

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

**Up one level:** [Reference Information](#)

Use this page to configure which Cisco Unified MeetingPlace servers become available in the client PC Microsoft Outlook options after the plug-in is installed.

- To add a server, click **Add New**.
- To edit an existing entry, click the name of that entry.
- To delete an entry, check the item and click **Delete Selected**.

To find this page, click **System Configuration > Outlook Plug-In Configuration**.

**Note:** This page appears only when the msft\_int license is installed.

**Table: Field Reference: Outlook Plug-In Configuration Page, Add Cisco Unified MeetingPlace Server Page, and Edit Cisco Unified MeetingPlace Server Page**

Field	Description
Make Cisco Unified MeetingPlace form the default appointment form	<p>Whether to use the Cisco Unified MeetingPlace scheduling form by default for all new Microsoft Outlook appointments and meetings.</p> <p>The user can override this setting from Microsoft Outlook by clicking <b>Tools &gt; Options</b> and selecting the <b>MeetingPlace</b> tab.</p> <p>Default: Yes</p>
Name	<p>Unique name to appear in the list of available Cisco Unified MeetingPlace systems in the Microsoft Outlook options on the end-user PC.</p> <p>Restriction: This field cannot contain any spaces. You may, however, use an underscore character (_), for example, "my_mpx_server."</p>
URL	<p>URL of the Cisco Unified MeetingPlace server to associate with the entered <u>Name</u>.</p> <p>If SSL is enabled, be sure that the URL starts with "https" and not "http".</p> <p>Required format: <b>http://&lt;hostname&gt;/outlook/mpe</b></p>

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**Related Topics**

- [Adding Cisco Unified MeetingPlace Systems to the Plug-In for Microsoft Outlook](#)