



## CHAPTER 2

# Scheduling a Cisco Unified MeetingPlace Express Meeting

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## Tips for Scheduling Secure Meetings

To maximize your meeting security, consider doing the following when you schedule:

- Enter a password.  
This will require all participants to enter the password to join your meeting.
- Restrict the meeting to profiled users only.
- Do not list the meeting publicly.
- Set the meeting entry and exit announcements to **Beep + Name**.

This ensures that you will hear the names of all participants when they enter and leave your meeting. If you hear a beep with no name, ask the new arrival to identify him- or herself immediately.

- When scheduling a series of recurring meetings, you can only schedule up to 100 instances, even if you do not specify an end date or if you specify an end date later than 100 instances away.

## How to Start a Meeting Right Away

There are two types of meetings that you can start right away. One is called a [reservationless meeting](#). The other is a scheduled [immediate meeting](#). Whether or not you can start a reservationless meeting is configured by your system administrator.



### Note

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If your Cisco Unified MeetingPlace Express system is video-enabled, and your profile is set to allow video meetings, any meetings that you start right away will be scheduled with video-conferencing enabled.

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- [Characteristics of a Reservationless Meeting, page 2-2](#)
- [Starting a Reservationless Meeting from the Web, page 2-4](#)
- [Starting a Reservationless Meeting from a Cisco Unified IP Phone, page 2-5](#)

## Characteristics of a Reservationless Meeting

A reservationless meeting is a meeting that is always reserved on the system for you. It is useful for when you want to have an impromptu meeting, but you have far less control over the meeting parameters than with a scheduled immediate meeting. The following settings and behavior are standard in a reservationless meeting.

- Your meeting options are the default settings for your profile, as determined by your system administrator.
- Your meeting ID is your [phone profile number](#).
- The subject of your meeting is set as your first and last name as they appear in your profile.
- Anyone can attend a reservationless meeting.

- Anyone can see the details of a reservationless meeting on the Cisco Unified MeetingPlace Express web page.
- Anyone can access the recording of a reservationless meeting.
- Invitees do not receive a meeting notification.
- Since you do not actively reserve meeting resources in advance of your meeting, there is the risk that resources may be unavailable at the time you want to start your meeting.
- If your system administrator has set your profile so that all of your meetings must include a password, you must specify a password when you start each reservationless meeting.
- Participants who join a reservationless meeting before the scheduler will wait in a [waiting room](#) (where they cannot communicate with each other) until the scheduler arrives, unless one of the following is true:
  - The scheduler chooses to start the meeting when the first participant arrives.
  - Your system administrator enabled participants to initiate reservationless meetings that were started by another person, and one of the participants chose to do this.



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**Note** If you start the meeting, the cost of the meeting may be billed to your department. Contact your system administrator for information.

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If you require functionality that is not available through reservationless meetings, schedule a meeting that starts immediately instead.

### Related Topics

- [How to Start a Meeting Right Away, page 2-2](#)
- [Scheduling a Meeting, page 2-7](#)

## Starting a Reservationless Meeting from the Web

**Tip**

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You can also start a reservationless meeting from the phone by pressing **1#** then following the prompts that you hear.

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**Before You Begin**

- Know your Cisco Unified MeetingPlace Express username and password.
- Turn off any pop-up blockers.
- Make sure that you are on the company network.
- Make sure that you can see the Start Reservationless link on the Cisco Unified MeetingPlace Express web page.

If you cannot, you do not have permissions to start reservationless meetings. Schedule a meeting that starts immediately instead. See the [“Scheduling a Meeting”](#) section on page 2-7.

**Procedure**

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Start Reservationless**.
- Step 3** Do one of the following:
- If your phone rings, answer it and follow any prompts that you hear. Skip all other phone-related steps in this procedure.
  - If your phone does not ring, check **Call my phone/video endpoint #** and enter the phone number where the system can reach you.
  - If you do not see the “Call my phone” option, proceed to [Step 4](#).
- Step 4** Check **Enter web meeting room** to join the web component of your meeting. If you want to join the voice or video component only, leave this unchecked.
- Step 5** (Optional) Enter a password.
- If you are going to join the meeting right away, enter a password in the Set Password field that appears above the Join Meeting button.

- If you are not going to join the meeting right away, enter a password in the Set Password field that appears above the Start Meeting Without Me button.



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**Note** You must enter a password if your profile is configured to require it. You will not see this parameter if your profile does not require meeting passwords.

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- Step 6** Click **Join Meeting** or **Start Meeting Without Me** to start the meeting.
- Step 7** (Optional) If you are not already in the voice meeting, dial the Cisco Unified MeetingPlace Express telephone number and follow the prompts to enter as a profiled user.
- Step 8** Give invitees the following information so that they can join your meeting:
- The URL and phone number of your Cisco Unified MeetingPlace Express system.
  - The meeting ID, which is your phone profile number.
  - The meeting password, if there is one.
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### Troubleshooting Tips

Reservationless meetings do not appear in the list of published meetings until the first person joins. This means that people who do not know your profile number will not be able to find your meeting until after the first participant joins.

### Related Topics

- [Characteristics of a Reservationless Meeting, page 2-2](#)

## Starting a Reservationless Meeting from a Cisco Unified IP Phone

### Before You Begin

- Know your Cisco Unified MeetingPlace Express username and password.
- Make sure that you are allowed to start reservationless meetings.

- Select Cisco Unified MeetingPlace Express Phone View on your Cisco Unified IP Phone. See the [“Accessing Cisco Unified MeetingPlace Express Phone View”](#) section on page 14-4.

### Procedure

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- Step 1** Select **Start Reservationless** on your Cisco Unified IP Phone.
- Step 2** Wait while Cisco Unified MeetingPlace Express starts your meeting.
- Step 3** Press the **Join softkey**.
- Step 4** Answer the phone when it rings and follow the instructions that you hear.
- Step 5** Give invitees the following information so that they can join your meeting:
- The phone number of your Cisco Unified MeetingPlace Express system.
  - The meeting ID, which is the same as your phone profile number.
  - The meeting password, if there is one.
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### Related Topics

- [Characteristics of a Reservationless Meeting, page 2-2](#)

## How to Schedule a Meeting

By default, you can schedule both individual and recurring meetings up to two years in advance; your system administrator sets the exact limit for your system. Recurring meetings are meetings that take place at the same time over a period of time. You can schedule a meeting to recur daily, weekly, or monthly, set for specific days of the week or dates in a month.



### Note

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You can schedule a meeting to start immediately, but you cannot schedule a meeting that starts more than 30 minutes in the past.

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- [Scheduling a Meeting, page 2-7](#)
- [Scheduling a Meeting on Behalf of Another User, page 2-10](#)

## Scheduling a Meeting

A Cisco Unified MeetingPlace Express meeting typically includes a voice and web component. It may also include a video component if your Cisco Unified MeetingPlace Express system is configured to enable video conferencing.

If your system is configured to allow participants who are not on your company network, you can also choose to either restrict or allow such participants in your meeting.

### Before You Begin

- Consider your security needs. See the [“Tips for Scheduling Secure Meetings” section on page 2-1](#).
- Make sure that you are on the company network.
- Know your Cisco Unified MeetingPlace Express username and password.

### Procedure

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Click **Schedule**.
- Step 3** Enter your meeting parameters keeping the following in mind:




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**Note** Not all parameters are described below.

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Option	Action
Subject	Enter the subject of your meeting. If you do not enter a subject, the system uses your last name. The subject can be up to 17 characters long.
Meeting ID	Enter either numbers, letters, or a combination of both to identify your meeting. The meeting ID can be up to 17 characters long.

Option	Action
Time	<p>Enter the time your meeting will start.</p> <p><b>Tip</b> To make this an immediate meeting, enter your current time as your start time.</p>
Frequency	<p>Choose how many times you want to have your meeting.</p> <p>If you choose Daily, Weekly, or Monthly, also choose your recurrence pattern.</p> <p><b>Note</b> Only system administrators can schedule continuous meetings.</p>
Number of participants	<p>Enter the number of people you expect to attend your meeting.</p> <p><b>Tip</b> If multiple users will be attending the meeting from one location, count them as one participant.</p>
<p>List meeting publicly</p> <p><b>Note</b> This parameter may not be available depending on your system configuration.</p>	<p>Check this checkbox if you want to make your meeting entry available for anyone who wants to see it.</p>
<p>Web meeting room access</p> <p><b>Note</b> This parameter may not be available depending on your system and profile configuration.</p>	<p>Choose how your participants will access your meeting.</p> <ul style="list-style-type: none"> <li>• Choose <b>Company network only</b> if all participants will be attending from behind the corporate firewall, that is, all participants are on the company network.</li> <li>• Choose <b>Internet</b> if you will have any participants attending from outside the corporate firewall, that is, they are not on the company network.</li> </ul>

**Step 4** Click **Invitees**; then, add participants.

**Step 5** (Optional) Click **More options**; then, set additional options as needed.



**Note** Not all parameters are described below.

Option	Action
<p>Language</p> <p><b>Note</b> This setting only affects the voice prompts and language of the web meeting room for the meeting that you are scheduling.</p>	Choose the language in which your meeting should take place. If you do not specify a language here, the meeting uses the language specified in your profile.
Entry announcement and Exit announcement	Choose how participants will be announced when they join and leave your meeting.
Web meeting room	Choose how the web meeting room will be configured for your meeting. <ul style="list-style-type: none"> <li>Choose <b>Full meeting room</b> if you plan to share content during the meeting.</li> <li>Choose <b>Participant list only</b> if you do not plan to share content during the meeting.</li> </ul>
<p>video type</p> <p><b>Note</b> This parameter may not be available depending on your system configuration.</p>	Choose <b>Default</b> unless you are expecting to transmit video that requires more than the default maximum bit rate.

**Step 6** Click **Schedule**.

**Step 7** Review the details of the scheduled meeting and verify that they are correct.

If configured by the system administrator, the system will send meeting notifications to all invited participants.

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### Troubleshooting Tips

- If you need to correct information on the Meeting Scheduled page, click **Reschedule**.
- If the option that you need to change is not available, cancel this meeting by clicking **Delete** and schedule a new meeting.
- If you tried to schedule a recurring meeting, but only a single meeting was scheduled, make sure that you specified a number of occurrences greater than one and an end date that is after today.

### Related Topics

- [Logging In Through the Web, page 1-4](#)
- [How to Invite Participants During the Scheduling Process, page 3-1](#)
- [Canceling a Meeting, page 2-15](#)
- [How to Resolve Schedule Meeting Problems, page 16-4](#)

## Scheduling a Meeting on Behalf of Another User

If you are a [delegate](#) of another user, you can schedule meetings on their behalf. All meetings scheduled by you on behalf of someone else are listed and billed according to the profile of that other user.

### Before You Begin

- Know your Cisco Unified MeetingPlace Express username and password.
- Know who you are a delegate for.
- Make sure that you are on the company network.

### Procedure

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**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Click **Schedule**.

- Step 3** Locate the Schedule on Behalf dropdown box.
- Step 4** Choose the user for whom you are scheduling.
- Step 5** Enter your remaining meeting parameters.
- Step 6** Click **Invitees**; then, add participants.
- Step 7** (Optional) Click **More options**; then, set additional options as needed.
- Step 8** Click **Schedule**.
- Step 9** Review the details of the scheduled meeting and verify that they are correct.
- If configured by the system administrator, the system will send meeting notifications to all invited participants.
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#### Related Topics

- [Logging In Through the Web, page 1-4](#)
- [How to Invite Participants During the Scheduling Process, page 3-1](#)
- [Scheduling a Meeting, page 2-7](#)
- [Canceling a Meeting, page 2-15](#)
- [How to Resolve Schedule Meeting Problems, page 16-4](#)

## How to Schedule a Meeting by Using Microsoft Outlook

You must have the Cisco Unified MeetingPlace Express for Microsoft Outlook plug-in installed on your computer before you can schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook. Your system administrator may have already installed the Microsoft Outlook plug-in for you.

This section describes how to check for and download the Microsoft Outlook plug-in. For information about how to use the Microsoft Outlook plug-in with Cisco Unified MeetingPlace Express, see the *User Guide for Microsoft Outlook with Cisco Unified MeetingPlace Express Release 2.x*.

- [Checking if the Microsoft Outlook Plug-in is Installed, page 2-12](#)
- [Downloading the Microsoft Outlook Plug-in, page 2-12](#)

## Checking if the Microsoft Outlook Plug-in is Installed

### Before You Begin

If you are not familiar with how to create a meeting request in Microsoft Outlook, refer to your Microsoft Outlook help documentation.

### Procedure

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- Step 1** Open Microsoft Outlook and create a meeting request.
- Step 2** Confirm whether you see a MeetingPlace tab.
- If you see a MeetingPlace tab, click it and fill in the parameters to schedule the MeetingPlace component of your meeting.
  - If you do not see the MeetingPlace tab, your system is not configured to schedule Cisco Unified MeetingPlace Express meetings from Microsoft Outlook.
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### Related Topics

- [Downloading the Microsoft Outlook Plug-in, page 2-12](#)
- You can find complete information for using the Microsoft Outlook plug-in with Cisco Unified MeetingPlace Express in the *User Guide for Microsoft Outlook with Cisco Unified MeetingPlace Express Release 2.x*.

## Downloading the Microsoft Outlook Plug-in

### Before You Begin

Close all Microsoft Outlook and Microsoft Office applications.

### Procedure

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** Go to the Attend or Schedule Meeting web page.
- Step 3** Click **Download Outlook plugin**.

The File Download—Security Warning dialog box appears.

**Step 4** Click **Save**.

**Step 5** Navigate to your desktop and click **Save**.

**Step 6** Go to your desktop and double-click the file called setup.exe.

The Cisco MeetingPlace for Outlook dialog box appears.

**Step 7** Click **OK** to start the installation.

**Step 8** Click **OK** when the installation is complete.

**Step 9** Restart Microsoft Outlook.

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### Troubleshooting Tips

If you are unable to download the Microsoft Outlook plug-in, contact your system administrator.

## Rescheduling or Modifying a Meeting

You can modify any scheduled meeting, including the following recurring meetings:

- All meetings in the series, if no meetings in the series have occurred.
- Individual instances that have not yet occurred.
- All meetings in the series that have not yet occurred.
- All meetings in the series starting with any instance that has not yet occurred.



### Note

If you schedule a meeting by using Microsoft Outlook and then modify or delete the meeting using an interface other than Microsoft Outlook, the system will not send out an updated notification to your invitees.

### Before You Begin

- Know your Cisco Unified MeetingPlace Express username and password.
- You must be the owner or scheduler of the meeting that you want to modify, or you must be an attendant.

- You can change meeting details except for the meeting ID and frequency of the meeting. If you need to change the meeting ID or frequency, cancel this meeting and schedule a new one.

### Procedure

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**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Find the meeting that you want to change.



**Note** If you are modifying a recurring meeting, make sure that the date range you enter in your find criteria includes the first date of the series (or part of the series) that you want to change.

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**Step 3** Click the meeting ID of the meeting that you want to change.



**Note** If the meeting is a recurring meeting, multiple instances of the meeting may appear in the list of found meetings. Make sure that you click the first instance of the series or subseries that you want to modify.

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The Meeting Details page of the meeting you selected appears.

**Step 4** Click **Reschedule**.

**Step 5** If you are changing a recurring meeting, choose one of the following; then, click **OK**:

- Change this occurrence only
- Change this and all future occurrences

**Step 6** Enter new values as needed.

**Step 7** Click **Schedule**.

**Step 8** Verify that the meeting details are as you intended and reschedule again if necessary.

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### Troubleshooting Tips

The system automatically sends updated meeting invitations if any of the following changes:

- Start time
- Meeting ID
- Password
- List of invitees

No other changes generate a notification.

### Related Topics

- [Logging In Through the Web, page 1-4](#)
- [Finding a Meeting or Recording, page 4-1](#)
- [Canceling a Meeting, page 2-15](#)

## Canceling a Meeting

You can cancel any scheduled meeting that has not yet started. If the meeting is recurring, you can cancel the following:

- The entire series, if no meetings in the series have occurred.
- Individual instances that have not yet occurred.
- All meetings in the series that have not yet occurred.
- All meetings in the series starting with any instance that has not yet occurred.

### Before You Begin

- Know your Cisco Unified MeetingPlace Express username and password.
- Make sure that you are the owner or scheduler of the meeting you want to cancel, or an attendant.
- Make sure that you are on the company network.

### Procedure

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**Step 1** Log in to Cisco Unified MeetingPlace Express.

**Step 2** Find the meeting that you want to cancel.



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**Note** If you need to delete multiple instances of a recurring meeting and some instances in the series have passed already, find the meeting from which date you want to cancel all future meetings. This date can be the first meeting in the series that has not yet occurred, or it can be any instance in the future.

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**Step 3** Click the meeting ID of the meeting that you want to cancel.



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**Note** If the meeting is a recurring meeting, multiple instances may be included in the list of found meetings. Make sure that you click the first instance of the series or subseries that you want to delete.

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The Meeting Details page of the meeting you selected appears.

**Step 4** Click **Delete**.

**Step 5** If you are deleting a recurring meeting, choose one of the following; then, click **OK**:

- Delete this occurrence only
- Delete this and all future occurrences

**Step 6** Click **OK**.

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#### Related Topics

- [Logging In Through the Web, page 1-4](#)
- [Finding a Meeting or Recording, page 4-1](#)