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In Cisco Unified MeetingPlace Release 6.0, the Microsoft Outlook for Cisco Unified MeetingPlace integration resides on the Web Server. For Cisco Unified MeetingPlace Release 7.0, the Microsoft Outlook for Cisco Unified MeetingPlace integration resides on the Application Server.

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## Migrating the Microsoft Outlook Users

This section describes how to migrate Microsoft Outlook users from the Cisco Unified MeetingPlace Release 6.0 Web Server to the Cisco Unified MeetingPlace Release 7.0 Application Server so that users can attend meetings that were scheduled before the upgrade.

**Note:** You can migrate from Release 6.0 to either Release 7.0.1 or Release 7.0.2.

When the migration is complete, the system will automatically replace all future meeting requests that contain the URL of the Cisco Unified MeetingPlace Release 6.0 system with the URL of the Cisco Unified MeetingPlace Release 7.0 system.

### Before You Begin

- Migrate meeting data from Cisco Unified MeetingPlace Release 6.0 to Cisco Unified MeetingPlace Release 7.0. See [How to Migrate a Web Conferencing Server from a Cisco Unified MeetingPlace Release 6.0 System to a Cisco Unified MeetingPlace Release 7.0 System](#) for information.
- Ensure that all end users have installed the most recent version of the Microsoft Outlook for Cisco Unified MeetingPlace integration. See [Integrating with Microsoft Outlook](#).

### Procedure

1. Navigate to the `/opt/cisco/meetingplace/migrationtools/current/outlook` directory on the Cisco Unified MeetingPlace Release 7.0 Application Server.  
This directory contains two files:

## Cisco\_Unified\_MeetingPlace,\_Release\_7.0\_--\_How\_to\_Migrate\_Your\_Microsoft\_Outlook\_Plug-In

- ◆ mpoutlook.asp-The asp file used to redirect users to the Cisco Unified MeetingPlace Release 7.0 server.
  - ◆ mpolhost.tpl-The template file used to get the host name of the Cisco Unified MeetingPlace Release 7.0 server.
2. Copy the file called mpoutlook.asp to the C:\Program Files\Cisco Systems\MPWeb\Scripts directory on the Cisco Unified MeetingPlace Release 6.0 Web Server.  
**Note:** This must replace the previous file with the same name.
  3. Copy the file called mpolhost.tpl to the C:\Program Files\Cisco Systems\MPWeb\Template directory.
  4. Open the new mpoutlook.asp file.
  5. Find the following lines:

```
Force overwrite of server
strAppServer = http://<new MP7.0 server>
```
  6. Replace <new MP7.0 server> with the hostname of the Cisco Unified MeetingPlace Release 7.0 Application Server, then uncomment this line.
  7. Save and close the file.

**Note:** If you re-used the DNS name of your Cisco Unified MeetingPlace Release 6.x Web Server for the 7.x Web Server you will need to perform the following additional steps on the 7.x Web Server:

1. Open the Internet Information Services(IIS) Manager snap-in.
2. Create a new virtual directory under the Default Web Site.  
Set the alias to **cgi-bin**.  
Set the path to the C:\Program Files\Cisco Systems\MPWeb\Scripts directory.  
Allow the **Read** and **Run Scripts** Permissions.

## Testing the Outlook Migration

### Procedure

1. On your Microsoft Outlook calendar, find a future meeting that was scheduled from the Release 6.0 system.
2. Open the appointment.
3. Go to the MeetingPlace tab.
4. If prompted, log in to the Cisco Unified MeetingPlace Release 7.0 system.  
**Note:** If this is the first time that you are logging in to the Cisco Unified MeetingPlace Release 7.0 system, the system opens a new appointment. If this happens, close the new appointment and reopen the appointment that you opened in [Step 2](#).
5. Verify that the meeting details are the same as they were on the Cisco Unified MeetingPlace Release 6.0 system.