



SpeakSpace Unified Meeting

Lotus Notes Calendar Integration

SpeakSpace Unified Meeting lets you quickly and easily bring people together—from anywhere in the world—so they can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. Below you will find helpful tips to easily schedule your meetings using Lotus Notes.

Simple set up with Lotus Notes Calendar

Integrating your Lotus Notes Calendar with SpeakSpace Unified Meeting can easily be done by your company's Lotus Notes administrator. All that's required is a minor code change to the email template on your organization's Lotus Notes Domino server. Once complete, the mail template is replicated to all Lotus Notes desktop clients. Then, just sign into SpeakSpace Unified Meeting using the desktop icon located in your taskbar and you are ready to meet online!

There are two methods used to migrate to a new email template:

- + Standard drop-in Lotus mail template
- + Customized toolkit template modified by the Lotus Notes administrator

The type of template used depends on whether your company uses a standard or customized template.

STANDARD DROP-IN

SpeakSpace Unified Meeting provides a standard mail template that contains all the standard Lotus Notes features, plus the SpeakSpace Unified Meeting add-on. If your company has not made any changes to the standard Notes mail template, the notes administrator should use the SpeakSpace Unified Meeting standard “drop-in” Lotus mail template.

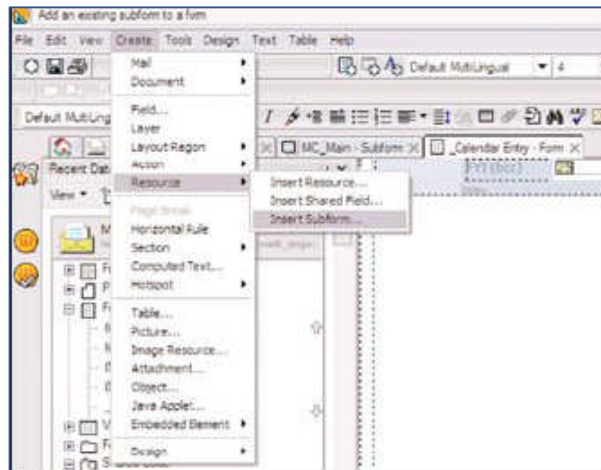
- 1 Copy mc_mail6_dropin.ntf to the Domino data directory on your Domino server.
- 2 Open your existing standard Notes mail template StdR6Mail.ntf from the Domino data directory. This backs up the standard Lotus Notes mail template from the Lotus Notes client.
- 3 Choose File | Database | Properties in the template tab.
- 4 Change StdR6Mail to StdR6MailBackup.
- 5 Close the Properties dialog.
- 6 Repeat steps 2-5 for every mail database containing an original template.

If your organization uses Lotus Notes 7, use mc_mail7_dropin.ntf in Step 1.

CUSTOMIZED TOOLKIT

SpeakSpace Unified Meeting also provides a toolkit template that contains the add-on only. If you are using a customized mail template, your Notes administrator will need to manually add the SpeakSpace Unified Meeting elements into your mail template.

- 1 Open both your customized mail template and mc_mail_toolkit.ntf in Lotus Notes Designer.
- 2 Copy the following design elements from the toolkit template (ex. mc_mail_toolkit.ntf) to your customized mail template:
 - a. Expand Shared Code -> Subforms in the toolkit.
 - b. Right click **MC_Main**, pick **Copy** from the context menu.
 - c. Expand Shared Code -> Subforms in your customized template.
 - d. Right click anywhere and pick **Paste** on the Context menu.
 - e. Expand Shared Resources -> Images in the toolkit.
 - f. Right click **mlcon.jpg**, pick **Copy** from the Context menu.
 - g. Expand Shared Resources -> Images in your customized template.
 - h. Right click anywhere and pick **Paste option** on the Context menu.
- 3 Expand Forms in your customized template.
- 4 Locate **_Calendar Entry (Alias Appointment)** and double click it.
- 5 At the SpeakSpace Unified Meeting fields section, select **Create -> Resource -> Insert Subform -> MC_Main**



The necessary email templates and toolkit are not included in the SpeakSpace Unified Meeting .msi package. You can download them from:
<http://www.meetingconnect.net/umgo>

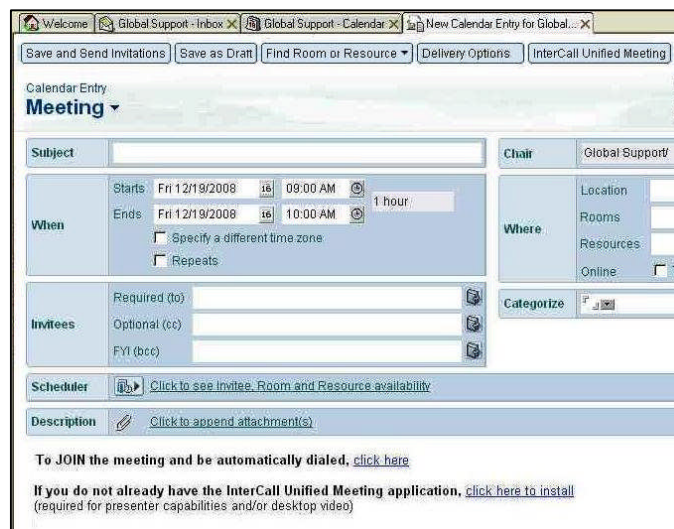
If your copy of Notes is in one of the ten languages that SpeakSpace Unified Meeting supports, your invitation text will appear in that language.

SCHEDULING A MEETING IS AS EASY AS 1...2...3!

Once the updated mail template is pushed to your computer, you can easily schedule SpeakSpace Unified Meeting meetings right from your Lotus Notes Calendar.

- 1 From your Lotus Notes Calendar, open the appointment time.
- 2 Enter the meeting topic in the Subject line and click **SpeakSpace Unified Meeting**.
- 3 Invite participants as you normally do and click **Save and Send Invitations**.

Note: When you click SpeakSpace Unified Meeting, invitation text is populated in the appointment form that is customizable (e.g., add text, change text color, font type, etc.)



The screenshot shows a Lotus Notes calendar appointment form titled "Meeting". The form includes the following fields and options:

- Subject:** A text input field.
- Chair:** A dropdown menu set to "Global Support".
- When:** Includes "Starts" (Fri 12/19/2008 09:00 AM) and "Ends" (Fri 12/19/2008 10:00 AM) with a "1 hour" duration. There are checkboxes for "Specify a different time zone" and "Repeats".
- Where:** Includes fields for "Location", "Rooms", "Resources", and "Online" (with a checkbox).
- Invitees:** Includes fields for "Required (to)", "Optional (cc)", and "FYI (bcc)".
- Scheduler:** A button labeled "Click to see Invitee, Room and Resource availability".
- Description:** A button labeled "Click to append attachment(s)".
- Footer:** Contains the text: "To JOIN the meeting and be automatically dialed, [click here](#). If you do not already have the InterCall Unified Meeting application, [click here to install](#) (required for presenter capabilities and/or desktop video)".

To start your scheduled meeting, simply click **JOIN meeting** in your Lotus Notes Calendar appointment. When prompted, select how you would like to join the voice portion of your meeting and then select what you'd like to show to attendees once the meeting begins (i.e., Show Presentation, Share Application, Manage Voice Participants, etc.).

THAT'S IT! NOW YOU'RE READY TO MEET WITH CLIENTS AND COLLEAGUES FROM ANYWHERE IN THE WORLD JUST BY USING YOUR LOTUS NOTES CALENDAR.