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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](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.			