



CHAPTER 1

Logging In to Cisco Unified MeetingPlace Express



Note

For information about accessing the Cisco Unified MeetingPlace Express meeting room from within a Cisco Unified Personal Communicator voice or video meeting, see the online help for the Cisco Unified Personal Communicator system.

- [About Your Profile, page 1-1](#)
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About Your Profile

Your Cisco Unified MeetingPlace Express profile contains all of your contact and access information such as your user IDs and passwords, contact information, and privileges. Generally, as a profiled user who has logged in, you can access all features unless your system administrator has set your profile with restrictions.

You may be able to change some information in your profile. For details, see [Chapter 15, “Changing Your Cisco Unified MeetingPlace Express Preferences.”](#) If you want to change other information or restrictions in your profile, contact your system administrator.

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Features Restricted to Profiled Users

You can only use the following features if you are a [profiled user](#) who is logged in to Cisco Unified MeetingPlace Express:

- Schedule or start a meeting.
- Find a meeting that is not published without knowing the meeting ID.
- Perform meeting- and participant-management operations in the [web meeting room](#) during a meeting.
- End a meeting from the phone interface.
- Change your profile settings.

If you do not log in, you can only access features that are available to guest users, even if you are a Cisco Unified MeetingPlace Express profiled user.

Your User IDs and Passwords

Every Cisco Unified MeetingPlace Express [profiled user](#) has two user IDs and their associated passwords. Your system administrator will tell you these passwords.

When Logging In Through	Use This ID and Password
Cisco Unified MeetingPlace Express web pages	Username and associated password
Touch-tone telephone Cisco Unified MeetingPlace Express Phone View on your Cisco Unified IP Phone	Phone profile number and associated phone profile password

Related Topics

- [Password Restrictions, page A-1](#)

User ID and Password Information for Former Users of Cisco Conference Connection or Cisco Unified Communications Manager

**Note**

In earlier releases of this documentation, Cisco Unified Communications Manager was called Cisco Unified CallManager.

If your organization migrated to Cisco Unified MeetingPlace Express from Cisco Conference Connection and uses Cisco Unified Communications Manager to manage user profiles, see the following table for your default user profile values:

Cisco MeetingPlace Express Field	Updated Value
Username	Your Cisco Unified Communications Manager user ID
Password for username	Your Cisco Unified Communications Manager password
Phone profile number	Your Cisco Unified Communications Manager phone number. Note If your Cisco Unified Communications Manager phone number is not unique in the list of Cisco Unified MeetingPlace Express phone profile numbers, the system will assign a different, unique phone profile number for you.
Password for phone profile	Your Cisco Unified Communications Manager PIN.

Logging In Through the Web

There are three ways to log in to Cisco Unified MeetingPlace Express as a [profiled user](#):

- Click the Meeting ID link in your e-mailed meeting notification.
- Dial the phone number of your Cisco Unified MeetingPlace Express server and follow the prompts.
- Open a web browser and log in through the Cisco Unified MeetingPlace Express web page.

This topic describes how to log in as a profiled user from the Web.

Before You Begin

- Know your Cisco Unified MeetingPlace Express username and password.
- If you do not have a profile, you cannot log in to the system. See the [“Finding a Meeting or Recording”](#) section on page 4-1 or the [“How to Join a Meeting”](#) section on page 5-3 instead.

Procedure

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|---------------|---|
| Step 1 | Open a web browser and enter the URL for your Cisco Unified MeetingPlace Express system. |
| Step 2 | Enter your Cisco Unified MeetingPlace Express username and password. <ul style="list-style-type: none">• If you do not see these fields, click Log In at the top of the page.• These values are case-sensitive. |
| Step 3 | Check Remember Me if you want to sign in automatically each time you use the system.

For better security, do not check this check box. |
| Step 4 | Click Log In .

The page refreshes with your name at the top right of the page. |
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Troubleshooting Tips

- If you try to log in multiple times but cannot, you may have reached the maximum number of unsuccessful log-in attempts. Contact your Cisco Unified MeetingPlace Express system administrator to unlock your [profile](#).
- If you cannot remember your password, contact your system administrator.

Related Topics

- [Your User IDs and Passwords, page 1-2](#)
- [How to Resolve Log In Problems, page 16-2](#)
- [Password Restrictions, page A-1](#)

