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You can configure the behavior of e-mail notifications for each user group or individual user, for example:

- E-mail type and format.
- Whether notifications are sent for meeting updates or cancellations.
- Who can send or receive notifications.
- What notifications include, such as participant lists, meeting passwords, or attachments.

Before You Begin

- To enable the use of the Microsoft Exchange or IBM Lotus Notes formats, you first need to set up the integrations. See the following:
 - ◆ [Integrating with Microsoft Outlook](#)
 - ◆ [Integrating with IBM Lotus Notes](#)
- Avoid changing e-mail notification settings once Cisco Unified MeetingPlace is in use, because users might already rely on a certain behavior, such as having all invited meeting participants receive e-mail notifications for new or changed meetings. Changing that behavior may result in lost productivity. If you must change the e-mail notification settings after Cisco Unified MeetingPlace has been in use, then make sure that you alert your users to the changes.
- You can configure the e-mail notification settings in user groups or user profiles. We recommend that you configure the settings in user groups to help you keep e-mail notification settings as consistent as possible across your user base.
- Only users who have a valid [E-mail address](#) in the user profile may send or receive e-mail notifications. E-mail addresses cannot be configured in user groups.

Procedure

1. Log in to the Administration Center.
2. Click **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.
3. Click **Edit** or **Add New**, depending on whether you want to configure an existing or new user group or user profile.
4. Configure these fields:
 - ◆ [E-mail type and format](#)
 - ◆ Fields in the [Notifications](#) section.
5. Click **Save**.

Related Topics

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