

iVIEW Microsoft Outlook Add-on

Version 7.0



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ABOUT THIS MANUAL

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

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.

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.

CONVENTIONS USED IN THIS MANUAL

iVIEW 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.

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SCHEDULING MEETINGS VIA THE ICM MICROSOFT OUTLOOK ADD-ON

- [Installing the iCM Microsoft Outlook Add-on](#) on page 1
- [Configuring the iCM Microsoft Outlook Add-on](#) on page 1
- [Sending a Meeting Invitation](#) on page 2
- [How to Manage Meetings via Outlook](#) on page 3
- [Uninstalling the Outlook Plugin](#) on page 5

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 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 iCM Microsoft Outlook Add-on 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 **Rich Media**.
If you already have a virtual room defined, your virtual room details are displayed.
- 3 Click **Advanced Settings** if you do not want to use the default settings of your virtual room.
- 4 Enter new meeting and moderator PINs as required.
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.
If you entered a moderator PIN, you can automatically record a meeting when it starts (available only when SCOPIA Desktop Server is configured in iVIEW Suite).
- 5 Enable the **Streaming** option to automatically start streaming when the meeting starts (available only when SCOPIA Desktop Server is configured in iVIEW Suite).
- 6 Enter the number MCU ports you want to reserve for the meeting.

- 7 Select a preferred location from the Location Preferences field to instruct iVIEW Suite where to schedule the meeting (available only in multiple-location deployments).
 - 8 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.
 - 9 Click **OK** to save the iCM scheduling request and close the Rich Media window.
The Rich Media button is selected and the name of the virtual room appears in the Location field of the appointment or meeting request form.
 - 10 Specify invitees in the To field.
 - 11 (Optional) Click **Cancel Meeting** to change this meeting from iCM to a generic Outlook meeting.
 - 12 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.

- [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 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**.
 - 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 OUTLOOK PLUGIN



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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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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