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**Note:** The information on this page applies to Release 7.0.1 only. The Microsoft Outlook integration for Release 7.0.2 and later are installed as part of the Cisco Unified MeetingPlace Application Server installation.

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## Reviewing System Requirements

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

Before installing Cisco Unified MeetingPlace for Microsoft Outlook, read the [System Requirements](#) for the following information:

- Supported versions of Microsoft Exchange Server
- Supported versions of Microsoft Outlook Client and CDO
- Information about the Windows user account and the associated Microsoft Exchange mailbox
- Information about the hardware requirements, such as the types of Cisco MCS that are supported
- All software requirements, including the operating systems that are supported
- Networking requirements between the servers
- End user requirements

## About Installing Cisco Unified MeetingPlace

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

Install Cisco Unified MeetingPlace on the Application Server and the Web Server. See [Installation](#) for complete information.

To increase scalability, we recommend that you install Cisco Unified MeetingPlace onto an additional Web Server so that you can install the Cisco Unified MeetingPlace for Microsoft Outlook integration on a dedicated Web Server. When you install Cisco Unified MeetingPlace web conferencing on the dedicated server, choose the **Internal (Full Access)** option and the **Local Server** database option.

## About Configuring a Microsoft Exchange Mailbox

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

Configure a Microsoft Exchange mailbox to be used to send e-mail notifications from Cisco Unified MeetingPlace for Microsoft Outlook. Refer to the Microsoft documentation for instructions on configuring a Microsoft Exchange mailbox.

When finished, send a test e-mail to ensure that the mailbox works properly.

## Cisco MCS Operating System

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

If you are installing the Cisco Unified MeetingPlace backend integration for Microsoft Outlook onto a Cisco MCS, in the Services control panel, set the Task Scheduler startup type to **Automatic**.

## Microsoft Outlook Installation on the Internal Web Server

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

You must install a supported version of Microsoft Outlook on the internal Web Server before installing Cisco Unified MeetingPlace for Microsoft Outlook.

For supported versions of Microsoft Outlook, see [System Requirements](#). Refer to the Microsoft documentation for instructions on installing Microsoft Outlook.

After you install Microsoft Outlook, the application prompts you to create a profile. Use the wizard to create a profile. For help on using the wizard, see the Microsoft Outlook documentation.

## Collaboration Data Objects (CDO) on the Internal Web Server

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

You must install Collaboration Data Objects (CDO) on the Web Server. Note the following considerations for installing CDO:

- For Microsoft Outlook 2007, CDO is not part of the Microsoft Outlook installer; you must install a supported version of CDO separately.
- For Microsoft Outlook 2003 or Microsoft Outlook 2000, select CDO as an option during setup; it is not loaded by default.

For supported versions, see [System Requirements](#). Refer to the Microsoft documentation for instructions on installing CDO.

### Related Topics

- [Enabling Collaboration Data Objects \(CDO\) on the Web Server](#)

## Enabling Collaboration Data Objects (CDO) on the Web Server

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

After you install CDO, you must enable it on the Web Server.

### Procedure

1. On your server, go to **Start > Settings > Control Panel**.
2. Double-click **Add or Remove Programs**.
3. Scroll down to Microsoft Office.
4. Highlight Microsoft Office.
5. Click **Change**.
6. Select **Add or Remove Features**.
7. Click **Next**.
8. Check **Outlook** and **Choose advanced customizations of applications**.
9. Click **Next**.
10. Double-click Microsoft Outlook in the list of applications to expand it.
11. Highlight Collaboration Data Object.
12. Click the down arrow.
13. Select **Run all from my computer**.
14. Click **Update**.

## Uninstalling Other Cisco Unified MeetingPlace Notification Gateways

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

Cisco Unified MeetingPlace Notification Services can support only one notification gateway at a time on any particular server. If you have another Cisco Unified MeetingPlace notification gateway, such as IBM Lotus Notes, installed on this server, uninstall that integration before installing Cisco Unified MeetingPlace for Microsoft Outlook.

**Caution!** Uninstalling Cisco Unified MeetingPlace for Microsoft Outlook from a server running an additional Cisco Unified MeetingPlace gateway may cause the additional gateway to stop functioning. Contact your Cisco technical support representative for instructions on how to safely remove the other integration.

### Procedure

1. Stop all Cisco Unified MeetingPlace Services. Stopping these services frees up system resources and speeds the setup program. See the *Configuration Guide for Cisco Unified MeetingPlace Release 7.0* or the online help in the administrator interface for more information.
2. Choose **Start > Settings > Control Panel > Add/Remove Programs**.
3. Click the Cisco Unified MeetingPlace gateway that you want to remove, for example IBM Lotus Notes.
4. Click **Remove**.
5. Restart your computer.
6. Check the list of programs in Add/Remove Programs to verify that the Cisco Unified MeetingPlace notification gateway was successfully uninstalled.

## Disabling Microsoft Outlook Client Reminders

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

To prevent multiple reminder windows from appearing after you install Cisco Unified MeetingPlace for Microsoft Outlook, disable Microsoft Outlook reminders.

### Procedure

1. In Microsoft Outlook, choose **Tools > Options**.
2. Click the **Other** tab.
3. Click **Advanced Options**.

4. Click **Reminder Options**.
5. Uncheck the **Display the Reminder** and **Play Reminder Sound** boxes.
6. Click **OK**.

## Gathering Installation Values

**Note:** This information applies to Cisco Unified MeetingPlace for Microsoft Outlook Release 7.0.1.

Gather and record the information in the following table to prepare for your installation of Cisco Unified MeetingPlace for Microsoft Outlook.

Parameter	Description	Your Value
Microsoft Exchange Server	Name of the Microsoft Exchange Server	
User Name	Name of the Microsoft Exchange mailbox set up for you by your administrator. This is usually your user name.  This account must have local administrator privileges.  <b>Note:</b> This name needs to be unique and cannot be a subset of the e-mail address for any other user in the system. The system must be able to resolve the name cleanly.	
Microsoft Exchange Mailbox Password	Password for the Microsoft Exchange mailbox	
Domain	The Windows server domain that matches the Cisco Unified MeetingPlace for Microsoft Outlook mailbox name and password.  <b>Note:</b> This must belong to the same domain as the Cisco Unified MeetingPlace Web Server.	
Hostname	The primary hostname or IP address of the Web Server on which you will be installing Cisco Unified MeetingPlace for Microsoft Outlook.	
Internal Cisco Unified MeetingPlace web conferencing server	URL for the <i>internal</i> Cisco Unified MeetingPlace Web Server, if installed. This is used for the click-to-attend links.  <b>Note:</b> If you are installing Cisco Unified MeetingPlace for Microsoft Outlook on the same Web Server as the Cisco Unified MeetingPlace Web Server, the Web Server needs to be part of the same Windows domain as the Cisco Unified MeetingPlace mailbox account.	
External Cisco Unified MeetingPlace web conferencing server	URL for the <i>external</i> Cisco Unified MeetingPlace Web Server, if installed. This is used for the click-to-attend links.  If you do not have an external Cisco Unified MeetingPlace Web Server	

	or if you are installing Cisco Unified MeetingPlace for Microsoft Outlook on a dedicated server, enter the URL for the internal Web Server.
Cisco Unified MeetingPlace WebPublisher option key	Web Publisher license key.  This is required even if you do not want to install Cisco Unified MeetingPlace web conferencing functionality.
Cisco Unified MeetingPlace Application Server hostname or IP address	Hostname or IP address of the Cisco Unified MeetingPlace Application Server.