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E-mail notification templates specify which information to include in the e-mail notifications. The templates also determine the order and formatting used to present the specified information.

Although e-mail notification templates are editable, they are designed to be language-independent by containing tags instead of actual e-mail message content. Each tag is translated by the Cisco Unified MeetingPlace mail system into the text defined in editable language property files. A unique language property file is available for each language you install and enable on the Cisco Unified MeetingPlace server.

**Note:** (Microsoft Outlook integration for Cisco Unified MeetingPlace Release 7.0.1 only) These templates and language property files affect only the notifications that are sent when users schedule, reschedule, and cancel meetings from the Microsoft Outlook calendar. To modify the calendar notification templates for meetings that are scheduled from the Cisco Unified MeetingPlace end-user web interface, see [Integrating with Microsoft Outlook](#).

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## How the Mail System Works

The Cisco Unified MeetingPlace mail system uses the following process to send e-mail notifications to users:

1. The mail system selects the appropriate template, depending on the type of e-mail notification that is required. The templates are listed in [Table: E-Mail Notification Templates](#).
2. The mail system identifies the tags in the template:
  1. Plain text in the template is left as plain text in the e-mail notification.
  2. A dollar sign (\$) indicates the beginning of a tag that is replaced by the definition in the language property file. For example:

```
$notify_to_join_meeting
```
  3. A space or the end of a line indicates the end of a tag.
3. The mail system checks which language property file to use, depending on the [Language](#) configured in the user profile of the e-mail recipient.

4. The mail system creates the e-mail notification by translating the tags in the template to the matching tag definitions in the language property file:
  1. An equal (=) sign indicates the beginning of a tag definition. For example:

```
notify_to_join_meeting = To join the meeting
```
  2. The end of a line indicates the end of a tag definition.
  3. For each match, the mail system replaces the tag with the content defined in the language property file.
  4. If there is no match, the tag is included in the e-mail notification, including the dollar sign (\$).
  5. Tag definitions may contain tags that are defined by other system components, such as the system scheduler. For example:

```
notify_details=The meeting details are:  
notify_id=ID: $cisco_MTGID
```

The scheduler component typically defines tags that appear on the scheduling page of the end-user web interface, such as the name of the meeting owner, meeting subject, and start time.
5. The mail system sends the completed e-mail notification to the SMTP server.

#### Related Topics

- [How to Customize E-Mail Notifications](#)

## Example of Editing an E-Mail Notification Template and a Language Property File

This example shows how to do the following:

1. Add a new tag, called \$custom\_greeting, to an e-mail notification template.
2. Define the tag in a language property file.

**Note:** If you enable multiple languages on your system, you must define new tags in all language property files.

The following sample shows the placement of the new tag at the beginning of an e-mail notification template:

#### **\$custom\_greeting**

```
$notify_meeting_subject $notify_meeting_name
```

```
$notify_date_time $notify_when
```

```
$notify_dur $notify_duration
```

```
$notify_frequency $notify_recur_pattern
```

The following sample shows the definition of the new tag in the U.S. English language property file:

```
#####
## English (USA) language property file ##
#####

## ALL TEMPLATES

notify_title=Cisco Unified MeetingPlace meeting notification

$custom_greeting=Good day. You have been invited to the following
meeting:

notify_details=The meeting details are:

notify_mtg_id=Meeting ID:

notify_meeting_id=$cisco_MTGID

notify_id=ID: $cisco_MTGID
```

#### Related Topics

- [How to Customize E-Mail Notifications](#)

## Notification Items

The following table provides a list of notification items and tags that are commonly used by Cisco Unified MeetingPlace for Outlook and SMTP notifications.

Notification Item	Notification Tag
Meeting ID	\$cisco_MTGID
Click-to-attend link	\$cisco_CtaUrl
Dial-in number	\$cisco_DialIn
Meeting name	\$cisco_TextName
Password	\$cisco_Password
Meeting type	\$cisco_MeetingType
Meeting template	\$cisco_MeetingTemplate

Scheduler	\$cisco_SchedulerFirstName
	\$cisco_SchedulerLastName
Current meeting date	\$cisco_Month
	\$cisco_Day
	\$cisco_Year
Previous meeting date	\$cisco_Orig_Month
	\$cisco_Orig_Day
	\$cisco_Orig_Year
Current meeting time	\$cisco_Hour
	\$cisco_Min
	\$cisco_AMPM
	\$cisco_TimeZone
Previous meeting time	\$cisco_Orig_Hour
	\$cisco_Orig_Min
	\$cisco_Orig_AMPM
	\$cisco_TimeZone
Scheduler phone	\$cisco_SchedulerTelephone
Scheduler e-mail	\$cisco_SchedulerEmail
Cisco Unified MeetingPlace phone number	\$cisco_DID_Telephone
Alternate phone number 1	\$cisco_Alt_Telephone
Label for alternate phone number 1	\$cisco_Alt_Telephone_Label1
Alternate phone number 2	\$cisco_Alt_Telephone2
Label for alternate phone number 2	\$cisco_Alt_Telephone_Label2
Alternate phone number 3	\$cisco_Alt_Telephone3
Label for alternate phone number 3	\$cisco_Alt_Telephone_Label3
Duration	\$cisco_DurHours
	\$cisco_DurMins
Recurrence pattern	\$cisco_ReOccuringConference