Managing Meetings

About Managing Meetings

Revised November 16, 2010

You can check upcoming appointments and meetings that are scheduled in Microsoft Outlook or in Cisco Unified MeetingPlace.

Other actions that you can take to manage your meetings include:

- Accepting or declining meeting invitations (Outlook meetings only).

- Joining a meeting that is in progress.

- Listing the participants of a meeting.

- Hearing the details of a meeting invitation.

- Sending a message to the meeting organizer.

- Sending a message to the meeting participants.

- Canceling a meeting (meeting organizer only).

- Starting an immediate meeting in Cisco Unified MeetingPlace.

Listing Upcoming Meetings

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In addition to playing a list of your upcoming meetings, Cisco Unity Connection plays details about each meeting and provides a list of actions you can take.

Listing Upcoming Meetings by Using the Phone Keypad

Step 1   Call and sign in to Connection.

Step 2   At the Main menu, select the option **Meetings**.

Step 3   Follow the prompts to define the period of time for which you want to hear the list of meetings.

Step 4   As each meeting is listed, follow the prompts to get details about the meeting, join the meeting, list the participants, send a message to the organizer, send a message to the meeting participants, accept a meeting invitation, or decline a meeting invitation. The meeting owner also has the option to cancel a meeting.

Listing Upcoming Meetings by Using Voice Commands

Step 1   Call and sign in to Connection.

Step 2   When Connection asks, "What do you want to do," say:

"**Play Meetings**" or "**List Meetings**" to list the time, meeting organizer, and subject for all current and upcoming meetings.

Or

"**Play Meetings on <date>**" or "**List Meetings on <date>**" to list the time, meeting organizer, and subject for meetings on a specific date.

Step 3   Follow the prompts and use the following voice commands to manage a meeting after you have listened to the description:

Action	Voice Command
Join a Cisco Unified MeetingPlace meeting	"Join"
Hear list of participants	"List participants"
Hear details from the meeting reminder	"Details"
Record a voice message to send to meeting organizer	"Send message to organizer"
Record a voice message to send to meeting participants	"Send message to participants"
Hear the time, meeting organizer, and subject for the next meeting in your calendar	"Next"
Hear the time, meeting organizer, and subject for the previous meeting in your calendar	"Previous"
Accept a meeting request (Outlook meetings only)	"Accept"
Decline a meeting request (Outlook meetings only)	"Decline"
Cancel a meeting (meeting organizer only)	"Cancel meeting"

Starting Immediate Meetings in Cisco Unified MeetingPlace

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You can start an immediate meeting in Cisco Unified MeetingPlace and Cisco Unity Connection connects you to the meeting.

Starting an Immediate Meeting by Using the Phone Keypad

Step 1   Call and sign in to Connection.

Step 2   At the Main menu, select the option **Meetings**, then **Start Meetings**.

Step 3   Follow the prompts to set up and join an immediate Cisco Unified MeetingPlace meeting for the current time.

Starting an Immediate Meeting by Using Voice Commands

Step 1   Call and sign in to Connection.

Step 2   When Connection asks, "What do you want to do," say:

"**Start Meeting**."

Step 3   Follow the prompts to set up and join an immediate Cisco Unified MeetingPlace meeting for the current time.