Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Integration

You must migrate users to the new Cisco Unified MeetingPlace mail template before they can schedule Cisco Unified MeetingPlace meetings from their IBM Lotus Notes calendar.

Note: For information about integrating IBM Lotus Notes code in standard IBM Lotus Notes mail templates, see How to Add Cisco Unified MeetingPlace Features to the IBM Lotus Notes Templates.

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Migrating a Pilot Group to the Cisco Unified MeetingPlace Mail Template

Before you migrate an organization to the new Cisco Unified MeetingPlace mail template, you can deploy the new template to a pilot group. If so, you must choose the Cisco Unified MeetingPlace mail template for each user.

Before You Begin

- Identify the members of the pilot group.
- Log in as an administrator to the computer of each pilot group member.

Procedure

1. Open the IBM Lotus Notes client.
2. Click **Calendar**.
3. Choose **File > Database > Properties > Design**.
4. Check **Inherit Design from Template**.
5. Enter the following:

If the User Is Using	Do This
Lotus Domino 6 or 6.5	Replace StdR60Mail with the applicable version of the Cisco Unified MeetingPlace mail template, such as Cisco Unified MeetingPlace Notes Gateway Mail Template 6.0.5, or 6.5.5.
Lotus Domino 7	Replace StdR70Mail with the applicable version of the Cisco Unified MeetingPlace mail template, such as Cisco Unified MeetingPlace Notes Gateway Mail Template 7.0.2.
Lotus Domino 8	Replace StdR8Mail with the applicable version of the Cisco Unified MeetingPlace mail template, such as Cisco Unified MeetingPlace Notes Gateway Mail Template 8.0.

Migrating an Organization to the Cisco Unified MeetingPlace Mail Template

If you choose to deploy Cisco Unified MeetingPlace features to an organization, the easiest method is to delete the standard IBM Lotus Notes mail template and replace it with the new Cisco Unified MeetingPlace mail template.

The system updates users with the new templates at the next refresh.

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open a Lotus Domino console session.
- In IBM Lotus Notes 8.x, use the Application menu rather than the Database menu.

Procedure

1. Enter **exit** to shut down the Lotus Domino Server.
2. Delete the mail*x*.ntf template, where the value of *x* depends on your server version.
3. Restart the Lotus Domino Server.

Note: Make sure that the mail*x*.ntf file is deleted after you rename the Cisco Unified MeetingPlace mail template. If you do not delete mail*x*.ntf, IBM Lotus Notes assumes that you have two templates claiming to be the standard IBM Lotus Notes mail template and displays warning messages.

4. Change the database properties of the mail template after the server restarts:
    1. Choose **File > Database > Properties.**

       The system opens the database window.
    2. Click **Design**.
    3. Change the name of the Cisco Unified MeetingPlace mail template:

If You Are Using	Do This
mail60_*xx*MP.ntf mail65_*x*MP.ntf	Delete the current template name and enter **StdR60Mail**, which is the name of the standard IBM Lotus Notes mail template.
mail70_*x*MP.ntf	Delete the current template name and enter **StdR70Mail**, which is the name of the standard IBM Lotus Notes mail template.
mail80_xMP.ntf	Delete the current template name and enter **StdR8Mail**, which is the name of the standard IBM Lotus Notes mail template.

How to Refresh the Design of the Mail Databases

Database designs are automatically refreshed at night by default. However, you can update database designs manually if you do not want to wait until the next day for changes to take effect. The database design is the code.

Caution! Manually refreshing the database design can temporarily affect the performance of the Lotus Domino Server. To minimize performance issues, we recommend that you refresh the design on one system and then schedule test meetings from that system. If the meetings schedule successfully, refresh the database design on all other systems during non-business hours.

Manually Refreshing a Mail Database Design on One User System

Before You Begin

- Log in as an administrator to the computer where you plan to perform the manual refresh of the mail database design.
- Open IBM Lotus Notes.
- In IBM Lotus Notes 8.x, use the Application menu rather than the Database menu.

Procedure

1. Click **Mail**.
2. Choose **File > Database > Refresh Design**.
   The Lotus Domino Server immediately refreshes the mail database design of the user.

Refreshing the Design of all IBM Lotus Notes Databases

Before You Begin

- Log in to the Lotus Domino Server.
- Open the Lotus Domino console.

Procedure

1. Enter **load design**.
2. Press **Enter**.

   The Lotus Domino Server refreshes the design of all the databases.

Tip: Depending on the number of database users, this process might take several minutes.