

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

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Use this page to modify the content and appearance of e-mail notifications. To find this page, click **System Configuration > E-Mail Notifications > E-Mail Notification Templates > Edit Templates (Basic)**.

Note: Make sure that you read the [Restrictions](#) for [Editing Templates for E-Mail Notifications](#).

Table: Field Reference: Edit Templates (Basic)

Field	Description
Template	<p>Which template to view or edit.</p> <p>For template descriptions, see Table: E-Mail Notification Templates.</p> <p>Note: For templates that have both SMTP and non-SMTP versions, you must modify <i>both</i> versions to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the E-mail type and format setting in each user profile.</p>
Format	<p>Select either the HTML or text version.</p> <p>Note: If you modify an e-mail notification template, you must modify <i>both</i> the HTML and plain text formats to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the E-mail type and format setting in each user profile.</p> <p>Default: html</p>

Editing Area of the Edit Templates (Basic) Page

Use the editing area to modify the appearance of e-mail notifications.

- For the HTML format, you can modify the font, size, color, and alignment of the text. You can also insert horizontal lines and hypertext links and modify the location of the graphics.
- The tags (\$notify_xxxx) are defined in language property files.

Note: The following notes apply to the graphics in e-mail notifications:

- The HTML templates display only the size and location of each graphic.

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- Graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
- E-mail notification graphics cannot be modified or replaced.
- New graphics cannot be added to e-mail notifications.

Related Topics

- [Editing Templates for E-Mail Notifications](#)
- [About E-Mail Notification Templates and Language Property Files](#)