This information describes the simplest ways to customize what users see when they click the MeetingPlace tab to schedule or attend meetings from their Outlook calendar. It also provides a matrix you can use to choose other methods of customization.

See the following sections:

- Scheduling Forms and Meeting Notifications
- Customizing Scheduling Forms and Meeting Notifications
- Default Information and Options on the Forms in the MeetingPlace Tab

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Scheduling Forms and Meeting Notifications

When users schedule a Cisco Unified MeetingPlace meeting by using Cisco Unified MeetingPlace for Outlook, they click the MeetingPlace tab in a standard Microsoft Outlook meeting scheduling form to set the basic meeting options. They can click Advanced Settings to set further options. These basic and advanced meeting settings pages are the scheduling forms.

When users open a notification for a Cisco Unified MeetingPlace meeting, they initially see a text-based notification that contains the information they need in order to attend the meeting. If they click the MeetingPlace tab, they can view similar information as a form. By default, each notification includes both the text-based information and the form.

You can choose the information and options that users see in the Cisco Unified MeetingPlace for Outlook scheduling and notification forms, and you can customize the text that they see.

Customizing Scheduling Forms and Meeting Notifications

There are several ways to customize the scheduling forms and meeting notifications. Table: Comparison of Customization Methods lists the pros and cons of each method.

Table: Comparison of Customization Methods

Customization Methods	Scheduling Forms	Notification Form	Text-Based Notification
Described on this page	• Customizations are preserved after an upgrade. • Easy to use.	• Customizations are preserved after an upgrade. • Easy to use.	-
Described in Customizing Text-Based Meeting Notifications for Cisco Unified MeetingPlace for Outlook.	-	-	Customizations may need to be modified after an upgrade.
Described in Customizing the Scheduling Forms for Cisco Unified MeetingPlace for Outlook (Advanced).	• Offers greater flexibility than the processes described on this page. • Customizations are not preserved after an upgrade.* Requires knowledge of HTML and JavaScript.	-	-

Customizing the Forms by Using Information on This Page

Use the procedures on this page to do the following:

- Show or hide default options and information on the scheduling and notification forms.
- Change the labels of default options and some other default information.

Changes that you make by using these procedures will remain after you upgrade your Cisco Unified MeetingPlace for Outlook application.

Note: If you change the Cisco Unified MeetingPlace for Outlook user interface, you should also change the corresponding Web Conferencing user interface. For example, if you change the text of the "Billing Code" option, you should change it in both applications. To customize the Web Conferencing interface, see the documentation for Cisco Unified MeetingPlace Web Conferencing.

Showing or Hiding Options and Information

Default options and information appear on the schedule and attend forms that users see when they click the MeetingPlace tab of a scheduling form or meeting notification.

You can hide options and information that your users do not need to use, or if you do not want users to have access to the functionality that some options provide.

To Show or Hide Options and Information

1. Log in to Cisco Unified MeetingPlace Web Conferencing with a system manager user ID and password.
2. Click **Admin**.
3. Click **User Interface Fields**.
4. Click one of the following links:
   - **Outlook Meeting Settings Page**
   - **Outlook Advanced Settings Page**
   - **Outlook Attend Meeting Page**
5. To expose a field in the schedule or attend form or meeting notification, click the object in the Enabled column to reveal a check mark.
6. To hide a field, click the object in the Enabled column to reveal an X.
   Hiding a field removes it from the schedule or attend form and meeting notification and disables access to its functionality.
7. To configure another page, click **Back** to return to the main User Interface Fields administration page.
8. Consider making the same change for the corresponding information in the Cisco Unified MeetingPlace Web Conferencing user interface.

About Customizing Text Items

You can change the text that users see on the scheduling forms and meeting notification form.

For example, you can change the label of the Billing Code field to Account Number if "Account Number" is a more familiar term to your users than "Billing Code."

Notes:

- Changing the text string changes the text in each place it appears. For example, if a text string appears both in the scheduling form and in the meeting notification form, your change will appear in both places.
- You cannot change the function of a field by renaming its label; for example, do not change the label of the "Billing Code" field to "Password."

To Identify the Text to Change

In order to change an item of text in the UI, you need to know the String ID associated with that text item.

1. Find the text that you want to change in the tables in the Default Information and Options on the Forms in the MeetingPlace Tab.
2. Write your custom text in the **Your Custom Value** column of the table.
3. Note the String ID that corresponds to the text.
4. To change the text, see the To Change the User Interface Text.
5. To revert the text to the default value, see either the To Restore a Single Text String to the Default Text or the To Restore All Custom Text to the Default Text.

To Change the User Interface Text

1. Locate the String ID of the text you want to customize. See the To Identify the Text to Change.
2. Log in to Cisco Unified MeetingPlace Web Conferencing with a system manager user ID and password.
3. Click **Admin**.
4. Click **User Interface Text**.
5. Click **Configure Strings**.
6. Enter the String ID you located in Step 1.
7. Choose the language of your interface.
8. Click **Submit**.
9. Verify that the **Default String** (and **Custom String**, if you have already entered custom text for this item) is the text you want to change.
10. For **New String**, enter the new text.
11. Click **Change**.
12. If you are finished making changes, click **Done**. If you want to change more text, click **Look Up a Different String**.
13. Go to the location where the text appears, and verify your change.
14. Consider changing the corresponding text string in the Cisco Unified MeetingPlace Web Conferencing interface. To locate the string IDs for text in the Web Conferencing interface, see the documentation for Cisco Unified MeetingPlace Web Conferencing.

To Restore a Single Text String to the Default Text

Note: You cannot use this method to restore text that was customized by using a different method.

1. Locate the String ID of the text that you want to customize. See the To Identify the Text to Change.
2. Log in to Cisco Unified MeetingPlace Web Conferencing with a system manager user ID and password.
3. Click **Admin**.
4. Click **User Interface String Configuration**.
5. Click **Configure Strings**.
6. Enter the String ID you located in Step 1.
7. Click **Submit**.
8. Verify that the **Default String** and C**ustom String** are the text you want to change.
9. Click **Restore**.

To Restore All Custom Text to the Default Text

This procedure restores to the default text all custom text in the Web Conferencing and Cisco Unified MeetingPlace for Outlook user interfaces.

Note: This procedure cannot be undone.

1. Log in to Cisco Unified MeetingPlace Web Conferencing with a system manager user ID and password.
2. Click **Admin**.
3. Click **User Interface String Configuration**.
4. Click **Revert to Default Strings**.
5. Click **Yes**.
6. Click **Done**.

Default Information and Options on the Forms in the MeetingPlace Tab

Table: Meeting Settings Page, Table: Advanced Settings Page, and Table: Attend Meeting Page list the default information on the three forms available in the MeetingPlace tab:

- Meeting Settings
- Advanced Settings
- Attend Meeting

Some text that you see on the forms is not listed in the tables. To change text that is not listed in these tables, use one of the other customization methods listed in the Customizing Scheduling Forms and Meeting Notifications.

Complete descriptions of the parameters listed in the following table are in the online help in Cisco Unified MeetingPlace for Outlook.

Table: Meeting Settings Page

Original Text	String ID	Your Custom Value
Meeting Settings tab	16134	
Check Availability link	16101	
Date option	16141	
Time option	16142	
Duration option	16054	
Frequency option	16214	
# of Occurrences option	16215	
Meeting Name option	16144	
Meeting ID option	16145	
Meeting Template option	9745	
Enable Recording option	16057	
# of Callers option	16146	
# of Video Callers option (This field is available only if your Cisco Unified MeetingPlace system includes Cisco Unified MeetingPlace Video Integration.)	16147	
Billing Code option	16148	
Allow Internet Access option	16153	
MeetingPlace Server option	16073	

Table: Advanced Settings Page

Original Text	String ID	Your Custom Value
Advanced Settings tab	16135	
Entry Announcement option	16149	
Departure Announcement option	16150	
Password Required option	16151	
Meeting Password option	16058	
Allow Internet Access option	16153	
Publicly Listed Meeting option	16154	
Who Can Attend Meeting option	16155	
Who Can Access MeetingNotes option	16156	

Table: Attend Meeting Page

Original Text	String ID	Your Custom Value
Attend Meeting tab	16041	
Meeting ID information	16145	
Phone Dial In information	16052	
Date information	16141	
Time information	16142	
# of Callers information	16146	
# of Video Callers information (if your Cisco Unified MeetingPlace system includes video conferencing)	16147	
Allow Internet Access information	16153	
Record Meeting information	16158	
Subject	16159	