Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Integrating with Microsoft Outlook

Note: The information on this page applies to Release 7.0.1 only.

Before You Begin

- Log in to the Cisco Unified MeetingPlace Web Server as an administrator.
- Note that most configuration settings are automatically populated with the values that you entered when you installed Cisco Unified MeetingPlace for Microsoft Outlook.

Procedure

1. Right-click the orange door icon in the system tray.
2. Click **Properties**.
3. Click the **Notification** tab.
4. (Optional; not needed for initial configuration) If the Cisco Unified MeetingPlace hostname changes, update these values. For the hostname of the Cisco Unified MeetingPlace Web Server used for internal meetings, enter the updated value in the Web Hostname field. For the hostname of the Cisco Unified MeetingPlace Web Server used for external meetings, enter the updated value in the External Web Hostname field.

   For the External Web Hostname field, note the following:
   - ♦ If you have installed Cisco Unified MeetingPlace for Microsoft Outlook on a dedicated server, enter the hostname of your internal Cisco Unified MeetingPlace Web Server.
   - ♦ If you have a DMZ configuration of Cisco Unified MeetingPlace (to allow you to securely host meetings that include participants who are outside your firewall), enter the hostname of your external Cisco Unified MeetingPlace Web Server.
   - ♦ If you do not have a DMZ configuration, enter the same hostname you entered in the Web Hostname field.
5. Check the SSL boxes next to the Web Hostname and External Web Hostname fields if your Cisco Unified MeetingPlace Web Server has SSL enabled.
6. Ensure that the **Attach Links as URL** box is checked to include click-to-attend links in the notifications. (If you have an SMA configuration, users outside your firewall will receive a separate click-to-attend link directing them to the external Web Server.)
7. Click the **Outlook Gateway** tab.
8. (Optional; not needed for initial configuration) Enter the user ID, password, and domain for the Cisco Unified MeetingPlace for Microsoft Outlook account on the Windows server.
9. (Optional; not needed for initial configuration) Select the Microsoft Outlook profile used to log in to the Microsoft Exchange mailbox. Each Microsoft Outlook profile is preconfigured to connect with a specific Microsoft Exchange Server and mailbox.
10. Click **Refresh** to update the list of available profiles.
11. Restart the Microsoft Outlook service to implement any changes to the Outlook Gateway tab.