

# iVIEW Outlook

## Version 7.1



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# ABOUT THIS MANUAL

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

## RELATED DOCUMENTATION

Documentation 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.

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**Note** You require Adobe Acrobat Reader version 6.0 or later to open the PDF files. You can download Acrobat Reader free of charge from [www.adobe.com](http://www.adobe.com).

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## CONVENTIONS USED IN THIS MANUAL

iVIEW Outlook Add-in 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](mailto:doc_comments@radvision.com).

We thank you for your contribution.



# 1

## SCHEDULING MEETINGS VIA THE iVIEW OUTLOOK ADD-IN

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### INSTALLING THE iVIEW OUTLOOK ADD-IN

Contact your system administrator for installation information.

### CONFIGURING THE iVIEW OUTLOOK ADD-IN



#### Procedure

- 1 Click **iVIEW Settings** in the Outlook user interface, or go to **Tools > Options > iVIEW Settings**.
- 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 If the server URL contains dots (for example, “server.mycompany.com”), add the URL to the list of trusted sites in your Internet Explorer under **Tools > Internet Options > Security > Trusted sites > Sites** to enable the Single Sign-on feature to operate on your computer.  
Use the default security level **Most content will be run without prompts** when you add the URL as a trusted site.
  - 5 Enter your iVIEW Suite user ID and password, and optionally your organization name in the appropriate fields, if these fields appear.
  - 6 Click **OK** to save your changes.
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## SENDING A MEETING INVITATION

The body of a message sent using the iVIEW Outlook Add-in can contain a maximum of 2000 characters. Additional characters are not saved when the message is sent.



### Procedure

- 1 Open a new appointment or meeting request form in the Outlook user interface.
- 2 Click **SCOPIA Meeting**.  
If you already have a virtual room defined, your virtual room details are displayed.
- 3 Enter new access and moderator PINs as required.

- 4 To use virtual room settings different from your default settings, click **Advanced**, and configure advanced settings:
    - a Select a meeting type from the list.
    - b Select a meeting location from the list to instruct iVIEW Suite where to schedule the meeting (available only in multiple-location deployments).
    - c If you entered a moderator PIN, you can enable the **Place participants in a 'waiting room'** option. This option allows to place all participants joining a meeting before a moderator in a virtual "meeting room". Then the participants are connected only after the moderator joins.
    - d If you entered a moderator PIN, you can enable the **Automatically record meeting** option.
    - e Enable the **Automatically stream meeting** option to automatically start streaming when the meeting starts (available only when SCOPIA Desktop Server is configured in iVIEW Suite).
    - f Enter the number MCU ports you want to reserve for the meeting.
    - g Click **From Directory** or **By Address**, select a terminal, and then click **Invite Selected Terminal**.
  - 5 Click **OK** to save the iCM scheduling request and close the SCOPIA Meeting window.

The SCOPIA Meeting button is selected and the name of the virtual room appears in the Location field of the appointment or meeting request form.
  - 6 Specify invitees in the To field.
  - 7 (Optional) Click **Cancel Meeting** to change this meeting from iCM to a generic Outlook meeting.
  - 8 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 iVIEW Outlook Add-in 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 iVIEW Outlook Add-in only from within Outlook. You cannot do so from the iCM web user interface.

- [Modifying a Meeting Invitation](#) on page 4

- [Cancelling a Meeting](#) on page 4
- [Modifying Meeting Recurrence](#) on page 4

## MODIFYING A MEETING INVITATION



### Procedure

- 1 Open the meeting from the Outlook calendar.
  - 2 Click **SCOPIA 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**.
  - 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.
-

## UNINSTALLING THE OUTLOOK PLUGIN



### Procedure

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

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USA/Americas  
T +1 201 689 6300  
F +1 201 689 6301  
[infoUSA@radvision.com](mailto:infoUSA@radvision.com)

EMEA  
T +44 20 3178 8685  
F +44 20 3178 5717  
[infoUK@radvision.com](mailto:infoUK@radvision.com)

APAC  
T +852 3472 4388  
F +852 2801 4071  
[infoAPAC@radvision.com](mailto:infoAPAC@radvision.com)