

Main page: [Cisco Unified MeetingPlace, Release 7.0](#)

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Meeting passwords prevent uninvited people from attending meetings. You can increase the security of your system by:

- Requiring passwords for meetings scheduled by some or all users
- Requiring long meeting passwords

Before You Begin

Meeting password must be communicated to the meeting invitees in order for them to join the meeting:

- Configure user groups and user profiles to include meeting passwords in e-mail notifications. See [Configuring User Preferences for E-Mail Notifications](#).
- If not all meeting invitees will receive e-mail notifications, the meeting scheduler or another organizer must manually communicate the meeting password.

Procedure

1. Log in to the Administration Center.
2. Click **System Configuration > Meeting Configuration**.
3. Configure the [Minimum meeting password length](#) field. A higher value is more secure than a lower value.
4. Click **Save**.
5. Click **User Configuration**.
6. Click **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.
7. Click **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
8. Set the [Meeting password required](#) to **Yes**.
9. Click **Save**.
10. Repeat [Step 5](#) through [Step 9](#) for all user groups and user profiles for which you want to require meeting passwords.

Related Topics

- [Table: Field Reference: Meeting Configuration Page](#)
- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#)