationless meetings, see [Customizing Text-Based Meeting Notifications for Cisco Unified MeetingPlace for Outlook](#). We recommend that you do not edit the critical meeting information on this form.

## Cisco Unified MeetingPlace Gateway Configuration Utility

The Cisco Unified MeetingPlace Gateway Configuration Utility allows you to change the configuration of the Cisco Unified MeetingPlace Gateway SIM, Notifications, and Cisco Unified MeetingPlace for Outlook. These settings are initially set with values you entered when you installed Cisco Unified MeetingPlace for Outlook.

To access this utility, click Start > Settings > Control Panel > MeetingPlace Gateways.

The following sections describe the settings in this management utility.

## Gateway SIM Tab

The Gateway System Integrity Manager (SIM) improves the reliability and serviceability of your Cisco Unified MeetingPlace for Outlook by:

- Detecting gateway outages and logging these errors in the Cisco Unified MeetingPlace Alarm Table
- Notifying you by alarm outdial if a problem with the gateway machine is detected
- Allowing a technical support representative to remotely administer and diagnose your Cisco Unified MeetingPlace for Outlook

For further information on the Gateway SIM tab, see the documentation for Cisco Unified MeetingPlace Web Conferencing.

## Notification Tab

The Notification tab allows you to configure the hostnames of the Cisco Unified MeetingPlace Web Conferencing servers required for Cisco Unified MeetingPlace for Outlook notifications. Each field is described in the following table.

Field	Description
Version	The version of the Cisco Unified MeetingPlace notification gateway.
Web Hostname	The hostname of the Cisco Unified MeetingPlace Web Conferencing server used for internal meetings.
External Web Hostname	<ul style="list-style-type: none"> <li>• If you have installed Cisco Unified MeetingPlace for Outlook on a dedicated server, enter the hostname of your internal Cisco Unified MeetingPlace Web Conferencing server.</li> <li>• If you have a DMZ configuration of Cisco Unified MeetingPlace Web Conferencing (to allow you to securely host meetings that include participants who are outside your firewall), enter the hostname of the Cisco Unified MeetingPlace Web Conferencing server in the DMZ.</li> <li>• If you do not have a DMZ configuration, enter the same hostname you indicated in the Web Hostname field.</li> </ul>
Use SSL (Corresponding to Web Hostname field)	<p>If you have only one Cisco Unified MeetingPlace Web Conferencing server, check this check box to make all connections to this server secure.</p> <p>If you have a segmented meeting access configuration, check this check box to make all connections to the internal Cisco Unified MeetingPlace Web Conferencing server secure.</p>
Use SSL (Corresponding to External Web Hostname field)	If you have a segmented meeting access configuration, check this check box to make all connections to the external Cisco Unified MeetingPlace Web Conferencing server secure.
Attach Links as URL	

	Determines whether a click-to-attend link is included in notifications for meetings that are scheduled by using MeetingTime or Cisco Unified MeetingPlace Web Conferencing.
Verbose Logging	Determines whether detailed entries should be logged to the Gateway SIM log. For best performance, turn off verbose logging. To troubleshoot, turn on verbose logging.

Note the following:

- If the Cisco Unified MeetingPlace Web Conferencing host name changes, update the notification tab.
- Cisco Unified MeetingPlace Web Conferencing must be installed and running in order for click-to-attend links to work. If you do not have Cisco Unified MeetingPlace Web Conferencing installed, uncheck the Attach Links as URL check box.
- If any of the following apply, check the Attach Links as URL check box:
  - ◆ In the Notification Options tab in the ConfigClient Utility, you checked the Add MeetingPlace Form with Notifications check box, or
  - ◆ In the Notification Options tab in the ConfigClient Utility, you checked the Add Click-to-Attend URL as Attachment check box.
- If you have a segmented meeting access (DMZ) configuration, users outside your firewall will receive a separate click-to-attend link directing them to the external web server.

## Outlook Gateway Tab

The Outlook Gateway tab allows you to change some of the settings that were established during the Cisco Unified MeetingPlace for Outlook installation, such as the Exchange Server hostname and the password for the Windows user account. Each field is described in the following table.

You must restart the Outlook service to implement any changes to the Outlook Gateway tab.

Field	Description
Windows NT User Account	The user ID, password, and domain for the Cisco Unified MeetingPlace for Outlook account on the Windows server.
Outlook Profile	The Outlook profile used to log in to the Exchange mailbox. Each Outlook profile is preconfigured to connect with a specific Exchange Server and mailbox. Click Refresh to update the list of available profiles.
Generate Detailed Logs	Whether detailed entries should be logged to the Gateway SIM event log. Used for troubleshooting purposes and should not be selected.
Advanced	Click to access the Advanced Configuration window where you can specify how you want Cisco Unified MeetingPlace for Outlook to handle undeliverable messages. You can also specify a time zone.
Configure Client Setup	Click to open the Configure Client Setup Utility, where you can modify settings relating to servers, log in options, and client updates. You can also edit notification templates. See the <a href="#">About Configuring the Cisco Unified MeetingPlace for Outlook Client Software</a> .

## Advanced Configuration

The Advanced Configuration window allows you to further configure your Cisco Unified MeetingPlace for Outlook. It is organized into three sections: Messages, Gateway Service, and Time Zone.

To	Do This
Ignore all undeliverable meeting invitations and non-meeting responses and leave them in the inbox.	In the Messages section, click Ignore Message.
Delete all undeliverable meeting invitations and non-meeting responses sent to the Cisco Unified MeetingPlace for Outlook mailbox.	In the Messages section, click Delete Message.
Forward all undeliverable meeting invitations and non-meeting responses to the administrator.	In the Messages section, click Forward to Administrator and enter an e-mail address in the field provided.
Continue having Cisco Unified MeetingPlace for Outlook attempt to recover the connection to the Exchange Server until the connection is restored.	In the Gateway Service section, click Indefinitely.
Manually recover any lost connections between Cisco Unified MeetingPlace for Outlook and the Exchange Server.	In the Gateway Service section, click Never.
Have Cisco Unified MeetingPlace for Outlook attempt for a specified number of times to recover the connection to the Exchange Server.	In the Gateway Service section, enter a number of attempts in the Specified Times field.
If Cisco Unified MeetingPlace for Outlook is unable to recover the connection, you can then manually recover the connection.	The default, -1, indicates an indefinite number of attempts.
Indicate the number of seconds the Cisco Unified MeetingPlace for Outlook service should wait between connection restoration attempts.	In the Gateway Service section, enter a number (in seconds) for Time to Wait Before Retrying.
Indicate the number of minutes the Cisco Unified MeetingPlace for Outlook service should wait before recycling.	In the Gateway Service section, enter a number (in minutes) for Recycle Service Every.
Indicate what time zone your users will be sending and receiving their meeting invitations to.	In the Time Zone section, choose the applicable time zone.

## About Delegates

**Note:** This information applies to Release 6.0 MR2 and later.

Users can use Microsoft Outlook to schedule Cisco Unified MeetingPlace or Cisco WebEx meetings on behalf of another user if they are a delegate of that user. They can also schedule the use of resources, such as conference rooms.

To enable the scheduling of resources, you must define an email account for each resource. Users can then invite the resource to a meeting by entering the email account.

Note the following:

- Cisco Unified MeetingPlace for Microsoft Outlook delegate users need to have attendant-level privileges or higher to schedule either Cisco Unified MeetingPlace or Cisco WebEx meetings on behalf of someone else.
  - ◆ If the delegate has attendant-level privileges or higher, the meeting will appear to be scheduled by the calendar owner, not delegate, when viewed from Cisco Unified MeetingPlace Web Conferencing or MeetingTime.
  - ◆ If the delegate does not have attendant-level privileges or higher, the meeting will appear to be scheduled by the delegate when viewed from Cisco Unified MeetingPlace Web Conferencing or MeetingTime.

Make sure that you share the following information with your users:

- If you are a delegate for another user, the username used in both the Cisco Unified MeetingPlace account and email account of the person you are scheduling for must match. If you have a Microsoft Exchange mailbox alias, the alias name must match the Cisco Unified MeetingPlace username.
- If you are a delegate for a resource, the username used in both the Cisco Unified MeetingPlace account and email account assigned to the resource must match. If you have a Microsoft Exchange mailbox alias, the alias name must match the Cisco Unified MeetingPlace username.
- The user on whose behalf you schedule meetings must have the Microsoft Outlook plug-in installed.
- The first time you schedule a meeting on behalf of a user, the system prompts you to enter your user name and password.
- If you change your password after scheduling a meeting on behalf of a user, the following limitations apply:
  - ◆ The user cannot reschedule the meeting without entering your new password. If the user does not enter the new password, the user can still attend the meeting.
  - ◆ The user cannot delete the meeting without entering your new password.
  - ◆ The user cannot reschedule the meeting in the calendar by dragging and dropping the meeting.
- If your password has expired but has not yet been changed after scheduling a meeting on behalf of a user, the following limitations apply:
  - ◆ You cannot reschedule the meeting in the calendar by dragging and dropping the meeting.
  - ◆ If the first meeting you open after your password expires is a meeting you scheduled on behalf of a user, you will be prompted to enter a new password, but the password you enter will not be retained. You must open a meeting on your calendar and change the password to prevent this issue.
  - ◆ The user cannot reschedule the meeting. The user can still attend the meeting.
  - ◆ The user cannot delete the meeting.
- Reservationless meetings that you schedule on behalf of the delegator use your reservationless ID?not the ID of the delegator. This means that only you can bring the meeting to order.
- Meetings that you set up will appear in the calendar in the language that you are configured to use.

## Enabling Authentication and Security Options

If you select authentication and security options in the ConfigClient utility, you must also make the changes that are described in this section.

### Integrated Windows Authentication

If you checked **Use Integrated Windows authentication** in the Logins Tab, do the following:

1. Update your registry by following these steps:
  1. On your PC start menu, click **Run...**
  2. Enter **regedit**.
  3. Navigate to **HKEY\_LOCAL\_MACHINE\SOFTWARE\Latitude\MeetingPlace WebPublisher\MPAgent**.
  4. In the right pane, highlight and right-click **RemoteUserAllowed**.
  5. Set the value to **1**.
  6. Click **OK**.
2. Enable anonymous access by following these steps:
  1. On your PC start menu, go to **Programs > Administrative Tools > Computer Management**.
  2. Select **Services & Applications > Internet Information Services > Web Sites > Default Web Site > MPWEB > Scripts**.
  3. Highlight **mpoutlook.asp** and right-click.
  4. In the Properties dialog box, select the **File Security** tab.
  5. Under Authentication and access control, click **Edit**.
  6. Check **Enable anonymous access**.
  7. Click **OK**.
3. In Cisco Unified MeetingPlace, go to **Administration > Web Server**. Enable web server authentication by setting **Trust Web Server Authentication** to **Yes**.
4. Restart the web conferencing services but following these steps:
  1. On your PC start menu, go to **Programs > Administrative Tools > Services**.
  2. Highlight **Cisco Unified MeetingPlace Web Conferencing**.
  3. Right-click and select **Restart**.

### SSL

SSL connections are recommended for extra security, especially if external users will attend meetings by using an external Cisco Unified MeetingPlace Web Conferencing server in a DMZ. After the following changes are made, click-to-attend links from the servers you specify will be secure HTTPS links.

#### To Enable Cisco Unified MeetingPlace for Outlook to Use SSL

1. If you have not already configured your Cisco Unified MeetingPlace Web Conferencing servers to use SSL, follow the instructions in the documentation for Cisco Unified MeetingPlace Web

- Conferencing.
2. Select HTTPS options as described in the [Notification Options Tab](#).
  3. In the ConfigClient utility, as described in the [Servers Tab](#), verify that:
    - ◆ The Gateway URL is set to https://hostname/cgi-bin.
    - ◆ The DMZ Server URL is set to https://hostname.
  4. In the Notification tab (see the [Notification Tab](#)), check the **Use SSL** check box for the servers you want to have secure connections.

## System Manager Agents

System Manager Agents are system-wide parameters that you configure in MeetingTime 2001 and later. When these parameters are configured, users receive e-mail notifications about any:

- No-show recurring meeting
- Recurring meeting ending

For more information on System Manager Agents, see the documentation for Cisco Unified MeetingPlace Audio Server.

If the two recurring meeting triggers overlap, the no-show recurring meeting trigger overrides the recurring meeting ending trigger. The scheduler receives only the no-show notification.

### No-Show Recurring Meeting

If a recurring meeting has no attendance for more than a specified number of periods, an e-mail notification is sent to the meeting organizer suggesting that they cancel the remainder of the recurring meeting series.

If the meeting was scheduled from Outlook, the notification includes a text message suggesting that the user cancel the meeting series from their Outlook calendar.

If the meeting was scheduled from Cisco Unified MeetingPlace Web Conferencing or MeetingTime, the notification includes a [Click Here to Cancel Meetings](#) link that leads the user to a cancellation page on Cisco Unified MeetingPlace Web Conferencing.

### Recurring Meeting Ending

If a recurring meeting series is within a specified number of periods before expiration, an e-mail notification is sent to the meeting organizer. The notification informs the meeting organizer that the series is set to expire and reminds them to schedule another recurring meeting if the series is to continue.



If the meeting was scheduled from Outlook, the notification suggests scheduling another recurring series by using Outlook.

If the meeting was scheduled from Cisco Unified MeetingPlace Web Conferencing or MeetingTime, the notification includes a [Click Here to Schedule Another Series](#) link that leads the user to the scheduling page where they can renew the meeting.

No other notifications are sent as the recurring meeting continues toward its expiration.

## Using Cisco Unified MeetingPlace for Outlook with Cisco WebEx

**NOTE: This information applies to Cisco Unified MeetingPlace Release 6.0 Maintenance Release 2 and later.**

This release of Cisco Unified MeetingPlace for Microsoft Outlook provides end users with the option to select Cisco WebEx as their meeting provider when using Microsoft Outlook to schedule conferences.

Note the following:

- Cisco Unified MeetingPlace for Microsoft Outlook delegate users need to have attendant-level privileges or higher to schedule either Cisco Unified MeetingPlace or Cisco WebEx meetings on behalf of someone else.
  - ◆ If the delegate has attendant-level privileges or higher, the meeting will appear to be scheduled by the **calendar owner**, not delegate, when viewed from Cisco Unified MeetingPlace Web Conferencing or MeetingTime.
  - ◆ If the delegate does not have attendant-level privileges or higher, the meeting will appear to be scheduled by the **delegate** when viewed from Cisco Unified MeetingPlace Web Conferencing or MeetingTime.
  
- For delegation, the Cisco Unified MeetingPlace username of the user on whose behalf you schedule a meeting must be the same as the username in his e-mail address. If you have a Microsoft Exchange mailbox alias, the alias name must match the Cisco Unified MeetingPlace username.