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### Before You Begin

- Read [About Installing Web Conferencing in a Load Balancing Configuration](#).
- If applicable, read [About Installing Web Conferencing in a Load Balancing Configuration for Video-Enabled Systems](#).

Complete the following tasks, as applicable, before you begin the installation:

- [Preparing the Internal Cluster](#)
- [Preparing the External Cluster](#)

## Preparing the Internal Cluster

### Before You Begin

Review the "Load Balancing Requirements" section in the [System Requirements](#).

### To Prepare the Internal Cluster

1. Determine and create a common domain Windows administration account.

This account is used by all of the web servers in this cluster. It starts Web Conferencing services and allows all web servers in this cluster to access the shared storage location by using a Universal Naming Convention (UNC) path.

After creating the account, write down the value, which you will need later.

**Note:** Enter different values for your internal and external clusters.
2. Determine and create a shared storage location.

You can create this folder on the same machine as your first internal web server, or on a separate machine. Keep in mind that this shared storage location is where attachments are stored and, therefore, where all web servers in this cluster go to find attachments.

After creating the location, write down the value as a UNC path, for example,  
\\servername\shared folder\MPWeb.

## Preparing the External Cluster

### Before You Begin

(Optional) Read [Installing Web Conferencing for a Segmented Meeting Access Configuration](#) to understand the difference between internal and external servers.

### To Prepare the External Cluster

1. Determine and create a common domain Windows administration account.

This account is used by all of the web servers in this cluster. It starts Web Conferencing services and allows all web servers in this cluster to access the shared storage location using a UNC path.

After creating this account, write down the value, which you will need later.

**Note:** Enter different values for your internal and external clusters.

2. Determine and create a shared storage location.

You can create this folder on the same machine as your first external web server, or on another machine. Keep in mind that this shared storage location is where attachments are stored and, therefore, where all web servers in this cluster go to find attachments.

After creating the location, write down the value as a UNC path, for example,

\\servername\shared folder\MPWeb.

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[Installing Web Conferencing in a Load Balancing Configuration](#)