Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Integration

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Integration Option 2: Schedule and Attend Cisco WebEx Meetings from Cisco WebEx

This Cisco WebEx integration option provides:

- Cisco WebEx network-based web conferencing, scheduling, notifications, Microsoft Outlook integration, and IBM Lotus Notes integration.

- Cisco Unified MeetingPlace reservationless audio conferencing.

Related Topics

- Restrictions for Integrating Cisco Unified MeetingPlace with Cisco WebEx

- How to Integrate Cisco Unified MeetingPlace with Cisco WebEx

- Cisco WebEx Deployment without Cisco Unified MeetingPlace Web

Prerequisites for Integration Option 2: Schedule and Attend Cisco WebEx Meetings from Cisco WebEx

- Obtain a Cisco WebEx account and site, such as cisco.webex.com.

- To use the call out feature from the Cisco WebEx meeting room, you must set the "Guest Outdial" parameter to Yes for the Cisco Unified MeetingPlace guest user profile.

- If you did not configure Network Time Protocol (NTP) on the Application Server during installation, use the net command to do so.

- If you plan to use Directory Service, then configure Directory Service before integrating Cisco Unified MeetingPlace with Cisco WebEx. See <u>Configuring Cisco Unified MeetingPlace Directory Service</u>.

- If you want end users to be able to download and use the Cisco WebEx plug-in for Microsoft Outlook, you must enable SSL on the Cisco Unified MeetingPlace Application Server. See <u>Configuring SSL for the Cisco Unified MeetingPlace Application Server</u>.

Related Topics

- <u>How to Integrate Cisco Unified MeetingPlace with Cisco WebEx</u>

End-User Information for Integration Option 2: Schedule and Attend Cisco WebEx Meetings from Cisco WebEx

Provide the following information to your end users:

- The URL of the user sign-in site:
    - If you have *not* configured Directory Service (SSO) on your Cisco Unified MeetingPlace system, provide the URL of the Cisco WebEx end-user web interface, for example, **http://*site*.webex.com/**.
    - If you have configured Directory Service (SSO) on your Cisco Unified MeetingPlace system, provide the URL of the Cisco Unified MeetingPlace Application Server, for example, **http://*application-server*/**.

        Note: It takes longer to sign in for the first time through the Cisco Unified MeetingPlace Application Server sign-in page.

- Username and password information:
    - If you have *not* configured Directory Service (SSO) on your Cisco Unified MeetingPlace system, provide each user with their user ID, profile number, and profile password. The system automatically sends each user an email with instructions for setting their user password on the Cisco WebEx site.

        Note: You use the user ID and user password to sign in over the web and the profile number and profile password to sign in over the phone.
    - Your system administrator may distribute the Cisco WebEx Productivity Tools via a software distribution method for automatic installation or you may be instructed to download the Cisco WebEx Productivity Tools from your Cisco WebEx site URL.
    - If you manually download and configure the Cisco WebEx Productivity Tools for Microsoft Outlook, IBM Lotus Notes, One Click, or other client applications, follow these steps for initial configuration without Directory Service (SSO):

1. In your browser window, enter the Cisco WebEx site URL, for example, **http://*site*.webex.com/**.
2. Download the Cisco WebEx Productivity Tools from the left menu under **Support > Downloads > Productivity Tools**.
3. Follow the installation instructions.
4. Open Cisco WebEx One Click.
5. Click **Edit WebEx settings**.
6. Enter **http://*site*.webex.com/** into the Cisco WebEx site URL field.
7. Enter your Cisco WebEx host account user name and password.
8. Click **Apply**.
   You should now be authenticated into Cisco WebEx Productivity Tools.
9. Test One Click meetings and scheduling meetings from Microsoft Outlook or other Cisco WebEx client integrations.

- Username and password information:
  ♦ If you configured Directory Service (SSO) on your Cisco Unified MeetingPlace system, provide each user with their user ID (which should be their LDAP user ID), user password (which should be their LDAP password), profile number, and profile password.
    Note: You use the user ID and user password to sign in over the web and the profile number and profile password to sign in over the phone.
  ♦ All Cisco WebEx host accounts are automatically propagated from Cisco Unified MeetingPlace the first time a user signs in with SSO enabled.
  ♦ Your system administrator may distribute the Cisco WebEx Productivity Tools via a software distribution method for automatic installation or you may be instructed to download the Cisco WebEx Productivity Tools from your Cisco WebEx site URL.
  ♦ If using the Cisco WebEx Productivity Tools for Microsoft Outlook, IBM Lotus Notes, One Click, or other client applications, follow these steps for initial configuration:
    1. Enter your LDAP credentials in the Cisco Unified MeetingPlace sign-in page.
       The system automatically redirects you to the Cisco WebEx page, where you will already be signed in.
    2. Open Cisco WebEx One Click.
    3. Click **Edit WebEx settings**.
    4. Enter *webexsitename*.webex.com into the Cisco WebEx site URL field.
    5. Click **Apply**.
    6. The user name and password field should now be greyed out
       The system displays a small web browser that takes you to an internal page.
       You should now be authenticated into Cisco WebEx Productivity Tools.
    7. Test One Click meetings and scheduling meetings from Microsoft Outlook or other Cisco WebEx client integrations.
       Note: You might need to restart Microsoft Outlook for the Cisco WebEx tool bar to appear.

- Information about accessing meeting recordings.
  After each recorded Cisco WebEx meeting, the meeting owner (host) receives an email from Cisco WebEx that includes a link to the meeting recording. The host can then forward the email so that others can play back the recording. The host can also access recordings from the Cisco WebEx end-user web interface by clicking **My WebEx > My Files > My Recordings**.

- URL or printed copies of the *Quick Start Guide: Attending and Scheduling a Cisco Unified MeetingPlace Meeting From Your Phone* at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html.

- The applicable restrictions in Restrictions for Integrating Cisco Unified MeetingPlace with Cisco WebEx.

Related Topics

- How to Integrate Cisco Unified MeetingPlace with Cisco WebEx