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You can send an e-mail message to a user group or to all users in the Cisco Unified MeetingPlace database. This can be useful for sending productivity tips, announcing new features, and warning users of scheduled maintenance downtime.

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Before You Begin

E-Mail Blasts will be sent using SMTP integration, make sure that the [SMTP Server Configuration Page](#) is properly configured.

Procedure

1. Log in to the Administration Center.
2. Click **Maintenance > E-Mail Blast**.
3. Fill in the fields in [Table: Field Reference: E-Mail Blast Page](#).

Table: Field Reference: E-Mail Blast Page

Field	Description
Group	The user group to which you want to send the e-mail blast. To send the e-mail blast to <i>all</i> users whose user profiles contain an e-mail address, choose ----- All -----. Default: ----- None -----
Language	The language in which the e-mail blast is sent. Default: English (US)
Subject	The subject of the e-mail blast.

	Default: Administrator announcement
Body	The text in the body of the e-mail blast.

4. Click **Send**.

Related Topics

- [Configuring E-Mail Notifications for Cisco Unified MeetingPlace](#)