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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).

## Upgrading Microsoft Outlook To Cisco Unified MeetingPlace Release 7.1

Follow this procedure to upgrade your Microsoft Outlook plug-in from Cisco Unified MeetingPlace Release 7.0.2 or 7.0.3 to Release 7.1. If you are at Release 7.0.1, then you must first upgrade to Release 7.0.2. See [Upgrading Microsoft Outlook for Cisco Unified MeetingPlace](#) for Release 7.0.

**Note:** Cisco Unified MeetingPlace for Microsoft Outlook does not support multiple versions of the Cisco Unified MeetingPlace plug-in on the same system.

For more information on the Microsoft Outlook plug-in, see the "Integrating with Microsoft Outlook" module in the *Configuration Guide for Cisco Unified MeetingPlace Release 7.1* at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_installation\\_and\\_configuration\\_guides\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_installation_and_configuration_guides_list.html).

### Procedure

Task	Description and Related Topics
1. Upgrade your Cisco Unified MeetingPlace system from Release 7.0 to Release 7.1.	<ul style="list-style-type: none"> <li>• <a href="#">How to Upgrade the Application Server</a></li> <li>• <a href="#">How to Upgrade the Web Server</a></li> <li>• <a href="#">Upgrading the Cisco Unified MeetingPlace 3500 Series Media Server Software</a></li> </ul>
2. Make sure that your users upgrade their Cisco Unified MeetingPlace for Microsoft Outlook plug-ins to the	<p>You can either have your users install the Microsoft Outlook plug-in, or if your IT department uses an automated distribution tool to deploy other software updates and patches, then push the installation of the new plug-in to your users by using the same distribution tool.</p> <p><b>Note:</b> Both setup.exe and MSI detects the Microsoft Outlook version installed on your computer and installs the appropriate plug-in.</p> <p><b>Note:</b> You must first uninstall the legacy Outlook plug-in, before installing the new plug-in. Both Windows Installer (MSI) and setup.exe will first uninstall the old plug-in, then install</p>

latest version.	<p>the new plug-in.</p> <p><b>Note:</b> Choose only one deployment method (either MSI or setup.exe) to upgrade the Outlook plug-in.</p> <p><b>Using Windows Installer (MSI):</b> Obtain the plug-in at <b><a href="http://application-server/outlook/public/setup.msi">http://application-server/outlook/public/setup.msi</a></b>. By default, MSI installs the plug-in at \$ProgramFiles\Cisco \MeetingPlace\MPOIMP4OL.dll or MP4OL64.dll.</p> <p>These are the MSI commands:</p> <ul style="list-style-type: none"> <li>• <b>SERVERURL:</b> Cisco Unified MeetingPlace server URL</li> <li>• <b>ADMIN:</b> Value of <b>1</b>, when the plug-in is installed for all users. Value of <b>2</b>, when the plug-in is installed for the current user. The default value is 1; to install the plug-in for all users.</li> <li>• <b>LOADHIDDENIEWIN:</b> Pass <b>1</b> to make MPOI load a hidden Internet Explorer window after Microsoft Outlook starts up. By default, Internet Explorer is not loaded after Microsoft Outlook starts up.</li> </ul> <p><b>Note:</b> When using the Windows Installer (MSI) be sure to push out the new Outlook plug-in after you upgrade each Application Server.</p> <p><b>Using setup.exe:</b> Complete the following procedure.</p> <ol style="list-style-type: none"> <li>1. Obtain the executable file for the Microsoft Outlook plug-in. Specifying the hostname (FQDN) or IP address of the Application Server, go to <ul style="list-style-type: none"> <li>◆ <b><a href="http://application-server/outlook/public/setup.exe">http://application-server/outlook/public/setup.exe</a></b></li> </ul> </li> <li>2. After the setup.exe file is downloaded, complete these steps on the client PC: <ol style="list-style-type: none"> <li>1. Exit the Microsoft Outlook client software.</li> <li>2. Uninstall the legacy plug-in. After uninstalling the legacy plug-in, make sure the calendar form changes back to IPM.Appointment. <ul style="list-style-type: none"> <li>◇ If you prefer to uninstall the legacy plug-in automatically, then skip to Step 3 and run <b>setup.exe</b>. Running this command uninstalls the legacy plug-in and then installs the new plugin.</li> <li>◇ If you prefer to uninstall the legacy plug-in interactively through the CLI, then enter <b>%windir%\system32\rundll32.exe advpack.dll,LaunchINFSection %windir%\INF\MPOUTL.INF,DefaultUninstall</b></li> <li>◇ If you prefer to uninstall the legacy plug-in silently through the CLI, then enter <b>%windir%\system32\rundll32.exe advpack.dll,LaunchINFSection %windir%\INF\MPOUTL.INF,SilentUninstall</b></li> </ul> </li> <li>3. Install the new Microsoft Outlook 2010 plug-in. Run the setup.exe file. Use the <b>-admin</b> switch to install the client software and make the Cisco Unified MeetingPlace scheduling form available to any user who signs in to the specific computer. Specifically, select <b>Start &gt; Run</b>, enter <b>&lt;pathname&gt; setup.exe -admin</b>. <ul style="list-style-type: none"> <li>By default, setup.exe installs the plug-in at \$Program Files\Microsoft Office\Office12\ADDINS.</li> </ul> </li> <li>4. Select <b>OK</b> to install.</li> </ol> </li> <li>3. After installation is complete, launch Microsoft Outlook.</li> <li>4. Verify that you can schedule meetings by selecting the MeetingPlace tab and filling out the scheduling form. <ul style="list-style-type: none"> <li>For details, select <b>Help</b> in the scheduling form.</li> </ul> </li> </ol>
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**Related Topics**

- Integrating with **Microsoft Outlook:**

See the *Configuration Guide for Cisco Unified MeetingPlace Release 7.1* at

[http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_installation\\_and\\_configuration\\_guides](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_installation_and_configuration_guides)