



Managing Meetings

- [About Managing Meetings, page 29](#)
- [Listing Upcoming Meetings, page 29](#)
- [Starting Immediate Meetings in Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express, page 30](#)

About Managing Meetings

You can check your upcoming appointments and meetings that are scheduled in Microsoft Outlook, in Cisco Unified MeetingPlace, or in Cisco Unified MeetingPlace Express.

Other actions that you can take to manage meetings include:

- Accepting or declining meeting invitations (Outlook meetings only).
- Joining a meeting that is in progress.
- Listing the participants of a meeting.
- Hearing the details of a meeting invitation.
- Sending a message to the meeting organizer.
- Sending a message to the meeting participants.
- Canceling a meeting (meeting organizer only).
- Starting an immediate meeting in Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express.

Listing Upcoming Meetings

This section contains two procedures. Do the applicable procedure, depending on whether you are using the phone keypad or voice commands.

To List Upcoming Meetings by Using the Phone Keypad

- Step 1** Call and log on to Connection.
- Step 2** At the Main menu, choose the option **Meetings**.
- Step 3** Follow the prompts to define the period of time for which you want to hear the list of meetings.

- Step 4** As each meeting is listed, follow the prompts to get details about the meeting, join the meeting, list the participants, send a message to the organizer, send a message to the meeting participants, accept a meeting invitation, or decline a meeting invitation. The meeting owner also has the option to cancel a meeting.

To List Upcoming Meetings by Using Voice Commands

- Step 1** Call and log on to Connection.
- Step 2** When Connection asks, “What do you want to do,” say:
“Play Meetings” or **“List Meetings”** to list the time, meeting organizer, and subject for all current and upcoming meetings.
 Or
“Play Meetings on <date>” or **“List Meetings on <date>”** to list the time, meeting organizer, and subject for meetings for a specific period of time.
- Step 3** Follow the prompts and use the following voice commands to manage a meeting after you have listened to the description:

Action	Voice Command
Dial into a Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express meeting	“Join”
Hear list of participants	“List participants”
Hear details from the meeting reminder	“Details”
Record a message to send to meeting organizer	“Send message to organizer”
Record a message to send to meeting participants	“Send message to participants”
Hear the time, meeting organizer, and subject for the next meeting in your calendar	“Next”
Hear the time, meeting organizer, and subject for the previous meeting in your calendar	“Previous”
Accept a meeting invitation (Outlook meetings only)	“Accept”
Decline a meeting invitation (Outlook meetings only)	“Decline”
Cancel a meeting (meeting organizer only)	“Cancel meeting”

Starting Immediate Meetings in Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express

You can start an immediate meeting in Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express, and Cisco Unity Connection connects you to the meeting.

This section contains two procedures. Do the applicable procedure, depending on whether you are using the phone keypad or voice commands.

To Start an Immediate Meeting by Using the Phone Keypad

- Step 1** Call and log on to Connection.
 - Step 2** At the Main menu, choose the options **Meetings > Start Meetings**.
 - Step 3** Follow the prompts to set up and dial into an immediate Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express meeting for the current time.
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To Start an Immediate Meeting by Using Voice Commands

- Step 1** Call and log on to Connection.
 - Step 2** When Connection asks, “What do you want to do,” say:
“**Start Meeting.**”
 - Step 3** Follow the prompts to set up and dial into an immediate Cisco Unified MeetingPlace or Cisco Unified MeetingPlace Express meeting for the current time.
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