

## Contents

- [1 Installation Options](#)
  - ◆ [1.1 Proxy Installations](#)
- [2 Supported Configurations](#)
  - ◆ [2.1 For Full Functionality or to Enable Scheduling Only](#)
    - ◇ [2.1.1 Table: Supported Configurations](#)
  - ◆ [2.2 To Enable Users to Receive Notifications for Meetings Scheduled in Other Clients](#)
- [3 Preparing to Install](#)
  - ◆ [3.1 Configuring the MCS Server Operating System](#)
  - ◆ [3.2 Gathering Cisco Unified MeetingPlace for Outlook Installation Values](#)
    - ◇ [3.2.1 Table: Cisco Unified MeetingPlace for Outlook Installation Values](#)
  - ◆ [3.3 Joining the Server to a Domain](#)
  - ◆ [3.4 Uninstalling Other Cisco Unified MeetingPlace Notification Gateways](#)
    - ◇ [3.4.1 To Uninstall a Cisco Unified MeetingPlace Notification Gateway](#)
  - ◆ [3.5 Enabling Option Keys](#)
    - ◇ [3.5.1 To Enable the Calendar and Notification Option Keys](#)
  - ◆ [3.6 Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook](#)
    - ◇ [3.6.1 To Prepare a Dedicated Server for Cisco Unified MeetingPlace for Outlook](#)
    - ◇ [3.6.2 To Configure a Dedicated Server in an SMA-2S DMZ Configuration](#)
- [4 Installing Cisco Unified MeetingPlace Outlook](#)
  - ◆ [4.1 To Install Cisco Unified MeetingPlace for Outlook](#)
- [5 Distributing and Installing the Cisco Unified MeetingPlace for Outlook Client](#)
  - ◆ [5.1 Using Automated Distribution Tools to Distribute the Cisco Unified MeetingPlace for Outlook](#)
    - ◇ [5.1.1 Using the Windows Installer \(MSI\)](#)
    - ◇ [5.1.2 Using the setup.exe](#)
    - ◇ [5.1.3 Uninstalling Cisco Unified MeetingPlace for Outlook](#)
      - [5.1.3.1 32-bit Silent Uninstall](#)
      - [5.1.3.2 64-bit Silent Uninstall](#)
      - [5.1.3.3 To Make the Cisco Unified MeetingPlace Scheduling Form the Default](#)

## Installation Options

Cisco Unified MeetingPlace for Outlook can be installed in three ways:

This Installation Option	Allows Users To
Full integration with the Microsoft Outlook application	Schedule Cisco Unified MeetingPlace meetings by using Outlook, and receive meeting notifications in Outlook.

MeetingPlace for Outlook Client Services only	Schedule Cisco Unified MeetingPlace meetings from Outlook.
MeetingPlace for Outlook Notification Services only	Receive invitations to Cisco Unified MeetingPlace meetings that are scheduled through Cisco Unified MeetingPlace Web Conferencing and MeetingTime

## Proxy Installations

Cisco Unified MeetingPlace for Outlook supports proxy installations. Proxy configurations must not block access from the gateway machine to either the Exchange Server or the Cisco Unified MeetingPlace Audio Server. Valid IP connections are necessary for all actions to or from Cisco Unified MeetingPlace for Outlook and Outlook clients.

## Supported Configurations

### For Full Functionality or to Enable Scheduling Only

For full functionality or to enable scheduling only, install as shown in [Table: Supported Configurations](#), depending on your configuration.

**Table: Supported Configurations**

If Your Configuration Is This	Do This
You have only one Cisco Unified MeetingPlace Web Conferencing server and it is behind the firewall.	Install Cisco Unified MeetingPlace for Outlook on the same computer as Cisco Unified MeetingPlace Web Conferencing.
You are installing Cisco Unified MeetingPlace for Outlook on a dedicated server that is separate from your existing Cisco Unified MeetingPlace Web Conferencing server or servers.  These instructions apply to both DMZ and non-DMZ configurations.  This configuration is useful for increased scalability.	On the server onto which you will install Cisco Unified MeetingPlace for Outlook, first install and configure Cisco Unified MeetingPlace Web Conferencing according to the instructions in the <a href="#">Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook</a> .  Then, install Cisco Unified MeetingPlace for Outlook.
You have a segmented meeting access (DMZ) configuration with a full-functionality Cisco Unified MeetingPlace Web Conferencing server inside your firewall, and an attend-only Web Conferencing installation on a separate server in the DMZ. This configuration is referred to as SMA-2S.	Install Cisco Unified MeetingPlace for Outlook on your internal Cisco Unified MeetingPlace Web Conferencing server.

Note that the SMA-1S (single server) configuration is no longer supported in this release. For more information about segmented meeting access configurations, see the documentation for Cisco Unified MeetingPlace Web Conferencing.	
You have any other configuration.	Contact your Cisco technical support representative before installing Cisco Unified MeetingPlace for Outlook.

## To Enable Users to Receive Notifications for Meetings Scheduled in Other Clients

To enable users to receive notifications in Outlook for meetings scheduled from other Cisco Unified MeetingPlace interfaces, install Cisco Unified MeetingPlace for Outlook on the server. Cisco Unified MeetingPlace Web Conferencing is not required on this machine.

## Preparing to Install

To prepare for the Cisco Unified MeetingPlace for Outlook installation, complete the following tasks:

	Action	Do This
1.	Verify system requirements.	See the <a href="#">System Requirements</a>
2.	Verify that your Cisco Unified MeetingPlace system configuration is supported by this software release.	See the <a href="#">Supported Configurations</a> .
3.	If you are installing on a Cisco MCS, configure the operating system on the server.	See the <a href="#">Configuring the MCS Server Operating System</a> .
4.	Complete the preparation worksheet.	Fill in the <a href="#">Gathering Cisco Unified MeetingPlace for Outlook Installation Values</a> .
4a.	If the server is not already a member of the domain that you noted in the preparation worksheet, join it to the domain.	See <a href="#">Joining the Server to a Domain</a>
5.	Uninstall other notification gateways, such as Cisco Unified MeetingPlace for Lotus Notes or Cisco Unified MeetingPlace SMTP E-Mail Gateway, if installed.	See the <a href="#">Uninstalling Other Cisco Unified MeetingPlace Notification Gateways</a> .
6.	Enable the Calendar and Notification option keys on the Cisco Unified MeetingPlace Audio Server.	See the <a href="#">Enabling Option Keys</a> .
7.	If you are installing Cisco Unified MeetingPlace for Outlook on a dedicated server, install and configure Cisco Unified MeetingPlace Web Conferencing on that server.	See the <a href="#">Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook</a> . See the <a href="#">Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook</a> .

## Configuring the MCS Server Operating System

Before you install Cisco Unified MeetingPlace for Outlook, in the Services control panel, set the startup type of the Task Scheduler to **Automatic**.

### Gathering Cisco Unified MeetingPlace for Outlook Installation Values

To prepare to install Cisco Unified MeetingPlace for Outlook, gather and record the information in [Table: Cisco Unified MeetingPlace for Outlook Installation Values](#).

**Table: Cisco Unified MeetingPlace for Outlook Installation Values**

Description	Values
The names of the Exchange Server and Cisco Unified MeetingPlace for Outlook mailbox.	Exchange Server name:
The Windows server username, domain, and password that match the Cisco Unified MeetingPlace for Outlook mailbox name and password. The Windows password cannot contain the characters < or >. This account must have Administrator privileges.	Username:  Domain:  Password:
The primary hostname or IP address of the machine on which you will be installing Cisco Unified MeetingPlace for Outlook.	Hostname:
URLs for Cisco Unified MeetingPlace Web Conferencing servers, if installed. These are required for the click-to-attend links. If you do not have an external Cisco Unified MeetingPlace Web Conferencing server, repeat the internal Web Conferencing URL in the space assigned for your external Web Conferencing server. If you are installing Cisco Unified MeetingPlace for Outlook on a dedicated server, repeat the internal Web Conferencing URL in the space assigned for your external Web Conferencing server.	Internal Cisco Unified MeetingPlace Web Conferencing server:  External Cisco Unified MeetingPlace Web Conferencing server:
Cisco Unified MeetingPlace WebPublisher license key. This is required even if you do not want to install Cisco Unified MeetingPlace Web Conferencing functionality.	Cisco Unified MeetingPlace WebPublisher option key:
Cisco Unified MeetingPlace Audio Server hostname or IP address.	Cisco Unified MeetingPlace Audio Server hostname or IP address:

## Joining the Server to a Domain

The server must be joined to the Windows domain on which you will create the Cisco Unified MeetingPlace for Outlook user prior to installing Cisco Unified MeetingPlace for Outlook. Do the following procedure to join the server to the domain.

1. Log on to the server as an Administrator.
2. On the desktop, right-click **My Computer**, and click **Properties**.  
The System Properties window opens.
3. Click the **Network Identification** tab.
4. Click **Properties**.  
The Identification Changes window opens.
5. In the **Member Of** box, click **Domain** and enter the name of the domain to join.
6. Click **OK**.
7. Enter the name and password of an account with permission to join this computer to the domain, and click **OK**.
8. Follow the prompts to complete the changes and reboot the server.

## Uninstalling Other Cisco Unified MeetingPlace Notification Gateways

If you have another Cisco Unified MeetingPlace notification gateway installed, such as Cisco Unified MeetingPlace SMTP E-Mail Gateway software (MAPI or SMTP) or Cisco Unified MeetingPlace for Lotus Notes, uninstall these applications before installing Cisco Unified MeetingPlace for Outlook. Cisco Unified MeetingPlace Notification Services can support only one notification gateway at a time.

**Caution!** Uninstalling Cisco Unified MeetingPlace for Outlook from a machine running a second Cisco Unified MeetingPlace gateway may cause the second gateway to stop functioning. Contact your Cisco technical support representative for removal instructions.

### To Uninstall a Cisco Unified MeetingPlace Notification Gateway

1. Stop all Cisco Unified MeetingPlace Services. Stopping these services frees up system resources and speeds the Setup program.
2. Choose **Start > Settings > Control Panel > Add/Remove Programs**.
3. Click the Cisco Unified MeetingPlace gateway you want to remove, for example the Cisco Unified MeetingPlace SMTP E-Mail Gateway or Cisco Unified MeetingPlace for Lotus Notes, and click **Remove**.
4. Restart your computer.
5. To verify that the Cisco Unified MeetingPlace notification gateway was successfully uninstalled, check the list of programs in Add/Remove Programs.

## Enabling Option Keys

An option key is an alphanumeric string similar to a serial number that needs to be entered in the Cisco Unified MeetingPlace database to activate a system option. For more information, see the documentation for your Cisco Unified MeetingPlace Audio Server.

### To Enable the Calendar and Notification Option Keys

1. On your license for Cisco Unified MeetingPlace Audio Server, locate the option key.
2. Log in to the server with an Administrator password.
3. Open MeetingTime and click the **Configure** tab.
4. Click **System Options**, then click **Query**.
5. Use the right arrow button to locate the option keys that you want to allow, then enter the option key number that you made note of in [Step 1](#) in the option key parameter.
6. Click **Save Changes** and restart the Cisco Unified MeetingPlace Audio Server for the option keys to take effect.

## Preparing a Dedicated Server for Cisco Unified MeetingPlace for Outlook

You can install Cisco Unified MeetingPlace for Outlook on a dedicated server that is separate from your existing Cisco Unified MeetingPlace Web Conferencing servers, in order to increase scalability.

If you do this, you must do the following procedure before installing Cisco Unified MeetingPlace for Outlook.

### To Prepare a Dedicated Server for Cisco Unified MeetingPlace for Outlook

1. Install Cisco Unified MeetingPlace Web Conferencing on the dedicated server.  
When prompted, choose the **Internal (Full Access)** option and the **Local Server** database option.
2. Complete the installation and restart when prompted.
3. If you have a DMZ configuration with two servers (SMA-2S), continue with the following [To Configure a Dedicated Server in an SMA-2S DMZ Configuration](#) procedure.

### To Configure a Dedicated Server in an SMA-2S DMZ Configuration

If your Cisco Unified MeetingPlace Web Conferencing system is deployed in a DMZ configuration with two servers (SMA-2S), you must also do the following procedure on the dedicated Cisco Unified MeetingPlace for Outlook server.

1. Open your web browser and enter the URL of your dedicated server. The default URL structure is **http://servername**.
2. Sign in by using your System Manager-level user ID and password, then click **Sign In Now**.
3. Click the **Admin** link.
4. On the Admin page, click **Web Server**.
5. In the Web Server field, enter a server name that is not assigned to any server.
6. In the Hostname field, enter the name of this server (the server on which you will install Cisco Unified MeetingPlace for Outlook).
7. Ignore all other fields on this page.
8. Click **Submit**.
9. On the Admin page, click **Site**.
10. Click the name of your site.
11. For **DMZ Web Server**, choose the server name that you entered in [Step 5](#).
12. Ignore all other fields on this page.
13. Click **Submit**.

## Installing Cisco Unified MeetingPlace Outlook

The language of the installer and administration interface is determined by the language setting in Cisco Unified MeetingPlace Audio Server.

### To Install Cisco Unified MeetingPlace for Outlook

1. Complete the requirements in the [Preparing to Install](#).
2. Log in with the Microsoft Windows account with Administrator rights.
3. Verify that Cisco Unified MeetingPlace Web Conferencing is already installed and running on this computer.
4. Run the **setup.exe** file.
5. In the Welcome window, click **Next**.
6. In the Select Components window, check the check boxes of the components you want installed and uncheck the check boxes of the components you do not want installed. The components are explained in the following table. If you do not want to install into the default directory, click **Browse** to choose a directory to install into. To check disk space on your drive, click **Disk Space**. When you finish, click **Next**.

**Note:** The installer will prompt you for administrator privileges. You cannot install the Cisco Unified MeetingPlace for Outlook client successfully without administrator privileges.

To	Do This
Let users schedule meetings from their Microsoft Outlook client by using the Cisco Unified MeetingPlace for Outlook scheduling form	Check the check box for <b>MeetingPlace for Outlook Client Services</b> .
Let users receive notifications of Cisco Unified MeetingPlace meetings in their Microsoft Outlook client	Check the check box for <b>MeetingPlace for Outlook Notification Services</b> .

7. Enter the Windows server username and domain by using the values you entered in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values, and then click **Next**.

For example, if the domain is "domain.com," enter the domain in the form "domain."

8. Enter the Windows server password in the Password field. Use the password for the Cisco Unified MeetingPlace for Outlook user account that you entered in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values. Enter the password in the second field also, then click **Next**.

9. If prompted to select a time zone for Cisco Unified MeetingPlace select the local time zone of your Windows server, and then click **Next**.

10. Enter the hostname or IP address for your Cisco Unified MeetingPlace Web Conferencing servers by using information in the following table. These are the values you wrote in the Gathering Cisco Unified MeetingPlace for Outlook Installation Values.

Field	If you have only one Cisco Unified MeetingPlace Web Conferencing server	If you have a supported DMZ configuration	If you are installing Cisco Unified MeetingPlace for Outlook on a dedicated server
<b>Web 1</b>	Enter the hostname or IP address of your Cisco Unified MeetingPlace Web Conferencing server.	Enter the hostname or IP address of your internal Cisco Unified MeetingPlace Web Conferencing server.	Enter the hostname or IP address of the active internal Cisco Unified MeetingPlace Web Conferencing server.
<b>Web 2</b>	Enter the same hostname or IP address that you entered in the Web 1 field.	Enter the hostname or IP address of your external Cisco Unified MeetingPlace Web Conferencing server.	Enter the same hostname or IP address that you entered in the Web 1 field.

The Setup program begins to install the application, and displays a setup status window to indicate the installation progress. If you want to stop the installation, click **Cancel**.

11. When prompted to launch the Configure Client Setup Utility, click **Next**.

12. Follow the configuration instructions in the About Configuring the Cisco Unified MeetingPlace for Outlook Client Software.

13. When the InstallShield Wizard reappears, click **Yes** to restart your server now, then click **Finish** to complete Setup. Wait for the server to restart. This may take several minutes.

14. Verify that Cisco Unified MeetingPlace for Outlook successfully connects to the Cisco Unified MeetingPlace Audio Server and your Exchange Server. Open the Gateway SIM event log by right-clicking the orange door icon in the system tray and choosing **Eventlog**. You should see in the log the message **Logon Successful to Exchange and MeetingPlace Notification Gateway**. If you do not see this message, check for error messages in the event log, and also check the Windows Event Viewer. (Click **Start > Programs > Administrative Tools > Event Viewer**, then click **Application Log**. Look for any messages that might indicate the problem).

15. (Optional) Customize the templates for notifications of meetings that users schedule in Cisco Unified



Cisco\_Unified\_MeetingPlace\_Release\_6.1\_--\_Installing\_Cisco\_Unified\_MeetingPlace\_for\_Outlook MeetingPlace Web Conferencing or MeetingTime. See [Customizing Text-Based Meeting Notifications for Cisco Unified MeetingPlace for Outlook](#). Only the templates for notifications of meetings that users schedule in Cisco Unified MeetingPlace for Outlook are accessible by using the Configure Client Setup Utility.

16. (Optional) Customize the Cisco Unified MeetingPlace for Outlook scheduling forms. See [Customizing the Scheduling and Notification Forms for Cisco Unified MeetingPlace for Outlook](#).

17. Distribute the client software to end user machines. See the [Distributing and Installing the Cisco Unified MeetingPlace for Outlook Client](#).

## Distributing and Installing the Cisco Unified MeetingPlace for Outlook Client

You can install the Cisco Unified MeetingPlace plug-in for Microsoft Outlook by using a setup.exe file or an MSI installer. Both setup.exe and MSI detect which Microsoft Outlook version is installed on your computer and installs the appropriate plug-in.

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

Distribute the installation file to end users in one of the following ways:

- E-mail the file to your users.
- Place the file on a shared network drive or a web site for your users to access.
- Use an automated distribution system.

Keep the following items in mind:

- Both the **setup.exe** and the MSI, support configuring multiple URLs.
- If delegates will use Outlook to schedule Cisco Unified MeetingPlace meetings on behalf of other users, then both the delegates and the persons on whose behalf the delegates schedule meetings must have the Cisco Unified MeetingPlace for Outlook client software installed.
- To modify the MeetingPlace for Outlook Plug-in (i.e., setup.exe values), see the [About Configuring the Cisco Unified MeetingPlace for Outlook Client Software](#). You initially set these values when you installed Cisco Unified MeetingPlace for Outlook on the server.
- The **setup.exe** and Windows Installer (MSI) allow you the option to upgrade from within Microsoft Outlook when a new version of the plugin is available. .
- **setup.exe** can uninstall a previously installed version of the MSI.
- Installing and uninstalling requires you to have administrative rights.
- To interactively uninstall the plug-in use, Add/Remove Programs on Window XP or Programs and Features on Windows 7 and Vista.

## Using Automated Distribution Tools to Distribute the Cisco Unified MeetingPlace for Outlook

You can use automated distribution tools to deploy installations of the new plug-in to end-users.

- [Using the Windows Installer \(MSI\)](#)
- [Using the setup.exe](#)
- [Uninstalling Cisco Unified MeetingPlace for Outlook](#)
- [Testing Cisco Unified MeetingPlace for Outlook Switches](#)
- [To Make the Cisco Unified MeetingPlace Scheduling Form the Default](#)

### Using the Windows Installer (MSI)

Obtain the MSI installer file for the Microsoft Outlook plug-in Specifying the hostname or IP address of the MPWeb server: `http(s)://<mpweb server>/MPWeb/mpoutlook/mpoi.msi`

Use the Windows Installer (MSI) to install the Cisco Unified MeetingPlace for Outlook Client using the following MSI commands:

**SERVERURL:** Cisco Unified MeetingPlace server URL

**ADMIN:** Value of **1**, when the plug-in is installed for all users. Value of **2**, when the plug-in is installed for the current user. The default value is **1**; to install the plug-in for all users.

**DEFAULTUSER:** The default user for example `DEFAULTUSER="john"`

**DEFAULTUSERPASSWORD:** The default password. For example `DEFAULTUSERPASSWORD=?mypassword?`

**LOADHIDDENIEWIN:** Pass **1** 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.

**DISABLESETTING:** If set to **1**, the settings menu is not displayed for the user.

**RETAINREGISTRY:** if set to **1** the MeetingPlace for Outlook Plug-in registry settings are retained when uninstalling the plug-in.

### Configuring Multiple URLs

To configure MeetingPlace for Outlook with two MeetingPlace URLs, load a hidden Internet Explorer window, and prevent users from accessing the plug-in settings you can use the following syntax: `C:\Temp\MeetingPlace.MSI?`

`SERVERURL=?ServerA,http://servera.<yourdomain>.com/cgi-bin;ServerB,http://serverb.<yourdomain>.com/cgi-bin?`  
`LOADHIDDENIEWIN=1 DISABLESETTING=1`

**Important:** Please make sure to specify **/cgi-bin** at the end of the URL whether you are configuring single or multiple URLs.

**Note:** Use `?,?` to separate each server, and use `?,?` to separate the MeetingPlace server name and MeetingPlace server URL. Also note that the first server name and server url provided will become the default server for the client.

### To Retain Registry Settings:

C:\temp\MeetingPlace.MSI" RETAINREGISTRY=1

**Note:** For additional information about some of the values above, see the following section: [About Configuring the Cisco Unified MeetingPlace for Outlook Client Software](#).

### Using the setup.exe

Obtain the executable file for the Microsoft Outlook plug-in specifying the hostname or IP address of the MPWeb server: `http(s)://<mpweb server>/MPWeb/mpoutlook/setup.exe`

1. Exit the Microsoft Outlook client software.
2. Run the **setup.exe** file. Use the **/admin** switch to install the client software and make the Cisco Unified MeetingPlace scheduling form available to any user of the system. Specifically, select **Start > Run**, enter `<pathname> setup.exe /admin`. To run the installation silently enter `<pathname> setup.exe /admin /silent`.
3. When the Cisco Unified MeetingPlace for Outlook window appears, Select **OK** to install.
4. After installation is complete, launch Microsoft Outlook.
5. Verify that you can schedule meetings by selecting the MeetingPlace tab and filling out the scheduling form. For details, select **Help** in the scheduling form.

### Uninstalling Cisco Unified MeetingPlace for Outlook

Cisco recommends uninstalling the legacy plug-in before installing the latest version.

**Note:** To silently uninstall the Outlook plug-in on both Windows 7 32-bit and Windows 7 64-bit systems successfully, please ensure that you choose the ?Run as administrator? option before running the following commands.

#### 32-bit Silent Uninstall

If you would like to silently uninstall the plug-n through the CLI, then enter:

```
%windir%\system32\rundll32.exe  
advpack.dll,LaunchINFSection %windir%\INF\MPOUTL.INF,SilentUninstall.ntx86,3,N
```

#### 64-bit Silent Uninstall

If you would like to silently uninstall the plug-n through the CLI, then enter:

```
%windir%\SysWOW64\cmd.exe /c %windir%\system32\rundll32.exe  
advpack.dll,LaunchINFSection %windir%\INF\MPOUTL.INF,SilentUninstall.ntx86,3,N
```

**Important Note:** For successful CLI silent uninstall on Windows 7 64-bit, please ensure that the 32-bit cmd.exe located in the %windir%\SysWOW64 directory (i.e. C:\Windows\SysWOW64) has been launched using the ?Run as administrator? option prior to executing the command above. Using the 64-bit CMD prompt on a Windows 7 64-bit system will not yield successful results.

### Testing Cisco Unified MeetingPlace for Outlook Switches

1. For the **setup.exe**: click **Start > Run'**, and enter <path to setup.exe> /**admin /silent** and for the **MSI**: enter <path to mpoi.msi> /**admin /quiet**
2. Verify that no user prompts appear on the end user machine.
3. Verify that the following server information exists in the registry:

HKCU\software\latitude\MeetingPlace for Outlook

The following registry values exist only if you use /**admin** parameter  
HKU\default\software\latitude\MeetingPlace for Outlook

### To Make the Cisco Unified MeetingPlace Scheduling Form the Default

If the Cisco Unified MeetingPlace scheduling form is not set as the default form on the client computer, you can manually change this setting.

**Note:** Applies only to Outlook 2003.

1. In the Microsoft Outlook calendar, click **Tools > Options**. Click the **MeetingPlace** tab.  
**Note:** The MeetingPlace tab appears only if you configured it to do so in the Configure Client Setup Utility. See [Configuring and Managing Cisco Unified MeetingPlace for Outlook](#).
2. In the Appointment section, check the **Make the MeetingPlace Meeting Schedule Form the Default Scheduling Form for All New Meetings** check box.
3. To save your changes, click **Apply**, then click **OK**.