



Live Meeting 2007

Lotus Notes Add In Guide



Information Hotline

0871 7000 170
+44 (0)1452 546742
conferencing@intercalleeurope.com

Reservations

0870 043 4167
+44 (0)1452 553456
resv@intercalleeurope.com

www.intercalleeurope.com

Introduction to the Lotus Notes Add-In

The Microsoft Office Live Meeting 2007 Lotus Notes Add-In is an optional component that integrates Microsoft® Office Live Meeting with IBM Lotus Notes running on the same computer. With the Live Meeting Lotus Notes Add-In, users can do the following:

- + Schedule and enter meetings directly from Lotus Notes. Meetings are simultaneously scheduled in both Lotus Notes and the Live Meeting service.
- + Specify all meeting options and setup default preferences from Lotus Notes.
- + Access the Meet Now meeting room directly from Lotus Notes.
- + Display the Organize Meetings page directly from Lotus Notes.

The Live Meeting Lotus Notes Add-In adds three buttons to the Lotus Notes toolbar, as shown below in Figure 1. These buttons allow users to access the Meet Now feature, set Live Meeting preferences, and schedule Live Meeting conferences directly from within Lotus Notes.



Figure 1. Live Meeting buttons on the Lotus Notes toolbar

System Requirements

The following lists the system requirements for the Live Meeting Lotus Notes Add-In. Live Meeting, Lotus Notes, and Operating System Requirements

System Component	Requirement
Live Meeting	Microsoft Office Live Meeting 2007 and later
Operating System	Windows Vista™ operating system Microsoft Windows Server 2003 Microsoft Windows XP Service Pack 2 and later Microsoft Windows 2000 Service Pack 4 and later
Lotus Notes	English language edition of one of the following: IBM Lotus Notes 6.5 IBM Lotus Notes 6.5.1 IBM Lotus Notes 6.5.4 IBM Lotus Notes 7.0 IBM Lotus Notes 7.0.2

Installing the Add-In

The Live Meeting Lotus Notes Add-In is available from the resource and downloads page at <http://www.webconferencesupport.com>.

The Live Meeting Lotus Notes Add-In is available for download as a self-extracting .exe file and as a Windows Installer package (.msi file). If you want to programmatically deploy the Live Meeting Add-in Pack in your company, download and deploy the.msi file by using standard Windows Installer-based deployment tools, such as System Center Configuration Manager 2007 or Active Directory® Domain Services Group Policy.

An individual user who is logged on to his or her computer as a member of the Administrators or the Power Users group or who has the necessary permissions, can also go directly to the downloads page to download and install the add-in. If the user does not have the appropriate permissions on his or her computer, installation will fail.



INSTALLATION PREREQUISITES

The following are required for successful installation of the add-in:

- + The user installing the add-in must have Designer or Manager level access in the Lotus Notes access control list (ACL). Either Designer or Manager level access privileges are required for installing, repairing, or uninstalling the add-in.
- + The user's mailbox on the IBM Domino server must be accessible.
- + The user installing the add-in must be able to provide the mail file password.
- + The installation is a single-user installation. The add-in does not support multi-user installation or shared installation.
- + Any existing implementations of the Live Meeting Lotus Notes Add-In must be uninstalled.

USING THE SETUP PROGRAM (.EXE)

To install the add-in by using the .exe program, perform the following steps.

Note: The add-in .exe setup program uses ActiveX components. If you are running Internet Explorer 7 on Windows XP or Windows Vista, you will need to manually enable support for Microsoft ActiveX® Controls before you run the add-in setup program.

To enable ActiveX controls in Internet Explorer 7:

- 1 Open an Internet Explorer® 7 browser window.
- 2 On the Tools menu, click Internet Options.
- 3 Click the Security tab.
- 4 Under Security levels for this zone, move the slider to Medium.
- 5 Click Custom Level.
- 6 Under Automatic prompting for ActiveX controls, select the Enable radio button.
- 7 Click Apply, and then click **OK**.

To install the add-in using the .exe program:

- 1 Close Lotus Notes and all Microsoft Office applications. The installer will close these programs for you, but you should close these programs first to preserve any work in progress.
- 2 If you have previously installed the Lotus Notes Add-in for any version of Live Meeting, remove it first by using the Add or Remove Programs option in the Control Panel.
- 3 Download the RMNSetup.exe file.
- 4 Click Run.
- 5 After the add-in has finished installing, the User Preferences dialog box is automatically displayed. If you had a previous version of the add-in installed and working, the information should already be correct. Otherwise, select how you will specify your login information.

USING COMMAND LINE SETUP (.MSI)

To install the add-in by using the .msi installer, run the installer from the command line. The standard Windows Installer Msiexec parameters can be supplied. There are no parameters specific to the Live Meeting Lotus Notes Add-In.

To install the add-in using the .msi installer:

At the command prompt, type the following command:

```
msiexec /I RMNotes.msi
```

To run the .msi installer in silent mode:

At the command prompt, type the following command:

```
msiexec /I RMNotes.msi /qn
```

TROUBLESHOOTING

This section contains information about troubleshooting installation issues.

If the Live Meeting buttons are not visible in the Lotus Notes toolbar after installation, you may need to enable the toolbar in the Lotus Notes toolbar preferences.

If the toolbar is enabled in the preferences and the Live Meeting buttons are still not visible, you may need to display the Live Meeting buttons by clicking the drop-down arrow to the right of the toolbar, as shown below in Figure 2.

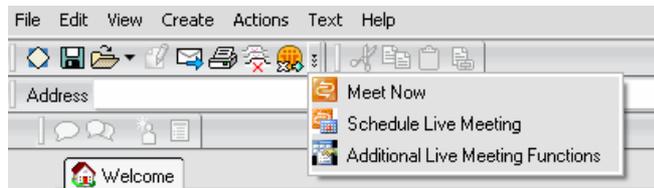


Figure 2. Displaying the toolbar buttons

If expanding the toolbar does not display the Live Meeting buttons, a file may have become corrupted during installation. This may occur if the wrong password was entered during installation or if the add-in installer was unable to make updates to a file. To resolve this issue, perform the following steps.

To reinstall the add-in

- 1 Back up your mail.nsf file.
- 2 Uninstall the Live Meeting Lotus Notes Add-In.
- 3 Uninstall Lotus Notes.
- 4 Delete the folder (drive):\Program Files\Lotus. Then delete the folder (drive):\Program Files\Lotus.
- 5 Reinstall Lotus Notes.
- 6 Configure Lotus Notes.
- 7 Reinstall the Live Meeting Lotus Notes Add-In.