

iVIEW Microsoft Outlook Add-on Version 7.0



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ABOUT THIS MANUAL

RELATED DOCUMENTATION

The [iVIEW Microsoft Outlook Add-on Deployment Guide](#) provides information on deploying the iVIEW Microsoft Outlook Add-on.

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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DEPLOYING THE ICM MICROSOFT OUTLOOK ADD-ON

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OVERVIEW

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

PREREQUISITES

SYSTEM REQUIREMENTS

- One of the following Microsoft Outlook versions:
 - Outlook 2003 SP3 on Windows XP SP2 and Windows 2003 SP2
 - Outlook 2007 on Windows XP SP2 and Windows 2003 SP2
 - Outlook XP on Windows XP SP2Outlook on Windows Vista is not supported.
- Microsoft Exchange 2000/2003/2007 Server
- A dedicated email account for receiving meeting messages including meeting accept and decline messages.

How to Install the iCM Microsoft Outlook Add-on

- A dedicated iVIEW Suite server which the iCM Microsoft Outlook Add-on connects to.
- Configure this iVIEW 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 iCM web user interface using Single Sign-on (SSO).

Note The iCM Microsoft Outlook Add-on is designed to work with the iCM 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.

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

HOW TO INSTALL THE iCM MICROSOFT OUTLOOK ADD-ON

- [Centrally Deploying the iCM Microsoft Outlook Add-on](#) on page 3
- [Client-side Installation](#) on page 4

CENTRALLY DEPLOYING THE ICM 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 iCM Microsoft Outlook Add-on is then automatically installed on each client machine when that user signs on using a domain account.

Procedure

- 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.
 - 2 On the domain controller, go to **Administrative Tools > Active Directory Users and Computers**.
 - 3 In the Active Directory Users and Computers management console, select a user for which you want to install the iCM Microsoft Outlook Add-on.
 - 4 Double-click the user entry to open the Properties window.
 - 5 Click **Profile** and locate the logon script file for that user in the Outlook-add-on-server-side-install.vbs file.
 - 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.
 - 7 Verify that the logon script has a .bat extension.
 - 8 Place the empty logon script at the following location on the domain controller:
`\\domain_controller\netlogon\scripts`
 - 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 iCM Microsoft Outlook Add-on the next time the user signs on to the domain.
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CLIENT-SIDE INSTALLATION

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

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



Procedure

- 1 Place the iCM_outlook_addon_setup.msi and Outlook-add-on.vbs files in a folder.
 - 2 Make that folder available to the end user.
 - 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.
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CONFIGURING THE ICM MICROSOFT OUTLOOK ADD-ON

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

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



Procedure

- 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
- 2 On the domain controller, go to **Administrative Tools > Active Directory Users and Computers**.
- 3 In the Active Directory Users and Computers management console, select the OU (or organization) to which you want to push the registry settings.
- 4 Double-click the entry to open the Properties window.
- 5 Click **Group Policy**.

- 6 Click **New** to create a new Group Policy Object Link called OutlookVideoScheduling.
- 7 Click **Edit** to open the Group Policy Object Editor console.
- 8 Go to User **Configuration > Administrative Templates** and select **Add/Remove Templates**.
- 9 Click **Add** to place the Outlook-video-schedule-add-on.adm file under C:\Windows\inf.
- 10 Verify that “iVIEW Outlook Scheduling Add-on” appears at User Configuration > Administrative Templates.
- 11 Select **User Configuration > Administrative Templates > iVIEW Outlook Scheduling Add-on**.
- 12 Click **Set iVIEW Server URL** on the right panel.
- 13 Enter the iVIEW 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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