

Cisco Unified Meeting Place

Schedule a meeting in Unified MeetingPlace

- 1) To gain access to Cisco Unified MeetingPlace to schedule a meeting visit:
<https://conferencing.sanantonio.gov>

The screenshot shows the Cisco Unified MeetingPlace website in a Windows Internet Explorer browser window. The address bar displays <https://conferencing.sanantonio.gov>. The page features the San Antonio logo on the left, which includes the text "SAN ANTONIO" and "DEEP IN THE HEART". The main heading is "Welcome to Cisco Unified MeetingPlace", followed by a "Meeting ID" input field. Below this is a navigation bar with four buttons: "Attend Meeting", "Schedule Meeting", "Find Meeting", and "Immediate Meeting". A list of links is provided, including "Video Quick Start Guides", "Log In", "Download Outlook Plugin", "Speed Test", and "Run Browser Test". A right-hand sidebar contains the heading "Cisco Unified MeetingPlace" and a "Help" link. The footer includes the San Antonio logo and the copyright notice: "Copyright © 1993-2014 Cisco Systems, Inc. All rights reserved." The browser's status bar at the bottom indicates "Trusted sites" and a zoom level of "100%".

2) To set-up a meeting, click on "Schedule Meeting".

Welcome to Cisco Unified MeetingPlace

Meeting ID

Attend Meeting **Schedule Meeting** Find Meeting Immediate Meeting

[Video Quick Start Guides](#)
Video training modules to learn more about key Cisco Unified MeetingPlace features.

[Log In](#)
Please login to Meetingplace to set up your preferences and schedule or attend meetings. Please use your COSA Windows login and password to login to meetingplace.

[Download Outlook Plugin](#)
You can download and install the outlook plugin to schedule Meetingplace meetings from within Outlook.

[Speed Test](#)
Click to run a speed test.

[Run Browser Test](#)
First time users run the Browser Test to verify they can participate in a web conference. **Note: If you are running Windows 7, you will receive an error indicating "Your operating system is not supported (detected: Windows NT)". Please ignore this error; Windows 7 is fully compatible with MeetingPlace.**

Cisco Unified MeetingPlace

For assistance or to learn more about what Cisco MeetingPlace can do for you, click Help.

Problems? Contact the Help Desk at 7-8888

Welcome to Cisco Meetingplace. Cisco Meetingplace is an audio and video conferencing service that is provided to all City employees. You can use Meetingplace to schedule audio conferences or video conferences if you have a video telephone. You can also schedule mixed audio and video conference calls. To learn more about Cisco Meetingplace, please use the training provided to the left with the Video quick start guides.

Done Trusted sites 100%

3) At the sign in screen, enter your COSA login and password.

Welcome to Cisco Unified MeetingPlace

Home > Sign In

Schedule Meeting

Please Sign In.

Username

Password

Remember Me

Sign In

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Done Trusted sites 100%

4) Enter information for meeting: "Subject, Date, Time, Duration". Then click "More Options".

Admin | Sign Out | Account | Help
Search Documentation on Cisco.com

Welcome, Jane Doe

Home > New Meeting

Meeting Information

Subject: Test Meeting

Meeting ID: (optional)

Date*: Jul 28, 2014

Time*: 2 PM : 45

Duration*: 30 (minutes)

Recurrence: [button]

On behalf of user: [input]

Password: [input]

Billing code: [input]

Meeting category: Standard

Invite video terminals

Invitees

Add Invitee: [input] [Add]

#	Name	Email
1	Jane Doe	Jane.Doe@sanantonio.go

[Schedule] [Cancel]

Options

[More Options] [gear icon]

5) In More Options, for Meeting description, Enter meeting details and/or meeting agenda.

Admin | Sign Out | Account | Help
Search Documentation on Cisco.com

Welcome, Jane Doe

Home > New Meeting > More Options

More Options

Meeting description: Enter meeting details (meeting agenda).

Who can attend: Anyone

List meeting publicly:

Audio and video conferencing options

Entry announcement: Beep+Name

Exit announcement: Beep+Name

End of meeting announcement: Yes

Meeting extension announcement: No

Access meeting recordings: Invited Profile Users

Notification options

Enabled for meeting: Yes

Send if meeting changes: Yes

Include Invitee List When Scheduled From Web: Yes

[Submit] [Cancel]

6) Meeting Invitees can be added individually in the "Add Invitee" field, then click "Add".



Welcome, **Jane Doe**

[New Meeting](#)

[Home](#) > [New Meeting](#)

Meeting Information

Subject:

Meeting ID: (optional)

Date*: Jul 28, 2014

Time*: 2 PM : 45 America/Chicago

Duration*: (minutes)

On behalf of user:

Password:

Billing code:

Meeting category:

Invite video terminals

Invitees

Add Invitee:

#	Name	Email
1	Jane Doe	Jane.Doe@sanantonio.go

Options

[More Options](#)



7) Once meeting invitees have been added, click “Schedule”.

Meeting Information

Subject:

Meeting ID: (optional)

Date*: Jul 28, 2014 **Recurrence**

Time*: 2 PM : 45 America/Chicago

Duration*: 30 (minutes)

On behalf of user:

Password:

Billing code:

Meeting category: Standard

Invite video terminals

Invitees

Add Invitee:

#	Name	Email	Delete
1	Jane Doe	Jane.Doe@sanantonio.gov	
2	<input type="text" value="Jack Daniels"/>	jack.daniels@sanantonio.gov	
3	<input type="text" value="Jim Beam"/>	jim.beam@sanantonio.gov	
4	<input type="text" value="Johnny Walker"/>	johnny.walker@sanantonio.gov	
5	<input type="text" value="Sam Adams"/>	sam.adams@sanantonio.gov	
6	<input type="text" value="Jose Cuervo"/>	jose.cuervo@sanantonio.gov	
7	<input type="text" value="Remy Martin"/>	remy.martin@sanantonio.gov	

Options

[More Options](#)

8) Meeting is now scheduled



Admin | [Sign Out](#) | [Account](#) | [Help](#)
[Search Documentation on Cisco.com](#)

Welcome, Jane Doe

[Home](#) > [Scheduled Meeting](#)

Scheduled Meeting

The meeting with the ID 2425 has been scheduled.

9) All invitees should receive an email meeting invite from Meeting Place

The screenshot shows an email client window titled "Updated: Test Meeting #3 - Meeting". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Actions", and "Help". Below the menu bar is a toolbar with buttons for "Accept", "Tentative", "Decline", "Propose New Time", "Calendar...", and other icons. The main content area displays the following information:

Please respond.

From: Meeting Place [meetingplace@sanantonio.gov] Sent: Mon 07/28/2014 3:27 PM
Required: Jane Doe (ITSD)
Optional:
Subject: Updated: Test Meeting #3

Location: MeetingPlace: 210-207-8000 ID: 2425
When: Monday, July 28, 2014 4:00 PM-4:30 PM.

This is a meeting scheduled from the Cisco Unified MeetingPlace Web interface.
Please make any updates/cancellations to the meeting from the interface directly.

Join meeting:	https://conferencing.sanantonio.gov/abf8bec0e990be7efd2b5071879e01af
Meeting password:	Not required

Dial in from your phone or video endpoint:

Meeting ID:	2425
Local Access	210-207-8000
Toll-Free	855-850-2672

Invitees:

Jane Doe, Remy Martin, Jose Cuervo, Sam Adams, Johnny Walker, Jim Beam, Jack Daniels