

CHAPTER 3

Inviting Participants to a Cisco Unified MeetingPlace Express Meeting

You can invite participants during the scheduling process or during a meeting. This section describes how to invite participants so that they receive e-mailed notifications with the meeting details.

- How to Invite Participants During the Scheduling Process, page 3-1
- How to Invite Participants During a Meeting, page 3-3

How to Invite Participants During the Scheduling Process

There are several ways for you to invite participants while scheduling a meeting. This section describes the most common methods.

- Inviting Participants by Using the Directory, page 3-1
- Inviting Attendees by Entering E-Mail Addresses, page 3-3

Inviting Participants by Using the Directory

The Cisco Unified MeetingPlace Express directory stores information about all profiled users in your organization. Inviting profiled users by using the directory offers the following advantages:

- Participants who have joined the voice meeting can have the system call profiled invitees who have not yet joined to bring them into the meeting.
- Profiled invitees can join the meeting automatically by using the Find Me feature, which is described in the "Specifying Your Preferred Method of Joining Meetings" section on page 15-4.

Before You Begin

Fill in your meeting parameters on the Schedule Meeting page.

Procedure

Step 1	Click Invitees.
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- **Step 2** Locate the From Directory field.
- **Step 3** Enter the name of a person or a Cisco Unified MeetingPlace Express username; then, click _______.

Any users in the directory whose name or username matches the criteria you entered will appear in the box below the From Directory field.

Step 4 Click the name of the person you want to invite from the resulting list.



Shift-click or control-click the names to select multiple names. Mac users: use command-click when the instructions call for control-click.

Step 5 Click the right arrow button to move the selected name to the Invitees list.

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Tip Click the e-mail address and click **Remove** to remove a name from the Invitees list.

Step 6 Repeat Step 3 to Step 5 to add more invitees.

What to Do Next

Continue scheduling your meeting. See the "Scheduling a Meeting" section on page 2-7 for instructions.

The scheduling process continues on the same page that you have been working with.

Inviting Attendees by Entering E-Mail Addresses

Before You Begin

Fill in your meeting parameters on the Schedule Meeting page.

Procedure

Click	Invitees.
Enter	a complete e-mail address for By Email.
Click	the arrow to the right of By Email.
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Tip	Click the e-mail address and click Remove to remove a name from the

What to Do Next

Continue scheduling your meeting. See the "Scheduling a Meeting" section on page 2-7 for instructions. The scheduling process continues on the same page that you have been working with.

How to Invite Participants During a Meeting

After sending the initial meeting invitation, there are several ways for you to add more participants to your meeting.

- Prerequisites for Inviting Participants During a Meeting, page 3-4
- Inviting Participants by E-Mail from Inside the Web Meeting Room, page 3-4

- Dialing Out to a Participant Who is Already in the Web Meeting Room, page 3-5
- Dialing Out to a Participant Who is Not in the Web Meeting Room, page 3-6
- Creating a List of Participants to Dial Later, page 3-7
- Dialing Out to Several Participants Simultaneously, page 3-8

Prerequisites for Inviting Participants During a Meeting

Make sure you satisfy the following before attempting to invite participants during a meeting:

- You must be a moderator.
- You must be able to dial out.
- You must already be in the web meeting room.

Inviting Participants by E-Mail from Inside the Web Meeting Room

Use this method to easily invite a new participant. All of the information that the invite needs to attend is automatically included in the e-mail. You can add more information, such as an agenda, if you wish.

Before You Begin

Read the "Prerequisites for Inviting Participants During a Meeting" section on page 3-4.

Procedure

Step 1 Click **Meeting > Invite Participants**.

Step 2 Click Compose e-mail.

A new e-mail message opens with prepopulated information.

- **Step 3** Enter addressee information and modify the Subject field, if desired.
- **Step 4** Send your e-mail.

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Step 5 Click **Done** to close the Invite window and return to the meeting.

Dialing Out to a Participant Who is Already in the Web Meeting Room

If a participant has joined the web meeting room but not the voice meeting, you can tell Cisco Unified MeetingPlace Express to call the participant and bring the participant into the voice or video meeting.

Before You Begin

Read the "Prerequisites for Inviting Participants During a Meeting" section on page 3-4.

Procedure

- **Step 1** Locate the Participant List pod.
- **Step 2** Click the name of the participant that you want to add to the voice meeting.
- Step 3 Click 🚗 > Call Selected User.



e If this is a video-enabled meeting and the phone number you enter is connected to a video endpoint, the person will enter the meeting via video.

- **Step 4** Either enter a new phone number or select one from the list of numbers associated with the participant, if available.
 - Enter the phone number the way you would dial it from your desk phone. For example, a 5-digit extension for an internal phone or a full 12-digit number including 9, 1, and area code for an outside call.

Step 5 Click Call.

Related Topics

For a quick list of commands you can initiate by telephone during a meeting, see the *Telephone Commands for Cisco Unified MeetingPlace Express* at: http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

Dialing Out to a Participant Who is Not in the Web Meeting Room

From inside the web meeting room of a meeting in progress, you can tell Cisco Unified MeetingPlace Express to dial out to someone who is not in the meeting and bring that person into the voice or video meeting.

Before You Begin

Read the "Prerequisites for Inviting Participants During a Meeting" section on page 3-4.

Procedure

- **Step 1** Locate the Participant List pod.
- **Step 3** Enter the name and phone number of the person.
 - Enter the phone number the way you would dial it from your desk phone. For example, a 5-digit extension for an internal phone or a full 12-digit number including 9, 1, and area code for an outside call.
 - If this is a video-enabled meeting and the phone number you enter is connected to a video endpoint, the person will enter the meeting through video.
- **Step 4** Click **Call Now** to call the person immediately.

Related Topics

For a quick list of commands you can initiate by telephone during a meeting, see the *Telephone Commands for Cisco Unified MeetingPlace Express* at: http://www.cisco.com/en/US/products/ps6533/products_user_guide_list.html.

Creating a List of Participants to Dial Later

From inside the web meeting room of a meeting in progress, you can create a list of people to bring into the voice or video meeting. After you do this, you can tell the system at any time during the meeting to call those people.

Before You Begin

Read the "Prerequisites for Inviting Participants During a Meeting" section on page 3-4.

Procedure

- **Step 1** Locate the Participant List pod.
- Step 2 Click $\overline{contendorseine} > Call New User.$
- **Step 3** Enter the name and phone number of the person.



te If this is a video-enabled meeting and the phone number you enter is connected to a video endpoint, the person will enter the meeting through video.

Step 4 Click Call Later.

The person is added to the participant list as an offline participant.

Related Topics

• Removing Participants from the Web Meeting Room, page 7-6

What to Do Next

When you have added all of the people you want Cisco Unified MeetingPlace Express to call, follow the procedure in the "Dialing Out to Several Participants Simultaneously" section on page 3-8.

Dialing Out to Several Participants Simultaneously

From inside the web meeting room of a meeting in progress, you can tell Cisco Unified MeetingPlace Express to simultaneously call several people and bring them into the voice or video meeting.

Before You Begin

- Read the "Prerequisites for Inviting Participants During a Meeting" section on page 3-4.
- Create a list of participants to call. See the "Creating a List of Participants to Dial Later" section on page 3-7.

Procedure

- **Step 1** Locate the Participant List pod.
- **Step 2** Control-click the names of the participants that you want to add to the voice meeting.



Mac users: use command-click when the instructions call for control-click.

Step 3 Click Step 3 Click Step 3 Click Call Selected User or Call New User depending on which option you see.