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By default, Cisco Unified MeetingPlace meetings that are scheduled from Microsoft Outlook use the Collaborative meeting template.

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### Before You Begin

- NOTE: Following instructions apply only to MeetingPlace 7.0 MR2 and above, or MP 7.0(2.48) Outlook hotfix and above. In earlier MeetingpPlace 7.0 versions it is NOT possible to change the default meeting template for meetings scheduled from Microsoft Outlook.
- This task requires familiarity with editing text files in the Linux environment, for example, by using the Linux **vim** command.
- If you are not familiar with meeting templates, see the "Meeting Templates" section in the "Creating and Modifying Meeting Templates and Layouts in Cisco Unified MeetingPlace" chapter of the *User Guide for Cisco Unified MeetingPlace* at this URL:  
[http://www.cisco.com/en/US/docs/voice\\_ip\\_comm/meetingplace/7x/english/user/web\\_creating\\_and\\_modifying\\_t](http://www.cisco.com/en/US/docs/voice_ip_comm/meetingplace/7x/english/user/web_creating_and_modifying_t)
- Performing this task changes the *system-wide* default meeting template. Nevertheless, individual users can select a different meeting template while scheduling meetings.

### Restriction

You cannot select a custom meeting template as the default meeting template. You can only choose from the following options: Collaborative, Presentation, and Webinar.

**Caution!** Performing this task requires that you restart the Apache Tomcat services and the Cisco Unified MeetingPlace Web Conferencing services. Proceed only during a scheduled maintenance period.

## Procedure

1. Log in to the Application Server CLI as the `mpxadmin` user.
2. Enter `su` to get root privileges.
3. Navigate to the following directory:  
`/opt/cisco/meetingplace/web/current/bases/main/webapps/outlook/WEB-INF/classes/com/cisco/meetingpl`
4. View the `BreezeTemplates.properties` file.  

```
[root@example-appserver bundles]# cat
BreezeTemplates.properties
3=Webinar
2=Presentation
1=Collaborative
ORDER=1,2,3
The current default template is item 1, which in this example (and by default) is the
Collaborative template.
Proceed only if you want to specify a different default meeting template.
```
5. Change the order by updating `ORDER` parameter so that the desired default meeting template (first item in the list) is item 2.
6. Verify that the file is correct and that there are no typographical errors.  
 In the following example, the order is changed to use the Presentation template by default:  

```
[root@example-appserver bundles]# cat
BreezeTemplates.properties
3=Webinar
2=Presentation
1=Collaborative
ORDER=2,1,3
```
7. Restart the Apache Tomcat services.  

```
[root@example-appserver bundles]# /etc/init.d/mpx_tomcat
restart
```
8. Restart the Cisco Unified MeetingPlace Web Conferencing services.

## Example

In the following example, the order is changed to use the Presentation template by default:

```
[root@example-appserver bundles]# cat BreezeTemplates.properties
3=Webinar
2=Presentation
1=Collaborative
ORDER=1,2,3
[root@example-appserver bundles]# cat << END > BreezeTemplates.properties
> 3=Webinar
> 2=Presentation
> 1=Collaborative
```

```
> ORDER=2,1,3
```

```
> END
```

```
[root@example-appserver bundles]# cat BreezeTemplates.properties
```

```
3=Webinar
```

```
2=Presentation
```

```
1=Collaborative
```

```
ORDER=2,1,3
```

```
[root@example-appserver bundles]# /etc/init.d/mpx_tomcat restart
```

```
Stopping tomcat: [ OK ]
```

```
Starting tomcat: [ OK ]
```

```
[root@example-appserver bundles]#
```

### Verifying

Restart Microsoft Outlook and schedule a Cisco Unified MeetingPlace meeting. Verify that the desired meeting template is used by default.

### Related Topics

- [How to Log in to the CLI](#)
- [Restarting All Web Conferencing Services](#)
- [Enabling Cisco Unified MeetingPlace Scheduling from Microsoft Outlook](#)
- [Changing the Default Meeting Template for Meetings Scheduled From the End-User Web Interface](#)