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For Cisco Unified MeetingPlace to send e-mail notifications, one of the following must be configured:

- At least one SMTP server
- Microsoft Outlook integration

**Note:** To send e-mail notifications, Cisco Unified MeetingPlace does *not* use the mail server information that you entered while installing the operating system (OS). Even if you want both the OS and the Cisco Unified MeetingPlace application to use the same SMTP server, you must re-enter the server information through the Administration Center by performing this procedure.

After the initial system startup, Cisco Unified MeetingPlace uses the primary SMTP server to send e-mail notifications. If the system fails to send e-mail notifications through the primary SMTP server, the system immediately switches to using the secondary SMTP server, if configured. The system continues to use the secondary SMTP server until a problem occurs; then the system automatically switches to using the primary SMTP server.

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### Before You Begin

If you want to use Microsoft Outlook exclusively for e-mail notifications, then do not perform this task. Instead, see [Integrating with Microsoft Outlook](#).

### Restriction

Transport Layer Security (TLS) is not supported for SMTP e-mail notifications.

**Procedure**

1. Log in to the Administration Center.
2. Click **System Configuration > E-Mail Notifications > SMTP Server Configuration**.
3. Configure the fields.
4. Click **Save**.

**Related Topics**

- [Table: Field Reference: SMTP Server Configuration Page](#)
- [Configuring User Preferences for E-Mail Notifications](#)