

iVIEW Microsoft Outlook Add-on

Deployment Guide Version 7.5



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Table of Contents

1 Deploying the iCM Microsoft Outlook Add-on

Overview	1
About iVIEW Communications Manager	1
Prerequisites	2
System Requirements	2
Provided Files	2
How to Install the iCM Microsoft Outlook Add-on	3
Centrally Deploying the iCM Microsoft Outlook Add-on	3
Client-side Installation	3
Configuring the iCM Microsoft Outlook Add-on	4
Meeting Scheduling	5

1

Deploying the iVIEW Microsoft Outlook Add-on

- [Overview](#) page 1
- [Prerequisites](#) page 2
- [How to Install the iCM Microsoft Outlook Add-on](#)..... page 3
- [Configuring the iCM Microsoft Outlook Add-on](#)..... page 4
- [Meeting Scheduling](#) page 5

Overview

The iVIEW Microsoft Outlook Add-on is a separately deployed plug-in that allows users to schedule, modify, cancel, and manage iVIEW Communications Manager meetings using the Microsoft Outlook interface.

About iVIEW Communications Manager

SCOPIA iVIEW Communications Manager (iVIEW Communications Manager) is a simple-to-use, web-based application for managing visual communications in multi-site organization deployments. It provides resource management of network devices for video and audio meetings as well as scheduling, call-routing, and conference control functionalities.

iVIEW Communications Manager optionally includes an internal ITU-T H.323 version 4-compliant gatekeeper to provide call control for IP telephony and multimedia communication networks. This internal gatekeeper is a variation of the radvision SCOPIA ECS Gatekeeper.

iVIEW Communications Manager also contains an internal SIP Back-to-Back User Agent to provide call control for IP telephony and multimedia communication on the SIP network.

- [Understanding Video Conferencing](#) page 1
- [iVIEW Communications Manager User Types](#)..... page 1
- [Login Screen Options](#) page 1
- [Enabling Single Sign-on with Microsoft Vista and Microsoft 7](#)..... page 1
- [Interface Orientation](#)..... page 1
- [Configuration Workflow](#)..... page 1

Prerequisites

System Requirements

- One of the following Microsoft Outlook versions:
 - Outlook 2003 SP3 on Windows XP SP2 and Windows Server 2003 SP2
 - Outlook 2007 on Windows XP SP2 and Windows Server 2003 SP2
 - Outlook XP on Windows XP SP2
 - Outlook on Windows Vista
 - Outlook 2007 on Windows 7
- Microsoft Exchange 2000/2003/2007 Server
- A dedicated email account for receiving meeting messages including meeting accept and decline messages.
- A dedicated SCOPIA iVIEW Management Suite server which the iVIEW Microsoft Outlook Add-on connects to.
- Configure this SCOPIA iVIEW Management Suite server to work in Single Sign-on (SSO) mode with Microsoft Active Directory server.
- Assign at least one virtual room to each user.
- Users require access to the iVIEW Communications Manager web user interface using Single Sign-on (SSO).

Note:

The iVIEW Microsoft Outlook Add-on is designed to work with the iVIEW Communications Manager using SSO. If you wish to work in non-SSO mode, send the following registry key to your users and instruct them to install it:

```
[HKEY_CURRENT_USER\Software\Policies\radvision\RM Addin]
"rm.show.user.info"="true"
```

Provided Files

The following files are provided on the RADVISION Utilities and Documentation CD-ROM supplied with the product.

- iVIEW_outlook_add-in_setup.msi—Installation file for the client-side iVIEW Microsoft Outlook Add-on.
- Outlook-add-on-server-side-install.vbs—Script for a centralized push of the iVIEW Microsoft Outlook Add-on from the domain controller.
- Outlook-add-on.vbs—Script for local client-side installation or upgrade of iVIEW Microsoft Outlook Add-on.
- Outlook-video-schedule-add-on.adm—The Group Policy used to push the iVIEW Microsoft Outlook Add-on.

How to Install the iVIEW Microsoft Outlook Add-on

- [Centrally Deploying the iCM Microsoft Outlook Add-on](#) page 3
- [Client-side Installation](#) page 3

Centrally Deploying the iVIEW Microsoft Outlook Add-on

You can push the iCM_outlook_addon_setup.msi installation file from a domain controller to all the machines in that domain.

The iVIEW Microsoft Outlook Add-on is then automatically installed on each client machine when that user signs on using a domain account.

Procedure

- Step 1** Copy the iCM_outlook_addon_setup.msi and Outlook-add-on-server-side-install.vbs files from the RADVISION CD-ROM supplied with the product to the following location:
\\domain_controller\netlogon\scripts
where domain_controller is the server name of the local domain controller.
- Step 2** On the domain controller, go to **Administrative Tools > Active Directory Users and Computers**.
- Step 3** In the Active Directory Users and Computers management console, select a user for which you want to install the iVIEW Microsoft Outlook Add-on.
- Step 4** Double-click the user entry to open the Properties window.
- Step 5** Select **Profile** and locate the logon script file for that user in the Outlook-add-on-server-side-install.vbs file.
- Step 6** If the logon script does not exist for that user, create an empty logon script file for that user and enter the name of the new logon script file in the Logon script field.
- Step 7** Verify that the logon script has a .bat extension.
- Step 8** Place the empty logon script at the following location on the domain controller:
\\domain_controller\netlogon\scripts
- Step 9** Add the following line of text to the logon script:
call \\domain_controller\netlogon\
Outlook-add-on-server-side-install.vbs
The script runs to install or upgrade the iVIEW Microsoft Outlook Add-on the next time the user signs on to the domain.

Client-side Installation

A user can install or upgrade the iVIEW Microsoft Outlook Add-on on the local client machine.

Note: This step is not necessary when a central deployment is used.

Procedure

- Step 1** Place the iCM_outlook_addon_setup.msi and Outlook-add-on.vbs files in a folder.
- Step 2** Make that folder available to the end user.
- Step 3** Communicate these steps to the end user:
 - a. The user needs to close Microsoft Outlook and then run the Outlook-add-on.vbs file.
 - b. Open Microsoft Outlook to confirm that the iVIEW Settings button is displayed.

Configuring the iVIEW Microsoft Outlook Add-on

This section describes how to modify the SCOPIA iVIEW Management Suite server URL to enable working with the iVIEW Microsoft Outlook Add-on.

You can configure the SCOPIA iVIEW Management Suite server URL in the domain controller and push it out to all client machines within the domain using a group policy. The iVIEW Microsoft Outlook Add-on then retrieves the SCOPIA iVIEW Management Suite server URL from the updated registries of client machines.

Procedure

- Step 1** Copy the Outlook-video-schedule-add-on.adm file from the RADVISION Utilities and Documentation CD-ROM supplied with the product to the following directory on the device controller:
C:\Windows\inf
- Step 2** On the domain controller, go to **Administrative Tools > Active Directory Users and Computers**.
- Step 3** In the Active Directory Users and Computers management console, select the OU (or organization) to which you want to push the registry settings.
- Step 4** Double-click the entry to open the Properties window.
- Step 5** Select **Group Policy**.
- Step 6** Select **New** to create a new Group Policy Object Link called OutlookVideoScheduling.
- Step 7** Select **Edit** to open the Group Policy Object Editor console.
- Step 8** Go to **User Configuration > Administrative Templates** and select **Add/Remove Templates**.
- Step 9** Select **Add** to place the Outlook-video-schedule-add-on.adm file under C:\Windows\inf.
- Step 10** Verify that "iVIEW Outlook Scheduling Add-on" appears at **User Configuration > Administrative Templates**.
- Step 11** Select **User Configuration > Administrative Templates > iVIEW Outlook Scheduling Add-on**.
- Step 12** Select **Set iVIEW Server URL** on the right panel.
- Step 13** Enter the SCOPIA iVIEW Management Suite server URL in the **Set iVIEW Server URL Properties** window.

The server URL should not contain "." or an IP address.

The registry setting is pushed to a user machine the next time that user signs on to the domain.

This registry setting is displayed in the Server URL field of the iVIEW Settings console of the Microsoft Outlook user interface.

Meeting Scheduling

The meeting scheduling fields in the iVIEW Meeting window support the same display configuration customizations as the **User > Meeting Scheduling > Basic** tab.

Additionally, you can hide individual fields on the iVIEW Meeting window via **Admin > Advanced Settings > Look and Feel**.



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About RADVISION

RADVISION (NASDAQ: RVSN) is the industry's leading provider of market-proven products and technologies for unified visual communications over IP and 3G networks. With its complete set of standards based video networking infrastructure and developer toolkits for voice, video, data and wireless communications, RADVISION is driving the unified communications evolution by combining the power of video, voice, data and wireless - for high definition video conferencing systems, innovative converged mobile services, and highly scalable video-enabled desktop platforms on IP, 3G and emerging next generation networks. For more information about RADVISION, visit www.radvision.com

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