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Installation Options

Cisco Unified MeetingPlace for Outlook can be installed in three ways:

This Installation Option	Allows Users To
Full integration with the Microsoft Outlook application	Schedule Cisco Unified MeetingPlace meetings by using Outlook, and receive meeting notifications in Outlook.
	Schedule Cisco Unified MeetingPlace meetings from Outlook.

MeetingPlace for Outlook Client Services only	
MeetingPlace for Outlook Notification Services only	Receive invitations to Cisco Unified MeetingPlace meetings that are scheduled through Cisco Unified MeetingPlace Web Conferencing and MeetingTime

Proxy Installations

Cisco Unified MeetingPlace for Outlook supports proxy installations. Proxy configurations must not block access from the gateway machine to either the Exchange Server or the Cisco Unified MeetingPlace Audio Server. Valid IP connections are necessary for all actions to or from Cisco Unified MeetingPlace for Outlook and Outlook clients.

Supported Configurations

For Full Functionality or to Enable Scheduling Only

For full functionality or to enable scheduling only, install as shown in Table: Supported Configurations, depending on your configuration.

Table: Supported Configurations

If Your Configuration Is This	Do This
You have only one Cisco Unified MeetingPlace Web Conferencing server and it is behind the firewall.	Install Cisco Unified MeetingPlace for Outlook on the same computer as Cisco Unified MeetingPlace Web Conferencing.
You are installing Cisco Unified MeetingPlace for Outlook on a dedicated server that is separate from your existing Cisco Unified MeetingPlace Web Conferencing server or servers. These instructions apply to both DMZ and non-DMZ configurations. This configuration is useful for increased scalability.	On the server onto which you will install Cisco Unified MeetingPlace for Outlook, first install and configure Cisco Unified MeetingPlace Web Conferencing according to the instructions in the Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook. Then, install Cisco Unified MeetingPlace for Outlook.
You have a segmented meeting access (DMZ) configuration with a full-functionality Cisco Unified MeetingPlace Web Conferencing server inside your firewall, and an attend-only Web Conferencing installation on a separate server in the DMZ. This configuration is referred to as SMA-2S.	Install Cisco Unified MeetingPlace for Outlook on your internal Cisco Unified MeetingPlace Web Conferencing server.

Note that the SMA-1S (single server) configuration is no longer supported in this release. For more information about segmented meeting access configurations, see the documentation for Cisco Unified MeetingPlace Web Conferencing.	
You have any other configuration.	Contact your Cisco technical support representative before installing Cisco Unified MeetingPlace for Outlook.

To Enable Users to Receive Notifications for Meetings Scheduled in Other Clients

To enable users to receive notifications in Outlook for meetings scheduled from other Cisco Unified MeetingPlace interfaces, install Cisco Unified MeetingPlace for Outlook on the server. Cisco Unified MeetingPlace Web Conferencing is not required on this machine.

Preparing to Install

To prepare for the Cisco Unified MeetingPlace for Outlook installation, complete the following tasks:

	Action	Do This
1.	Verify system requirements.	See the System Requirements
2.	Verify that your Cisco Unified MeetingPlace system configuration is supported by this software release.	See the Supported Configurations.
3.	If you are installing on a Cisco MCS, configure the operating system on the server.	See the Configuring the MCS Server Operating System.
4.	Complete the preparation worksheet.	Fill in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values.
4a.	If the server is not already a member of the domain that you noted in the preparation worksheet, join it to the domain.	See Joining the Server to a Domain
5.	Install Microsoft Outlook and Collaboration Data Objects on the server.	See the Installing Microsoft Outlook and Collaboration Data Objects on the Integration Server.
6.	Configure the default Microsoft Outlook mailbox.	See the Configuring the Default Microsoft Outlook Mailbox.
7.	Uninstall other notification gateways, such as Cisco Unified MeetingPlace for Lotus Notes or Cisco Unified MeetingPlace SMTP E-Mail Gateway, if installed.	See the Uninstalling Other Cisco Unified MeetingPlace Notification Gateways.
8.	Enable the Calendar and Notification option keys on the Cisco Unified MeetingPlace Audio Server.	See the Enabling Option Keys.
9.	Disable Microsoft Outlook reminders on the Cisco Unified MeetingPlace for Outlook server.	See the Disabling Microsoft Outlook Client Reminders.

10.	If you are installing Cisco Unified MeetingPlace for Outlook on a dedicated server, install and configure Cisco Unified MeetingPlace Web Conferencing on that server.	See the Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook.

Configuring the MCS Server Operating System

Before you install Cisco Unified MeetingPlace for Outlook, in the Services control panel, set the startup type of the Task Scheduler to **Automatic**.

Gathering Cisco Unified MeetingPlace for Outlook Installation Values

To prepare to install Cisco Unified MeetingPlace for Outlook, gather and record the information in Table: Cisco Unified MeetingPlace for Outlook Installation Values.

Table: Cisco Unified MeetingPlace for Outlook Installation Values

Description	Values
The names of the Exchange Server and Cisco Unified MeetingPlace for Outlook mailbox.	Exchange Server name: Mailbox name: Exchange mailbox password:
The Windows server username, domain, and password that match the Cisco Unified MeetingPlace for Outlook mailbox name and password. The Windows password cannot contain the characters < or >. This account must have Administrator privileges.	Username: Domain: Password:
The primary hostname or IP address of the machine on which you will be installing Cisco Unified MeetingPlace for Outlook.	Hostname:
URLs for Cisco Unified MeetingPlace Web Conferencing servers, if installed. These are required for the click-to-attend links. If you do not have an external Cisco Unified MeetingPlace Web Conferencing server, repeat the internal Web Conferencing URL in the space assigned for your external Web Conferencing server. If you are installing Cisco Unified MeetingPlace for Outlook on a dedicated server, repeat the internal Web Conferencing URL in the space assigned for your external Web Conferencing server.	Internal Cisco Unified MeetingPlace Web Conferencing server: External Cisco Unified MeetingPlace Web Conferencing server:

Cisco Unified MeetingPlace WebPublisher license key. This is required even if you do not want to install Cisco Unified MeetingPlace Web Conferencing functionality.	Cisco Unified MeetingPlace WebPublisher option key:
Cisco Unified MeetingPlace Audio Server hostname or IP address.	Cisco Unified MeetingPlace Audio Server hostname or IP address:

Joining the Server to a Domain

The server must be joined to the Windows domain on which you will create the Cisco Unified MeetingPlace for Outlook user prior to installing Cisco Unified MeetingPlace for Outlook. Do the following procedure to join the server to the domain.

1. Log on to the server as an Administrator.
2. On the desktop, right-click **My Computer**, and click **Properties**.
   The System Properties window opens.
3. Click the **Network Identification** tab.
4. Click **Properties**.
   The Identification Changes window opens.
5. In the **Member Of** box, click **Domain** and enter the name of the domain to join.
6. Click **OK**.
7. Enter the name and password of an account with permission to join this computer to the domain, and click **OK**.
8. Follow the prompts to complete the changes and reboot the server.

Installing Microsoft Outlook and Collaboration Data Objects on the Integration Server

You must install a supported version of Microsoft Outlook on the integration server prior to installing Cisco Unified MeetingPlace for Outlook. Collaboration Data Objects (CDO) must also be installed on the server. For Outlook 2003 or Outlook 2000, select CDO as an option during setup; it is not loaded by default.

For supported versions, see the System Requirements. Refer to the Microsoft documentation for instructions on installing Microsoft Outlook and CDO.

Configuring the Default Microsoft Outlook Mailbox

Configure the default Microsoft Outlook mailbox before you install Cisco Unified MeetingPlace for Outlook. The username and password for the default mailbox must match the username and password of a Windows account with Administrator privileges. When installing Cisco Unified MeetingPlace for Outlook, log in to the server with this account.

To Configure the Default Microsoft Outlook Mailbox

1. Create a user on your Microsoft Windows domain, for example CiscoMP.
2. Create a mailbox for this user on the Exchange Server.
3. Give local administrative rights to this user on the gateway machine.
4. Microsoft Windows software may not give users "log on as service" rights. Verify that the user has these rights. Click **Administrative Tools > Local Security Policy > Local Policies > User Rights Assignment > Log On as Service**.
5. On the Cisco Unified MeetingPlace for Outlook machine, log in as the user that you created in Step 1.
6. Configure your default Outlook profile to open the mailbox that belongs to the user you created in Step 1. To access Outlook profile settings, click **Start > Settings > Control Panel > Mail**, then click **Show Profiles**. See the Microsoft Outlook documentation for details.

Uninstalling Other Cisco Unified MeetingPlace Notification Gateways

If you have another Cisco Unified MeetingPlace notification gateway installed, such as Cisco Unified MeetingPlace SMTP E-Mail Gateway software (MAPI or SMTP) or Cisco Unified MeetingPlace for Lotus Notes, uninstall these applications before installing Cisco Unified MeetingPlace for Outlook. Cisco Unified MeetingPlace Notification Services can support only one notification gateway at a time.

Caution! Uninstalling Cisco Unified MeetingPlace for Outlook from a machine running a second Cisco Unified MeetingPlace gateway may cause the second gateway to stop functioning. Contact your Cisco technical support representative for removal instructions.

To Uninstall a Cisco Unified MeetingPlace Notification Gateway

1. Stop all Cisco Unified MeetingPlace Services. Stopping these services frees up system resources and speeds the Setup program.
2. Choose **Start > Settings > Control Panel > Add/Remove Programs**.
3. Click the Cisco Unified MeetingPlace gateway you want to remove, for example the Cisco Unified MeetingPlace SMTP E-Mail Gateway or Cisco Unified MeetingPlace for Lotus Notes, and click **Remove**.
4. Restart your computer.
5. To verify that the Cisco Unified MeetingPlace notification gateway was successfully uninstalled, check the list of programs in Add/Remove Programs.

Enabling Option Keys

An option key is an alphanumeric string similar to a serial number that needs to be entered in the Cisco Unified MeetingPlace database to activate a system option. For more information, see the documentation for your Cisco Unified MeetingPlace Audio Server.

To Enable the Calendar and Notification Option Keys

1. On your license for Cisco Unified MeetingPlace Audio Server, locate the option key.
2. Log in to the server with an Administrator password.
3. Open MeetingTime and click the **Configure** tab.
4. Click **System Options**, then click **Query**.
5. Use the right arrow button to locate the option keys that you want to allow, then enter the option key number that you made note of in Step 1 in the option key parameter.
6. Click **Save Changes** and restart the Cisco Unified MeetingPlace Audio Server for the option keys to take effect.

Disabling Microsoft Outlook Client Reminders

To prevent multiple reminder windows from appearing after you install Cisco Unified MeetingPlace for Outlook, disable Microsoft Outlook reminders by doing the following procedure.

To Disable Microsoft Outlook Client Reminders

1. In Microsoft Outlook, choose **Tools > Options**.
2. Click the **Other** tab.
3. Click **Advanced Options**, then click **Reminder Options**.
4. Uncheck the **Display the Reminder** and **Play Reminder Sound** check boxes, then click **OK**.

Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook

You can install Cisco Unified MeetingPlace for Outlook on a dedicated server that is separate from your existing Cisco Unified MeetingPlace Web Conferencing servers, in order to increase scalability.

If you do this, you must do the following procedure before installing Cisco Unified MeetingPlace for Outlook.

To Prepare a Dedicated Server for Cisco Unified MeetingPlace for Outlook

1. Install Cisco Unified MeetingPlace Web Conferencing on the dedicated server.
   When prompted, choose the **Internal (Full Access)** option and the **Local Server** database option.
2. Complete the installation and restart when prompted.
3. If you have a DMZ configuration with two servers (SMA-2S), continue with the following To Configure a Dedicated Server in an SMA-2S DMZ Configuration procedure.

To Configure a Dedicated Server in an SMA-2S DMZ Configuration

If your Cisco Unified MeetingPlace Web Conferencing system is deployed in a DMZ configuration with two servers (SMA-2S), you must also do the following procedure on the dedicated Cisco Unified MeetingPlace for Outlook server.

1. Open your web browser and enter the URL of your dedicated server. The default URL structure is **http://servername**.
2. Sign in by using your System Manager-level user ID and password, then click **Sign In Now**.
3. Click the **Admin** link.
4. On the Admin page, click **Web Server**.
5. In the Web Server field, enter a server name that is not assigned to any server.
6. In the Hostname field, enter the name of this server (the server on which you will install Cisco Unified MeetingPlace for Outlook).
7. Ignore all other fields on this page.
8. Click **Submit**.
9. On the Admin page, click **Site**.
10. Click the name of your site.
11. For **DMZ Web Server**, choose the server name that you entered in Step 5.
12. Ignore all other fields on this page.
13. Click **Submit**.

Installing Cisco Unified MeetingPlace for Outlook

The language of the installer and administration interface is determined by the language setting in Cisco Unified MeetingPlace Audio Server.

To Install Cisco Unified MeetingPlace for Outlook

1. Complete the requirements in the Preparing to Install.
2. Log in with the Microsoft Windows account that you created in the Configuring the Default Microsoft Outlook Mailbox. This account has Administrator rights, and its username and password match those of the default Outlook mailbox.
3. Verify that Cisco Unified MeetingPlace Web Conferencing is already installed and running on this computer.
4. Run the **Setup.exe** file.
5. In the Welcome window, click **Next'**.′
6. In the Select Components window, check the check boxes of the components you want installed and uncheck the check boxes of the components you do not want installed. The components are explained in the following table. If you do not want to install into the default directory, click **Browse** to choose a directory to install into. To check disk space on your drive, click **Disk Space**. When you finish, click **Next**.

To	Do This

Let users schedule meetings from their Microsoft Outlook client by using the Cisco Unified MeetingPlace for Outlook scheduling form	Check the check box for **MeetingPlace for Outlook Client Services**.
Let users receive notifications of Cisco Unified MeetingPlace meetings in their Microsoft Outlook client	Check the check box for **MeetingPlace for Outlook Notification Services**.

7. Enter the Windows server username and domain by using the values you entered in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values, and then click **Next**.

For example, if the domain is "domain.com," enter the domain in the form "domain."

8. Enter the Windows server password in the Password field. Use the password for the Cisco Unified MeetingPlace for Outlook user account that you entered in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values. Enter the password in the second field also, then click **Next**.

9. If prompted to select a time zone for Cisco Unified MeetingPlace, select the local time zone of your Windows server, and then click **Next**.

10. Enter the hostname or IP address for your Cisco Unified MeetingPlace Web Conferencing servers by using information in the following table. These are the values you wrote in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values.

Field	If you have only one Cisco Unified MeetingPlace Web Conferencing server	If you have a supported DMZ configuration	If you are installing Cisco Unified MeetingPlace for Outlook on a dedicated server
Web 1	Enter the hostname or IP address of your Cisco Unified MeetingPlace Web Conferencing server.	Enter the hostname or IP address of your internal Cisco Unified MeetingPlace Web Conferencing server.	Enter the hostname or IP address of the active internal Cisco Unified MeetingPlace Web Conferencing server.
Web 2	Enter the same hostname or IP address that you entered in the Web 1 field.	Enter the hostname or IP address of your external Cisco Unified MeetingPlace Web Conferencing server.	Enter the same hostname or IP address that you entered in the Web 1 field.

The Setup program begins to install the application, and displays a setup status window to indicate the installation progress. If you want to stop the installation, click **Cancel**.

11. When prompted to launch the Configure Client Setup Utility, click **Next**.

12. Follow the configuration instructions in the About Configuring the Cisco Unified MeetingPlace for Outlook Client Software.

13. When the InstallShield Wizard reappears, click **Yes** to restart your server now, then click **Finish** to complete Setup. Wait for the server to restart. This may take several minutes.

14. Verify that Cisco Unified MeetingPlace for Outlook successfully connects to the Cisco Unified MeetingPlace Audio Server and your Exchange Server. Open the Gateway SIM event log by right-clicking the orange door icon in the system tray and choosing **Eventlog**. You should see in the log the message **Logon Successful to Exchange and MeetingPlace Notification Gateway**. If you do not see this message,

check for error messages in the event log, and also check the Windows Event Viewer. (Click **Start > Programs > Administrative Tools > Event Viewer**, then click **Application Log**. Look for any messages that might indicate the problem).

15. (Optional) Customize the templates for notifications of meetings that users schedule in Cisco Unified MeetingPlace Web Conferencing or MeetingTime. See Customizing Text-Based Meeting Notifications for Cisco Unified MeetingPlace for Outlook. Only the templates for notifications of meetings that users schedule in Cisco Unified MeetingPlace for Outlook are accessible by using the Configure Client Setup Utility.

16. (Optional) Customize the Cisco Unified MeetingPlace for Outlook scheduling forms. See Customizing the Scheduling and Notification Forms for Cisco Unified MeetingPlace for Outlook.

17. Distribute the client software to end user machines. See the Distributing and Installing the Cisco Unified MeetingPlace for Outlook Client.

Distributing and Installing the Cisco Unified MeetingPlace for Outlook Client

The Cisco Unified MeetingPlace for Outlook Client Services installation creates a Setup.exe file which installs the Cisco Unified MeetingPlace for Outlook Client on end-user systems. By default, the installation puts this file in C:\Program Files\Cisco Systems\MPWeb\mpoutlook. Distribute this file to end users in one of the following ways:

- E-mail the file to your users.
- Place the file on a shared network drive or a web site for your users to access.
- Use an automated distribution system.

Keep the following items in mind:

- Install the Cisco Unified MeetingPlace for Outlook client on the computers of all Outlook 2003 users who are connected to your Exchange server. If an Outlook 2003 user does not have the Cisco Unified MeetingPlace for Outlook client, and the user clicks the MeetingPlace tab in a received meeting notification, the user may see an error.
- If delegates will use Outlook to schedule Cisco Unified MeetingPlace meetings on behalf of other users, then both the delegates and the persons on whose behalf the delegates schedule meetings must have the Cisco Unified MeetingPlace for Outlook client software installed.
- To modify the client Setup.exe, see the About Configuring the Cisco Unified MeetingPlace for Outlook Client Software. You initially set these values when you installed Cisco Unified MeetingPlace for Outlook on the server.
- Users must log on to their computer with administrator access in order to load the Cisco Unified MeetingPlace for Outlook client.
- To make the Cisco Unified MeetingPlace scheduling form available to any user who logs in to a specific computer (Windows 2003, Windows 2000 or Windows XP only), use the -admin switch to install the Cisco Unified MeetingPlace for Outlook client. (Click Start > Run, then enter <pathname> setup.exe -admin.) The admin switch can also be used in an automation script. See the To Use Automated Distribution Tools to Distribute the Cisco Unified MeetingPlace for Outlook Client.
- To uninstall the Cisco Unified MeetingPlace for Outlook Client, log in to the user computer as Administrator and use Add/Remove Programs to remove the software.

Do the following procedures, as applicable.

- To Install the Cisco Unified MeetingPlace for Outlook Client Locally
- To Make the Cisco Unified MeetingPlace Scheduling Form the Default
- To Use Automated Distribution Tools to Distribute the Cisco Unified MeetingPlace for Outlook Client

To Install the Cisco Unified MeetingPlace for Outlook Client Locally

1. Exit the Microsoft Outlook client software.
2. Run the **Setup.exe** file.
3. When the Cisco Unified MeetingPlace for Outlook window appears, click **OK** to install.
4. After installation is complete, start Microsoft Outlook.

   Users can now schedule meetings by using the Cisco Unified MeetingPlace scheduling form. For details, see the online help in Cisco Unified MeetingPlace for Outlook.

To Make the Cisco Unified MeetingPlace Scheduling Form the Default

If the Cisco Unified MeetingPlace scheduling form is not set as the default form on the client computer, you can manually change this setting.

1. In the Microsoft Outlook calendar, click **Tools > Options**. Click the **MeetingPlace** tab.

   Note: The MeetingPlace tab appears only if you configured it to do so in the Configure Client Setup Utility. See Configuring and Managing Cisco Unified MeetingPlace for Outlook.
2. In the Appointment section, check the **Make the MeetingPlace Meeting Schedule Form the Default Scheduling Form for All New Meetings** check box.
3. To save your changes, click **Apply**, then click **OK**.

To Use Automated Distribution Tools to Distribute the Cisco Unified MeetingPlace for Outlook Client

Automated software distribution tools allow system administrators to automate and remotely distribute and install software such as the Cisco Unified MeetingPlace for Outlook client. If you know how to use these tools, you can install the Outlook add-in (Cisco Unified MeetingPlace for Outlook client) files on the computers of end users, by using the following switches provided in Cisco Unified MeetingPlace for Outlook:

- Silent-Suppresses the need for user input.
- Admin-Installs Cisco Unified MeetingPlace for Outlook for access by all users of a computer.

Cisco does not provide technical support for automated distribution tools.

Do the following procedure to test that Cisco Unified MeetingPlace for Outlook switches are working correctly.

To Test Cisco Unified MeetingPlace for Outlook Switches

1. Click **Start > Run**, and enter **<**path to setup.exe**> /admin /silent**.
2. Verify that no user prompts appear on the end user machine.
3. Verify that the following server information exists in the registry:
   HKCU\software\latitude\MeetingPlace for Outlook, and
   HKU\.default\software\latitude\MeetingPlace for Outlook (admin)