

iCM Microsoft Outlook Add-on

Version 5.7



User Guide



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ABOUT THIS MANUAL

The [iCM Microsoft Outlook Add-on User Guide](#) provides information on scheduling Microsoft Outlook meetings via the iCM Microsoft Outlook Add-on.

RELATED DOCUMENTATION

The iVIEW Suite documentation set is available on the RADVISION Utilities and Documentation CD-ROM supplied with the product and includes manuals and online helps. The manuals are in PDF format.

Note You require Adobe Acrobat Reader version 5.0 or later to open the PDF files. You can download Acrobat Reader free of charge from www.adobe.com.

CONVENTIONS USED IN THIS MANUAL

iCM Microsoft Outlook Add-on is sometimes referred to as “the plug-in” throughout this manual.

FEEDBACK

The team at RADVISION constantly endeavors to provide accurate and informative documentation. If you have comments or suggestions regarding improvements to future publications, we would value your feedback.

Please send your comments to doc_comments@radvision.com.

We thank you for your contribution.

SCHEDULING MEETINGS VIA THE ICM MICROSOFT OUTLOOK ADD-ON

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INSTALLING THE ICM MICROSOFT OUTLOOK ADD-ON

Contact your system administrator for installation information.

CONFIGURING THE ICM MICROSOFT OUTLOOK ADD-ON



Procedure

- 1 Click **iVIEW Settings** in the Outlook user interface, or go to Tools > Options > iVIEW Meetings.
- 2 Enter the address of your iVIEW Suite server in the **Server URL** field.

- 3 Click **Check Server Status** to verify that the server is operational and that you can connect to the server.
 - 4 Click **OK** to save your changes.
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SENDING A MEETING INVITATION



Procedure

- 1 Open a new appointment or meeting request form in the Outlook user interface.
- 2 Click **iVIEW Meeting**.
If you already have a virtual room defined, your virtual room details are displayed.
- 3 Click **Override Virtual Room default values** if you do not want to use the default settings of your virtual room.
- 4 Enter new meeting and moderator PINs as required.
- 5 If you entered a moderator PIN, you can enable the waiting room feature where participants are placed in a waiting room without audio or video until the meeting moderator joins the meeting.
- 6 If you entered a moderator PIN, you may also automatically record a meeting when it starts (available only when a SCOPIA Desktop Server is configured in iVIEW Suite).
- 7 Enable the **Streaming** option to automatically start streaming when the meeting starts (available only when a SCOPIA Desktop Server is configured in iCM).
- 8 Enter the number MCU ports you want to reserve for the meeting.
- 9 You can invite other terminals to the meeting and automatically dial out to them at the meeting start time.
You can search all terminals configured in the iCM database and add them to the invited list.
Click **Extra Terminal** to invite terminals not defined in the iCM database to the meeting.

- 10 Click **OK** to save the iCM scheduling request and close the iVIEW Meeting window.
The iVIEW Meeting button is selected and the name of the virtual room appears in the Location field of the appointment or meeting request form.
 - 11 Specify invitees in the **To** field.
 - 12 (Optional) Click **Cancel Meeting** to change this meeting from iCM to a generic Outlook meeting.
 - 13 Click **Send** to send the meeting request to the iCM server.
If scheduling succeeds, iCM sends the invitation to all invitees.
If scheduling fails, iCM displays an error message.
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HOW TO MANAGE MEETINGS VIA OUTLOOK

Meetings scheduled using the iCM Microsoft Outlook Add-on are displayed in the iCM web user interface with an Outlook icon next to the meeting entry. You can modify or cancel meetings scheduled using the iCM Microsoft Outlook Add-on only from within Outlook. You cannot do so from the iCM web user interface.

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MODIFYING A MEETING INVITATION



Procedure

- 1 Open the meeting from the Outlook calendar.
 - 2 Click **iVIEW Meeting**.
 - 3 Modify the meeting settings as required.
 - 4 Click **Send Update**.
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CANCELLING A MEETING



Procedure

- 1 Select the meeting in the Outlook calendar.
 - 2 Click delete button.
 - 3 Select **Send cancellation and delete meeting**.
 - 4 Click **Send**.
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MODIFYING MEETING RECURRENCE



Procedure

- 1 Cancel the meeting from the Outlook calendar.
 - 2 Schedule a new recurring meeting.
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UNINSTALLING THE ICM MICROSOFT OUTLOOK ADD-ON



Procedure

- 1 Go to Control Panel > Add or Remove Programs on your computer.
 - 2 Click **iVIEW Communications Manager Outlook Integration** in the list.
 - 3 Click **Remove**.
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