

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

**Navigation:** [Integration](#) > [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook](#)

**Note:** This page applies to Cisco Unified MeetingPlace, Release 7.0.2 and later. For information about this topic for Release 7.0.1, see [Integrating with Microsoft Outlook](#).

## Contents

- [1 Default Authentication Methods for Microsoft Outlook Users in Cisco Unified MeetingPlace Release 7.0.2](#)
  - ◆ [1.1 Remember Me](#)
  - ◆ [1.2 Single Sign-On](#)
- [2 Default Authentication Methods for Microsoft Outlook Users in Cisco Unified MeetingPlace Release 7.0.3](#)
  - ◆ [2.1 Remember Me](#)
  - ◆ [2.2 Single Sign-On](#)
- [3 Configuring the Default Authentication Method for Microsoft Outlook Users](#)
  - ◆ [3.1 Before You Begin](#)
  - ◆ [3.2 Restrictions](#)
  - ◆ [3.3 Procedure](#)
  - ◆ [3.4 Related Topics](#)
  - ◆ [3.5 What to Do Next](#)
- [4 Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook](#)
  - ◆ [4.1 Before You Begin](#)
  - ◆ [4.2 Procedure](#)
  - ◆ [4.3 Related Topics](#)
  - ◆ [4.4 What to Do Next](#)
- [5 How to Install the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook](#)
  - ◆ [5.1 Requirements for Client Installation of the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook](#)
  - ◆ [5.2 Installing the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook Locally on the End-User PC](#)
    - ◇ [5.2.1 Before You Begin](#)
    - ◇ [5.2.2 Restriction](#)
    - ◇ [5.2.3 Procedure](#)
    - ◇ [5.2.4 What to Do Next](#)
  - ◆ [5.3 Installing the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook By Using an Automated Distribution Tool](#)
    - ◇ [5.3.1 Before You Begin](#)
    - ◇ [5.3.2 Restriction](#)
    - ◇ [5.3.3 Procedure](#)
    - ◇ [5.3.4 What to Do Next](#)
- [6 Customizing the Cisco Unified MeetingPlace Scheduling Form for Microsoft Outlook](#)
  - ◆ [6.1 Procedure](#)
  - ◆ [6.2 Related Topics](#)

## Default Authentication Methods for Microsoft Outlook Users in Cisco Unified MeetingPlace Release 7.0.2

The front-end Microsoft Outlook integration provides two default user authentication methods:

### Remember Me

- The first time a user tries to schedule a Cisco Unified MeetingPlace meeting from Microsoft Outlook, the user is prompted to log in to Cisco Unified MeetingPlace.
- If cookies are enabled on the browser, then the user may select the Remember Me option. The stored cookies are then used for future authentication, so the user does not need to log in each time the user clicks the MeetingPlace tab.
- If the User password expires, the user is prompted to log in to Cisco Unified MeetingPlace and change the password. The user may again select the Remember Me option.

### Single Sign-On

- As long as the following conditions are met, the user is *not* prompted to log in to Cisco Unified MeetingPlace after clicking the MeetingPlace tab in Microsoft Outlook:
  - The user successfully logs in to Microsoft Exchange or to Active Directory.
  - The username in Microsoft Outlook matches the User ID in Cisco Unified MeetingPlace.
  - The domain name of the Microsoft Outlook user matches a configured Outlook Single Sign-On Domain in Cisco Unified MeetingPlace.

## Default Authentication Methods for Microsoft Outlook Users in Cisco Unified MeetingPlace Release 7.0.3

The front-end Microsoft Outlook integration provides two default user authentication methods:

### Remember Me

If you choose the Remember Me default user authentication method:

- The first time a user tries to schedule a Cisco Unified MeetingPlace meeting from Microsoft Outlook, the user is prompted to sign in to Cisco Unified MeetingPlace.
- If cookies are enabled on the browser, then the user can select the Remember Me option. The stored cookies are then used for future authentication, so the user does not need to sign in each time the user selects the MeetingPlace tab.
- If the User password expires, the user is prompted to sign in to Cisco Unified MeetingPlace and change the password. The user can again select the Remember Me option.

## Requirements for the Remember Me Authentication Method

Users must enable the use of cookies on their browsers.

### Related Topics

- [Configuring the Default Authentication Method for Microsoft Outlook Users](#)

## Single Sign-On

If you choose the Single Sign-On default user authentication method, users do not need to sign in to Cisco Unified MeetingPlace from Microsoft Outlook after successfully logging in to Microsoft Exchange or to Active Directory.

## Requirements for the Single Sign-On Authentication Method

- The username in Microsoft Outlook must match the User ID in Cisco Unified MeetingPlace.

Note that the Microsoft Outlook username may differ from the local part of the user email address (that is, the part before @). The username is what was entered to set up the email account in the Microsoft Outlook client. The local part of the email address, however, may have been changed by the Microsoft Exchange administrator or truncated by the Microsoft Exchange Server.

- In a *workgroup* environment, the domain portion of the user email address (that is, the part after @) must match a configured Outlook Single Sign-On Domain in Cisco Unified MeetingPlace.

For example, from the email address userA@example.com, you would configure ?example.com? as a domain in Cisco Unified MeetingPlace.

- In a *domain* environment, the following requirements apply:
  - ◆ The domain of the client machine must match a configured Outlook Single Sign-On Domain in Cisco Unified MeetingPlace.  
Note that the client machine domain may differ from the user domain. For example, a user PC may be in domainA.example.com, while the user account is domainB\username. You would configure ?domainA? in Cisco Unified MeetingPlace.
  - ◆ Each Cisco Unified MeetingPlace user must have a unique username in Microsoft Outlook and Microsoft Exchange that is the same across the entire organization in Active Directory. For example, suppose that Cisco Unified MeetingPlace user ?userA? is associated with two different domains, domain1.example.com and domain2.example.com, both of which you configured in Cisco Unified MeetingPlace. The Single Sign-On authentication method assumes that userA@domain1.example.com and userA@domain2.example.com refer to the same ?userA? user profile in Cisco Unified MeetingPlace.

### Related Topics

- [Configuring the Default Authentication Method for Microsoft Outlook Users](#)

## Configuring the Default Authentication Method for Microsoft Outlook Users

By default, the system uses the Remember me authentication method. If the configured default authentication method fails, the user is prompted to enter the Cisco Unified MeetingPlace User ID and User password after selecting the MeetingPlace tab in Microsoft Outlook.

### Before You Begin

- The Single sign-on authentication method was introduced in Cisco Unified MeetingPlace Release 7.0.2.
- Complete Prerequisites for Scheduling From Microsoft Outlook.
- Read Restrictions for Scheduling From Microsoft Outlook.
- Read about the authentication methods and their requirements for your specific Cisco Unified MeetingPlace release.
  - ◆ Default Authentication Methods for Microsoft Outlook Users in Cisco Unified MeetingPlace Release 7.0.3
  - ◆ Default Authentication Methods for Microsoft Outlook Users in Cisco Unified MeetingPlace Release 7.0.2

### Restrictions

- If you upgrade your system from Release 7.0.1 to 7.0.2 and select the Single sign-on authentication method, then your users will need to install the new Cisco Unified MeetingPlace plug-in for Microsoft Outlook.

### Procedure

1. Log in to the Cisco Unified MeetingPlace Administration Center.
2. Click **System Configuration > Outlook Authentication Configuration**.
3. Choose between the Remember me and Single sign-on authentication methods.
4. If you selected Single sign-on, configure the domains of the Microsoft Outlook users:
  1. Click **Add New**, or click an existing entry.
  2. Enter the domain in the Outlook Single Sign-On Domain field.
  3. Click **Save**.
  4. Repeat Step 4 as needed to configure all domains that are used by your Cisco Unified MeetingPlace for Microsoft Outlook users.
5. Click **Save**.

#### Related Topics

- [Outlook Authentication Configuration Page](#)

#### What to Do Next

- If you want to make multiple Cisco Unified MeetingPlace systems available for meetings scheduled from Microsoft Outlook, proceed to [Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook](#).
- Otherwise, proceed to [How to Install the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook](#).

## Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook

The Cisco Unified MeetingPlace plug-in for Microsoft Outlook enables end users to click a tab within the Microsoft Outlook calendar to access a Cisco Unified MeetingPlace scheduling form. The plug-in comes preconfigured with system information that was entered while installing Cisco Unified MeetingPlace on the Application Server. You can, however, perform this task to enable each user to use one calendar to schedule and manage meetings on multiple Cisco Unified MeetingPlace systems.

When multiple Cisco Unified MeetingPlace systems are available, the user may specify which system to use by default. This and other preferences are configured from Microsoft Outlook by clicking **Tools > Options** and selecting the **MeetingPlace** tab.

#### Before You Begin

- Perform this task only if you want to make multiple Cisco Unified MeetingPlace systems available for meetings scheduled from Microsoft Outlook.
- Complete [Prerequisites for Scheduling From Microsoft Outlook](#).
- Read [Restrictions for Scheduling From Microsoft Outlook](#).

#### Procedure

1. Log in to the Cisco Unified MeetingPlace Administration Center.
2. Click **System Configuration > Outlook Plug-In Configuration**.
3. Click **Add New**, or click an existing entry.
4. Enter the name and URL for the Application Server of the Cisco Unified MeetingPlace system.
5. Click **Save**.

#### Related Topics

- [Outlook Plug-In Configuration Page](#)

#### What to Do Next

Proceed to [How to Install the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook](#).

## How to Install the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook

### Requirements for Client Installation of the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook

- Install the Cisco Unified MeetingPlace plug-in for Microsoft Outlook on the PCs of all Microsoft Outlook end users that are connected to your Microsoft Exchange Server. If a Microsoft Outlook end user does not have the plug-in installed when the user clicks the MeetingPlace tab in a received meeting notification, that user may see an error. Users who are not connected to the Microsoft Exchange Server do not see the MeetingPlace tab.
- If Microsoft Outlook delegates will use the Microsoft Outlook calendar to schedule Cisco Unified MeetingPlace meetings on behalf of other users, each Microsoft Outlook delegate and each person on whose behalf meetings are scheduled must install the Cisco Unified MeetingPlace plug-in for Microsoft Outlook.
  - Note:** Microsoft Outlook delegates are completely separate from Cisco Unified MeetingPlace delegates. The type of user and user ID of delegate fields in Cisco Unified MeetingPlace user profiles do not affect the privileges and capabilities of Microsoft Outlook delegates.

### Installing the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook Locally on the End-User PC

#### Before You Begin

- Install the msft\_int license. See [Installing and Managing Licenses for Cisco Unified MeetingPlace](#).
- If you want to enable each user to use one calendar to schedule and manage meetings on multiple Cisco Unified MeetingPlace systems, complete [Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook](#).
- Read [Requirements for Client Installation of the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook](#).

### Restriction

This installation option is available only for Windows PCs. The "Download Outlook Plug-In" link on the end-user web interface does not appear for other PCs.

### Procedure

1. Log in to the end-user PC with administrator access.
2. Sign in to the Cisco Unified MeetingPlace end-user web interface of an internal Web Server.
3. Click **Download Outlook Plug-In**.
4. Click **Save**.
5. After the setup.exe file is downloaded, complete these steps on the client PC:
  1. Exit the Microsoft Outlook client software.
  2. Run the setup.exe file.

**Note:** 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 client software. Specifically, click **Start > Run**, then enter **<pathname>setup.exe -admin**.

3. Click **OK** to install.
6. After installation is complete, launch Microsoft Outlook.
7. Verify that you can schedule meetings by clicking the MeetingPlace tab and filling out the scheduling form.  
For details, click **Help** in the scheduling form.

### What to Do Next

(Optional) Proceed to [Customizing the Cisco Unified MeetingPlace Scheduling Form for Microsoft Outlook](#).

## Installing the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook By Using an Automated Distribution Tool

This section describes how to use an automated distribution system, such as the Microsoft Systems Management Server (SMS), to remotely distribute and install the Cisco Unified MeetingPlace plug-in for Microsoft Outlook.

You can install the Cisco Unified MeetingPlace plug-in for Microsoft Outlook using either or both of the following switches:

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

### Before You Begin

- Install the msft\_int license. See [Installing and Managing Licenses for Cisco Unified MeetingPlace](#).
- If you want to enable each user to use one calendar to schedule and manage meetings on multiple Cisco Unified MeetingPlace systems, complete [Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook](#).
- Read [Requirements for Client Installation of the Cisco Unified MeetingPlace Plug-In for Microsoft Outlook](#).

### Restriction

Cisco Systems does not provide technical support for automated distribution tools.

### Procedure

1. (Optional) Test that the installation switches work correctly by completing these steps from a client PC:
  1. Choose **Start > Run** and enter: *<path to setup.exe>/admin /silent*.
  2. Verify that no user prompts appear on the end user PC.
  3. Verify that the following server information exists in the registry:
    - ◇ HKCU\software\Latitude\MeetingPlace for Outlook
    - ◇ HKU\default\software\Latitude\MeetingPlace for Outlook (admin)
2. Use an automated distribution tool to distribute and install the setup.exe file on end-user PCs. Refer to the documentation for your specific automated distribution tool.
3. Instruct the end user to verify successful installation by completing these steps on the end-user PC:
  1. Restart or launch Microsoft Outlook.
  2. Open the calendar.
  3. Verify that the MeetingPlace tab works.
4. Remind end users that they can click **Help** in the Cisco Unified MeetingPlace scheduling form.

### What to Do Next

(Optional) Proceed to [Customization Options for Scheduling from Microsoft Outlook](#).

## Customizing the Cisco Unified MeetingPlace Scheduling Form for Microsoft Outlook

From Microsoft Outlook, users access the Cisco Unified MeetingPlace scheduling form by creating or opening a calendar appointment and then clicking the MeetingPlace tab. You can choose the information and options that users see in the Cisco Unified MeetingPlace scheduling form.

### Procedure

1. Log in to the Cisco Unified MeetingPlace Administration Center.
2. Click **System Configuration > Customize Outlook Interface**.
3. Choose the language.
4. Customize or hide fields as desired for the scheduling form specific to that language.
5. Click **Save**.
6. Repeat this task for each language used on your system.

### Related Topics

- [Customize Outlook Interface](#)
- [Customization Options for Scheduling from Microsoft Outlook](#)