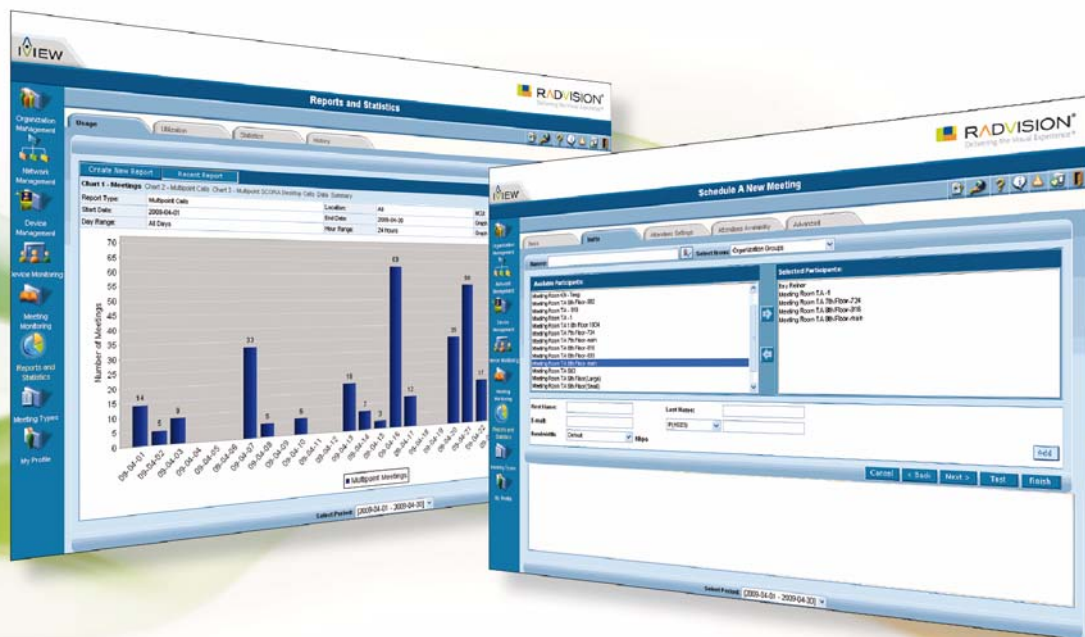


# iVIEW Microsoft Outlook Add-on

## User Guide

Version 7.5



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*User Guide for iVIEW Microsoft Outlook Add-on Version 7.5, September 2010*

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# 1

## Scheduling Meetings via the iVIEW Microsoft Outlook Add-on

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### Installing the iVIEW Microsoft Outlook Add-on

Contact your system administrator for installation information.

### Configuring the iVIEW Microsoft Outlook Add-on

#### Procedure

- Step 1** Select **iVIEW Settings** in the Outlook user interface, or go to **Tools > Options > iVIEW Settings**.
- Step 2** Enter the address of your SCOPIA iVIEW Management Suite server in the Server URL field.
- Step 3** Select **Check Server Status** to verify that the server is operational and that you can connect to the server.
- Step 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.
- Step 5** Enter your SCOPIA iVIEW Management Suite user ID and password, and optionally your organization name in the appropriate fields, if these fields appear.
- Step 6** Select **OK** to save your changes.

## Sending a Meeting Invitation

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

### Procedure

- Step 1** Open a new appointment or meeting request form in the Outlook user interface.
- Step 2** Select SCOPIA Meeting.  
If you already have a virtual room defined, your virtual room details are displayed.
- Step 3** Enter new access and moderator PINs as required.
- Step 4** To use virtual room settings different from your default settings, select **Advanced**, and configure advanced settings:
- Select a meeting type form the list.
  - Select a meeting location from the list to instruct SCOPIA iVIEW Management Suite where to schedule the meeting (available only in multiple-location deployments).
  - 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.
  - If you entered a moderator PIN, you can enable the **Automatically record meeting** option.
  - Enable the **Automatically stream meeting** option to automatically start streaming when the meeting starts (available only when SCOPIA Desktop Server is configured in SCOPIA iVIEW Management Suite).
  - Enter the number MCU ports you want to reserve for the meeting.
  - Select **From Directory** or **By Address**, select a terminal, and then select **Invite Selected Terminal**.
- Step 5** Select **OK** to save the iVIEW Communications Manager 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.
- Step 6** Specify invitees in the To field.
- Step 7** (Optional) Select **Cancel Meeting** to change this meeting from iVIEW Communications Manager to a generic Outlook meeting.
- Step 8** Select **Send** to send the meeting request to the iVIEW Communications Manager server.  
If scheduling succeeds, iVIEW Communications Manager sends the invitation to all invitees.  
If scheduling fails, iVIEW Communications Manager displays an error message.

## How to Manage Meetings via Outlook

Meetings scheduled using the iVIEW Microsoft Outlook Add-on are displayed in the iVIEW Communications Manager web user interface with an Outlook icon next to the meeting entry.

You can modify or cancel meetings scheduled using the iVIEW Microsoft Outlook Add-on only from within Outlook. You cannot do so from the iVIEW Communications Manager web user interface.

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### Modifying a Meeting Invitation

#### Procedure

- Step 1** Open the meeting from the Outlook calendar.
- Step 2** Select **SCOPIA Meeting**.
- Step 3** Modify the meeting settings as required.
- Step 4** Select **Send Update**.

### Cancelling a Meeting

#### Procedure

- Step 1** Select the meeting in the Outlook calendar.
- Step 2** Select **Delete**.
- Step 3** Select **Send cancellation and delete meeting**.
- Step 4** Select **Send**.

### Modifying Meeting Recurrence

#### Procedure

- Step 1** Cancel the meeting from the Outlook calendar.
- Step 2** Schedule a new recurring meeting.

## Uninstalling the Outlook Plugin

### Procedure

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



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