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Cisco Unified MeetingPlace announcements may be made via any combination of e-mail and company intranet communications, depending on your needs and culture. During this time, users should also receive Quick Start Guides.

- **E-mail campaigns.** Announcements to generate initial awareness and provide employees with the basic skills to use Cisco Unified MeetingPlace.
- **Quick Start Guides.** These guides contain the basic steps for scheduling, attending, and collaborating in meetings. See http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html

Worksheet 2: Announcing Cisco Unified MeetingPlace to Your Organization

Perform the tasks in this worksheet in the first and second weeks during which you are rolling out the Cisco Unified MeetingPlace system.

Table: Worksheet 2: Announcing Cisco Unified MeetingPlace to Your Organization

Task	Owner	Status	Notes
1. Define the audience that you are targeting: enterprise-wide, marketing department, sales department, etc.			
2. Start an e-mail campaign:			
• Announce Cisco Unified MeetingPlace.			
• Define profile with training invitation.			
• Distribute any Quick Start Guides.			
3. Start a corporate newsletter campaign:			
• Submit tips and success stories for your corporate newsletter.			