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**Note:** The following quick start guide is for advanced users who are installing Release 7.0.1 only. We recommend that you read this entire integration guide before you install Microsoft Outlook with Cisco Unified MeetingPlace.

#### **Procedure**

1. Read [System Requirements](#) so that you know which versions of the software and hardware are supported.
2. Install Cisco Unified MeetingPlace. See [Installation](#).
3. Install Microsoft Outlook on the internal Web Server.
4. Install and enable Collaboration Data Objects (CDO) on the internal Web Server.
5. Create and configure a Microsoft Exchange mailbox.
6. Install Microsoft Outlook with Cisco Unified MeetingPlace on the internal Web Server.
7. Use the Cisco Unified MeetingPlace Gateway Configuration tool (orange door icon in the system tray) to configure any values that were not set during the initial installation.
8. Set up Microsoft Outlook with Cisco Unified MeetingPlace for end users.
9. Customize the Microsoft Outlook with Cisco Unified MeetingPlace forms and templates.