Navigation:

- Cisco Unified MeetingPlace, Release 7.0 > Integrating with Microsoft Outlook
- Cisco Unified MeetingPlace, Release 8.0 > Integrations

Note: Information on this page applies to the following releases of Cisco Unified MeetingPlace for Microsoft Outlook:

- Release 7.0
- Release 8.0

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.

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.
- Meetings that you set up will appear in the calendar in the language that you are configured to use.