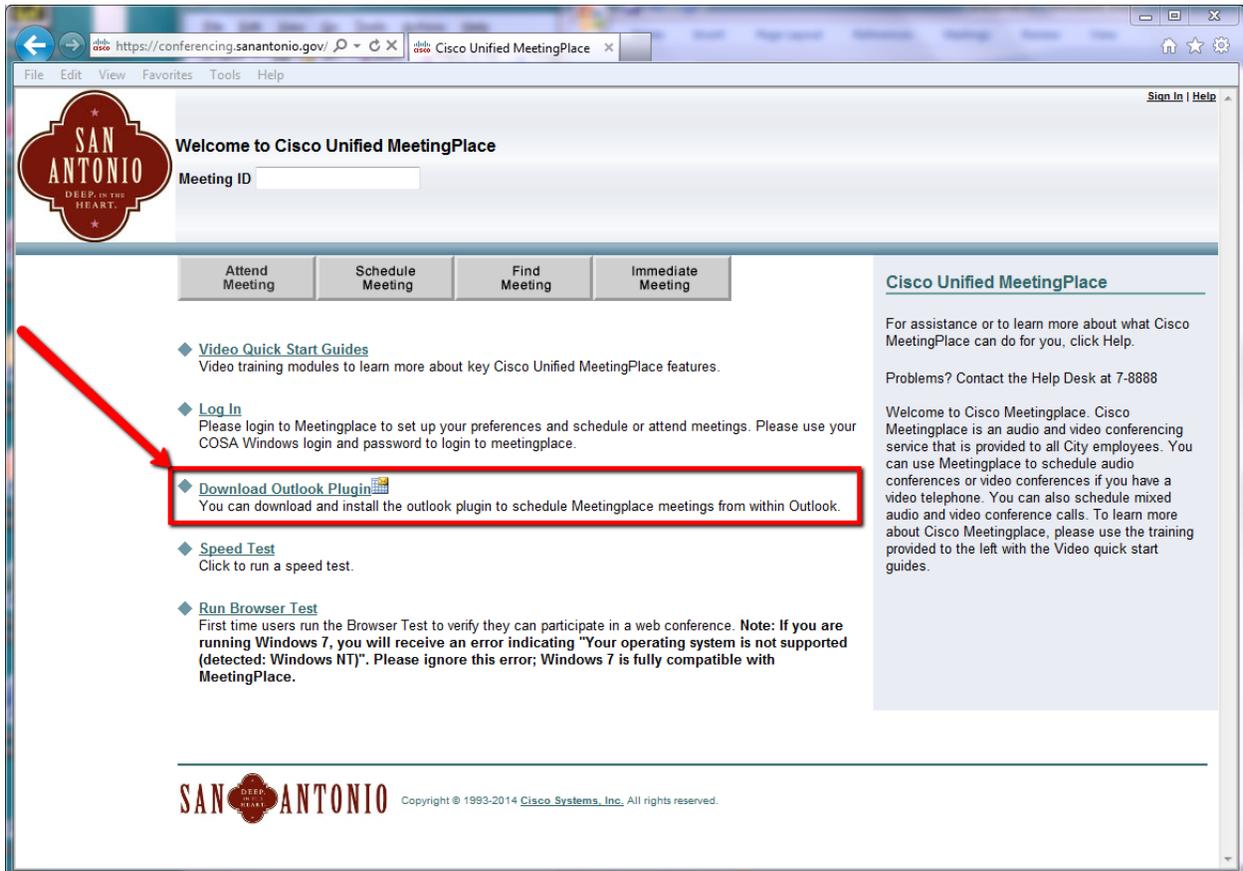


Cisco Unified Meeting Place

To schedule Meeting Place meetings via Outlook

- 1) To download plugin visit: <https://conferencing.sanantonio.gov/>. Close Outlook, then click on "Download Outlook Plugin".
(Download of the Outlook Plugin only needs to be performed once, unless new or reimaged PC)



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Welcome to Cisco Unified MeetingPlace

Meeting ID

Attend Meeting Schedule Meeting Find Meeting Immediate Meeting

- ◆ [Video Quick Start Guides](#)
Video training modules to learn more about key Cisco Unified MeetingPlace features.
- ◆ [Log In](#)
Please login to Meetingplace to set up your preferences and schedule or attend meetings. Please use your COSA Windows login and password to login to meetingplace.
- ◆ [Download Outlook Plugin](#)
You can download and install the outlook plugin to schedule Meetingplace meetings from within Outlook.
- ◆ [Speed Test](#)
Click to run a speed test.
- ◆ [Run Browser Test](#)
First time users run the Browser Test to verify they can participate in a web conference. **Note: If you are running Windows 7, you will receive an error indicating "Your operating system is not supported (detected: Windows NT)". Please ignore this error; Windows 7 is fully compatible with MeetingPlace.**

Cisco Unified MeetingPlace

For assistance or to learn more about what Cisco MeetingPlace can do for you, click [Help](#).

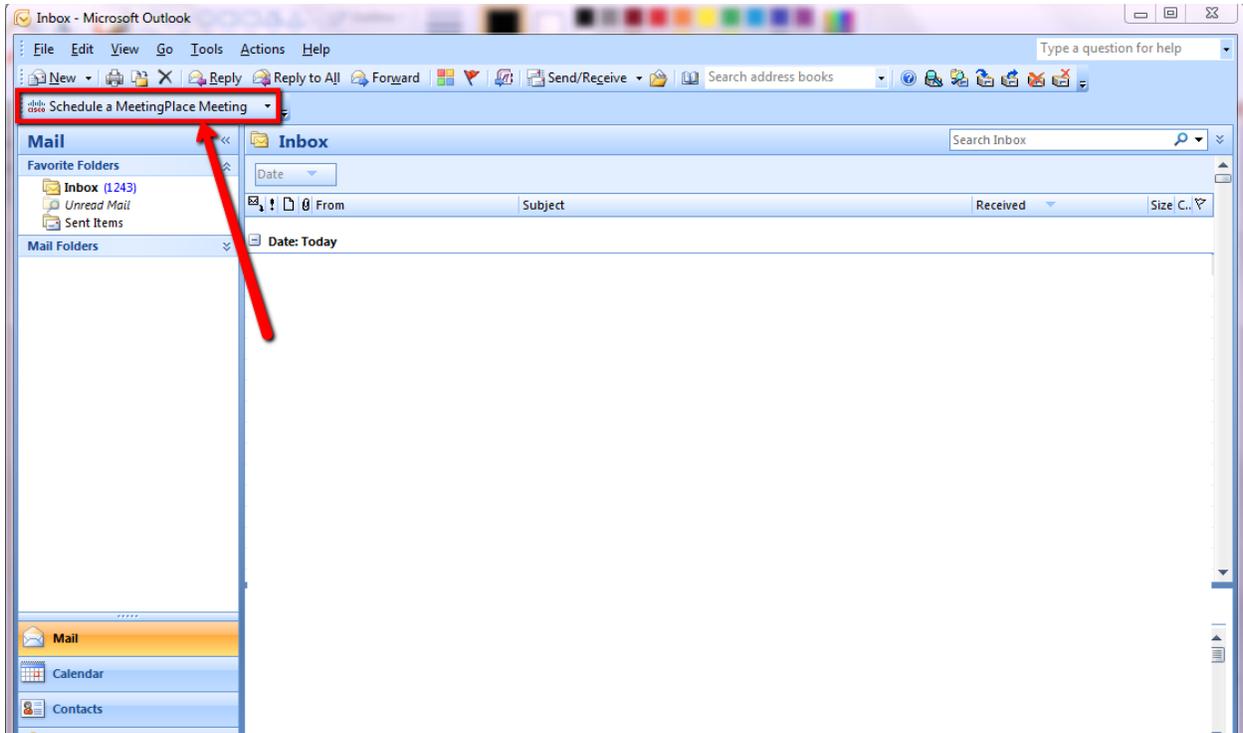
Problems? Contact the Help Desk at 7-8888

Welcome to Cisco Meetingplace. Cisco Meetingplace is an audio and video conferencing service that is provided to all City employees. You can use Meetingplace to schedule audio conferences or video conferences if you have a video telephone. You can also schedule mixed audio and video conference calls. To learn more about Cisco Meetingplace, please use the training provided to the left with the Video quick start guides.

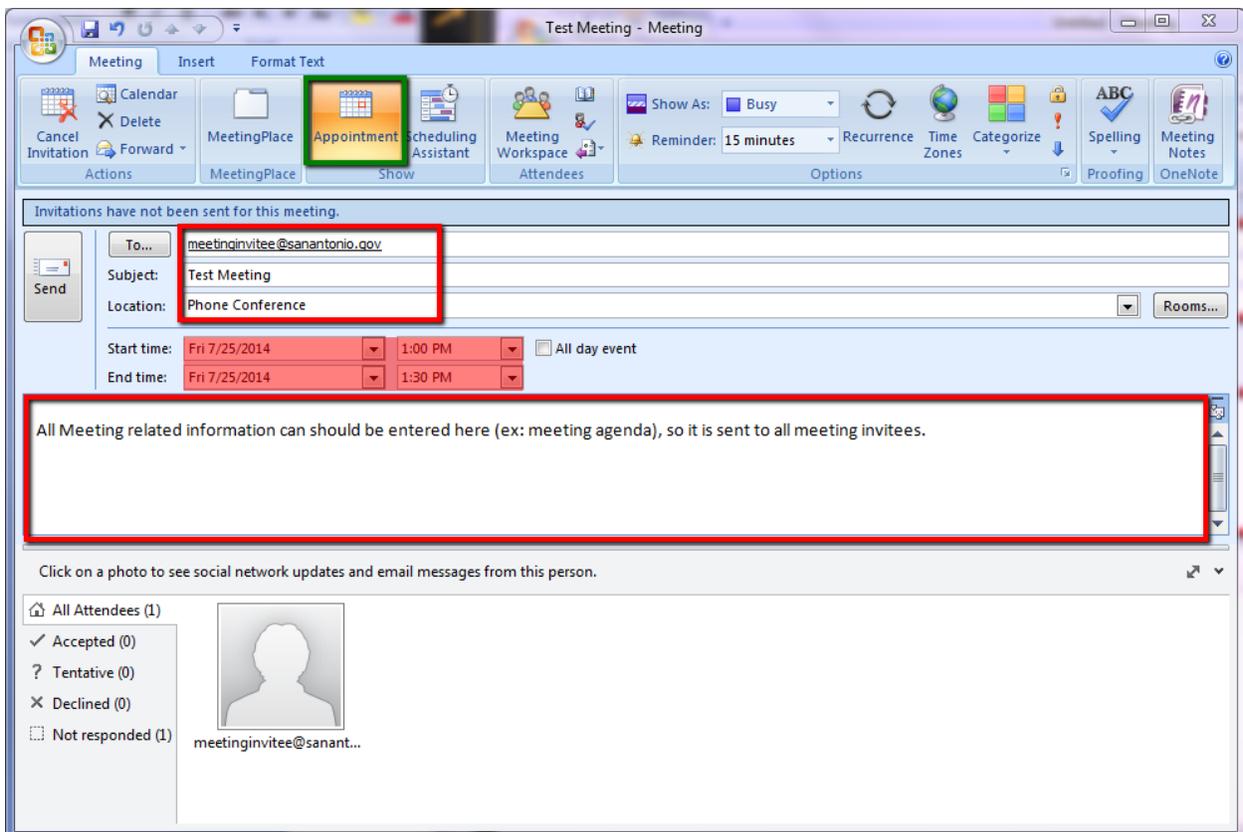
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2) Once plugin is installed, open Outlook. Click on "Schedule a MeetingPlace Meeting".



3) For the Appointment tab, complete the meeting fields for: To (email for meeting invitees), Subject, Location, start and end time, and meeting description/details.



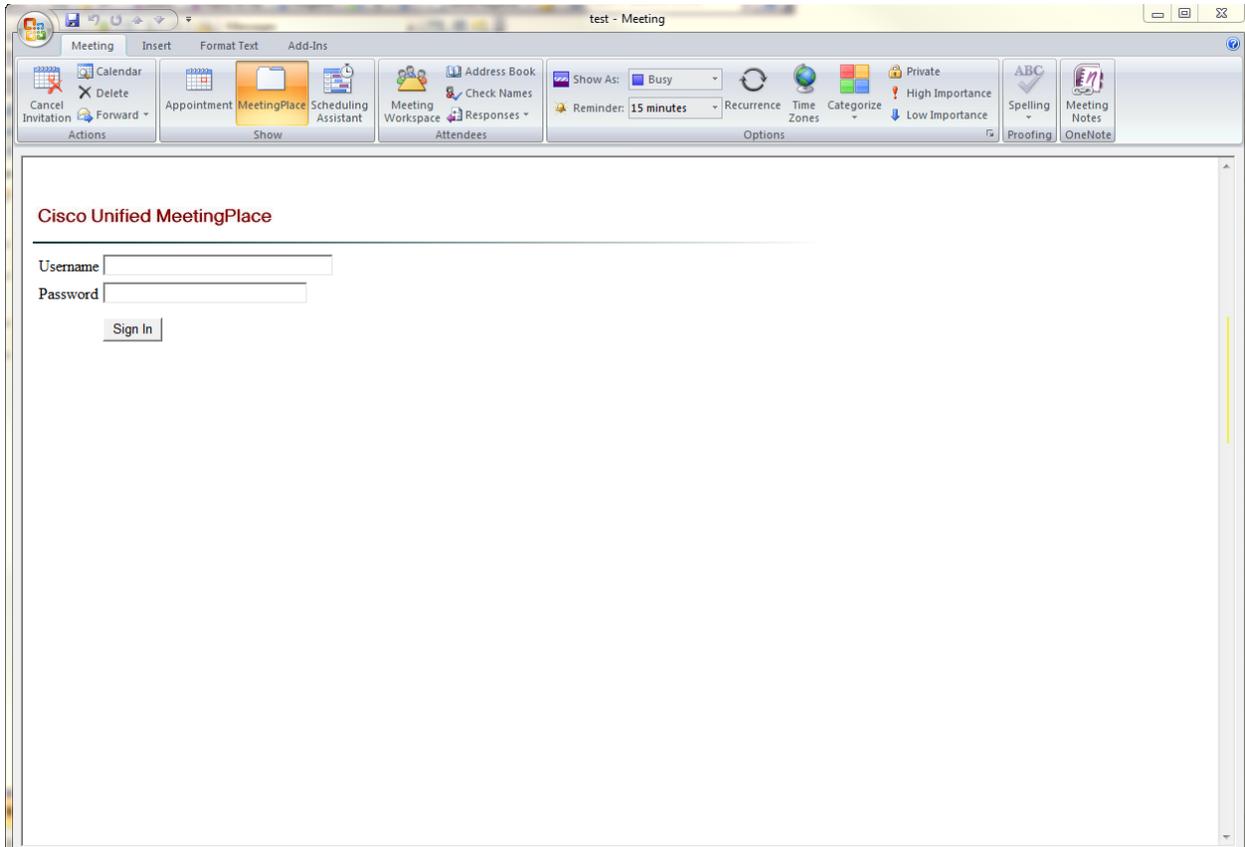
4) If not already added, click on the Scheduling Assistant tab to add meeting invitees.

The screenshot shows the Outlook Scheduling Assistant interface for a meeting titled "Test Meeting - Meeting" on Friday, July 25, 2014. The meeting is scheduled from 1:00 PM to 1:30 PM. The interface includes a ribbon with tabs for Meeting, Insert, and Format Text. The Scheduling Assistant tab is active, showing a calendar grid with a red box highlighting the "Scheduling Assistant" icon. Below the calendar, there is a list of attendees with a red box around the "All Attendees" section. The attendees list includes "(ITSD)" and "meetinginvitee@sanantonio.com". The interface also shows a "Duration" of 30 minutes and "Suggested Times" including 12:00 PM. At the bottom, there is a section for "All Attendees (2)" with a list of response statuses: Accepted (0), Tentative (0), Declined (0), and Not responded (2). Two placeholder icons are shown for the attendees: "(ITSD)" and "meetinginvitee@sanant...".

5) To create a new meeting, click on "Meeting Place".



6) If you get this login screen, use your COSA login credentials. Otherwise, you should be at step 7.



7) Select "Yes, create a new meeting". Other meeting info should be visible (ex: "meeting Subject").

The screenshot shows the Cisco Unified MeetingPlace interface within a Microsoft Office application window titled "Test Meeting - Meeting". The interface includes a ribbon with tabs for "Meeting", "Insert", and "Format Text". The "Meeting" tab is active, displaying various options such as "Cancel Invitation", "Delete", "Appointment", "MeetingPlace" (highlighted with a green box), "Scheduling Assistant", "Meeting Workspace", "Attendees", "Options", "Recurrence", "Time Zones", "Spelling", and "Meeting Notes".

The main content area displays the Cisco logo and the text "Cisco Unified MeetingPlace" with a "Welcome," message. Below this, there is a section titled "Make this a voice, video and web meeting" with three radio button options:

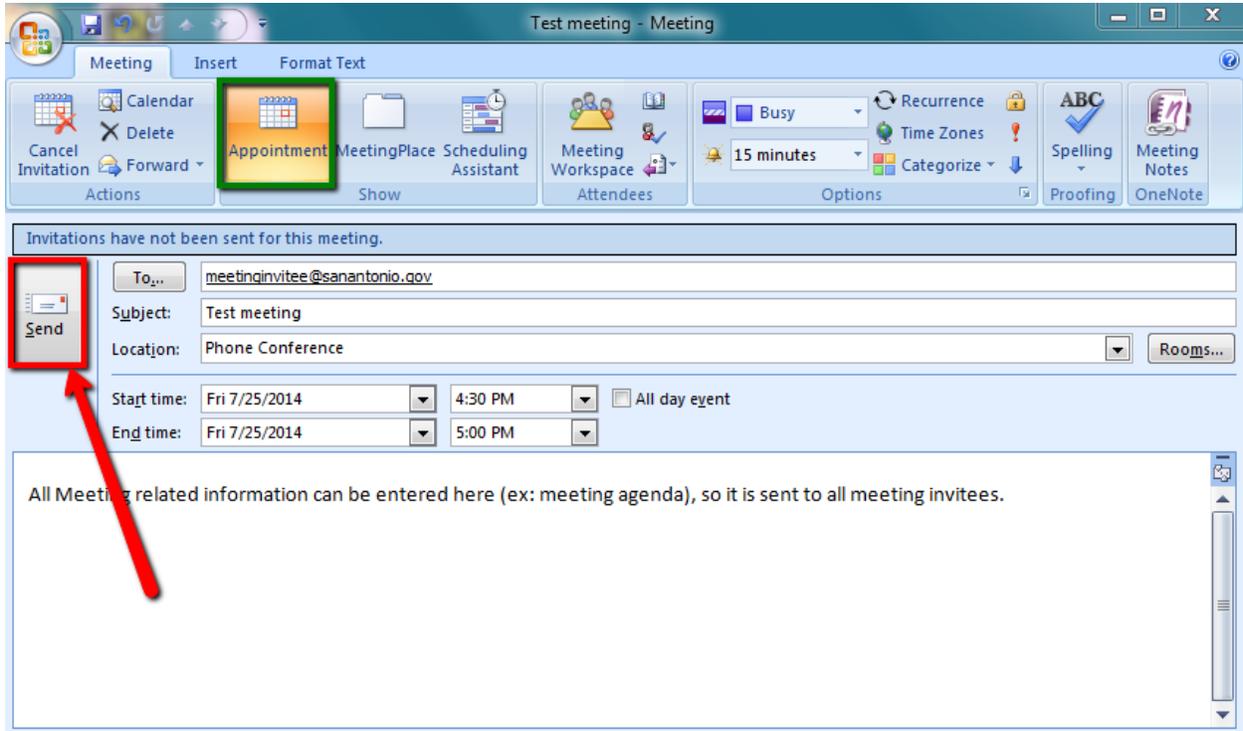
- Yes, create a new meeting (indicated by a red arrow)
- Yes, use my reservationless ID (76355)
- No

Below the radio buttons, there are several input fields and options:

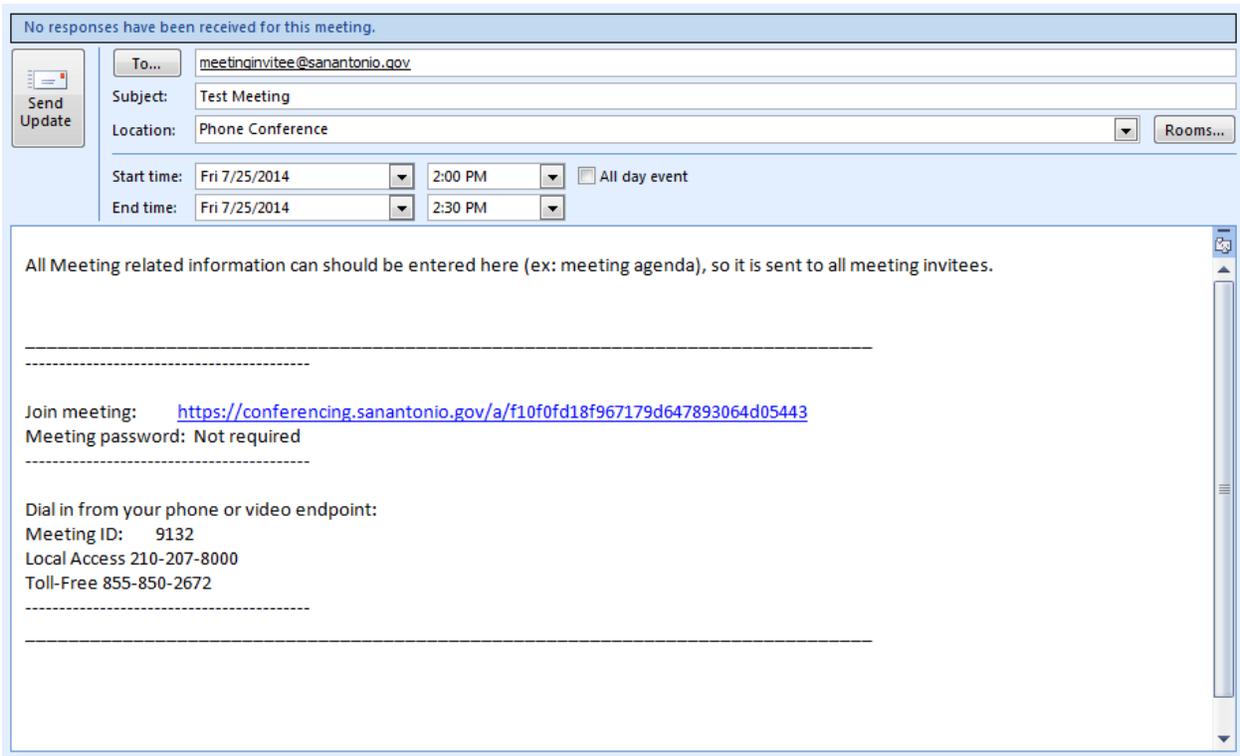
- Subject:
- Meeting ID:
- Web meeting room access: No external web participants Allow external web participants
- Meeting password:
- Max number of participants: 30

A link for "> More options" is located below the input fields. At the bottom of the interface, the Cisco logo and version information are displayed: "Version: 8.5.5.2", "Client Version: 8.5.5.2", and "© 1993-2012 Cisco Systems, Inc. All Rights Reserved."

8) Once ready to send the meeting request out, click on "Appointment" and then click on "Send".



9) Meeting Place meeting has been scheduled, and meeting details for accessing meeting sent out. (ex: Number to dial in for meeting, Meeting ID, and meeting agenda)



10) Meeting should be visible on the Outlook Calendar for invitees/attendees.