Users can schedule meetings either from Microsoft Outlook (a front-end integration), or from Cisco Unified MeetingPlace (a back-end integration, through the Cisco Unified MeetingPlace web user portal or Conference Manager).

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Upgrading Microsoft Outlook From Cisco Unified MeetingPlace Release 7.0.1 to Release 7.0.2

Note: Cisco Unified MeetingPlace Release 7.0.2 contains significant changes to the structure of the Microsoft Outlook integration from earlier releases. See the *Release Notes for Cisco Unified MeetingPlace Release 7.0* for complete information about these changes: http://www.cisco.com/en/US/docs/voice_ip_comm/meetingplace/7x/english/ReleaseNotes/mp70rn.html

Select the appropriate upgrade procedure for your deployment:

- Upgrading the Microsoft Outlook Users Who Schedule Meetings From Outlook
- Upgrading the Microsoft Outlook Users Who Schedule Meetings From Cisco Unified MeetingPlace

Upgrading the Microsoft Outlook Users Who Schedule Meetings From Outlook

Before You Begin

This procedure assumes the following:

- You are upgrading from Cisco Unified MeetingPlace Release 7.0.1 to Release 7.0.2.
- You are using the front-end integration.
- You have already upgraded your Cisco Unified MeetingPlace Application Server and Web

Conferencing Server to Release 7.0.

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:
   - **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 7.0 Web Conferencing 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 on the Cisco Unified MeetingPlace 7.0 Web Conferencing Server.
   Note: This must replace the previous file with the same name.
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 fully qualified domain name (FQDN) hostname of the Cisco Unified MeetingPlace Release 7.0.2 Application Server.
7. Uncomment the line.
8. Save and close the file.

What to Do Next

Complete one of the following:

- Inform your users to upgrade their Microsoft Outlook plug-ins to the latest version.
  After starting Microsoft Outlook, users can open the Calendar view, select the Cisco Unified MeetingPlace tab, and sign in. Then, click the link to upgrade to the latest version of the Outlook plug-in.
- Have your IT department use an automated distribution tool to push out the installation of the new Outlook plug-in.

Upgrading the Microsoft Outlook Users Who Schedule Meetings From Cisco Unified MeetingPlace

This procedure is for the back-end integration, for users who schedule meetings through the Cisco Unified MeetingPlace web user portal, or Conference Manager. Follow these steps to upgrade Microsoft Outlook from Cisco Unified MeetingPlace Release 7.0.1 to Release 7.0.2:

Task	

	Description and Related Topics
1. Upgrade your Cisco Unified MeetingPlace system from Release 7.0.1 to Release 7.0.2.	• How to Upgrade the Application Server • How to Upgrade the Web Server • Upgrading the Cisco Unified MeetingPlace 3500 Series Media Server Software
2. Uninstall the Microsoft Outlook integration for Cisco Unified MeetingPlace Release 7.0.1 from the Web Server.	• Uninstalling Cisco Unified MeetingPlace for Microsoft Outlook Gateway From the Web Server
3. Configure the Microsoft Exchange Server.	• Creating a Cisco Unified MeetingPlace-Dedicated E-Mail Account and Mailbox on the Microsoft Exchange

	Server • Configuring Cisco Unified MeetingPlace to Support TLS Encryption • Configuring the Cisco Unified MeetingPlace Connection to the Microsoft Exchange Server
4. From the Application Server, run the following Cisco Unified MeetingPlace-Microsoft Exchange upgrade script: /opt/cisco/meetingplace/migrationtools/current/notifications/migrateExchangeForICAL.sh.	--

Note: The upgrade process may take a long time if many meetings need to be migrated. To speed up the upgrade, purge old meetings from the Cisco Unified MeetingPlace-dedicated mailbox and empty the Deleted Items folder. We recommend that the mailbox have fewer than 1360 appointment items or 32 KB of appointment data before you run the upgrade script.

Upgrading Microsoft Outlook From Cisco Unified MeetingPlace Release 7.0.2 to Release 7.0.3

Procedure

Task	Description and Related Topics
1. Upgrade your Cisco Unified MeetingPlace system from Release 7.0.2 to Release 7.0.3.	• How to Upgrade the Application Server • How to Upgrade the Web Server • Upgrading the Cisco Unified MeetingPlace 3500 Series Media Server Software
2. Make sure that your users upgrade their Cisco Unified MeetingPlace for Microsoft Outlook plug-ins to the latest version.	There are two options for upgrading the plug-in: • After upgrading the system, the **Upgrade** link is available to users when they open the MeetingPlace tab in their Microsoft Outlook calendars and log in. Inform your users

	of this option so that they can upgrade when it is most convenient. • If your IT department uses an automated distribution tool to deploy other software updates and patches, push the installation of a new plug-in to your users by using the same distribution tool.