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You add Cisco Unified MeetingPlace features to the IBM Lotus Notes interface by modifying the default IBM Lotus Notes mail template (for example, mail7.ntf).

After installation, you have two options to integrate the two template files:

- Copy the mailxx_xMP.ntf template file to the data directory on your Lotus Domino Server.

After copying the template file, deploy the template to your IBM Lotus Notes clients to make the Cisco Unified MeetingPlace interface available to your users.

- Use the mailxx_xMP.ntf template file to manually modify the mail7.ntf file.

The mailxx_xMP.ntf file contains the extra LotusScript code needed to add to the base mail template. After modifying your mail template with the new code, copy it to your Lotus Domino Server and roll out the template to your users.

If you decide to modify the IBM Lotus Notes mail template yourself, follow these guidelines:

- To reduce the risk of typographic errors, copy and paste the required LotusScript code sections from mail7x_xxMP.ntf directly into your mail template.
- Do not modify existing LotusScript code. Add the Cisco Unified MeetingPlace code sections only to existing code in the template.

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Modifying the wPreferences Form

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf template.
2. Choose the **wPreferences** form.
3. Locate the Calendar section.
It contains three hotspots: FreeTime, Entries, and AutoProcess. Hotspots are URLs that can be programmed.
4. Move the cursor to the end of the hotspot list.
5. Enter **MeetingPlace** as a new hotspot.
6. Double-click the new MeetingPlace hotspot.
7. Choose **Create > HotSpot > Action Hotspot**.
8. Click the lower-right pane.
9. Enter the following formula to program the hotspot:

```
REM "DNT";  
@If($PreferencesPage = "MeetingPlace"; @Return(""); "");  
FIELD $PreferencesPage := "MeetingPlace";  
@Command([RefreshHideFormulas])
```
10. Save the mailx.ntf template.

Adding the MPNewPassword Subform

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Choose **Shared Code > SubForms** in the mailxx_xMP.ntf template to display the subforms.
3. Click **Edit > Copy**.
4. Highlight the MPNewPassword subform.
5. Switch to mailx.ntf.
6. Click **Edit > Paste** to add the subform in to the corresponding subform list for mailx.ntf.
7. Save the mailx.ntf template.

Adding the MPCalendarEntry and MPNotice Subforms

Before You Begin

Log in to the Lotus Domino Server as an administrator.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Choose **Shared Code > SubForms** in the mailxx_xMP.ntf template to display the subforms.
3. Choose **Edit > Copy**.
4. Select and copy the **MPCalendarEntry** and **MPNotice** subforms.
5. Switch to mailx.ntf.
6. Choose **Edit > Paste**.
7. Paste the subform into the corresponding subform list for mailx.ntf.
Tip: Press the Ctrl key to select multiple subforms simultaneously.
8. Save the mailx.ntf template.

Adding the Cisco Unified MeetingPlace Section to the Calendar Entry Form

You must modify the calendar entry form so that users who are scheduling meetings can see the Cisco Unified MeetingPlace fields.

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Choose the Calendar Entry form in the mailx.ntf template.
3. Scroll to the Scheduler area of the Calendar Entry form.
4. Click in the space above the Scheduler area to create an insertion point.
5. Choose **Create > Resources > Insert Subform**.
6. Choose **MPCalendarEntry**.
7. Click **OK**.
8. Save the mailx.ntf template.

Modifying the Calendar Profile Form

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mail>xx_xMP.ntf templates.
2. Choose the Calendar Profile form in the mailxx_xMP.ntf template.
3. Select **MP_ServerNames** and **MP_ServerAddress**. The fields are in the last row of fields at the top of the mailxx_xMP.ntf template.
4. Choose **Edit > Copy**.
5. Switch to the mailx.ntf template.
6. Add a line after the last row of fields at the top of the Calendar Profile form.
7. Choose **Edit > Paste**.
8. Paste the two Cisco Unified MeetingPlace fields in the Calendar Profile form.
9. Click **Calendar & To Do**.
10. Click **MeetingPlace**.
11. Select all text and fields on this tab.
12. Choose **Edit > Copy**.
13. Switch to the mailx.ntf template.
14. Insert a row:
 1. Click **Calendar & To Do**.
 2. Click **To Do**.
 3. Click inside the tab.
 4. Choose **Table > Insert Row**.
15. Create a tab:
 1. Click inside the new row.
 2. Right-click and choose **Table Properties**.
 3. Click **Table Rows**.
 4. Enter **MeetingPlace** in **Tab Label and Caption**.
 5. Close **Properties**.
16. Configure the MeetingPlace tab properties.
 1. Click inside the **MeetingPlace** tab.
 2. Choose **Edit > Paste**.
 3. Click **Yes**.
17. Save the mailx.ntf template.

Adding New MeetingPlace Script Libraries

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Click **Script Libraries** in the Shared Code folder of the mailxx_xMP.ntf template to display the list of Script Libraries in the right pane.
3. Locate the following Cisco Unified MeetingPlace script libraries:
 - ◆ MeetingPlace
 - ◆ MeetingPlaceBackGround
 - ◆ MeetingPlaceBackGroundWeb
 - ◆ MeetingPlaceGlobal
 - ◆ MeetingPlaceWeb
4. Press **Shift+Click** to select all the libraries.
5. Right-click the selection.
6. Choose **Copy**.
7. Switch to the mailx.ntf template.
8. Open the Script Libraries list.
9. Right-click in the library list.
10. Choose **Paste**.
11. Save the mailx.ntf template.

Modifying the Notice Form

Add the MeetingPlace section to the Notice form if you want invitations to display Cisco Unified MeetingPlace information.

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Copy the MeetingPlace section from the mailxx_xMP.ntf template.
3. Paste the MeetingPlace section in the mailx.ntf template:
 1. Choose the **Notice** form.
 2. Scroll down to the Description section of the form.
 3. Click in the area above the Description line.
 4. Choose **Create > Resources > Insert Subform**.
 5. Choose **MPNotice**.
 6. Click **OK**.

4. Choose **Respond > Delegate** in the Action Pane.
5. (Optional) Choose **View > Action Pane** if the Action Pane is not visible to the right of the form.
6. Right-click the menu choice.
7. Choose **Action Properties**.
8. Click **Action When Hide**.
9. Click **Formula Window**.
10. Scroll to the end of the current formula text in the Edit Formula window.
11. Add a space.
12. Add the following code to the script:
`|MP_Include="1"`
13. Modify the formulas for the following actions in the same way, adding the same script as in [Step 9](#):
 - ◆ **Respond > Propose New Time**
 - ◆ **Respond with Comments > Delegate**
14. Save the mailx.ntf template.

Modifying Existing Script Libraries

You must add Cisco Unified MeetingPlace-specific code to the following functions in the following IBM Lotus Notes mail template script libraries.

Script Library	Functions That Need to be Added to Cisco Unified MeetingPlace Code
Common	Options, CSDocSave, CopyProfileValues, CSDocScanForUpdates
CSCalendarEntry	Options, Declaration
CSEventClass	Declarations, Options, RemoveFromMiniView
CSEventNotes	Options, Declarations
CSEventWeb	Options, Declarations
CSUIViewClass	Options, ProcessViewCommand, ViewDragPasteHandler

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Choose **Shared Code > Script Libraries** in the mailxx_xMP.ntf template.
3. Locate the Cisco Unified MeetingPlace-specific code for each library and function listed in the previous table between the "MeetingPlace Begin" and "MeetingPlace End" comment lines.
4. Choose **Edit > Copy**.
5. Select and copy the code (including comment lines, for later identification).
6. Switch to mailx.ntf.

7. Choose **Edit > Paste**.
8. Paste the code in the corresponding script library functions in mailx.ntf.
9. Choose **Other > Database Resources** in the mailxx_xMP.ntf template.
10. Double-click the **Database Script Library**.
11. Choose the **Querydocumentdelete** subquery.
12. Locate the code between the "MeetingPlace Begin" and "MeetingPlace End" comment lines.
13. Choose **Edit > Copy**.
14. Select the code (including comment lines, for later identification).
15. Switch to mailx.ntf.
16. Choose **Edit > Paste**.
17. Paste the code in the corresponding subquery in the Database Script library in mailx.ntf.
18. Save the mailx.ntf template.

Adding the MeetingPlace Agent to the Mail Template

Before You Begin

- Log in to the Lotus Domino Server as an administrator.
- Open Domino Designer.

Procedure

1. Open the mailx.ntf and mailxx_xMP.ntf templates.
2. Choose **Form > Shared Code > Agents** in the mailxx_xMP.ntf template.
3. Choose **Edit > Copy**.
4. Select **MPSendInvitations**.
5. Switch to mailx.ntf.
6. Choose **Edit > Paste** to add the agent to the Forms > Shared Code > Agents section of the mailx.ntf template.
7. Save the mailx.ntf template.