

WEB MEETING LOTUS NOTES INTEGRATION GUIDE

FOR LOTUS NOTES ADMINISTRATORS

Version 4.4.1

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1. Lotus Notes Integration: Overview

The Lotus Notes Integration is an add-on to Web Meeting that enables users to schedule, start, and join meetings directly from the Lotus Notes client without opening the Web Meeting Conference Manager. It is compatible with Lotus Notes Basic and Lotus Notes Standard.

The Web Meeting Lotus Notes Integration is distributed in the toolkit template file named mc_mail_toolkit.ntf. To allow users to create Web Meeting meetings directly from Lotus Notes, you must install this template.

2. Software Requirements

Before you begin, ensure that your software versions are supported. Lotus Notes Integration for Web Meeting is supported for the following software versions:

Web Meeting	4.x
Lotus Domino Basic or Lotus Domino Standard	6.x, 7.x, 8.x
Lotus Notes Basic or Lotus Notes Standard	6.x, 7.x, 8.x
Windows	XP Professional SP2, XP Professional SP3, Vista Enterprise, Vista Ultimate, Vista Business

3. Installing the Template for Lotus Notes Integration

Before you begin, ensure that you have checked the Software requirements listed in Section 2, and that your machine meets the following requirements:

- Web Meeting client is installed
- Lotus Domino Designer can be used to administer templates
- The toolkit template file mc_mail_toolkit.ntf has been downloaded

3.1 Integration with Lotus Notes Basic

Complete the following steps to integrate the toolkit template into your Lotus Notes mail template.

Note: For integration with **Lotus Notes Standard**, refer to section 3.2: Integration with Lotus Notes Standard.

Install the Template:

1. In Lotus Domino Designer, open your Lotus Notes mail template and the mc_mail_toolkit.ntf toolkit template by clicking **File > Application > Open** and selecting each file.
2. In the **Recent Database** view, copy the necessary design elements from mc_mail_toolkit.ntf to your Lotus Notes mail template by completing these steps:
 - a. In the mc_mail_toolkit.ntf template, expand **Shared Code** and select **Subforms** in the toolkit.
 - b. Right-click on **MC_Main** and select **Copy** from the context menu.
 - c. In the Lotus Notes mail template, expand **Shared Code** and select **Subforms**.
 - d. Right-click and select **Paste** from the context menu.
 - e. You will see that a new subform called MC_Main has been added.
3. In the Lotus Notes mail template, expand **Forms**.
4. Double-click **_Calendar Entry** (Alias: **Appointment**).
5. Scroll down and select the cell below **Categories** (see Figure 1).

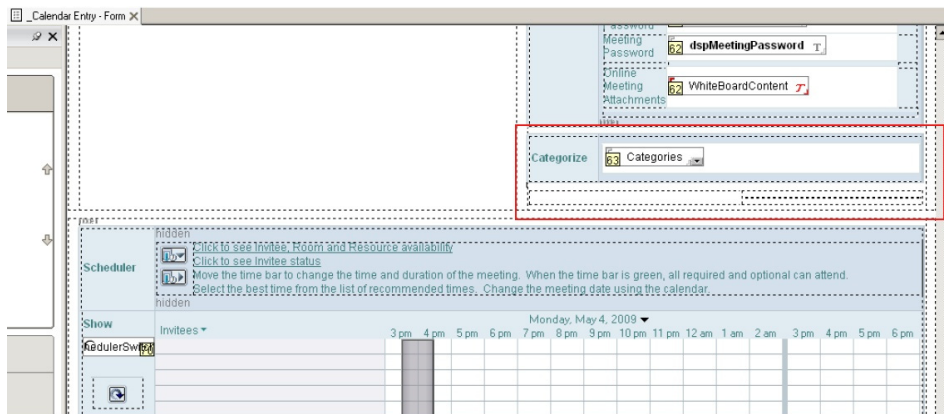


Figure 1

6. In Lotus Domino Designer Fields Selection, click **Create > Resource > Insert Subform**.
7. Select **MCMain** from the Insert Subform list and click **OK**.

Preview the Template:

1. Fields will appear on the template as shown in Figure 2:

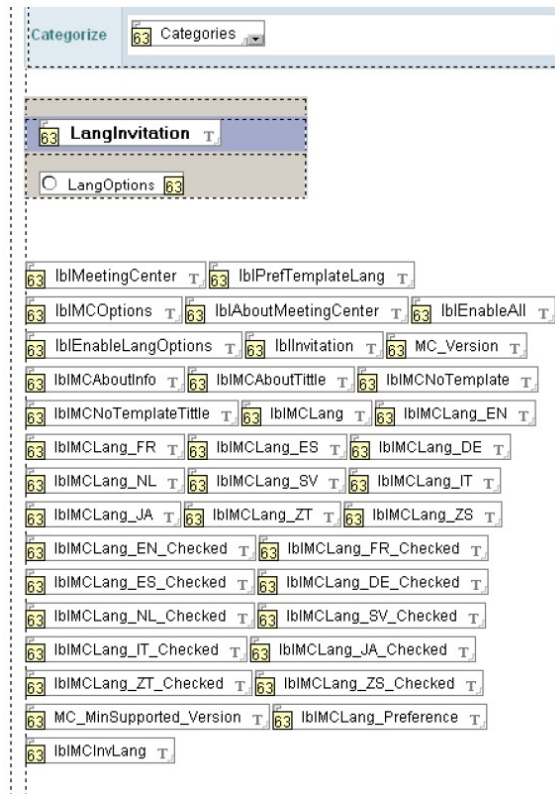


Figure 2

2. The final calendar entry will be similar to Figure 3:

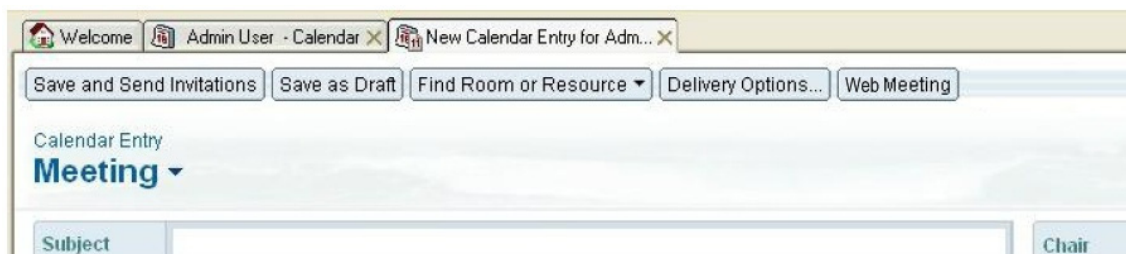


Figure 3

3.2 Integration with Lotus Notes Standard

Complete the following steps to integrate the toolkit template into your Lotus Notes mail template.

Note: For integration with **Lotus Notes Basic**, refer to section 3.1: Integration with Lotus Notes Basic.

Install the Template:

1. In Lotus Domino Designer, open your Lotus Notes mail template and the mc_mail_toolkit.ntf toolkit template by clicking **File > Application > Open** and selecting each file.
2. In the **Recent Database** view, copy the necessary design elements from mc_mail_toolkit.ntf to your Lotus Notes mail template by completing these steps:
 - a. In the mc_mail_toolkit.ntf template, expand **Shared Code** and select **Subforms** in the toolkit.
 - b. Right-click on **MC_Main** and select **Copy** from the context menu (Figure 1).

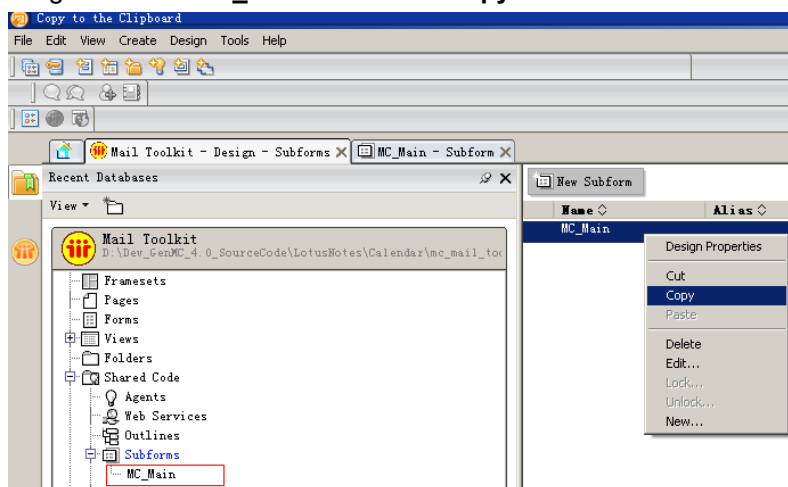


Figure 1

- c. In the Lotus Notes mail template, expand **Shared Code** and select **Subforms**.
- d. Right-click anywhere and select **Paste** from the context menu (Figure 2).

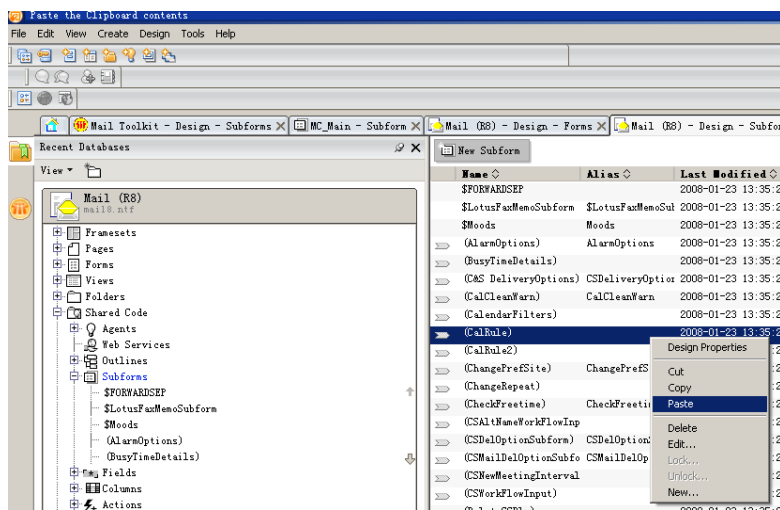


Figure 2

Preview the Template:

1. Open Web Meeting and sign in from the icon in the system tray, if you are not already signed in.
2. In Lotus Domino Designer, right-click on a blank area in **_Calendar Entry** and select **Preview In Notes**.
3. You will see that new items have been added to the Lotus Notes Actions menu and the Actions toolbar.

Lotus Notes Toolkit Template:

For Lotus IT Administrators Only: The toolkit template is necessary if you want to integrate the Web Meeting calendar add-in to your Lotus Notes company email template.

[The toolkit template and integration guide](#) - the toolkit template & integration guide for Lotus Notes version 6, 7 and 8.

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