



Cisco MeetingPlace for Outlook

Rich-Media Conferencing for Microsoft Outlook

Conferencing applications are a standard part of the corporate desktop and are important productivity tools for remote meetings. Cisco MeetingPlace solutions integrate voice, video, and Web conferencing with enterprise groupware applications to deliver secure, on-network, rich-media conferencing capabilities. Cisco MeetingPlace provides users with an advanced, secure, and convenient way to conduct remote meetings as easily and effectively as they would face-to-face meetings.

Cisco® MeetingPlace for Outlook integrates Microsoft Outlook scheduling into the Cisco MeetingPlace rich-media conferencing system, enabling people in different locations to set up and attend meetings from Outlook and engage in real-time collaboration. Cisco MeetingPlace for Outlook appears as a tab on the standard Outlook meeting request form. Scheduling conferencing resources is as simple as checking a box. Users have the ability to select the number of locations that will be participating in the conference. Cisco MeetingPlace for Outlook integrates Microsoft Outlook and Microsoft Exchange with the Cisco MeetingPlace conference server. Companies that have deployed Microsoft Outlook and Exchange can now deliver real-time collaboration capabilities to every desktop. With Cisco MeetingPlace for Outlook, users can set up and attend voice and Web conferences from Microsoft Outlook.

Simple Conference Setup and Attendance

Cisco MeetingPlace for Outlook makes it simple to manage conference setup and attendance. Tight integration between

Cisco MeetingPlace and Microsoft Exchange, and Microsoft Outlook lets users manage conferences in the same way that they manage face-to-face meetings. Users can now schedule people, static resources and conferencing, send meeting invitations, and attend the conference—all from their familiar Outlook client interface.

Conferencing is available for any meeting. While scheduling a meeting, the user simply checks the “Make this a Cisco MeetingPlace meeting” box on the Outlook meeting request form. When the meeting request is sent, the conference is first scheduled on Cisco MeetingPlace. After Cisco MeetingPlace has been successfully scheduled, a single invitation containing Cisco MeetingPlace information and other meeting materials is automatically sent to all meeting participants.

Invitations also contain “Call Me” and “Join Web Conference” buttons. At the scheduled time, participants click on these buttons to easily connect their phones and PCs to the voice and web conference.



Conferencing at Every Employee's Desktop

Cisco MeetingPlace for Outlook makes it easy to deploy conferencing capabilities to every employee's desktop. Cisco MeetingPlace for Outlook can significantly extend and enhance enterprise collaboration capabilities without requiring extensive user training. Because employees are able to use the familiar Outlook interface to access robust and advanced Cisco MeetingPlace conferencing features, this solution is significantly easier and quicker for users to adopt.

Setup

- Within Outlook: Set up Cisco MeetingPlace voice and Web conferences directly from the Outlook meeting request form and the Outlook appointment form
- Meeting ID: Select a unique meeting ID number to be used for conference attendance
- Free/Busy Time: Query Cisco MeetingPlace system for free/busy time
- Recurring Meetings: Schedule recurring meetings on Cisco MeetingPlace from Outlook

Notify

- Automatic Notification: Automatically notify invitees for meetings scheduled from Outlook
- Meeting Changes: Automatically notify invitees when meeting is updated or cancelled

Attend

- Outlook Calendar: Notifications automatically populate user's Outlook calendar
- Join Conference: Join voice and Web conference directly from Outlook calendar entry
- Customization: Customizable HTML forms
- Upgrade: Semi-automatic client upgrade, centrally administered

Requirements

System Requirements

- Cisco MeetingPlace 8100 Series platform
- Cisco Media Convergence Server (MCS):
 - MCS 7825, 7835, or 7845
 - Or qualified third-party server platforms with capabilities similar to above MCS platform
- Cisco MeetingPlace for Outlook consists of software that is deployed on a customer-provided, Intel-based Windows server and an Outlook add-in for users' PCs

User PC Requirements

- Software Requirements
 - Microsoft Windows 98, ME, NT (SP4 or later), 2000, or XP
 - Outlook 98 (with archive patch), Outlook 2000 or Outlook XP (2002)
- Groupware System Requirement
 - Microsoft Exchange 5.5 or later



Ordering Information

Table 1 lists part numbers for the Cisco MeetingPlace for Outlook.

Table 1

Part Numbers	Description
MP-OUTLOOK	Cisco MeetingPlace for Outlook Integration
MP-EMAIL	Cisco MeetingPlace SMTP E-mail Gateway Software (SPARE)

Cisco Rich-Media Communications Services and Support

Cisco Rich-Media Convergence services and support reduce the cost, time, and complexity associated with implementing a Rich-Media Communications solution. Cisco and its partners have deployed some of today's largest conferencing solutions—which means that we understand how to integrate a rich-media solution into your organization's network infrastructure, a solution that will help you realize business results more quickly, and gain a competitive advantage as well.

Cisco offers full life-cycle support and services to help ensure that the solution best fits your business needs from the start, eliminating costly redesigns and downtime. Cisco proven methods help ensure a sound implementation that will deliver the functions and features you expect—on time. Support services include implementation and upgrade services, project management, and technical support services.

Through these services, your organization benefits from the experience gained by Cisco and its partners. Taking advantage of this invaluable experience, you can create and maintain a resilient solution that will meet your business needs today—and in the future.

For More Information

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